

BOARD OF DIRECTORS MEETING AGENDA

7:00 PM

October 28, 2026

Vadnais Heights City Hall, Council Chambers; 800 County Road E, East, Vadnais Heights

 = requested Board action

- I. **Call to Order** Chair, Jim Lindner
- II. **Approval of Agenda** 
- III. **Approval of August 26, 2026 Board Meeting Minutes**  **3**
- IV. **Visitors and Presentations**
 - A. TEC Report to the Board for October & Finance Report– October 2026– Susan Miller **15**
 - B. Public visitors – Non-Agenda Items
- V. **Consent Agenda**  - *Directors may request to move any item to business agenda for discussion*
 - A. Consider Engineering Services for 2027 and 2028 **23**
 - B. Consider Legal Services for 2027 and 2028 **41**
 - C. Consider Health Insurance Benefit Renewal for 2027 **43**
 - D. Consider Digital Accessibility Scope of Work and Authorize Contract **45**
 - E. Consider Watershed Awards Nomination Process **51**
 - F. Consider Ongoing Project Maintenance Scopes of Services (NST and RCSWCD) **53**
 - G. Update on EPA 319 Grant - Proposed Phase 2 Project **67**
- VI. **Business**
 - A. **Projects, Studies and Programs**
 - 1. Presentation on Preliminary Smart Irrigation Controller Project Results - Lauren (5 mins.) **69**
 - 2. Presentation on highlights from 2026 outreach events - Angela (10 mins) **75**
 - B. **Financial/Administrative**
 - 1. Consider Resolution 07-2026 Regarding Approval of Storm Sewer Utility Certification List for 2027– Phil  (10 mins.) **81**
- VII. **Discussion /Administration Communication - Discuss scheduling November VLAWMO Subcommittee meeting**
- VIII. **Adjourn: Next Regular Meeting: December 9, 2026**

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MINUTES OF THE BOARD OF DIRECTORS – AUGUST 26, 2026, REGULAR BOARD MEETING

Attendance		Present	Absent
Jim Lindner, Chair	City of Gem Lake	X	
Rob Rafferty	City of Lino Lakes	X	
Sara Shah	City of North Oaks	X	
Ed Prudhon	White Bear Township	X	
Andrea West	City of White Bear Lake	X	
Katherine Doll Kanne	City of Vadnais Heights	X	
Phil Belfiori	Administrator	X	
Dawn Tanner	Program Development Coord.	X	
Brian Corcoran	Water Resources Mgr.	X	
Lauren Sampedro	Watershed Tech & Program Coord.	X	
Angela Hugunin	Communication & Outreach Coord.	X	

*= with prior notice

**= alternate

Others in attendance: Evan Mattson, Endeavor Development

I. Call to Order

The regular Board meeting was called to order at 7:00 pm by Board Chair Lindner.

II. Approval of Agenda 🐦

The agenda for the August 26, 2026 Board meeting was presented for approval.

A motion was made by Director West and seconded by Director Doll Kanne to approve the August Board meeting agenda as presented. Vote: all: aye. Motion passed.

III. Approval of Minutes 🐦

The minutes from the June 17, 2026 Board meeting were placed on the agenda for approval, as presented.

A motion was made by Director Prudhon and seconded by Director Shah to approve the June 17, 2026 minutes. Vote: Lindner: aye; Rafferty: aye; Shah: aye; West: aye; Prudhon: aye; Doll Kanne: abstained. Motion passed.

IV. Visitors and Presentations

A. TEC Report to the Board for April & Finance Report

Administrator Belfiori provided updates on behalf of VLAWMO's Technical Commission (TEC). He highlighted a few key items, including continued partnership with the City of Vadnais Heights on the East Vadnais Lake Subwatershed Resiliency Study, including beginning steps on grant management for the LCCMR grant, completion of the Vadnais Heights Whole-City Resiliency Study and subsequent work to collect additional data for sites identified in the

completed study. He also noted recent outreach events including the neighborhood garden tours, which had record attendance at the August event.

No discussion.

B. Public Visitors - Non-agenda items

None.

V. Consent Agenda 🐦

Chair Lindner asked if any Board members wished to take items off the consent agenda for discussion.

Consent items on the agenda and included in the August Board packet were as follows:

- A. Consider Biannual Solicitation for Engineering Services
- B. Consider Biannual Solicitation for Legal Services
- C. Consider Partnership with WB Township on Grant Application for Polar Lake Water Reuse Project
- D. Update on EPA 319 Grant – Proposed Phase 2 Project
- E. Update on Carp Removal Project: Transition to Maintenance Complete
- F. Update on AIS in Watershed: Spring Notifications from MN DNR
- G. Update on Rotary Park Wetland Restoration Project
- H. Consider Letter of Support to North Oaks Company for Conservation Partners Legacy (CPL) Grant Application
- I. Update on Recent Outreach

A motion was made by Director Shah and seconded by Director West to approve the consent agenda as presented. Vote: all: aye. Motion passed.

VI. Business

A. Projects and Studies

1. Consider Great Northern Site WCA Sequencing Application

Corcoran presented a Wetland Conservation Act (WCA) sequencing application for Board consideration for the proposed Great Northern site. Corcoran provided background on the site, explaining that the North Oaks Company is proposing to develop this site for industrial use including amenities. This 39-acre parcel is located in White Bear Township. Corcoran explained that the applicant is seeking three considerations, including that the application has satisfied the WCA sequencing steps and requirements; 0.5 acres of temporary wetland impact associated with wetland excavation; and sequencing flexibility for two wetlands on site based on these wetlands' degradation. He noted that, depending on the Board's decision, a replacement plan application will be brought to a future Board meeting for consideration.

Corcoran described the site. Ten wetlands are in the area, in addition to incidental wetlands that were determined by the Technical Evaluation Panel (TEP) during the delineation approval process, as well as a ditch within wetland 1. Corcoran shared the proposed site plan and wetland impacts, which included three warehouse buildings.

Corcoran explained that VLAWMO is the Local Government Unit (LGU) for WCA. WCA Rules require a multi-step process for review of all sequencing and replacement plans per MN Rules, which includes avoidance, minimization, and replacement. Corcoran outlined the application review process to date and explained that, per MN Rules 8420.0520, the two main steps to determine if the application has met sequencing are avoidance and minimization.

Corcoran summarized the TEP's findings. For avoidance, the TEP found that the current proposed warehouse plan meets market needs and has the least wetland impact compared to alternative site plans provided in the application. Alternative site analysis was completed, however comparable alternative sites were deemed impractical for numerous reasons. The proposed project floor coverage is significantly less than what is permissible by Township code. For the minimization, Corcoran explained that the implementation of the proposed stormwater management plan will help reduce or eliminate potential effects of onsite and offsite water resources. The TEP unanimously recommended approval of the sequencing portion of their application.

Director West requested that Corcoran define sequencing. Corcoran replied that the overall definition of sequencing is that an applicant must demonstrate, per MN Rules, that they have put effort into avoiding any wetland impact on a proposed project. For minimization, they must demonstrate that if they will impact the wetland, they illustrate that they have taken steps to minimize any potential impact on the wetland. The applicant must show why a specific site plan or build is needed for that area.

Director West thanked Corcoran then asked for clarification regarding what happens if the Board approves this step. Corcoran said that if the Board approves the sequencing portion, the consultant and applicant will then move forward to the replacement step. For the replacement plan, they must find a place to buy credits, complete an Environmental Assessment Worksheet (EAW), and work with local, state and federal agencies to meet their requirements. From there it would return to the Board to consider the TEP recommendation on the replacement plan application. The sequencing step is strictly regarding whether they have followed WCA and made the case that they have fulfilled the requirements to impact these wetlands.

Board Chair Lindner asked about the site layout itself and whether one side is possibly higher than the other side. Corcoran responded that the site is flat, with the site currently used as a farm field. Board Chair Lindner stated he wondered what might happen to the site in times of heavy rain and whether the manufactured wetlands would hold the rain or if there would be a potential flooding risk. Corcoran responded that these questions will be

considered with the replacement plan, part of that process is that consultants must provide a stormwater plan for the site. For today, the Board must decide whether it approves of the proposed wetland impacts, and next steps could change once the consultant has further plans.

Director Prudhon stated that he has seen a number of proposals for the site in question, but he believed the EAW typically comes before this step. Corcoran stated that the EAW comes before the replacement plan. This consultant separated sequencing and replacement plan, whereas many consultants will do both at the same time, however the EAW does not need to be completed during sequencing.

Director Prudhon expressed reservations about putting ponds near the property owners along Anderson Lane given the area's long-standing water challenges. Corcoran stated that the effects of this will not be known until the replacement plan process is reviewed.

Director Rafferty requested clarification regarding the site's location and proposed size. He asked how the proposed buildings compare in scale to the new buildings south of H2. Corcoran introduced Evan Mattson of Endeavor to respond to the question.

Director Rafferty requested clarity about what has been built to the south versus what is being proposed to be built to the north. Mattson explained that North Oaks Company is the current property owner. Endeavor proposes to buy the property and develop it with buildings similar in size to what is seen at Park 35E. He explained that this project was brought about based on users reaching out to the developer. Director Rafferty asked for clarification about the size of the proposed new buildings versus what was recently built. Mattson affirmed that these would be of similar scale.

Corcoran stated that the second consideration for this application is sequencing flexibility. MN Rules defines this as wetland to be impacted that has been degraded to the point where replacement of it would result in certain gain in function and public value. The applicant is requesting sequencing flexibility for the previously mentioned wetlands 4 and 6. Analysis shows that these degraded wetlands are in a manipulated portion of the site. Because of this, the TEP unanimously recommends approval of the sequencing flexibility request. Corcoran pointed out the degraded portions of wetland 4 and 6, which are degraded wetlands but still have wetland characteristics.

Director Rafferty asked whether, given the degraded state of the wetlands, their impact will require that twice the impacted amount be replaced elsewhere. Corcoran stated that this is correct.

Corcoran outlined the last consideration, which is temporary impact excavation. Corcoran outlined the parts of the rule that define temporary impact excavation. Corcoran explained that the applicant is requesting excavation of portions of wetlands 5, 7 and 9 if it is not excavated greater than 8.2 feet, no portion of the impact is permanently or semi-permanently flooded, and wetland is not converted to non-wetland. The TEP unanimously recommended approval of this.

Director Rafferty asked whether the current drought impacted the designation of the wetlands in question. Corcoran replied that the delineation was done in 2021, a normal to high year of rainfall, so at that time it would've been evident if the wetlands were permanently or semi-permanently flooded.

Director Doll Kanne asked about the length of time that wetland delineations are viable. Corcoran responded that they are viable for five years. Director Doll Kanne asked for clarification about if this means that the delineations would expire in the next six months. Corcoran confirmed. Board Chair Lindner added that alternatively, the wetlands would have to be re-delineated.

Corcoran stated that the TEP recommended approval of the Great Northern sequencing application dated 8/12/2026 along with the applicant's request for sequencing flexibility to wetlands 4 and 6 and temporary impacts to wetlands 5, 7, and 9. This TEP recommendation was unanimous.

Discussion:

Director Prudhon stated that he would be more comfortable voting on this after discussing it with Township staff. Director Shah asked whether it would be possible to delay a vote on this item or whether there is a pressing deadline. Corcoran responded that the vote could wait, but the developer likely has a deadline. Director Doll Kanne stated that even with Board action in August, the developer would still need to come back to present a replacement plan. Board Chair Lindner affirmed this, stating that tonight's decision reflects a first step to get the process moving but not a chance to look at final plans. Corcoran clarified that stormwater requirements and Township considerations will be brought to light in the replacement plan process, whereas tonight's decision centers exclusively on the applicant and consultant's proposed wetland impacts.

A motion was made by Director Rafferty and seconded by Director Doll Kanne to approve the revised Great Northern sequencing application dated 8/12/2026 along with the applicant's request for sequencing flexibility to wetland 4 and 6 and temporary impacts to wetlands 5, 7 and 9. Vote: Lindner: aye; Rafferty: aye; Shah: aye; West: aye; Doll Kanne: aye; Prudhon: abstained. Motion passed.

2. Consider Construction Contracts for Koehler Rd. Ditch Maintenance Project

Corcoran presented a recommended award for a construction contract for the County Ditch 14 (CD 14) Koehler Road stabilization project. He provided background information on the project, including the Board's April approval of an inspection report and scope of work for the eroding stream banks at the Koehler Road site. Corcoran explained that staff visited the site with the consulting engineer, Houston Engineering, and went out for solicitation of bids for the project. He explained that previous work done at this site included a 2016 grant that installed soil lifts and native plantings, but since then, the creek's velocity has eroded the soil lifts away.

Corcoran outlined the proposed plan, which involves installing rip rap, clearing the vegetation, and reseeding the banks along roughly 32 linear feet. He noted that there is a

drainage and utility easement on the creek, which is owned by the City of Vadnais Heights. Corcoran stated that neighbors adjacent to the project will be notified if plans move forward.

Staff and the engineer met with two potential contractors onsite. Of the two that visited, only Hugo Tree Care, Inc. submitted a bid, whereas the other consultant declined to submit a bid due to site constraints. Director Doll Kanne asked about these site constraints. Corcoran explained that this project will require heavy equipment and it may be difficult to get the rocks down the steep hill and banks. He stated that the engineer has previously worked with both contractors for this type of project.

Director Doll Kanne asked whether staff had a sense of why the prior project did not last. Corcoran explained that the previous grant received was focused on native vegetation and bio-armoring, but the grant agreement didn't allow hard armoring. Over time, the native plantings were not effective at this site. Director Doll Kanne asked whether the flume at the proposed site presents issues for erosion. Corcoran affirmed this, pointing out that the flume accelerates the water that passes through. Director Rafferty stated that this information on the effectiveness of past grant activities may be of interest to grant awarding entities for measuring effectiveness of previous efforts.

Corcoran stated that the proposed project site is an urban watershed drainage ditch, so it has no meander. In heavy storms, the water level quickly rises with precipitation.

Staff recommended that, per the recommendation from HEI, the Board move to hire Hugo Tree Care Incorporated for construction of the CD 14 Koehler Road Stabilization Project in the amount of \$26,360. It is also recommended that an additional \$5,000 of the contract (or a total of \$31,360) be budgeted and authorized for potential change orders resulting from unforeseen conditions or omissions discovered as the project progresses. Staff also recommended that the motion include language related acquiring necessary permissions from the City of Vadnais Heights (easement owner of the project access route).

Discussion:

Director Doll Kanne asked whether there was any recollection of resident communication from the last time work was done here and how residents responded. She expressed concern with the idea of returning to residents with an update that work needs to be redone. Corcoran replied that the same people who lived there in 2016 still live there and shared that these residents were fine with the previous project as long as trees were protected.

Director Rafferty asked for clarification about contingency funding to ensure it can handle any additional expenses. Corcoran responded that the proposed motion includes \$5,000 for contingency funding.

Director West moved and Director Rafferty seconded approval to hire Hugo Tree Care Inc of the construction contract for CD 14 Koehler Road Stabilization Project in the amount of \$26,360 and authorize an additional \$5,000 of the contract (or a total of \$31,360) be authorized for potential change orders resulting from unforeseen conditions or omissions, pending receipt of site access permission from the City of Vadnais Heights (easement

owner of the project access route) and with non-material changes and upon advice of Counsel. Vote: all aye. Motion passed.

3. Consider Construction Contracts for Oakmede Rd. Ditch Maintenance Project

Corcoran presented a proposed bank stabilization project for a site just downstream of the Oakmede Flume in White Bear Township.

Corcoran provided background on the site, noting that in 2014, a BWSR grant supported the installation of soil lifts and native plantings. At that time, rock weirs were added in an attempt to limit erosion as water comes around the bend from the flume. Corcoran explained that the project worked well at first, but now over a decade later, there is visible bank undercutting and erosion. He explained that this flume's angle, coupled with water's movement through the flume, creates swirls that make more natural stabilization efforts ineffective over the long-term.

Director Rafferty asked whether the engineer for the proposed project is different than the one used for the 2014 project. Corcoran confirmed that the proposed project will be with a different engineer, this time with Houston Engineering.

Director Doll Kanne asked whether there are other flumes that may have these challenges. Corcoran responded that there is one more at County Road F and Centerville. It's the smallest flume, so it experiences less turbulence with water entering and exiting the flume.

