

MINUTES OF THE BOARD OF DIRECTORS
VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION
800 East County Road E, Vadnais Heights, MN 55127; 651.204-6070; office@vlawmo.org

December 16, 2009

ATTENDING:

| | |
|-------------------------------|------------------------|
| Robert Uzpen <i>absent</i> | Gem Lake Lino Lakes |
| Marty Long | North Oaks |
| Marc Johannsen | Vadnais Heights |
| Dan Jones | White Bear Lake |
| Bill Mample | White Bear Township |

| | |
|--------------------|-----------------------------------|
| Stephanie McNamara | VLAWMO Administrator |
| Kristine Lampert | VLAWMO Project Coordinator |
| Brian Corcoran | VLAWMO Water Resources Technician |

Others in attendance: Neil Franey, VLAWMO TEC

I. Call to Order was made at 7:01 pm by Chair Johannsen.

II. Approval of Agenda

The agenda was modified to reflect the approval of the October 21, 2009 Minutes rather than the August 19, 2009 Minutes. Item IV. b. was deleted as it will be addressed later in the agenda.

A motion was made by Uzpen & seconded by Jones to approve the agenda as modified. Vote: all aye. Motion passed.

III. Approval of October 21, 2009 Minutes

A motion was made by Jones & seconded by Mample to approve the October 21, 2009. Vote: all aye. Motion passed.

IV. Technical Commission Report to the Board

Neil Franey, TEC Treasurer, reviewed some of the activities of the TEC.

- a. Activity Summary
 - i. Whitaker Pond & Flume 2 Project
 - ii. Grant Award – Lambert subwatershed assessment
 - iii. Grant Applications
 - iv. Lambert Creek TMDL
- b. Financial Summary

Stephanie summarized the financials of VLAWMO for the last couple of months. Overall 65% of the annual budget has been expended as of today.

V. Treasurer's Report

- a. 2009 Year End Summary and 2010 Carry Over

Stephanie reported that there are left over funds from 2009 that we would like to carry over into 2010. There was consent among the Board that there should be some carry over for certain line items (Staff, SLMP, Cost Share Program, Public Education, Facilities Operation, Whitaker Weir

and Pond, Lambert Creek assessment, Pilot & SLMP Implementation). Jones stated that he would like to see excess funds go towards projects and possibly education funds. Jones also stated that the Board should be cognizant that if we continually have abundant carry over, we should re-address the budget and how much we charge our property owners.

A motion was made by Uzpen & seconded by Jones to approve the carryover of the line following line items:

| <u>2009 – 2010 Carry over budget</u> | <u>Remaining in budget</u> |
|--------------------------------------|----------------------------|
| 6.1.2 Staff | \$49,731 |
| 6.3.3 SLMP | \$2,157 |
| 6.3.4 Cost-share program | \$6,529 |
| 6.3.5 Public Education | \$2,685 |
| 6.3.6 Facilities operation | \$6,246 |
| CIP | |
| 6.4.3 Whitaker weir & pond | \$35,177 |
| 6.4.4 Lambert Creek assessment | \$6,869 |
| 6.4.9 Pilot & SLMP implementation | \$52,083 |

Vote: all aye. Motion passed.

VI. New Business

a. Policy for CIP cost share projects: Recommendations from TEC and Policy & Personnel Committee – Resolution 08-2009

The policy was first discussed at the Policy & Personnel Committee and the details were created with the TEC. Johansen stated that the Policy presented tonight reflects much of what was asked for from the P & P Committee. Mample questioned the deadline language – that the Policy states that there are 2 rounds of time for consideration and funding. Johannsen stated that the thinking was that if a project was awarded for the cap of \$5,000 and that later in the year, there is still money available, that the same project applicant could apply for more funding. After Board discussion, the recommended policy was modified to allow applicants to appeal directly to the Board for amounts over the \$5000 cap for exceptional projects. Applications to the Board should include rationale for the need, why the project is exceptional and any other support information. Applicants would then have the option of applying directly to the Board before their project for amounts over the cap or applying later in the year for a second round funding. Johannsen stated that the \$5,000 cap was to delegate authority to the TEC consider and approve small CIP projects within budget.