Director Doll Kanne asked whether it could be less expensive to instead widen the flumes. Corcoran responded that he did not know, as Saint Paul Regional Water Services (SPRWS) installed the flumes decades ago. Director Doll Kanne asked about the purpose of the flumes. Corcoran responded that they were originally intended for water sampling and stream stage or height. Director Doll Kanne asked whether VLAWMO controls the level of the flumes. Corcoran stated that VLAWMO does not control the flumes, but information gathered from the flumes, including velocity and water quality data, helps inform projects.

Corcoran presented the proposed stabilization plan including installation of riprap, vegetation clearing, and reseeding the area. He shared access to the project site, which is along Oakmede Road. An open lot will be used for access. Corcoran explained that 50 linear feet on the north side and 40 linear feet on the south side will be rip rapped.

Two contractors submitted bids for the work. Of the two bids, the engineer recommended going with Hugo Tree Care, Inc.

Director Doll Kanne asked why the engineer estimates were lower than the bids received. Corcoran responded that sometimes, seeing the sites in person raises costs.

Staff recommended that, per the recommendation from HEI, the Board move to hire Hugo Tree Care Inc for construction of the CD 14 Oakmede Stabilization Project in the amount of

\$21,060. It is also recommended that an additional \$5,000 of the contract (or a total of \$26,060) be budgeted and authorized for potential change orders resulting from unforeseen conditions or omissions discovered as the project progresses. Staff also recommends that the motion include language related acquiring necessary permission from the White Bear Preserve Condominium Association (easement owner of the project access route).

Discussion:

None.

A motion was made by Director Doll Kanne and seconded by Director West to approve the hiring of Huge Tree Care, Inc. of the construction contract for CD 14 Oakmede Stabilization Project in the amount of \$21,060 and authorize an additional \$5,000 of the contract (or a total of \$26,060) be authorized for potential change orders resulting from unforeseen conditions or omissions, pending receipt of site access permission from the White Bear Preserve Condominium Association (easement owner of the project access route) and with non-material changes and upon advise of Counsel. Vote: all aye. Motion passed.

4. Consider Landscape Level 2 2026-02 Grant Application for the City of Lino Lakes Stormwater Reuse for Irrigation

Sampedro presented a Landscape Level 2 Grant application from the City of Lino Lakes for a stormwater reuse for irrigation system as part of a roundabout within the County Road J/35-E Road Improvement Project.

Sampedro shared an aerial plan of the proposed project, which includes a stormwater reuse for irrigation project as part of the construction of a new roundabout project. The City of Lino Lakes will be adding landscaping with a variety of low-maintenance plants to the roundabout to complete the project. A new stormwater pond was constructed in the northeast corner of the intersection. The City is proposing to irrigate the roundabout vegetation with stormwater from this pond instead of groundwater. Sampedro shared that the project is within the MN Department of Natural Resources (DNR)'s North and East Metro Groundwater Management Area where conservation best practices are needed to help reduce stress on groundwater levels.

Sampedro highlighted key elements of the plan sheets for construction. She explained that the proposed project will involve a contractor installing an irrigation pump, piping, and electrical work to irrigate the roundabout with stormwater from the pond. The City estimated the system will conserve 35,000 gallons of groundwater annually. Sampedro also pointed out that the City plans to release a newsletter article educating the public about the groundwater conservation efforts of this project.

Sampedro stated that the City of Lino Lakes received four bids for roundabout landscaping as a whole and the estimated costs for the stormwater reuse system came to \$49,140.

Staff and TEC recommended that the VLAWMO Board of Directors approve funding for the LL2 2026-02 City of Lino Lakes Stormwater Reuse for Irrigation grant application.

Director Shah asked for clarity about winter maintenance concerns. Sampedro and Director Doll Kanne stated that plow equipment will shield the landscaping from the force of snow.

Director Rafferty stated he didn't recall which element hadn't been included in the incomplete bid. Sampedro stated that it had been the electrical work that was incomplete. Director Rafferty stated that he would abstain from voting in efforts to eliminate any potential conflict of interest.

It was moved by Director Prudhon and seconded by Director Shah to approve the Landscape Level 2 grant application 2026-02, not to exceed \$44,226.00 in accordance with VLAWMO staff's recommendations, and established VLAWMO grant program guidelines. Vote: Lindner: aye; Doll Kanne: aye; Shah: aye; West: aye; Prudhon: aye; Rafferty: abstained. Motion passed.

B. Financial/Administrative

1. Consider 2027 SSU Rates

Administrator Belfiori thanked the VLAWMO Board and staff for all their work. He presented the proposed 2027 stormwater utility (SSU) rates, as well as comparisons to surrounding watersheds' rates. He explained that in 2026, pay for the standard residential unit in VLAWMO was \$74.28 per unit. Per the June rates approved by the Subcommittee and Board, in 2027 the per-unit residential pay will be \$79.80 for a proposed increase of 7.4% from 2026 pay. In 2026, the per-acre charge for all other land use classifications in VLAWMO was \$107.64, and the proposed charge for 2027 will be \$115.68 per acre. Administrator Belfiori stated that this year he anticipates approximately 11,858 parcels in the certification.

Administrator Belfiori outlined remaining steps in the SSU process for 2027 approval including consideration of the specific charges for all parcels within the watershed at the October 2027 meeting. Staff recommended approval of Resolution 06-2026 setting the Storm Sewer Utility Rates for 2027.

Resolution 06-2026 was moved by Director Prudhon and seconded by Director Doll Kanne. Vote: all aye.

RESOLUTION NO. 06-2026 Of the Vadnais Lake Area Water Management Organization (VLAWMO)

A RESOLUTION APPROVING THE STORMSEWER UTILITY RATES FOR 2027.

Resolution 06-2026 was moved by Director Prudhon and second by Director Doll Kanne.

WHEREAS, the 2027 Budget of the Vadnais Lake Area Water Management Organization (VLAWMO) has been approved by the VLAWMO Board of Directors and

WHEREAS, Storm Sewer Utility (SSU) Rule of the Vadnais Lake Area Water Management Organization, has been applied to the properties within the boundary,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION, The SSU Rates for 2027 will be as follows:

Classification	Total Amount	R. E. F.	Rate
Residential 1-3 Units	\$844,443.60	1.00	\$79.80/ Unit
Residential 4 or more Units	\$63,633.10	2.72	\$115.68/ Acre
Commercial	\$197,321.99	4.23	\$115.68/ Acre
Industrial	\$200,699.87	3.30	\$115.68/ Acre
Institutional	\$113,908.09	3.30	\$115.68/ Acre
Golf Courses	\$19,037.35	0.74	\$115.68/ Acre
Agricultural	\$10,785.64	0.25	\$115.68/ Acre
Vacant Land	\$0	Exempt	\$0.00
Road/Railroad ROW	\$0	Exempt	\$0.00
Wetland/Public Waters	\$0	Exempt	\$0.00
Other Exempt	\$0	Exempt	\$0.00
Totals	\$1,449,829.64		

The question was on the adoption of the resolution and there were 6 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Andrea West</i>	X	☐	☐
<i>Ed Prudhon</i>	X	☐	☐
<i>Rob Rafferty</i>	X	☐	☐
<i>Sara Shah</i>	X	☐	☐
<i>Katherine Doll-Kanne</i>	X	☐	☐
<i>Jim Lindner</i>	X	☐	☐

Board Chair Date

Attest Date

VII. Discussion/Administration Communication

Administrator Belfiori shared that this year's Annual Board Project Tour will take place on September 21, 2026. He stated that three project sites will be shown as part of these tours.

The tour is slated to take place on the afternoon of Monday, September 21 beginning at 2:45 pm. Due to plant viability and host timing constraints, this is the only date that will work for September's guest speakers. Administrator Belfiori shared that the tour is scheduled to begin at Oakmede Lane, one of the water quality monitoring sites and the site of an approved erosion control project. From there, the group will move to the City of White Bear Lake curb cut rain gardens which were completed in 2025 to hear from Connie Taillon of the City of White Bear Lake. The group will then move to the Hill residents, who will share their projects, funded in part through VLAWMO's grant programs. Administrator Belfiori invited Board members to consider joining for the tour if available and thanked Board Chair Lindner for his support of the event each year.

Director Shah requested confirmation of the December Board meeting date. Administrator Belfiori confirmed that the December Board meeting will be held on December 9th.

VIII. Adjourn

A motion was made by Director Doll Kanne and seconded by Director West to adjourn at 8:08 pm. Vote: all aye. Motion passed.

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TEC Report to Board -October 2026

Programs & Projects	Effort Level	Completion Date	Comments																									
	LOW																											
	MED																											
	HIGH																											
Projects				Administration & Operation																								
E. Vadnais Lake Subwatershed Resiliency Study		Ongoing	Staff are continuing to work with the City of Vadnais Heights on exploring early design concepts and data collection for the resiliency project. Staff will be working with the City on a MOU /partnership agreement to begin collaborating on community outreach/engagement efforts for the project.	Audit		2027	2026 early audit work with start Q1 of 2027																					
Vadnais Heights Resiliency Study (Whole City)		2026	The resiliency study was completed and a final grant report was submitted to the MPCA on 6/30/26. Additional data collection tasks for potential future projects is under consideration.	Budget		for 2027 budget	The VLAWMO Board will be considering the 2027 working budget at the December VLAWMO Board meeting.																					
MPCA 319 /Wilkinson Lake BMPs		Ongoing	Project easement filed and recorded. HEI working on soil sampling and tree survey.	SSU		2027	The VLAWMO Board will be considering the certification of SSU charges at the Oct. 28, 2026 meeting.																					
Pleasant Lake Carp Management		Ongoing	Spring removal likely completed. Transition to maintenance beginning.	2027-2036 Watershed Mgmt. Plan		2026	The VLAWMO Board approved WMP at the June 17, 2026 meeting. Distribution of the approved WMP to member communities occurred in August.																					
Rotary Park partnership		2025-29	Task Order 1 complete in July; Task order 2 will carry project through the end of the year.																									
CD14 Stabilization		2026-27	Contractor selected, estimated work to begin mid November.																									
Programs																												
City/Township MS4		Ongoing	Public participation opportunities continue to be regularly shared with partners. Staff are continuing development for a new site for sharing MCM 1 and MCM 2 resources with member communities, as well as recording offerings for EOY reporting.	FINANCIAL SUMMARY as of 10/1/2026																								
				4M Account (1.10)		4M Plus (1.23)	Total																					
Communication & Outreach		Ongoing	Outreach materials continue to be updated. Community events continued throughout September, with a second round of Neighborhood Garden Tours in August and VLAWMO hosting a "Caring for a Native Garden" Blue Thumb workshop on September 15th.	\$1,077,932		\$270,864	\$1,348,796																					
Cost Share & BWSR WBIF		Ongoing	Site visits continue. Several designs are underway in partnership with the RCSWCD. 2025 projects continue to be closed out as final site visits are completed. VLAWMO and RCSWCD are actively working on a Metropolitan Council/Metro Transit partnership at the Vadnais Heights Park and Ride as a likely WBIF project. Next steps have begun for BWSR WBIF 25-27 program. Planning for minor grant program changes also underway.	<table><tr><th>Budget Summary</th><th>Actual Expense YTD</th><th>2026 Budget "working"</th><th>Remaining In Budget</th><th>% YTD</th></tr><tr><td>Operations</td><td>\$710,715</td><td>\$1,150,796</td><td>\$596,846</td><td>62%</td></tr><tr><td>CIP</td><td>\$209,800</td><td>\$1,708,894</td><td>\$1,513,680</td><td>12%</td></tr><tr><td>Total</td><td>\$920,515</td><td>\$2,859,690</td><td>\$2,110,526</td><td>32%</td></tr></table>					Budget Summary	Actual Expense YTD	2026 Budget "working"	Remaining In Budget	% YTD	Operations	\$710,715	\$1,150,796	\$596,846	62%	CIP	\$209,800	\$1,708,894	\$1,513,680	12%	Total	\$920,515	\$2,859,690	\$2,110,526	32%
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Total	\$920,515	\$2,859,690	\$2,110,526						32%																			
Monitoring		Ongoing	2026 regular monitoring is complete. Data analysis underway.																									
WAV		Ongoing	Volunteers have continued supporting community events. The fall WAV planning meeting and lake cleanup event took place in October. Two current Stewards were awarded a Community Blue grant for their hosting of a two-part Adopt-a-Drain event this fall, with the second event to be held on 10/24.																									
WCA		Ongoing	Administering WCA as needed.																									
Website		Ongoing	New website content is updated as needed. Staff are planning more robust efforts to ensure digital accessibility compliance by the 2028 deadline, including developing a scope of work with a consultant.																									

Budget Summary	Actual Expense YTD	2026 Budget "working"	Remaining in Budget	% YTD
Operations	\$710,715	\$1,150,796	\$596,846	62%
CIP	\$209,800	\$1,708,894	\$1,513,680	12%
Total	\$920,515	\$2,859,690	\$2,110,526	32%

VLAWMO Finance Summary: October 2026

Oct-26		Actual 10/1/26	Actual to Date	2026 Budget (June 2025 Board Approved)	Carry over from 2025 to 2026	Remaining in Budget	2026 Available (Dec. 2025 Board approved)	Act vs. Budget
BUDGET #	INCOME							
5.11	Storm Water Utility		\$747,697	\$1,335,000	\$0	\$587,303	\$1,335,000	56%
5.12	Service Fees			\$1,000	\$0	\$1,000	\$1,000	0%
5.13	Interest + mitigation acct	\$4,235	\$41,296	\$30,000	\$0	(\$11,296)	\$30,000	138%
5.14	Misc. income - WCA admin & other		\$400	\$3,000	\$0	\$2,600	\$3,000	13%
5.15	Other Income Grants/ <u>loan</u>	\$1,625	\$52,730	\$180,000	\$0	\$127,270	\$180,000	29%
5.16	Transfer from reserves			\$1,138,245	\$172,445	\$1,310,690	\$1,310,690	0%
	TOTAL	\$5,860	\$842,123	\$2,687,245	\$172,445	\$2,017,567	\$2,859,690	31%
EXPENSES								
3.1	Operations & Administration							
3.110	Office - rent, copies, post tel supplies	\$2,283	\$20,880	\$35,544	\$0	\$14,664	\$35,544	59%
3.120	Information Systems	\$2,200	\$23,089	\$37,150	\$0	\$14,061	\$37,150	62%
3.130	Insurance		\$9,581	\$12,000	\$0	\$2,419	\$12,000	80%
3.141	Consulting - Audit		\$16,238	\$29,900	\$0	\$13,662	\$29,900	54%
3.142	Consulting - Bookkeeping	\$68	\$688	\$1,500	\$0	\$812	\$1,500	46%
3.143	Consulting - Legal	\$414	\$2,412	\$9,000	\$0	\$6,588	\$9,000	27%
3.144	Consulting - Eng. & Tech.	\$372	\$2,536	\$50,000	\$0	\$47,464	\$50,000	5%
3.150	Storm Sewer Utility	\$9,657	\$48,129	\$22,500	\$93,619	\$67,990	\$116,119	41%
3.160	Training (staff/board)	\$900	\$1,594	\$18,000	\$0	\$16,406	\$18,000	9%
3.170	Misc. & mileage	\$613	\$2,409	\$7,276	\$0	\$4,867	\$7,276	33%
3.191	Administration - staff	\$38,808	\$386,529	\$511,724	\$0	\$125,195	\$511,724	76%
3.192	Employer Liability	\$12,733	\$120,506	\$169,583	\$0	\$49,077	\$169,583	71%
3.2	Monitoring and Studies							
3.210	Lake and Creek lab analysis	\$4,193	\$20,654	\$25,000	\$0	\$4,346	\$25,000	83%
3.220	Equipment			\$3,000	\$0	\$3,000	\$3,000	0%
3.230	Wetland assessment & management			\$0	\$0	\$0	\$0	#DIV/0!
3.240	Watershed planning /special study		\$28,194	\$80,000	\$0	\$51,806	\$80,000	35%
3.3	Education and Outreach							
3.310	Public Education	\$45	\$2,062	\$8,000	\$0	\$5,938	\$8,000	26%
3.320	Comm., Outreach & Marketing		\$17,275	\$25,000	\$0	\$7,725	\$25,000	69%
3.330	Community Blue Ed Grant		\$7,939	\$12,000	\$0	\$4,061	\$12,000	66%
Total Core functions: Ops, Monitoring, Education		\$72,286	\$710,715	\$1,057,177	\$93,619	\$440,081	\$1,150,796	62%
Capital Improvement Projects and Programs								
3.4	Subwatershed Activity							
3.410	Gem Lake			\$10,000	\$0	\$10,000	\$10,000	0%
3.420	Lambert Creek			\$455,000	\$0	\$455,000	\$455,000	0%

3.421	Lambert Lake Loan		\$19,284	\$38,568	\$0	\$19,284	\$38,568	50%
3.425	Goose Lake		\$4,377	\$40,000	\$0	\$35,623	\$40,000	11%
3.430	Birch Lake		\$35,255	\$102,500	\$20,000	\$87,245	\$122,500	29%
3.440	Gilf Black Tam Wilk Amelia	\$2,474	\$96,601	\$383,000	\$0	\$286,399	\$383,000	25%
3.450	Pleasant Charley Deep		\$13,650	\$115,000	\$0	\$101,350	\$115,000	12%
3.460	Sucker Vadnais		\$506	\$271,000	\$20,000	\$290,494	\$291,000	0%
3.48	Programs							
3.480	Soil Health Grant	\$1,244	\$6,505	\$25,000	\$15,530	\$34,025	\$40,530	16%
3.481	Landscape 1		\$7,450	\$50,000	\$11,558	\$54,108	\$61,558	12%
3.482	Landscape 2/BWSR WBF		\$5,334	\$80,000	\$11,738	\$86,404	\$91,738	6%
3.483	Project Research & feasibility			\$5,000		\$5,000	\$5,000	0%
3.485	Facilities Maintenanc/ Pub. Ditch Main.	\$1,254	\$20,838	\$50,000		\$29,162	\$50,000	42%
3.5	Regulatory							
3.510	Engineer Plan review			\$5,000	\$0	\$5,000	\$5,000	0%
	<i>Total CIP & Program</i>	\$4,972	\$209,800	\$1,630,068	\$78,826	\$1,499,094	\$1,708,894	12%
	Total of Core Operations & CIP	\$77,258	\$920,515	\$2,687,245	\$172,445	\$1,939,175	\$2,859,690	32%

Fund Balance		9/1/2026	10/1/2026
4M Account		\$1,165,377	\$1,077,932
4M Plus Savings		\$270,037	\$270,864
Total		\$1,435,414	\$1,348,796

Restricted funds		10/1/2026
Mitigation Savings		\$0
Term Series		\$0

Vadnais Lake Area Water Management Organization
Check Detail
September 10 through October 14, 2026

7:55 AM
10/06/2026

	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
	Check	eft	09/17/2026	Reliance Standard		Checking - 1987		-228.36
					Insurance Benefit		-228.36	228.36
TOTAL							-228.36	228.36
	Check	eft	09/29/2026	US Bank		Checking - 1987		-68.68
					3.142 · Bookkeeping help		-68.68	68.68
TOTAL							-68.68	68.68
	Check	6239	10/14/2026	Dawn Tanner		Checking - 1987		-315.40
					3.170 · Misc. & mileage		-315.40	315.40
TOTAL							-315.40	315.40
	Check	6240	10/14/2026	Lauren Sampedro		Checking - 1987		-63.54
					3.170 · Misc. & mileage		-63.54	63.54
TOTAL							-63.54	63.54
	Check	6241	10/14/2026	Brian Corcoran		Checking - 1987		-129.96
					3.170 · Misc. & mileage		-129.96	129.96
TOTAL							-129.96	129.96
	Check	6242	10/14/2026	Angela Hugunin		Checking - 1987		-103.74
					3.170 · Misc. & mileage		-103.74	103.74
TOTAL							-103.74	103.74
	Check	6243	10/14/2026	Press Publications		Checking - 1987		-786.22
					3.143 · Legal		-257.50	257.50
					3.143 · Legal		-156.30	156.30
					3.144 · Eng. & Tech.		-231.75	231.75
					3.144 · Eng. & Tech.		-140.67	140.67
TOTAL							-786.22	786.22
	Check	6244	10/14/2026	Metro - Inet		Checking - 1987		-2,200.00
					IT Support		-2,200.00	2,200.00
TOTAL							-2,200.00	2,200.00
	Check	6245	10/14/2026	City of Vadnais Heights		Checking - 1987		-2,283.41
					Rent		-1,865.00	1,865.00
					Phone/Internet/Machine Overhead		-335.00	335.00
					Postage		-30.59	30.59

			Copies	-52.82	52.82
TOTAL				-2,283.41	2,283.41
	Check 6246	10/14/2026 RMB Environmental Laboratories, Inc.	Checking - 1987		-4,192.55
			3.210 · Lake & Creek lab analysis	-465.03	465.03
			3.210 · Lake & Creek lab analysis	-1,433.74	1,433.74
			3.210 · Lake & Creek lab analysis	-508.92	508.92
			3.210 · Lake & Creek lab analysis	-94.05	94.05
			3.210 · Lake & Creek lab analysis	-79.42	79.42
			3.210 · Lake & Creek lab analysis	-1,517.34	1,517.34
			3.210 · Lake & Creek lab analysis	-94.05	94.05
TOTAL				-4,192.55	4,192.55
	Check 6247	10/14/2026 Barr Engineering Co	Checking - 1987		-2,473.50
			3.440 · Gilfillan Black Tamarack Wilkin	-2,473.50	2,473.50
TOTAL				-2,473.50	2,473.50
	Check 6248	10/14/2026 City of White Bear Lake	Checking - 1987		-51,312.88
			payroll	-38,808.29	38,808.29
			Administration FICA	-2,838.34	2,838.34
			Administration PERA	-2,910.64	2,910.64
			Insurance Benefit	-6,294.76	6,294.76
			Admin payroll processing	-266.05	266.05
			Employer PFML	-194.80	194.80
TOTAL				-51,312.88	51,312.88
	Check 6249	10/14/2026 Ehlers & Associates, Inc.	Checking - 1987		-8,912.50
			3.150 · Storm Sewer Utility	-8,912.50	8,912.50
TOTAL				-8,912.50	8,912.50
	Check 6250	10/14/2026 Houston Engineering, Inc	Checking - 1987		-1,630.25
			3.150 · Storm Sewer Utility	-744.25	744.25
			3.485 · Facilities & Maintenance	-506.75	506.75
			3.485 · Facilities & Maintenance	-379.25	379.25
TOTAL				-1,630.25	1,630.25
	Check 6251	10/14/2026 Town Law Center, PLLP	Checking - 1987		-368.00
			3.485 · Facilities & Maintenance	-368.00	368.00
TOTAL				-368.00	368.00
	Check 6252	10/14/2026 Jessie Lamb	Checking - 1987		-1,244.15
			3.480 · Soil Health Grant	-1,244.15	1,244.15
TOTAL				-1,244.15	1,244.15

Vadnais Lake Area Water Management Organ
Profit & Loss
September 10 through October 14, 2026

7:57 AM
10/06/2026
Cash Basis

Sep 10 - Oct 14, 26

Ordinary Income/Expense

Income

5.1 · Income

5.13 · Interest

4,235.44

Total 5.1 · Income

4,235.44

6.6.6 · Grants

1,625.00

Total Income

5,860.44

Gross Profit

5,860.44

Expense

3.1 · Administrative/Operations

3.110 · Office

Copies

52.82

Phone/Internet/Machine Overhead

335.00

Postage

30.59

Rent

1,865.00

Total 3.110 · Office

2,283.41

3.120 · Information Systems

IT Support

2,200.00

Total 3.120 · Information Systems

2,200.00

3.142 · Bookkeeping help

68.68

3.143 · Legal

413.80

3.144 · Eng. & Tech.

372.42

3.150 · Storm Sewer Utility

9,656.75

3.160 · Training (staff/board)

900.00

3.170 · Misc. & mileage

612.64

3.191 · Employee Payroll

payroll

38,808.29

Total 3.191 · Employee Payroll

38,808.29

3.192 · Employer Liabilities

Admin payroll processing

266.05

Administration FICA

2,838.34

Administration PERA

2,910.64

Employer PFML

194.80

Insurance Benefit

6,523.12

Total 3.192 · Employer Liabilities

12,732.95

Total 3.1 · Administrative/Operations

68,048.94

3.2 · Monitoring and Studies

3.210 · Lake & Creek lab analysis

4,192.55

Total 3.2 · Monitoring and Studies

4,192.55

3.3 · Education and Outreach

3.310 · Public Education	44.60
Total 3.3 · Education and Outreach	44.60
3.4 · Capital Imp. Projects/Programs	
3.440 · Gilfillan Black Tamarack Wilkin	2,473.50
Total 3.4 · Capital Imp. Projects/Programs	2,473.50
3.48 · Programs	
3.480 · Soil Health Grant	1,244.15
3.485 · Facilities & Maintenance	1,254.00
Total 3.48 · Programs	2,498.15
Total Expense	77,257.74
Net Ordinary Income	-71,397.30
Net Income	-71,397.30

Vadnais Lake Area Water Management Organization

Custom Transaction Detail Report

August 1 through October 1, 2026

7:52 AM

10/06/2026

Accrual Basis

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Aug 1 - Oct 1, 26									
Credit Card Charge	08/01/2026		Google*SVCAPPS_VLAWM		US Bank CC	√ WEB		21.00	21.00
Credit Card Charge	08/13/2026		Go Daddy	domain renewal	US Bank CC	√ WEB		38.18	59.18
Credit Card Charge	08/17/2026		Amazon.com	camera cord	US Bank CC	√ 3.320 · Marketing		12.94	72.12
Transfer	08/20/2026			Funds Transfer	US Bank CC	√ Checking - 1987		-600.25	-528.13
Credit Card Charge	08/25/2026		Target	tour supplies	US Bank CC	√ 3.310 · Public Education		59.13	-469.00
Credit Card Charge	08/25/2026		mnl	tour host e-cards	US Bank CC	√ 3.310 · Public Education		60.00	-409.00
Credit Card Charge	08/25/2026		Target	event table	US Bank CC	√ 3.310 · Public Education		11.91	-397.09
Credit Card Charge	09/02/2026		Google*SVCAPPS_VLAWM		US Bank CC	√ WEB		21.00	-376.09
Credit Card Charge	09/15/2026		University of Minnesota	Lauren 2026 WRC	US Bank CC	3.160 · Training (staff/board)		450.00	73.91
Credit Card Charge	09/15/2026		University of Minnesota	Angela 2026 WRC	US Bank CC	3.160 · Training (staff/board)		450.00	523.91
Credit Card Charge	09/15/2026		Amazon.com	literature for Watershed Partners	US Bank CC	3.310 · Public Education		44.60	568.51
Aug 1 - Oct 1, 26								568.51	568.51

To: VLAWMO Board of Directors

From: Phil Belfiori, Administrator

Date: October 19, 2026

Re: **V.A. Consent** – General Engineering Services Proposals and Recommendation

Introduction and Background

Pursuant to Minnesota Statute 103B.227, staff noticed and advertised a Request for Proposal (RFP) for general engineering services for 2027 and 2028. The general engineering fund was approved by the VLAWMO Board for the purpose of establishing a dedicated fund to provide specialized scope and/or smaller cost/limited scope general technical services by a qualified engineering firm on an as needed basis when specific engineering expertise is needed. The selected firm would enter into a contract for a 2-year period. At the August 26, 2026 meeting, the VLAWMO Board also authorized continuing the VLAWMO engineering “pool” list which could include any firm not selected as the VLAWMO general engineer. This engineering pool list would contain pre-qualifying firms that may also perform smaller cost /limited scope specialized technical services under the general engineering fund at the discretion of the administrator.

The advertisement for the RFP was placed in the League of MN Cities marketplace from the week of September 8–September 30, 2026, in the White Bear Press on September 2 and 9, 2026, noticed at the offices and placed on the VLAWMO website. Closing date to receive proposals was September 30, 2026.

Summary of Review of Proposals

The RFP identified work that might include civil or water resource engineering, modeling, analysis, surveying or water resource science. Seventeen (17) proposals were received from engineering firms. They were (listed in alphabetical order):

1. AE2S
2. Barr Engineering
3. Bolton & Menk
4. EOR
5. Houston Engineering
6. ISG
7. Kimley Horn
8. Moore Engineering
9. MSA
10. PE Services

11. Quetica
12. Rani Engineering
13. Rock Leaf
14. Sambatek
15. S.E.H.
16. SRF
17. Stonebrook

VLAWMO would like to thank each of these excellent firms for submission of their high-quality proposals and their interest in VLAWMO.

Four staff members (Phil, Brian, Dawn, and Lauren) were asked to review all the proposals, score, and comment. Scoring was based on the following experience factors: familiarity with VLAWMO, stormwater BMPs, feasibility studies, project design, grant knowledge and assistance, watershed management experience and overall approach identified in the proposal. The billing rates vary by job classification and it is difficult to get equivalent comparison.

Discussion

The two firms with the highest average score from staff reviews were Houston Engineering and S.E.H.:

- Houston Engineering lead the development of the recently approved 2027 – 2036 VLAWMO Watershed Management Plan (WMP) and by all accounts did excellent work on this complex process. Houston has served as the VLAWMO public drainage technical advisor including the recently approved ditch maintenance projects on the public drainage system. They were the design engineer for the recently constructed Wilkinson Deep Water Wetland and are now working on the design for phase 2 located just north of the first project. Staff have found Houston to be very responsive in providing services and answering technical questions when contacted. Houston was ranked the highest given they have the best and significant familiarity with VLAWMO through the development of the WMP.
- S.E.H. has served in the position of VLAWMO general engineer for the last eight years and is the lead design engineer for several important and successful projects. SEH was also ranked very high (the staff team ranked SEH only two points less than Houston Engineering) given they have the best and significant familiarity with VLAWMO and through our municipalities, have performed well on the projects under the general engineering program, and are also very responsive when contacted to answer technical questions for short term projects that come up.

Subcommittee Recommendation

A staff summary memo and staff recommendation regarding 2027/28 General Engineering Services was sent to the VLAWMO Subcommittee (Chair Lindner, Directors Doll Kanne and West) on October 8, 2026. Staff then engaged each of the subcommittee members individually per the direction of Chair Lindner.

As part of the discussion, staff asked for each Subcommittee member's recommendation to the full Board on two items:

1. Houston Engineering to provide general engineering services in 2027 and 2028.
2. That all 16 engineering firms that submitted proposals (that were not selected as VLAWMO's general engineer) be placed on VLAWMO's new engineering pool list that may be selected to perform specialized scope and or smaller cost/limited scope specialized technical services under the general engineering fund at the discretion of the administrator.

Upon individual discussion with each of the Subcommittee members, the Subcommittee reached consensus on the above two recommendations to the full Board.

Staff Recommendation

Based on the review of the proposals and consensus of the VLAWMO Subcommittee members, staff recommends Board approval of Houston Engineering to provide general engineering services in 2027 and 2028 and authorize the Board Chair and staff to sign the attached professional engineering services agreement identified as Attachment 2. Staff also recommend that the Board approve that all 16 engineering firms that submitted proposals (that were not selected as VLAWMO's general engineer as noted in memo above) be placed on the VLAWMO's engineering pool list that may be selected to perform specialized scope and or smaller cost/limited scope and/or specialized technical services under the general engineering fund at the discretion of the administrator.

Requested Board Action

Director _____ moves and Director _____ seconds to approve Houston Engineering to provide general engineering services in 2027 and 2028 and authorize the Board Chair and staff to sign the attached professional engineering services agreement identified as Attachment 2. Furthermore, the Board approves that all 16 engineering firms that submitted proposals (that were not selected as VLAWMO's general engineer as noted in memo above) be placed on the VLAWMO's new engineering pool list that may be selected to perform specialized scope and or smaller cost/limited scope and/or specialized technical services under the general engineering fund at the discretion of the administrator.