A motion was made by Jones & seconded by Uzpen to adopt Resolution 08-2009 with language changes as discussed (attached): **A RESOLUTION ESTABLISHING A POLICY GOVERNING THE USE OF CAPITAL IMPROVEMENT FUNDING FOR PILOT AND SUSTAINABLE LAKE MANAGEMENT PLAN (SLMP) IMPLEMENTATION PROJECTS WITHIN THE VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION.** Item e of the Policy was edited to read as follows: “The cap on costs for an individual project is \$5,000, with the provision that the applicant may appeal to the Board for amounts in excess of the cap and the requirements of Part d above. The Technical Commission

will review the application and provide the Board with a recommendation in advance of the Board Meeting.”Vote: all aye. Motion passed.

b. Cost Share Request for Green Roof – WBL

An application was received from the City of White Bear Lake to install a green roof over the offices of the new Public Works Building. The grant request is for \$14,500. Jones is abstaining from the discussion and vote on this since he is a City Council rep for the City of WBL. Mample thinks this is the type of project we are looking to fund and encourage. Johannsen wanted to decide how much to give to this applicant. Uzpen stated that the Board can’t do that because the Board hasn’t gotten an official recommendation from the TEC regarding this project. Franey stated that the TEC is supportive of this project up to the \$5,000. Johannsen stated that after reviewing the policy, the TEC does need to formally consider the project. Johannsen stated that the application should be referred back to the TEC. Long stated that he would like the general CIP application to have a question where the applicant addresses how the public can be educated about the project (Add 2. D.)

A motion was made by Mample & seconded by Uzpen to refer this application to the TEC for their formal approval of the \$5,000 and their recommendation as to whether it should be awarded more funding than the cap. Vote: aye – Long, Johannsen, Uzpen, and Mample. Jones Abstained. Motion Passed.

Jones stated that he would like for VLAWMO to have a Press Release about this program so that we can promote it.

c. Employee Handbook Policy Updates – Resolution 09-2009

Johannsen stated that the changes proposed are minor. The most notable change is the removal of the Floating Holiday.

A motion was made by Mample & Jones seconded by to adopt Resolution 09-2009 (attached): **A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK ADOPTED APRIL 2009.**

Vote: all aye. Motion passed.

d. Administrator Review

The Policy & Personnel Committee did an annual review with Stephanie. Johannsen asked the Board to give him the authority to give Stephanie a raise effective January 1, 2010.

A motion was made by Mample & Uzpen to give Chair Johannsen the authority to award Stephanie a raise as of January 1, 2010. Vote: all aye. Motion passed.

VII. Report from the Chair – Johannsen stated that he has enjoyed working with this Board and looks forward to continuing in 2010. Johannsen asked if meeting every other month on Wednesdays is still acceptable. There was consent that this was acceptable for 2010. Jones stated that the absence of the Lino Lakes representative is significant.

VIII. Administrator’s Report

a. MPCA Tour of VLAWMO – the PCA sent a nice thank you letter for the tour and the PCA was grateful to have the opportunity to talk with our Board members.

b. Boundary Change Update – Rice Creek is changing their legal description and Ramsey County appears to be in favor of accepting the boundary change based on a map rather than parcel list. BWSR has stated that accept County action.

c. Annual Report & Audit

We have signed an engagement letter with Abdo, Eick, & Meyers for the audit. The audit is scheduled for February.

d. Other - Stephanie also mentioned that VLAWMO is in the planning stages of a Shallow Lakes Workshop. It will likely be in mid-late winter on a Saturday morning. Johannsen stated that he thinks some of the Board should be there.

IX. Directors Reports

Uzpen stated that he will be gone during the week of the February meeting. The Board agreed to change the date to February 24th. Mample stated that he has enjoyed working with the Board. Uzpen stated that being on the Board has been a pleasant experience and he looks forward to continue working with the group next year. Long stated that in his profession, he works with other watersheds and he really enjoys VLAWMO and the work we accomplish. Jones stated that as a resident, he is proud of how much VLAWMO gets done. Johannsen asked Franey to pass along to the TEC that the Board is grateful for what the TEC accomplishes.

X. Next meeting date: February 24

XI. Public Comment – none

XII. Adjourn

The meeting was adjourned at 8:06 p.m. Vote: all aye. Motion passed.

Minutes compiled and submitted by Kristine Lampert