Attached:

1. Powerpoint
2. Professional Engineering Services Agreement with Houston Engineering with two exhibits:
 - a. Request For Proposal for Engineering Services – LINKED at https://www.vlawmo.org/download_file/e8467c2d-d363-453a-bea5-0a1a10c18715/9
 - b. Houston Engineering Proposal – LINKED at https://www.vlawmo.org/download_file/7e3c8bae-cab1-4909-a590-18885a64874c/9

Agenda item V.A. - Consent agenda Attachment 1

Consideration of General Engineering Services for 2027 and 2028

10/28/2026



1

Introduction and Background



- The general engineering fund was approved by the VLAWMO Board eight years ago for the purpose is to establishing a dedicate fund to provide smaller cost/limited scope general technical services by a qualified engineering firm on an as needed basis when specific engineering expertise is needed.

Vadnais Lake Area Water Management Organization

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Introduction and Background



- At the August 26, 2026 meeting, the VLAWMO Board authorized staff to notice and advertised a Request for Proposal (RFP) for general engineering services for 2027 and 2028.
- Board also authorized to continue the engineering “pool” list which could include any firm not selected as the general engineer:
 - Engineering pool list would contain pre-qualifying firms that may also perform specialized scope and or smaller cost /limited scope and or specialized technical services under the general engineering fund at the discretion of the administrator.

Vadnais Lake Area Water Management Organization

3

Summary of Review of Proposals



- The RFP identified work that might include civil or water resource engineering, modeling, analysis, surveying or water resource science.
 - 17 proposals were received from engineering firms, they were (listed in alphabetical order).
 - *VLAWMO would like to thank each of these excellent firms for submission of high-quality proposals and for their interest in VLAWMO.*
- | | |
|------------------------|----------------------|
| 1. AE2S | 9. MSA |
| 2. Barr Engineering | 10. PE Services |
| 3. Bolton & Menk | 11. Quetica |
| 4. EOR | 12. Rani Engineering |
| 5. Houston Engineering | 13. Rock Leaf |
| 6. ISG | 14. Sambatek |
| 7. Kimley Horn | 15. S.E.H. |
| 8. Moore Engineering | 16. SRF |
| | 17. Stonebrook |

Vadnais Lake Area Water Management Organization

4

Summary of Review of Proposals



- VLAWMO staff members reviewed proposals, scored, and commented. Scoring was based on factors such as: familiarity with VLAWMO, stormwater BMPs, feasibility studies, project design, grant knowledge and assistance, watershed management experience and overall approach identified in the proposal.
- The billing rates vary by job classification and is difficult to get equivalent comparison.
- The two firms with the highest average score from staff reviews were Houston Engineering and SEH. Further summary of the staff review of each of these highest scoring proposals is provided in the staff memo in the Board packet.

Vadnais Lake Area Water Management Organization

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Subcommittee Recommendation



- A staff summary memo and staff recommendation regarding 2027 -28 General Engineering Services was sent to the VLAWMO Subcommittee on October 8, 2026.
- Staff then engaged each of the subcommittee members individually per the direction of Chair Lindner. Staff asked each subcommittee member for their recommendation on:
 1. Houston Engineering to provide general engineering services in 2027 and 2028.
 2. That all 16 engineering firms that submitted proposals (that were not selected as VLAWMO's general engineer) to be placed on the VLAWMO's engineering pool list that may be selected to perform specialized scope and or smaller cost /limited scope and or specialized technical services under the general engineering fund at the discretion of the administrator.

Subcommittee reached consensus on the above two recommendations to the full Board.

Vadnais Lake Area Water Management Organization

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Staff Recommendation



- Based on the review of the proposals and consensus of the VLAWMO Subcommittee members, staff recommends Board approval of Houston Engineering as the VLAMWO engineer to provide general engineering services in 2027 and 2028
- Staff also recommends that Board approve that all 16 engineering firms that submitted proposals (that were not selected as VLAWMO's general engineer as noted in memo above) be placed on the VLAWMO's engineering pool.

Vadnais Lake Area Water Management Organization

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Requested Board Action



Proposed Motion:

Director _____ moves and Director _____ seconds to approve Houston Engineering to provide general engineering services in 2027 and 2028 and authorize the Board Chair and staff to sign the attached professional engineering services agreement identified as Attachment 2. Furthermore, the Board approves that all the 16 engineering firms that submitted proposals (that were not selected as VLAWMO's general engineer as noted in memo above) to be placed on the VLAWMO's engineering pool list that may be selected to perform specialized scope and or smaller cost /limited scope specialized technical services under the general engineering fund at the discretion of the administrator.

Vadnais Lake Area Water Management Organization

8

PROFESSIONAL ENGINEERING SERVICES AGREEMENT

THIS PROFESSIONAL ENGINEERING SERVICES AGREEMENT is made between the Vadnais Lake Area Water Management Organization (“**VLAWMO**”), a Minnesota joint powers organization, and the following engineering firm (“**Engineer**”):

Engineer Name/ Organization:	Federal EIN:
Mailing Address:	Telephone Number:
Contact Person:	Email:

The following person is designated the Project Manager of this Agreement for VLAWMO (“**Project Manager**”):

Name:	Email:
Mailing Address:	Telephone Number:

VLAWMO and Engineer may hereinafter be referred to individually as a “party” or collectively as the “parties.” In consideration of the mutual promises and agreements contained herein, and intending to be legally bound, VLAWMO and Engineer hereby agree as follows:

1. **Agreement Documents.** This Agreement sets out the entire understanding between the parties and it supersedes any prior written or oral discussions or agreements between the parties regarding the same subject matter. This Agreement also includes VLAWMO’s request for proposals for the Services, attached hereto as Exhibit A (“**RFP**”), and the proposal submitted by Engineer, attached hereto as Exhibit B (“**Proposal**”), both of which are incorporated herein by reference. The provisions of the documents constituting the Agreement shall be read together and reconciled in the documents to the greatest extent reasonably possible. To the extent there are any conflicting provisions that cannot be reconciled, the more specific provision shall generally be controlling. In the event that a material conflict is found between provisions of the documents, the provisions in the following rank order shall take precedence: (1) this Professional Engineering Services Agreement document; (2) the RFP in Exhibit A; and (3) the Proposal in Exhibit B.
2. **Services.** Engineer agrees to perform professional engineering services as generally described in the attached Exhibit A (collectively, the “**Services**”) and in accordance with the terms and conditions of this Agreement. Engineer shall provide the Services on an as-requested basis. VLAWMO will issue a written task order (“**Task Order**”) for a specific project or item of work. The Task Order will provide any specific tasks to be provided in addition to any general Services described in this Agreement. All work done under a Task

Order are considered part of Engineer's Services for the purposes of this Agreement. Engineer shall provide the Services in a manner consistent with industry standards for similar Services and in accordance with the standards, requirements, and timelines set out in the Task Order authorizing the specific Services.

3. **Compensation.** VLAWMO shall compensate Engineer for the Services based on the rates listed in the Proposal and as be more specifically identified in a Task Order. Costs projected for a specific task in a Task Order cannot be transferred to any other tasks without prior consent of the Project Manager. Such consent does not increase the total amount of the compensation to be paid under the Task Order. Engineer shall notify the Project Manager if it anticipates changes in the cost structure for the tasks to be completed as part of the Task Order. Unless expressly provided otherwise in the Task Order, the total amount or rate of compensation is an all-inclusive amount that includes all expenses, costs, taxes, and other amounts Engineer incurs or pays to provide the Services pursuant to the Task Order. VLAWMO shall not be responsible for paying any amounts for the completion of the Services other than those expressly provided for in the Task Order.
4. **Notices.** Any notices provided under this Agreement shall be to Engineer and Project Manager as identified above.
5. **Term.** This Agreement shall commence and terminate on the dates indicated below unless it is terminated earlier as provided herein or the parties agree in writing to an extension of this Agreement.
6. **Invoices.** Engineer shall submit itemized invoices for the Services actually provided under this Agreement no more than once a month during the term of this Agreement. If the reimbursement of expenses is expressly authorized in the Task Order, no such expenses shall be reimbursed unless they are detailed in writing and accompanied by receipts. All invoices are subject to verification by VLAWMO's Administrator or the Project Manager. VLAWMO has thirty (30) days from the receipt of invoice to pay Engineer. However, if, in VLAWMO's reasonable determination, an invoice does not contain sufficient detail to verify the delivery of the Services for which payment is being sought, VLAWMO may withhold payment on the invoice until Engineer provides the requested additional detail. Such withholding shall not constitute a breach of this Agreement. No more than 90% of the amount due under this Agreement shall be paid to Engineer until the deliverables and final deliverables to be produced by Engineer as part of the Services have been reviewed and accepted by VLAWMO.
7. **Independent Contractor.** Engineer and its employees are not employees of VLAWMO. Nothing in the Agreement is intended or should be construed in any manner as creating or establishing the relationship as employer/employee, co-partners, or a joint venture between VLAWMO and the Contractor. It is agreed that Engineer and its employees will act as an independent contractor and acquire no rights to tenure, workers' compensation benefits, unemployment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of VLAWMO. The manner in which the Services are performed shall be controlled by

Engineer; however, the nature of the Services and the results to be achieved shall be specified by VLAWMO.

8. **No Agency.** Engineer, as an independent contractor, shall not be considered an agent or servant of VLAWMO for any purpose and shall have no authority to enter into any contracts, create any obligations, or make any warranties or representations on behalf of VLAWMO. To the extent applicable and contemplated in the delivery of the Services, Engineer may apply for and obtain needed permits on behalf of VLAWMO at Engineer's own cost.
9. **Deliverables.** If Engineer is required to produce specific deliverables to VLAWMO as part of the Services to be provided under this Agreement, such deliverables shall be identified in the Task Order issued pursuant to this Agreement.
10. **Ownership and Use of Work Product.** All data notes, working papers, reports and other work products prepared or developed in connection with the provision of Services under the Agreement (collectively, the "**Work Product**") shall become upon creation, the exclusive property of VLAWMO. Engineer may not use the Work Product or any other deliverables under this Agreement for any purpose other than fulfilling its obligations under this Agreement without prior written consent of VLAWMO. VLAWMO may grant or deny Engineer's application for such consent or may condition its consent on the payment of compensation or the imposition of such other conditions as VLAWMO deems appropriate. Engineer may use the Work Product as an example of their work in their portfolio and may reuse standard portions of such Work Product in the normal course of its business. Engineer represents and warrants that the Work Product does not and will not infringe upon any intellectual property rights of other persons or entities.
11. **Naming Rights and Acknowledgements.** To ensure that appropriate credit for funding and other contributions of VLAWMO and its staff members is given for their participation in producing any deliverables as part of the Services, and to the extent applicable, VLAWMO shall have its name and logo represented in the materials that are developed and will be acknowledged in printed materials, publications, presentations and other uses and materials developed under this Agreement. VLAWMO retains and shall have the right to control the title, citations, acknowledgments, attributions, cover design, logos and credits of the deliverables produced as part of the Services.
12. **Termination.** VLAWMO may terminate this Agreement upon thirty (30) days written notice, except that if Engineer is in default and fails to cure the default within the period provided in the written notice of default as provided in this Agreement, VLAWMO has the right to terminate this Agreement immediately upon written notice of termination. VLAWMO shall pay Engineer for Services properly rendered prior to the effective date of termination. The following provisions of this Agreement shall survive expiration, termination, or cancellation of this Agreement: Indemnification; Insurance; Applicable Law; Audit; and Data Practices.
13. **Legal Compliance.** Engineer shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances in providing the Services and shall obtain all permits and

permissions that may be required. This Agreement shall be governed by and construed according to the laws of the State of Minnesota.

14. Indemnification. Engineer agrees to defend, indemnify and hold harmless, VLAWMO, its officials, officers, agents and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of Engineer, its offices, employers, agents, contractors or subcontractors or anyone directly or indirectly employed by them, or anyone volunteering for them, or anyone for whose acts or omissions they may be liable in the performance of the Services and against all loss by reason of the failure of Engineer to perform fully, in any respect, all obligations under this Agreement. Nothing in this Agreement shall constitute a waiver by VLAWMO of any limits on or exclusions from liability available to it under Minnesota Statutes, chapter 466 or other law.

15. Insurance. Engineer agrees to at all times during the term of this Agreement, have and keep or cause to have and be kept in force, and to cause all contractors and subcontractors to do likewise, the following insurance coverages with at least the following limits:

(a) Commercial General Liability on an occurrence basis with Contractual Liability Coverage:

Limits

General Annual Aggregate	\$2,000,000
Products-Completed Operations	\$1,500,000
Personal and Advertising Injury	\$1,500,000
Each Occurrence –	
Combined Bodily Injury and Property Damage	\$1,500,000

(b) Commercial Automobile Liability – Combined single limit each occurrence for bodily injury and property damage covering owned, non-owned, and hired automobiles. \$1,000,000

(c) Workers' Compensation and Employer's Liability:

(1) Workers' Compensation	Statutory
If Engineer is based outside the State of Minnesota, coverage must apply to Minnesota laws.	
(2) Employer's Liability. Bodily Injury by:	
Accident – Each accident	\$500,000
Disease – Policy Limit	\$500,000
Disease – Each Employee	\$500,000

(d) Professional Liability

Per Claim or Event	\$1,500,000
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The required coverage limits may be achieved through an excess or umbrella policy, provided such policy provides the same scope of coverages as the underlying policy. The insurance must be maintained continuously for a period of at least one year after the termination of this Agreement. Engineer shall have VLAWMO named as an additional insured on its commercial general liability policy. Engineer shall provide VLAWMO a certificate of insurance showing the required coverages, insurance limits, and additional insured endorsement before undertaking any Services under this Agreement. Engineer will require that any subcontractors furnish certificates of insurance to Engineer of the insurance coverages listed above and shall provide updated certificates as coverages expire. It is the sole responsibility of Engineer to determine the need for and to procure additional insurance that may be needed to satisfy its indemnification obligation or other obligations in connection with this Agreement. Copies of policies will be submitted to VLAWMO upon written request.

16. **Engineer Representations.** Engineer represents and warrants, as inducement to VLAWMO to enter into the Agreement, as follows: (a) it has the legal authority to enter into this Agreement; (b) the person(s) executing this Agreement on behalf of Engineer is duly authorized to enter into this Agreement and to bind Engineer to its terms; (c) all of the documents that constitute this Agreement are valid and binding on Engineer; (d) it will comply with the terms and conditions of this Agreement; (e) it has the necessary licenses, personnel, experience, skill, tools, and equipment to complete the Services in accordance with the standards and timelines established in this Agreement; and (f) it is not involved in or aware of any action, claim, suit, or proceeding that is reasonably anticipated to interfere with Engineer's ability to provide the Services in accordance with the terms of this Agreement.
17. **Conflict of Interest.** Engineer agrees that it will not, during the term of this Agreement, enter into a contract or otherwise accept employment for the performance of any work or service with any individual, business, partnership, corporation, government, governmental unit, or any other organization that would create a conflict of interest in the performance of its obligations under this Agreement.
18. **Not Exclusive.** This Agreement does not constitute an exclusive contract between VLAWMO and Engineer. VLAWMO remains free to contract for similar services from other engineers and Engineer remains free to contract to provide similar services to others, provided that any such contracts do not interfere with the delivery of Services under this Agreement.
19. **Amendments.** No modification, amendment, deletion, or waiver in the terms of this Agreement, or any expansion in the scope of the Services, is valid unless it is in writing and signed by the parties.
20. **Notices.** Any notice or demand authorized or required under this Agreement shall be in writing and shall be sent by certified mail to, with respect to VLAWMO, the Project

Manager and, with respect to Engineer, to Engineer's contact person, each as identified at the outset of the Agreement.

21. Substitution of Personnel. The Services shall be provided by the person or persons identified in the Proposal or as may be authorized in a Task Order. Upon prior approval by VLAWMO, Engineer may substitute other persons to perform the Services under a Task Order. If substitution is permitted, VLAWMO may require Engineer to furnish information on the qualifications of the substituted person.

22. Subcontracting and Assignment. Engineer shall not enter into any subcontract for performance of any Services contemplated under this Agreement, nor assign any interest in the Agreement, without the prior written approval of VLAWMO and subject to such conditions and provisions as VLAWMO may deem necessary or desirable in its sole discretion. Engineer shall be responsible for the performance of all of its subcontractors. If VLAWMO permits the use of subcontractors, the Contract shall, pursuant to Minnesota Statutes, section 471.425, subdivision 4a, pay any subcontractors within 10 days of Engineer's receipt of payment from VLAWMO for undisputed services provided by the subcontractor. Any undisputed amounts not paid to a subcontractor within 10 days shall be subject to, and Engineer shall pay, interest of 1-1/2 percent per month. The minimum monthly interest penalty Engineer shall pay for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, Engineer shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from Engineer must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

23. Default and Cure.

(a) Default by Engineer. Unless excused by VLAWMO's default, the occurrence of an uncontrollable circumstance, or VLAWMO issuing a written waiver of default, each of the following shall constitute default on part of Engineer:

- (1) The written admission by Engineer that it is bankrupt; or filing by Engineer of a voluntary petition under the Federal Bankruptcy Act; or the filing of an involuntary petition under the Federal Bankruptcy Act against Engineer unless dismissed within ninety (90) days. The Notice of Default and cure provision of this Agreement do not apply to this paragraph;
- (2) The making of any arrangement with or for the benefit of Engineer's creditors involving an assignment to a trustee, receiver or similar fiduciary. The Notice of Default and cure provisions of this Agreement do not apply to this paragraph;
- (3) Making a material misrepresentation in any of the documents submitted by Engineer or in any other provisions or conditions relied upon in the making or modification of the Agreement;

- (4) Engineer is found to persistently disregard laws, ordinances, rules, regulations or orders of any public authority having jurisdiction;
 - (5) Failure to make satisfactory progress towards completion of the Services; or
 - (6) Failure to perform any other material provision of the Agreement.
- (b) Default by VLAWMO. Unless excused by Engineer's default or the occurrence of uncontrollable circumstances or Engineer waiver of default, each of the following shall constitute a default on the part of VLAWMO:
- (1) The persistent or repeated failure or refusal by VLAWMO to pay or prevent payment of any uncontested amount to Engineer timely and properly submitted as required by this Agreement;
 - (2) Making a material misrepresentation in any of the documents provided by VLAWMO or in any other provisions or conditions relied upon in making the Agreement; or
 - (3) Persistent or repeated failure to perform any other material provision of this Agreement.
- (c) Written Notice of Default. Unless otherwise provided, no event shall constitute a default giving rise to the right to terminate unless and until written Notice of Default is given to the defaulting party, specifying the particular event, series of events, or failure constituting the default and a reasonable cure period.
- (d) Cure Period. If the party in default fails to cure the specified circumstances as described by the Notice of Default within ten (10) days or such longer period as may be provided in the Notice of Default, then this Agreement may immediately be terminated by the party not in default providing a written notice of termination to the party in default.
- (e) Withholding of Payment. Notwithstanding any other provision of the Agreement, VLAWMO may, after giving Notice of Default, withhold, without penalty or interest, any payment which becomes due after Notice of Default is given, until the default is excused, waived in writing, cured, or the Agreement is terminated. VLAWMO shall not be responsible for paying any portion of the withheld funds upon translation for Engineer's default if the Services for which payment is being sought were deficient or are not usable by Engineer hired to complete the Services.
- (f) Preservation of Other Remedies. The rights and remedies of VLAWMO provided in the Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Agreement.
- (g) Duty to Mitigate. Both parties shall use their best efforts to mitigate any damages that might be suffered by reason of any event giving rise to a remedy hereunder.

- (h) Cost of Termination. In the event this Agreement is terminated by reason of default by Engineer, VLAWMO may recover the necessary costs of termination, including but not limited to, administrative costs, attorney's fees and legal costs, from Engineer.
- (i) Reperformance. VLAWMO may require Engineer, at Engineer's sole expense, to reperform any of the Services provided for in this Agreement that do not meet the established standards.
- (j) Set-Off. Notwithstanding any other provision of the Agreement to the contrary, upon Engineer's breach of this Agreement VLAWMO may withhold any payment due Engineer for purposes of set-off until such time as the exact amount of damages due is determined. Such withholding shall not constitute default or failure to perform on the part of VLAWMO.

24. **No Waiver**. If VLAWMO fails to enforce any provisions of this Agreement, such failure does not waive the provision or VLAWMO's right to enforce it.

25. **Data Practices**. Engineer agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, chapter 13), and all other applicable laws, related to data it creates or receives from VLAWMO in the performance of the Services. Engineer will immediately report to VLAWMO any data requests from third parties relating to this Agreement. VLAWMO agrees to work with Engineer to respond to the data request. Engineer agrees to hold VLAWMO, its officers, and employees harmless from any claims resulting from Engineer's unlawful disclosure, use, or failure to produce data in accordance with applicable laws.

26. **Nondiscrimination**. Engineer agrees to abide by the requirements and regulations of The Americans with Disabilities Act of 1990 (ADA), the Minnesota Human Rights Act (Minn. Stat. Chap. 363), and Title VII of the Civil Rights Act of 1964. These laws deal with discrimination based on race, gender, disability, and religion, and with sexual harassment. Violation of any of the above laws can lead to the immediate termination of this Agreement without needing to provide a cure period.

27. **Audit**. Engineer agrees that VLAWMO, the Minnesota State Auditor, and Minnesota Legislative Auditor, or any of their duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, and records that are relevant and involve transactions relating to this Agreement. Engineer agrees to retain such records for at least six years from the date of termination of this Agreement.

28. **Applicable Law**. The law of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation that may arise under this Agreement will be in and under those courts located within the County of Hennepin,

State of Minnesota, regardless of the place of business, residence or incorporation of Engineer.

29. **Severability.** If any provision of this Agreement is held invalid, illegal, or unenforceable, the remaining provisions will not be affected.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have executed this Agreement effective as of the year and date indicated below.

This Agreement shall be in effect as of _____ and shall terminate on _____ unless terminated earlier as provided herein.

FOR ENGINEER:

By _____

Its _____

Date _____

By _____

Its _____

Date _____

FOR VLAWMO:

By _____

Its _____

Date _____

By _____

Its _____

Date _____

EXHIBIT A
Request for Services

LINKED at

https://www.vlawmo.org/download_file/e8467c2d-d363-453a-bea5-0a1a10c18715/9

[attached hereto]

EXHIBIT B
Engineer's Proposal

LINKED at:

https://www.vlawmo.org/download_file/7e3c8bae-cab1-4909-a590-18885a64874c/9

[attached hereto]

To: VLAWMO Board of Directors

From: Phil Belfiori, Administrator

Date: October 21, 2026

Re: **V. B. Consent** – Legal Services Proposals and Recommendation

Introduction and Background

Pursuant to Minnesota Statute 103B, staff noticed and advertised a Request for Proposal (RFP) for legal services for 2027 and 2028. The purpose of the program is to provide legal counsel services on an “as needed” basis. The selected legal firm would enter into a contract for a 2-year period. The advertisement for the RFP was placed in the League of MN Cities marketplace from September 8 – October 1, 2026, in the White Bear Press and the Vadnais Heights Press on October 9 and October 16, noticed at the offices and placed on the VLAWMO website. Closing date was to receive proposals was October 1, 2026.

The RFP identified services including stormwater management, drainage, & utility issues; contract & agreement review; legal boundary updates; Wetland Conservation Act appeals; enforcement action; and Joint Powers Agreement updates, as requested.

Two proposals were received from Town Law Center PLLP and Fafinski Mark & Johnson, P.A.. The VLAWMO staff were asked to review all the proposals, score and comment. Scoring was based on the following experience factors: familiarity with VLAWMO, experience, technical capacity, billing rate, and responsiveness. The billing rates vary by job classification and it is difficult to get equivalent comparison.

Town Law Center PLLP scored the highest given they have performed well on the worked completed under the legal program over the last several years, and Troy has served as the legal counsel for several JPA WMO’s in the metro area and have been very responsive with staff and follow-up. The proposal from Town Law Center PLLP is [LINKED at https://www.vlawmo.org/download_file/a29c525f-a5a3-4241-b741-b40832dfd83e/9](https://www.vlawmo.org/download_file/a29c525f-a5a3-4241-b741-b40832dfd83e/9)

Staff Recommendation

Based on the review of the proposals, staff recommends the Board approve Town Law Center PLLP to serve as the VLAMWO legal Counsel and provide legal services in 2027 and 2028 consistent with their proposal for services dated September 4, 2026.

Director _____ moves and _____ seconds approval of Town Law Center PLLP to serve as the VLAMWO legal Counsel and provide legal services in 2027 and 2028 consistent with their proposal for services dated September 4, 2026.

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To: VLAWMO Board of Directors

From: Phil Belfiori, Administrator

Date: October 19, 2026

Re: **Consent V. C. – 2027 Employee Health Care & Employee Benefits Package**

The purpose of the memo is to provide the VLAWMO Board with an update and consideration of the 2027 health care and benefits package.

Background – 2027 Health Care Plan Selection

As in years past, staff has worked with Ken Carlson from North Risk Partners (VLAWMO health insurance consultant) to identify health insurance benefits options and related projected costs. Ken's research included an analysis of 2027 health insurance programs available for purchase by VLAWMO for 2027. Based on this review, it was determined by Ken Carlson that the same two 2027 United Health Care (UHC) traditional coverage program and HSA coverage program (the same two plan options that were offered in 2026) continue to be the lowest price going into 2027 when compared to equivalent plans for other health insurance companies. This change in premium from 2026 to 2027 was an increase of approximately 12.53%/12.73% which was much lower (approximately 10-40% lower) than the other equivalent health care benefit policies from Health Partners, Medica and Blue Cross. **The cost for the UHC proposed plans for 2027 is roughly equivalent to the increase anticipated for employee benefits in the approved 2027 budget (assumed approximately 12% increase in the approved 2027 budget).**

Recommendation

Staff is recommending to again offer employees a choice of either the UHC Traditional or HSA Plans for 2027 Health Insurance Plan (same health insurance plans that were offered in 2026). These recommended health plans were the lowest cost when compared to other similar plans when analyzed by Ken Carlson. These costs and Ken's analysis are available for Board member review upon request. Staff are also recommending continuing with the same coverage for dental, vision, life and STD benefit programs for 2027. The above-mentioned recommendations are consistent with and were anticipated in the approved 2027 VLAWMO Budget, and the estimated cost for these plans are generally within the budget estimates included in the approved budget.

Requested Board Action

Director _____ moves and Director _____ seconds to approve the recommended 2027 health insurance plan and benefit package identified in this above memo and begin to implement the process to complete necessary tasks to renew the insurance plans for 2027 as recommended.

To: VLAWMO Board of Directors

From: Phil Belfiori, Administrator and Angela Hugunin, Communication & Outreach Coordinator

Date: October 19, 2026

Re: **V. D. Consent** – Consider Digital Accessibility Scope of Work and Authorize Contract Signing

Introduction

In 2024, the U.S. Department of Justice updated its regulations for Title II of the Americans with Disabilities Act. This is to ensure that digital content created by state and local governments is accessible to people with disabilities. The rule set forth technical requirements for web content and mobile apps utilized by State and local government entities. In particular, the rule adopted the Web Content Accessibility Guidelines (“WCAG”) version 2.1 Level AA as the technical standard. As a local government unit, VLAWMO must comply with this digital accessibility standard.

Background

As a special district government, VLAWMO’s compliance date will be April 26, 2028. Prior to the deadline, staff will work to ensure digital content is accessible to the standards set by the ruling. This will help ensure VLAWMO’s programs and resources are available publicly, regardless of ability or disability of the person seeking information.

Staff have determined key digital accessibility gaps for VLAWMO in preparation for digital accessibility work. At the recommendation of other local watershed organizations, staff connected with Weco, a local consultant specializing in digital accessibility. Staff requested a potential scope of services and have since selected a limited amount of these services to help VLAWMO reach compliance and develop sustainable digital accessibility practices moving forward. These include staff training, manual audits for select webpages, service hours, document conversion/remediation, and coaching. Anticipated costs for this bundle of services will be \$9600 over an 18-month scope of work.

Staff shared this update with the TEC at their October meeting. The TEC recommended that the Board consider a scope of work for digital accessibility services from the consultant Weco beginning in late 2026 and extending into 2028 as needed to achieve compliance with the new web rule.

Staff Recommendation

Staff recommend that the Board approve the attached scope of work and authorize Chair Lindner to sign the attached professional services agreement with the consultant Weco with non-material changes and upon advice of counsel.

Proposed Board Motion

Director _____ moves and Director _____ seconds approval of the attached scope of work and authorizes Chair Lindner to sign the attached professional services agreement with the consultant Weco with non-material changes and upon advice of counsel.

Attachments

- Weco proposed scope of services
- Professional Services Agreement LINKED at: https://www.vlawmo.org/download_file/fd99722d-e1cc-4e14-b723-2e6d4bdfc56d/9

EXHIBIT A

Digital Accessibility by WeCo

Scope of Work

DATE OF RECEIVED REQUEST: 10/12/2026

REQUESTOR: Angela Hugunin angela.hugunin@vlawmo.org

Please review this Scope of Work and let us know if you approve or need any changes. Questions about the SOW can be directed to: accessinfo@theweco.com

Products or Services:

- WeCoLearning – 2-year subscription for one individual
- Manual audit for 2 webpages
- Service hours for 5 hours
- Document conversion: 10-page document package
- Document Coaching for 5 hours

Contract length of 18 months is approved by WeCo. Billing rates are locked in by the executed contract/Scope of Work.

Service Details**WeCoLearning**

Accessibility is a skill your team can learn anytime, anywhere, with a WeCoLearning™ subscription. Every WeCoLearning™ course is crafted by highly trained and experienced digital accessibility professionals who actually live with disabilities. You and each member of your team will come away understanding digital accessibility and the challenges of real users with disabilities. Your team will receive:

- Both basic and advanced concepts of WCAG and ADA accessibility.
- Evolving courses covering new digital accessibility concepts and skills.
- An accessibility resource that provides answers to the specific accessibility issues your team is facing.

Each WeCoLearning™ course includes user personas that bring to life the lived experience of the Accessibility Specialists and Testers working on our teams. Current courses include:

- | | |
|---|----------------------------------|
| • Understanding Users with Disabilities | • Self-Testing for Accessibility |
| • Web Accessibility Basics | • Designing for Accessibility |
| • Introduction to WCAG 2.2 A/AA | • Accessible Microsoft Documents |
| • Alternative Text Tag Basics | |

Price: for individuals \$900 for two years

Manual Accessibility Audit

Why audit manually? Because digital accessibility is more than just code, it's content. Not even the best accessibility software can determine if content works for real people who live with disabilities. For this reason, most miss 50-70% of WCAG/ADA requirements. Manual Audits also supply the verified information needed for a Voluntary Product Accessibility Template (VPAT.)

How it works

Our team of trained auditors will verify your project against WCAG 2.2 A-AA through both manual techniques, and website accessibility tools where appropriate (color contrast, and other validators.) Our Audit Team is led by WeCo Accessibility Specialists who are [IAAP/WAS](#) and WeCo certified, and also have the disability lived experience.

What you'll receive:

Manual Audit Report

A customized report with accessibility successes to retain, and accessibility challenges to remedy. Our spreadsheet style report lists WCAG non-conformance issues, and prioritize which ones are most impactful to users with disabilities. This means you know which to remedy first.

Because nothing at WeCo is done without subject matter expertise, we'll include usability suggestions in your report as well.

Even more Value: Additional Included Services

- **WeCo's exclusive "Under Review" and "Reviewed" Seals** to display on your software.
- Two rechecks of accessibility challenge areas, by your auditors, after the remedies have been applied to your website.
- A 1-hour consultation meeting, to review the report and answer your questions, with a WeCo Accessibility Specialist. (Recorded)
- A Voluntary Product Accessibility Template (VPAT) Accessibility Compliance Form *For organizations selling to government. See next page for explanation.*
- A custom crafted Accessibility Policy to post on your software. *(Free Accessibility Policy Tune-up each consecutive year you purchase a WeCo Manual Audit.)*

Price: \$3,200/ 2 website pages (\$1,600 per page)

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Service Hours

When teams participate in, and learn how to create their own accessibility remedies, they develop and create more accessibility in the future. WeCo Accessibility Specialists collaborate directly with your team to foster understanding and sustainable accessibility practices. WeCo Accessibility Specialists are [IAAP](#) and WeCo certified. Our Usability Specialists have received degrees from and studied at the University of Minnesota UX lab where WeCo perfected our UX testing products. This team is led by experts with lived experience of one or more disabilities.

How it works

Our Accessibility Specialists work with your team directly via Zoom or Teams, email, or phone. Here are a few more ways your team can benefit from WeCo consulting:

- **Q/A Sessions:** Gather your “sticking points” for accessibility, and a WeCo Accessibility Specialist will brainstorm and walk your team through potential solutions.
- **UX Guidance:** Understanding the difference between technical accessibility requirements (WCAG/ADA) and how real people with disabilities use your website, is vital to true accessibility. WeCo Usability Specialists are there to answer questions and troubleshoot issues to foster solutions that work for real people who live with disabilities.
- **Roadmap, Strategy and Compliance Planning and Documentation:** Accessibility starts with a plan. Let us help you create a Roadmap for your accessibility strategy. For single and large teams, we'll include role-based compliance and processes..
- **Digital Design Pre-Build Planning:** A WeCo Accessibility Specialist will review your advanced designs and help you create a plan to build accessibly.

Accessibility Guide Construction: As you develop team accessibility practices, putting them into a digital guide is an excellent idea. WeCo technical writers and Accessibility Specialists can help and ensure that the end document is WCAG accurate, and accessible to everyone across your organization.

Price: \$3,000 for 5 hours (\$600 per hour)

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Accessible Document Services

Accessible documents are more than a compliance requirement. They are essential to ensuring people with disabilities can access information, services, employment opportunities, and public resources independently.

At WeCo, we believe document accessibility should be both technically accurate and genuinely usable. That's why our process is overseen by an [International Association of Accessibility Professionals \(IAAP\) certified Accessible Document Specialist \(ADS.\)](#) Combining automation/AI and human verification, to create documents that work for real people. Whether you're publishing critical public information, employee communications, training materials, reports, or forms, our Accessible Document Specialists help ensure your content is accessible, usable, and sustainable.

Service Details:

Delivery Method: Secure document upload or email

Standard Turnaround: Approximately 3 business days, depending on document volume and complexity

Supported Formats: Microsoft Word, PDF, PowerPoint, and other formats upon request

Accessibility Testing: Optional screen reader testing available

Pricing:

5 document package: \$500 (10 hours of service)

10 document package: \$1,000 (20 hours of service)

15 document package: \$1,500 (30 hours of service)

Accessible Document Remediation:

\$100 per hour

Rush Rate: \$150 per hour

Minimum Project Charge: \$500

(Based on project size, complexity, and timeline requirements)

Screen Reader Testing: \$50 per hour

Typical Project Cost: \$100-\$300 per document

Volume Pricing: Available for large-scale remediation projects

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WeCo's Accessible Document Coaching

Don't just receive an accessible document. Learn how it was made accessible.

WeCo's Accessible Document Center of Excellence Coaching helps organizations build internal accessibility knowledge while receiving expert remediation services.

Your team works directly with a WeCo IAAP certified Accessible Document Specialist (ADS) who explains the accessibility decisions, techniques, and remediation process used to make your document accessible. This practical, hands-on learning experience helps staff develop the skills and confidence needed to create more accessible documents in the future.

This service is ideal for communications teams, both small and large, content creators, human resources professionals, public information officers, and anyone responsible for producing accessible digital documents.

Coaching Includes:

1. A fully remediated accessible document
2. One-on-one or small team coaching sessions (limit 10 people)
3. Walkthrough of accessibility techniques and best practices
4. Real-world examples using your organization's documents
5. Questions and answers with the specialist who completed the work
6. Practical guidance your team can immediately apply

Pricing: One-on-One or Small Team Coaching: \$300 per hour

Sold in packages of 5 hours / \$1,500

Small Team Coaching limit: 10 people

Total Service Price:

1. 2 years training for 1 individual - \$900
2. Manual audit for 2 webpages at \$1,600 per page = \$3,200
3. Service hours – 5 hours at \$600 per hour - \$3,000
4. Document conversion for 10 documents (20 hours of service): \$1,000
5. Document Coaching for 5 hours at \$300 per hour = \$1,500

Total: \$9,600

To: VLAWMO Board of Directors

From: Angela Hugunin, Communication & Outreach Coordinator

Date: October 19, 2026

Re: **V. E. Consent** - Update on Watershed Awards

Introduction

Each year, VLAWMO's watershed awards offer an opportunity to celebrate stewardship and leadership. Nominations for this year's award will be accepted through November 20, 2026.

Background

The Watershed Steward Award is for volunteers, VLAWMO grant recipients, neighborhood or lake associations, or community groups who have worked independently or with VLAWMO staff to improve water resources or community understanding of water issues within the Vadnais Lake watershed. One winner will be selected by a vote from VLAWMO's Technical Commission.

A variety of activities benefitting the VLAWMO watershed community could merit a nomination. These include:

- **Residential or neighborhood partnerships** for watershed improvement, place-based water or natural resource awareness, or water conservation.
- **Demonstrated water stewardship through VLAWMO's grant programs**, especially if a VLAWMO grant recipient has also taken initiative in educational efforts.
- **Coordination of education and outreach initiatives** that promote awareness and protection of local water resources.
- **Outstanding, ongoing volunteer efforts** related to VLAWMO events, watershed education, or citizen science activities.
- Other topics or efforts reviewed on a case-by-case basis by the VLAWMO Technical Commission (TEC).

Multi-year efforts should have a connection to a project or program within the year of nominating.

Participation in the nomination process is encouraged by all, including Board and TEC members, municipal partners and affiliates, and the general public. Nominations can be made anonymously. Self-nominations are accepted. All nominations must be submitted by Friday, November 20, 2026.

The award winner will be selected by a vote from VLAWMO's Technical Commission. The Board will be notified of the award winner by their February meeting.

More information can be found at vlawmo.org/watershed-awards, or [nominations may be submitted directly via the online form.](#)

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To: VLAWMO Board of Directors

From: Dawn Tanner

Date: October 21, 2026

Re: **V. F:** Consider Lake Survey/RCSWCD and NST Scopes for 2027

VLAWMO staff work with consultants for ongoing program/project work and maintenance. Work with these consultants in previous years has been successful and achieved the stated goals and results for their work with VLAWMO.

VLAWMO staff are working on scopes for maintenance and surveys for 2027. Received to date are scopes for:

- Lake surveys and site support from RCSWCD
- NST maintenance for multiple VLAWMO sites
- NST maintenance scope for the Wilkinson Deep-Water Wetland

MOUs and/or maintenance agreements are in place and ongoing with the City of White Bear Lake and NOC for 50/50 partnership funding. An MOU for 2027 is underway with NOHOA for ongoing invasive yellow iris removal support and 50/50 partnership funding has been confirmed for 2027. As part of the RCSWCD quote, VLAWMO requested pricing for pre/post surveys in Birch Lake. That is tentative contingent upon notification from BLID if they will be conducting AIS removal work.

VLAWMO appreciates the support and involvement of these key partners for ongoing survey and maintenance work.

Contract/Letter Agreement	Total Amount in 2027
Ramsey County Soil and Water Conservation Division: Lake Surveys for Tamarack and Birch Lakes, Flowering rush site support near Amelia, and Yellow iris survey in remaining areas to recheck outside of NO.	\$5,450-\$8,355 (For comparison, 2026 range was \$7,020-\$9,485) *Birch Lake surveys dependent upon notification from BLID
Natural Shore Technologies: Project sites maintenance and enhancement	\$14,200 (For comparison, 2026 quote was: \$13,960) Partner support anticipated to include: WBL: \$1,200 BL shoreline, \$300 if the Amur silvergrass treatment goes

	forward, and \$1,100 IESF (MOUs completed) NOHOA: \$3,000 invasive yellow iris removal (MOU in process) VLAWMO total = \$8,600
Natural Shore Technologies: Wilkinson deep-water wetland site maintenance and enhancement	\$5,000 (2026 quote was the same amount) Partner support w/NOC anticipated to be \$2,500. (MOU and Maintenance Agreement completed) VLAWMO total = \$2,500

Requested Action: VLAWMO staff request authorization of the contracts provided in the packet with dollar amounts summarized in the table above with RCSWCD and NST as recommended by the TEC at the October 14, 2026, meeting.

Attachments:

1. RCSWCD 2027 quote
2. Letter agreement from NST for maintenance sites
3. Letter agreement from NST for Wilkinson deep-water wetland

2027 Tamarack Lake Bathymetric Survey Proposal

October 5, 2027

Prepared for:

Vadnais Lake Area Water Management Organization

Prepared by:

Ramsey County Parks & Recreation, Soil and Water Conservation Division

Scope of Services

Macrophyte Surveys

Macrophyte surveys will consist of data sampling at evenly spaced geo-referenced points throughout the lake to characterize the diversity and abundance of aquatic vegetation using a point intercept survey method. RC-SWCD staff members will also use Lowrance unit and transducer to generate data to produce a biovolume map showing concentration of aquatic vegetation growing in the lake.

Bathymetry Surveys

Bathymetric surveys are completed by connecting a Lowrance unit and transducer to the boat and following pre-determined transect lines across the lake to capture lake bottom depth data. This data is then processed, corrected using physically measured field data points where necessary, and then used to create new contour lines with ArcGIS software. It may be completed in conjunction with macrophyte surveys when there is a clear enough sonar signal in the lake.

Tamarack Lake

Bathymetry and Macrophyte Survey

Task	Cost/Hour	Hours	Cost
Boat Use	unit	-	\$50
BioBase Upload	unit	-	\$300
Lake Survey Prepwork	\$85	3	\$255
Field Work, 5 hours (2 people)*	\$85	10	\$850
GIS Post-processing and Mapping	\$85	3	\$255
Report Completion, Contour Generation	\$85	3	\$255
TOTAL		19	\$1,965

*Total field work cost would be \$425 if VLAWMO staff will be second person in the boat. Total survey cost would then be \$1,540.

Timeline

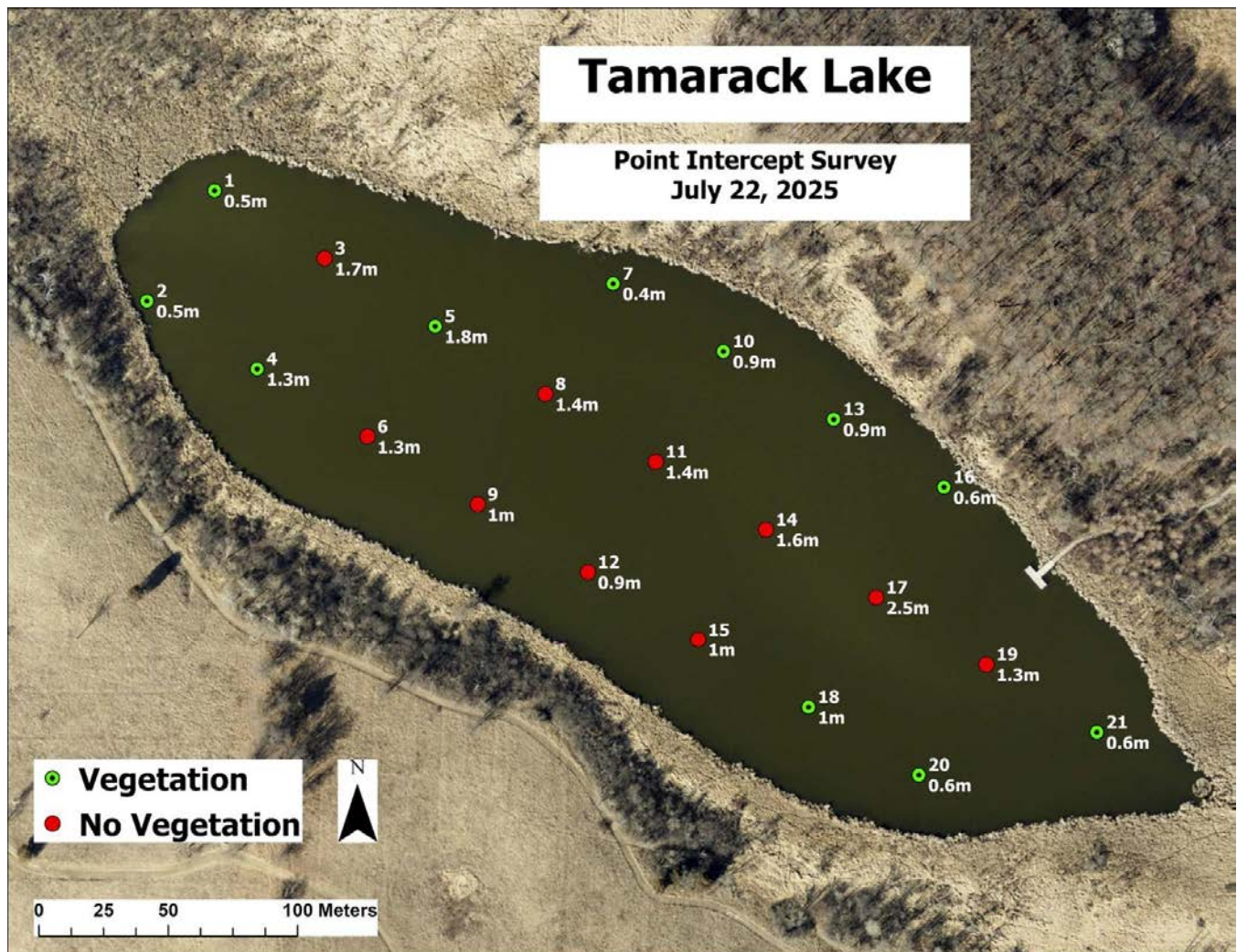
SWCD staff will plan to complete the survey between June and August but no later than September 15, 2027, with the full report to be completed by December 31, 2027. Initial findings and raw data will be available by September 30, 2027.

Deliverables

The Bathymetric Report will include:

- Description of Methods;
- Tables of aquatic, emergent, native, and invasive plants surveyed;
- Bathymetry Map, BioVolume Map, numbered Survey Point map to match with aquatic species tables, and shoreline polygons; and
- Shapefiles including Biovolume, 2027 Contour Lines, and Point Intercept Location layers.

Figure 1 – Project Location Map



2027 Birch Lake Eurasian Watermilfoil Delineation Survey Proposal

October 5, 2026

Prepared for:

Vadnais Lake Area Water Management Organization

Prepared by:

Ramsey County Parks & Recreation, SWCD

Scope of Services

NOTE: This task is pending and dependent on removal funding from the Birch Lake Improvement District. VLAWMO staff will approve or deny via email.

Delineation Surveys

Delineation surveys will be used to collect data on the abundance of aquatic vegetation, specifically Eurasian Watermilfoil (EWM), using a meandering survey method consistent with DNR requirements for permitting.

Bathymetry and Biovolume Surveys (optional)

Bathymetric surveys are completed by connecting a Lowrance unit + transducer to the boat to capture lake bottom depth data. This data is then processed, corrected using physically measured field data points where necessary, and then used to create new contour lines with ArcGIS software. It may be completed in conjunction with the delineation survey if desired. RC-SWCD staff members will also use the Lowrance unit and transducer to generate data that produces a biovolume map showing concentration of aquatic vegetation growing in the lake if desired.

BIRCH LAKE

Eurasian Watermilfoil Delineation Pre- Harvest Survey

Birch Lake Survey Estimate, May-July 2027

Task	Cost/hr	Hours	Cost
Boat Use	unit	-	\$50
Field Work, 1 day (2 people)*	\$85	12	\$1,020
GIS Post-processing and Mapping	\$85	2	\$170
TOTAL		14	\$1,240

*Total field work cost would be \$510 if VLAWMO staff will be second person in the boat. Total survey cost would then be \$730.

Deliverables

The macrophyte report will include:

- Static map, in PDF format, of the delimitation of Eurasian Watermilfoil shown as a survey point heat maps showing rake density of Eurasian milfoil at each survey point.
- Shapefiles including Eurasian Watermilfoil area and point location layers

Eurasian Watermilfoil Delineation Post- Harvest Survey

Birch Lake Survey Estimate, May-August 2027

Task	Cost/hr	Hours	Cost
Boat Use	unit	-	\$50
Field Work, 1 day (2 people)*	\$85	12	\$1,020
GIS Post-processing and Mapping	\$85	2	\$170
TOTAL		14	\$1,240

* Total field work cost would be \$510 if VLAWMO staff will be second person in the boat. Total survey cost would then be \$730.

Timeline

SWCD staff will plan to complete the survey between June and August but no later than September 15, 2027, with the full report to be completed by December 31, 2027. Initial findings and raw data will be available by September 30, 2027.

Deliverables

The macrophyte report will include:

- Static map, in PDF format, of the delineation of Eurasian Watermilfoil shown as a survey point heat maps showing rake density of Eurasian milfoil at each survey point.
- Shapefiles including Eurasian Watermilfoil area and point location layers

2027 Gallup Farm, Sucker Lake and East Vadnais Proposal

October 5, 2027

Prepared for:

Vadnais Lake Area Water Management Organization

Prepared by:

Ramsey County Parks & Recreation, Soil and Water Conservation Division

Scope of Services

Flowering Rush (*Butomus umbellatus*) Delineation

Invasive Flowering Rush (*Butomus umbellatus*) will be delineated across the entire wetland utilizing visual searches. Plants found will be treated with mechanical or chemical methods. The EDDMapS report will be updated and any treatment entered into ISMTrack. If desired, native plantings completed in 2025 will be surveyed for establishment. Additional documentation, surveys, and planting may occur at the discretion of VLAWMO and agreement of the SWCD.

Yellow Iris (*Iris pseudacorus*) Delineation

Invasive Yellow Iris (*Iris pseudacorus*) will be delineated across the entire shoreline utilizing visual searches. A map of the zones will be created along with submission into EDDMapS and any treatment entered into ISMTrack. Extent of the infestation and any treatment will be included in the final report. surveyors will go from East Vadnais up the channel as far as they can reasonably pass. In Sucker Lake they will complete from Highway 96 south to the lake outlet but not travel south into the outlet.

2027 Lake Amelia Area Flowering Rush (*Butomus umbellatus*) Treatment

**Lake Amelia Area Flowering Rush Treatment Estimate
May-July 2027**

Task	Cost/hr	Hours	Cost
Mapping, treatment, and planting	\$85	20	\$1,700
TOTAL		20	\$1,700

2027 Sucker and East Vadnais Lakes Yellow Iris (*Iris pseudacorus*) Mapping and Treatment

Sucker Lake Area Yellow Iris (*Iris pseudacorus*) Mapping and Treatment Estimate Early June 2027

Task	Cost/hr	Hours	Cost
Searching and mapping via EDDMapS (2 staff)	\$85	8	\$680
Contingency time for treatment not to exceed (2 staff)	\$85	2	\$340
TOTAL		10	\$850

East Vadnais Area Yellow Iris (*Iris pseudacorus*) Mapping and Treatment Estimate Early June 2027

Task	Cost/hr	Hours	Cost
Searching and mapping via EDDMapS (2 staff)	\$85	12	\$1,020
Contingency time for treatment not to exceed (2 staff)	\$85	4	\$340
TOTAL		16	\$1,360

Timeline

SWCD staff will plan to complete the flowering rush survey between June and August. Yellow Iris (*Iris pseudacorus*) survey will be completed during blooming time in early June. All data will be entered into EDDMapS and ISMTrack within 7 days of the survey or treatment. Initial findings and raw data will be available by September 30, 2027.

Deliverables

Will include:

- All data, notes, and pictures will be uploaded to EDDMapS and ISMTrack.



October 1st, 2026

VLAWMO 2027 Vegetative Management Bid

Dear Dawn,

Thank you for considering Natural Shore for several VLAWMO BMPs and restoration sites again next season. Please find below our cost estimates outlined below for each individual site and what those costs include:

Estimated Maintenance for 2027:

Birch Lake Shoreline- \$2,400

- 5 visits minimum throughout the growing season
- Spring clean-up of senesced material to reduce thatch layer
- Control and disposal of undesirable weeds
- Small invasive tree removal and disposal (buckthorn/grapevine/honeysuckle/etc.)
- Supplemental native plants to boost biodiversity
- Supplemental shrubs in areas where non-native woodies are removed

*Birch Lake Amur Silvergrass Treatment- \$600

- Spring mowing of senesced material (rake off excess material as needed)
- Late summer herbicide treatment
- Follow up monitoring and herbicide treatment (if needed)

*Treatment contingent on approval from the City of White Bear Lake. No removal will be done until their permission to proceed is granted.

Birch Lake IESF (including inlet and sand cleaning)- \$2,200

- 5 visits minimum throughout the growing season
- Spring mowing of senesced material to break up thatch
- Small invasive tree removal and disposal (buckthorn/grapevine/honeysuckle/etc.)
- Supplemental native plant seed where needed
- Inlet or catch basin cleaning during site visits
- Raking top crust of sand to the adjacent retaining wall for pickup by City's vacuum truck

Deep Lake, Pleasant Lake (and connecting corridor), and Sucker/Vadnais Corridor Yellow Iris Control- \$6,000

- Site Assessment-tagging & mapping by boat
- Cut seed head & herbicide treatment #1
- Herbicide treatment #2
- Follow up assessment and possible treatment #3

Birch Lake IESF/CPL Grant Maintenance Area- \$3,000

- Spring mowing plus 4 visits minimum throughout the growing season



- Control and disposal of undesirable weeds (reed canary grass, garlic mustard, Japanese Hedge parsley)
- Small invasive tree removal and disposal (buckthorn/grapevine/honeysuckle/etc.)
- Supplemental native plant seed where needed

Total 2027 VLAWMO Restoration Maintenance - \$14,200*

*\$600 for Amur Silvergrass treatment optional until White Bear Lake gives approval to proceed with removal.

These costs are based on site conditions observed during a site assessment and the previous years' maintenance inputs. Prices include consultations, professional monitoring, plant identification, labor, removal and proper disposal of weeds, herbicide, and transportation.

Please let me know if you have any questions or concerns regarding the above estimate.

Thank you,
Tracy Lawler
Maintenance Program Manager
Cell: 612-220-4178
tracy@naturalsshore.com

2027 Maintenance Contract-
Approval of 2027 Vegetative Maintenance

Contract Value: \$14,200
Client names: VLAWMO

Signed: _____ Date _____

Contractor: Natural Shore Technologies, Inc.
Signed:

William M. Bartodziej, M.S.
Senior Restoration Ecologist
Natural Shore Technologies, Inc.
6275 Pagenkopf Rd.
Maple Plain, MN 55359

V. F. Attachment 3

September 28, 2026

Dear Dawn,

Thank you for giving Natural Shore the opportunity to maintain the buffer surrounding the Wilkinson wetland. These costs are based on site conditions and the previous years' maintenance input, our observations, and the site objectives we have discussed with you. Prices include consultations, professional monitoring, plant identification, labor, removal and proper disposal of weeds, herbicide, and transportation.



2027 Shoreline Restoration Maintenance (blue): Not to exceed \$5,000

- Includes all areas planted in 2024 and 2025 by Natural Shore
- Regular site visits throughout the growing season (minimum 4 visits)
- Spring and fall selective herbicide treatments
- Temporary Fence removal along restoration shoreline
- Volunteer tree removal (buckthorn, mulberry, honeysuckle, etc.)
- General site management, monitoring, and regular reporting after each visit

Please feel free to email or phone us with any questions you may have regarding these estimates. We look forward to working with you again on this project next season.

Thank you,

Tracy Lawler
Maintenance Program Manager
Cell: 612-220-4178
tracy@naturalshore.com



2027 Maintenance Contract

Approval of 2027 Maintenance Service

Contract Value: Not to Exceed \$5,000 total

Client names: VLAWMO

Signed: _____ Date _____

Contractor: *Natural Shore Technologies, Inc.*

Signed:

William M. Bartodziej, M.S.
Senior Restoration Ecologist, Natural Shore Technologies

Please return a signed copy of this contract to:

Natural Shore Technologies, Inc.
6275 Pagenkopf Rd.
Maple Plain, MN 55359

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To: VLAWMO Board of Directors

From: Dawn Tanner and Phil Belfiori

Date: October 21, 2026

Re: V. G. Consent: Update on EPA 319 Grant - Proposed Phase 2 Project

Following the August update with soil sampling and tree survey results, development continues for this proposed project. Project partners met on-site on September 21, 2026, to discuss possible access routes and navigation considerations for construction and development of plans and specifications. The meeting highlighted considerations that HEI has incorporated into the most current design draft. A follow-up meeting with permitting entities took place on October 9, 2026. USACE has recommended necessary permitting requirements including a Nationwide Permit (NWP) 33 for temporary fill for a ditch crossing. HEI is preparing the permit submission at this time.

At the time of packet preparation, a meeting is scheduled with the Minnesota Land Trust (MLT) to discuss 60% designs as outlined in the project easement. That meeting is scheduled for October 20, 2026.

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To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: October 19, 2026

Re: **VI. A. 1.** Preliminary Smart Irrigation Controller Project Results

Introduction

VLAWMO staff have collected a year of water use data from seven completed smart irrigation controller projects and overall found they are effective for conserving water while irrigating traditional turfgrass areas and reducing landowner water costs.

Background

In late 2022, VLAWMO updated its grant program policies to include smart irrigation controller pilot projects as eligible grant projects to meet the Board's groundwater preservation goals from its January 26, 2022 strategic organization planning discussion. As each grant application came in, staff stated that data on water use savings from the projects would be provided when the usage results were available. Staff have completed an initial gathering of groundwater use data from seven of the completed smart irrigation projects from 2024-2025. These seven projects have saved an estimated 17,443,350 gallons of water as a result of smart irrigation controllers and the grantees being more mindful on irrigation use in general. Additionally, privately owned grantees like homeowners' associations (HOAs) have already seen savings on their water utility bills. Three of the seven grantees have so far saved a total of \$111,522 since installing the smart irrigation controller systems. The grantees are excited by the savings they are already seeing and are enthusiastically reviewing how they can further work with their smart irrigation controller systems to conserve more groundwater. Staff are still in the process of receiving data from more recent grant projects and look forward to reviewing more data as it becomes available.

Staff recommend continuing to fund smart irrigation controller projects through the Landscape Level 2 grant program. Staff will track data from more projects as it is available. Staff will also continue to prioritize outreach efforts for properties that are large water users, such as city parks and HOAs. New outreach tools are being developed to more widely advertise smart irrigation controllers as an eligible grant project. Staff are also continuing to encourage the transition from landscaping practices that require more water use like turfgrass to more drought-tolerant native landscaping through partnership with VLAWMO's member communities, social media, and workshops.

Attachment:

1. Presentation Slides

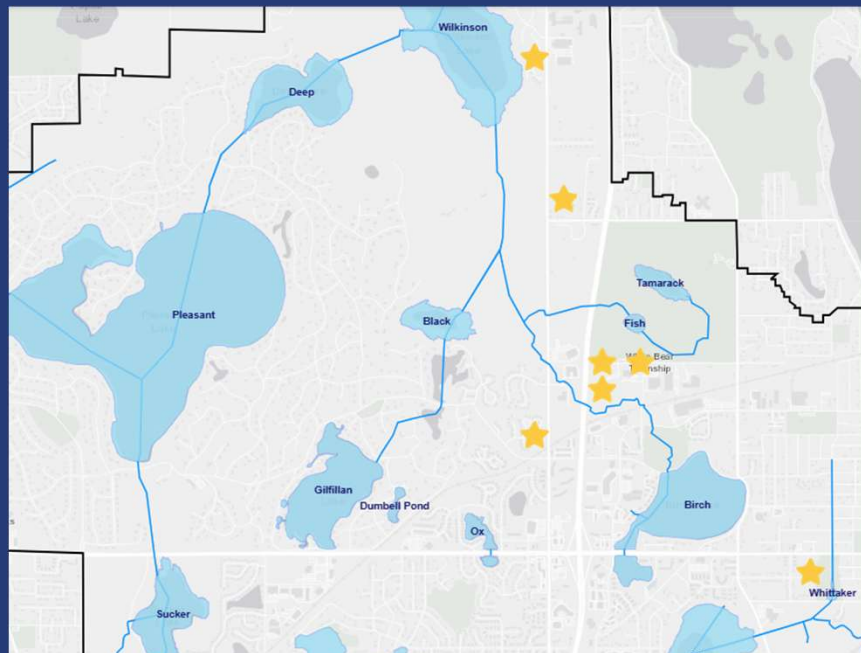
VI. A. 1. Smart Irrigation Controller Project Preliminary Results

Lauren Sampedro
Board of Directors Meeting
10/28/2026

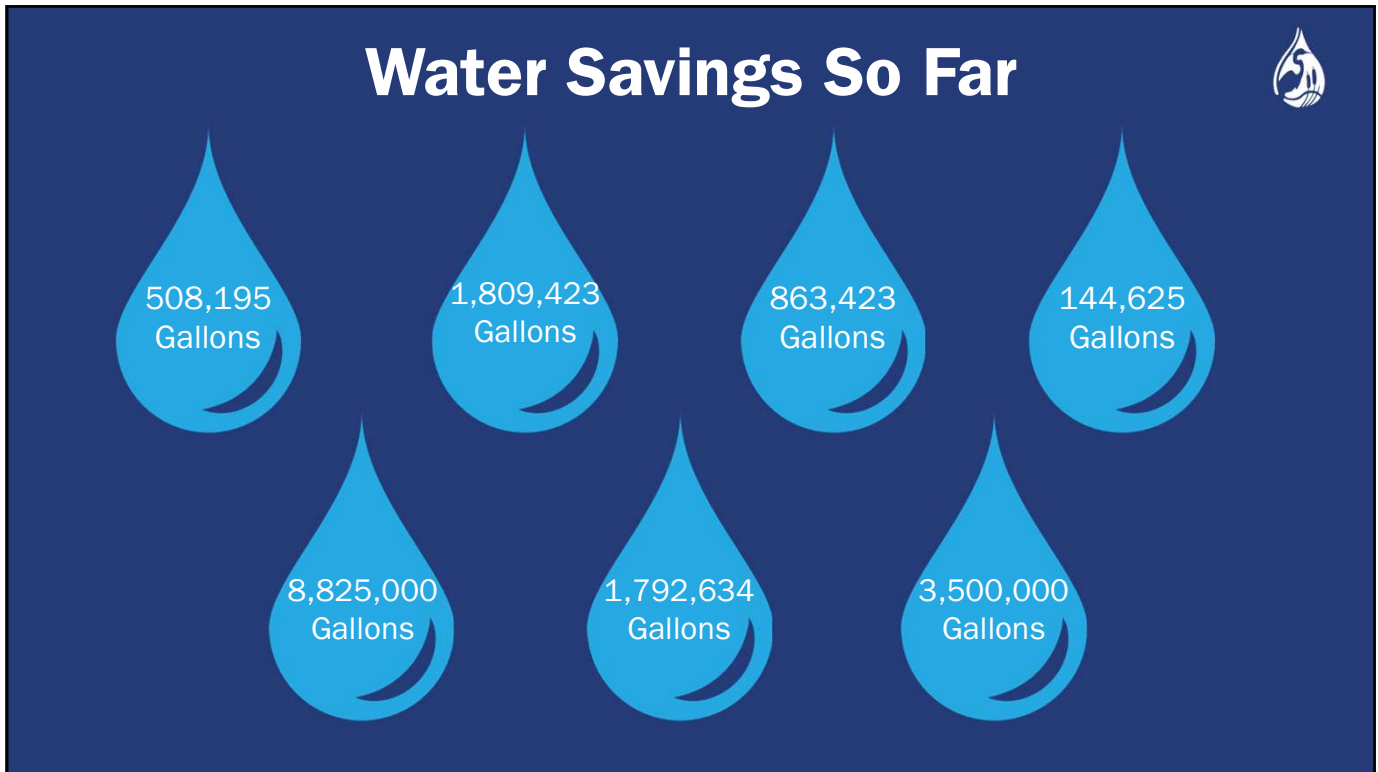


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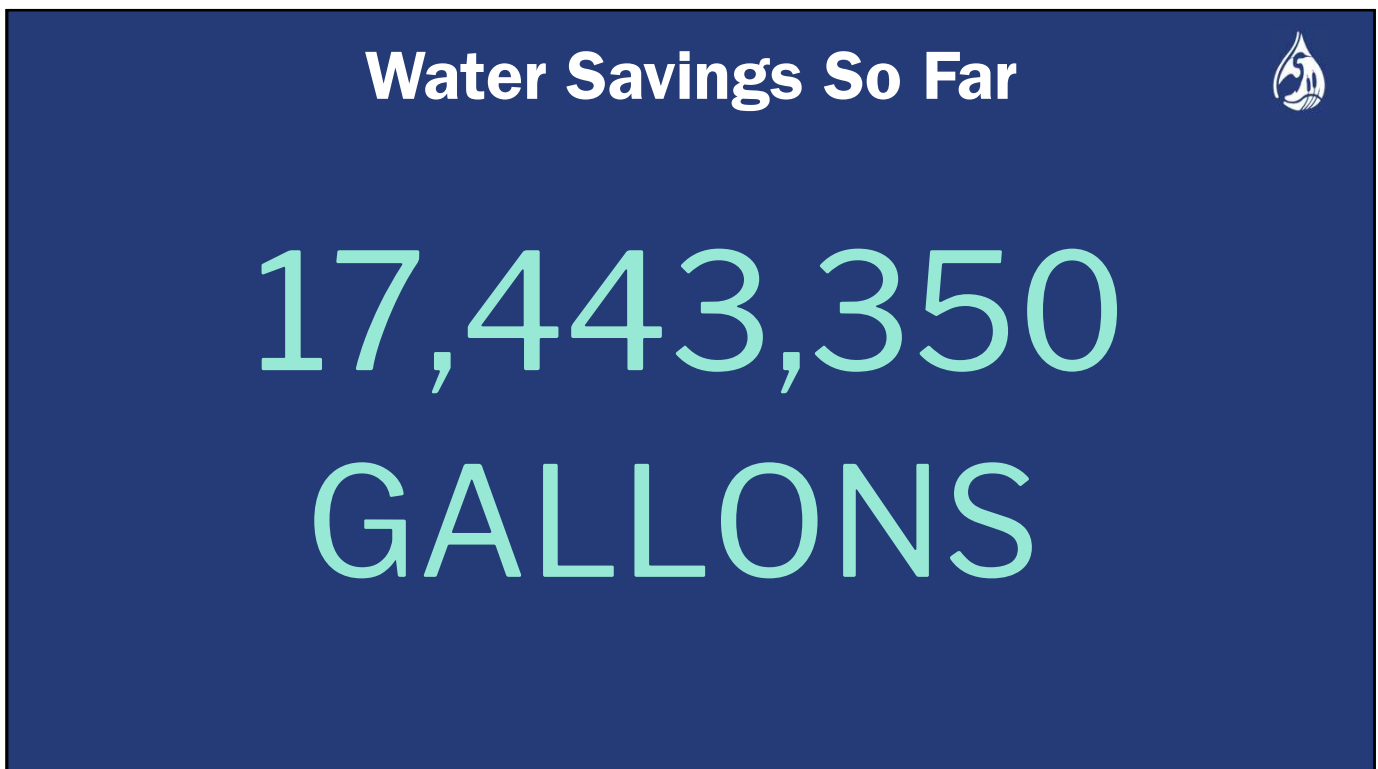
Data from 7 Projects Between 2024-2025



2



3



4

Cost Savings from 3 HOAs



5

Staff Recommendation



- Continue offering Landscape Level 2 Grant funding for smart irrigation controller projects
 - Especially replacement of outdated irrigation systems
- Continue collecting data on smart irrigation controller water savings

6

Future Work



1. Continue targeting outreach efforts towards properties that need to maintain large turfgrass areas



1. Continue encouraging native landscaping alternatives to turfgrass

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To: VLAWMO Board of Directors

From: Angela Hugunin, Communication & Outreach Coordinator

Date: October 19, 2026

Re: VI. A. 2. Highlights from 2026 Outreach Events

Introduction

In 2026, outreach events and community engagement efforts have been informed by resident and partner staff input, as well as grant program need. These initiatives and events have increased involvement in VLAWMO's grant programs and the Watershed Action Volunteers (WAV), as well as external programs such as Freshwater's Minnesota Water Stewards, Minnesota Master Naturalists, and the Ramsey County Master Gardeners group.

Education: Hands-On Learning

Three workshops were held throughout the year to raise public awareness of clean water topics. In March, VLAWMO hosted an in-person turf alternatives workshop in response to growing community interest in alternative yards as seen through grant applications and resident questions. In May, VLAWMO partnered with the Ramsey-Washington Metro Watershed District (RWMWD) and Blue Thumb to host a Planting for Clean Water workshop. In September, VLAWMO hosted a caring for native garden workshop with Blue Thumb and Metro Blooms. VLAWMO has also promoted external learning opportunities such as the Smart Salting for Community Leaders workshop through the Minnesota Pollution Control Agency (MPCA).

In May, VLAWMO staff were invited to return to the Birch Lake Elementary field day at the Rotary Nature Preserve. This educational day marks an ongoing partnership between the City of White Bear Lake, the Rotary Club of White Bear Lake, and VLAWMO to bring Birch Lake Elementary students to the preserve. In addition to leading a macroinvertebrate station centered on wetland water quality, staff provided educational materials about storm drains and stormwater best practices. Another in-person field day will be held in late October.

Community Events

VLAWMO staff and WAV volunteers attend numerous events throughout the year to improve community understanding of the watershed and water quality actions. In 2026, these included the Vadnais Heights Ice Cream Social, White Bear Lake Environmental Resources Expo, and the Vadnais Heights Family Fun Zone. Educational materials were also provided to support the North Oaks Garden Club Garden Tour and White Bear Township Day.

Neighborhood Garden Tour events were held in June and August to highlight clean water planting projects that have received support from VLAWMO's grant programs. In 2026, these events garnered record attendance and positive feedback, ultimately supporting participation in VLAWMO's grant programs and offering valuable learning opportunities for grantees.

Volunteer Opportunities and Stewardship

In 2026, two Watershed Action Volunteers (WAV) meetings were held to shape volunteer priorities for the months ahead. The WAV provides valuable feedback on communication materials, giveaways, community event focus, and sharing resident recommendations with staff. In addition, they attend and support community events including the Neighborhood Garden Tours and the twice-annual lake cleanup events at Vadnais-Snail Lakes Regional Park.

Beyond the WAV, VLAWMO staff supported two residents in their journey through Freshwater's Minnesota Water Stewards program. To complete their certification, Josie and Caden Hill have hosted a two-part Love Our Lakes event series centered on storm drain stewardship and protecting water quality. They also applied to VLAWMO's Community Blue grant program for event funding support. This event series marks the completion of the Hills' certification as Minnesota Water Stewards.

Takeaways

VLAWMO's outreach efforts provide educational materials, staff support, and engaging stewardship opportunities that support watershed learning and meaningful hands-on action. Staff involvement in partnership groups including the Metro Watershed Partners and Blue Thumb allow for continued learning, consistent messaging, and the pursuit of collaborative initiatives. In 2026, staff noted increased overlap between VLAWMO's grant programs and outreach opportunities. Staff will continue exploring new outreach opportunities and programs to expand grant programs' reach and to educate more members of the public.

Attachments

- Highlights from 2026 Outreach Events (PPT)



VI. A. 2. Highlights from 2026 Outreach Events

October Board Meeting
10/28/2026



1

Education: Hands-on Learning Through Workshops



Turf Alternatives Workshop
March



Planting for Clean Water
May



Caring for a Native Garden
September



2

Education: Hands-on Learning Through Activities



Macroinvertebrate Station

Birch Lake Elementary Field Day, spring



Adopt a Storm Drain Station

Birch Lake Elementary Field Day, spring



Monitoring Presentation

Tamarack Nature Center CCMI interns, summer



3

Community Events: Member Communities



**White Bear Lake
Environmental Resources Expo**



**Vadnais Heights
Family Fun Zone**



4

Community Events: Neighborhood Garden Tours



June Tour
Native plant wetland buffer



August Tour
Bee lawn and native plantings



5

Volunteer Opportunities & Stewardship



Fall WAV Lake Cleanup

MINNESOTA WATER STEWARDS
Community Leadership for Clean Water



Love Our Lakes Event, hosted by MWS volunteers



6

Takeaways



In 2026, outreach offerings that directly supported VLAWMO's grant programs generated higher attendance and deeper engagement.



Date: October 19, 2026

To: VLAWMO Board of Directors

From: Phil Belfiori, Administrator

Re: **VI. B. 1.** Storm Sewer Utility Certification

This is the final step in our annual process to complete the Storm Sewer Utility (SSU) for 2027. The budget with its anticipated income from the SSU was set in June. That drove the rates for residential and non-residential properties which were approved by the VLAWMO Board pursuant to Resolution 06-2026 at the August 2026 meeting.

Below is the summary of Board-approved 2027 SSU rates from the August 2026 Board meeting:

Classification	Total Amount	R. E. F.	Rate
Residential 1-3 Units	\$844,443.60	1.00	\$79.80/ Unit
Residential 4 or more Units	\$63,633.10	2.72	\$115.68/ Acre
Commercial	\$197,321.99	4.23	\$115.68/ Acre
Industrial	\$200,699.87	3.30	\$115.68/ Acre
Institutional	\$113,908.09	3.30	\$115.68/ Acre
Golf Courses	\$19,037.35	0.74	\$115.68/ Acre
Agricultural	\$10,785.64	0.25	\$115.68/ Acre
Vacant Land	\$0	Exempt	\$0.00
Road/Railroad ROW	\$0	Exempt	\$0.00
Wetland/Public Waters	\$0	Exempt	\$0.00
Other Exempt	\$0	Exempt	\$0.00
Totals	\$1,449,829.64		

Since the August VLAWMO Board meeting, staff have been working our SSU consultant and the counties to review property divisions and other updates. The charges to each non-exempt parcel are now ready to be certified, as we do each October.

Please note that the parcel lists for each county will be sent as a separate attachment/file and will only be included in the electronic packet as they are very lengthy. The Resolution for

Certification and the two-page summary table are both included in both the hard copy and electronic packet.

Staff Recommendation

Approve of Resolution 07-2026 certifying the VLAWMO storm sewer utility charges to the county auditor to be assessed on real estate taxes payable in 2027.

Requested Board Action

Move by Director _____, Second by _____ to approve **Resolution 07-2026** certifying the VLAWMO storm sewer utility charges to the county auditor to be assessed on real estate taxes payable in 2027.

Attachments:

In Board meeting packet (electronic and hard copies):

- Summary of pay 2027 Divisions for each County and broken down by city – 2 pages
- Resolution 07-2026

In separate attachment/file as sent as part of the electronic packet only:

1. Storm Water Utility Certification lists Ramsey and Anoka County—165 pages (162 pages for Ramsey and 3 pages for Anoka) Noted as Attachment 1 and 2



Vadnais Lake Area Water Management Organization
Parcels to be certified to Anoka and Ramsey Counties
For Taxes Payable in 2027

City Name	Land Use Description	Parcel Count	Annual Fee
ANOKA COUNTY			
Lino Lakes	Residential 1-3 units	81	\$ 6,463.80
	Residential 4 or more units	0	-
	Commercial	0	-
	Industrial	0	-
	Institutional	3	1,381.90
	Airports / Golf Course	0	-
	Agricultural	17	8,000.97
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	0	-
	Wetlands / Lakes / Streams	0	-
	Other Exempt	0	-
	Manual Override	15	-
Total Lino Lakes		116	\$ 15,846.67
Total Anoka County		116	\$ 15,846.67
RAMSEY COUNTY			
Gem Lake	Residential 1-3 units	187	\$ 14,922.60
	Residential 4 or more units	0	-
	Commercial	14	14,738.60
	Industrial	3	1,313.19
	Institutional	1	1,053.60
	Airports / Golf Course	8	4,790.09
	Agricultural	1	490.77
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	0	-
	Wetlands / Lakes / Streams	0	-
	Other Exempt	2	-
	Manual Override	0	-
Total Gem Lake		216	\$ 37,308.85
North Oaks	Residential 1-3 units	2,047	\$ 163,350.60
	Residential 4 or more units	7	8,228.09
	Commercial	16	14,632.47
	Industrial	0	-
	Institutional	5	26,729.43
	Airports / Golf Course	1	14,247.26
	Agricultural	2	1,568.33
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	0	-
	Wetlands / Lakes / Streams	15	-
	Other Exempt	134	-
	Manual Override	100	-
Total North Oaks		2,327	\$ 228,756.18

City Name	Land Use Description	Parcel Count	Annual Fee
Vadnais Heights	Residential 1-3 units	3,648	\$ 291,110.40
	Residential 4 or more units	16	16,500.52
	Commercial	82	72,282.32
	Industrial	23	31,107.99
	Institutional	21	20,436.53
	Airports / Golf Course	0	-
	Agricultural	4	725.57
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	8	-
	Wetlands / Lakes / Streams	2	-
	Other Exempt	36	-
	Manual Override	110	-
Total Vadnais Heights		3,950	\$ 432,163.33
White Bear Lake	Residential 1-3 units	3,025	\$ 241,395.00
	Residential 4 or more units	35	37,026.03
	Commercial	124	72,770.59
	Industrial	43	47,491.33
	Institutional	79	53,744.61
	Airports / Golf Course	0	-
	Agricultural	0	-
	Parks / Cemeteries / Vacant Land	2	-
	Road / Railroad Right of Way	6	-
	Wetlands / Lakes / Streams	1	-
	Other Exempt	28	-
	Manual Override	38	-
Total White Bear Lake		3,381	\$ 452,427.56
White Bear Township	Residential 1-3 units	1,595	\$ 127,281.00
	Residential 4 or more units	1	1,878.46
	Commercial	25	22,898.01
	Industrial	98	120,787.36
	Institutional	11	10,562.02
	Airports / Golf Course	0	-
	Agricultural	0	-
	Parks / Cemeteries / Vacant Land	4	-
	Road / Railroad Right of Way	12	-
	Wetlands / Lakes / Streams	2	-
	Other Exempt	72	-
	Manual Override	48	-
Total White Bear Township		1,868	\$ 283,406.85
Total Ramsey County		11,742	\$ 1,434,062.77
Total VLAWMO		11,858	\$ 1,449,909.44

RESOLUTION 07-2026**A RESOLUTION CERTIFYING STORM SEWER UTILITY CHARGES TO THE COUNTY AUDITOR TO BE ASSESSED ON REAL ESTATE TAXES PAYABLE IN 2027.**

WHEREAS, Minnesota Law 2008, Chapter 366, Article 6, Section 47 provides that the Vadnais Lake Area Water Management Organization may certify to the County Auditors the amounts of storm sewer utility charges to be collected on said premises the ensuing year; and

WHEREAS, the Storm Sewer Utility (SSU) Rule of the Vadnais Lake Area Water Management Organization, provides that the watershed may certify to the County Auditors the amounts of unpaid utility charges to be collected as part of the tax levy/special assessments on said premises the ensuing year;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION, AS FOLLOWS:

1. Attachments 1 and 2 attached hereto and made a part thereof by reference is a list of parcels of real property lying within the VLAWMO limits of which have surface water runoff and on which there are service charges payable in 2027.
2. The Board hereby certifies said list and requests the Ramsey County Auditor and Anoka County Auditor to include in the real estate taxes/assessments due the amount set forth in Attachments 1 and 2 with taxes/assessments due and payable in 2027.
3. The VLAWMO Administrator is directed to tender a certified copy of this Resolution to the Ramsey and Anoka County Departments of Property Records and Revenue.

The question was on the adoption of the resolution and there were ___ yeas and ___ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Andrea West</i>	☐	☐	☐
<i>Ed Prudhon</i>	☐	☐	☐
<i>Rob Rafferty</i>	☐	☐	☐
<i>Sara Shah</i>	☐	☐	☐
<i>Katherine Doll-Kanne</i>	☐	☐	☐
<i>Jim Lindner</i>	☐	☐	☐

James Lindner, Chair

Date

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

I, the undersigned, Administrator of the Vadnais Lake Area Water Management Organization, hereby certify that I have carefully compared and attached the foregoing extract of minutes of a regular meeting of the Board of Directors of said watershed held on the 28th day of October 2026, with the original thereof on file in my office.

WITNESSED BY the Watershed Administrator this 28th day of October 2026.

Phil Belfiori, Administrator