

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

December 11, 2013

**ATTENDING:**

Bob Uzpen	Gem Lake
<i>Absent</i>	Lino Lakes
Bruce Ackerman	North Oaks
Marc Johannsen	Vadnais Heights
Dan Jones	White Bear Lake
Bill Mample	White Bear Township
Stephanie McNamara	VLAWMO Administrator
Kristine Jenson	VLAWMO Project Coordinator
Brian Corcoran	VLAWMO Technician
Vanessa Strong	VLAWMO Education & Outreach Coordinator

**I. Call to Order and Roll Call**

The meeting was called to order at 7:04 pm by Chair Johannsen. All Directors were present.

**Approval of Agenda**

A motion was made by Mample & seconded by Jones to approve the agenda. Vote: all ayes. Motion passed.

**III. Approval of October 23, 2013 Minutes**

A motion was made by Mample & seconded by Uzpen to approve the October 23, 2013 Minutes as presented. Vote: all ayes. Motion passed.

**IV. Technical Commission Report to the Board – Paul Peterson, VLAWMO TEC Chair**

A. Activity Summary

Fall maintenance is wrapped up at Birch Lake, Central Middle School and Chippewa Middle School; reports will be posted on the website soon; we have had some articles in the press as well.

**VI. Treasurer’s Report**

A. December Financial Report

Stephanie reported that there are some “remaining in budget” numbers which will be addressed in the discussion later about the Fund Balance carry over. About 71% of the budget has been expended and a reason why we still have money left is because of grant funds we have received for projects and programs.

**VII. Consent Agenda**

**VIII. New Business**

A. Website Update – Funding Request

VLAWMO’s website was last updated in 2008. Visitors to VLAWMO’s website often leave frustrated and unable to find the information they are looking for. VLAWMO staff proposes updating the website to be more functional and user friendly.

Some of the issues staff would like to fix include:

Technical Support Availability. The current developer is a single individual who can be slow to respond. There are no additional support persons available as the platform is a one of a kind product that developer created. Staff would like to use a company and platform that has more staff and support to assist with technical issues.

Project Files and Data Access. Currently, VLAWMO staff is unable to access any files or information unless they are plugged into one of 4 network cables. There is no network access in any of the conference rooms or offsite, which makes accessing project files at meetings difficult or impossible. Sharing project files with contractors, engineers, municipal staff is also very difficult due to the very limited file size staff is able to send or receive via email. Staff would like to pursue the possible addition of an intranet or cloud site for staff to access project files and data.

Productivity and Time Commitment. The current platform the website is built on is dated and extremely time consuming to manage. Many of the management tools no longer function. It is built on a one of a kind platform instead of using one of today's standard platforms making many of the tools and management features incompatible with current internet technology.

Ease of Use. Visitors to VLAWMO's website often leave frustrated and unable to find the information they are looking for. The current site is not intuitive to the way people search for information. For example, residents prefer to look for information by lake instead of by project. They expect a calendar or similar feature to quickly view upcoming events. Additionally, visitors would like to have the option to fill out forms online rather than have to print out and mail them in.

VLAWMO's website update is something that is best done in the winter, given our workload. Having the new website operational by spring would be an asset to the watershed.

The next Board meeting would not be until the end of February which would make a spring website launch very difficult.

Costs for the website upgrade are coming in higher than expected. Staff was unfamiliar with the expenses of a website update as the last update was in 2008 and costs have increased considerably since that time. Staff is pursuing multiple quotes and sources of website development, but in the meantime, the Fund balance commitment has identified some 2013 funds that could be used to implement the VLAWMO website facelift. A total of \$10,000 is being requested from the 2013 budget. If additional funding is required, not to exceed \$5000, it will come from the 2014 budget.

**Recommendation** to proceed with website development. The Board directs the staff to bring the results of the web developer research and a recommendation to the January TEC meeting for authorization to engage the lowest responsible bidder. Costs shall not exceed \$15,000 with funds as designated by the Board from the 2013 and 2014 budgets.

**Discussion** Jones expressed concern about ensuring we have ongoing maintenance for anything we get into. Johannsen agreed. Vanessa explained that we are asking for maintenance in our bids from the companies we are talking to. Jones said he is comfortable with letting staff move forward and make the decisions regarding the website.

A motion was made by Ackerman & seconded by Mample to direct staff to bring the results of website developer bids and proposals to the January TEC meeting for authorization and to hire the lowest responsible bidder with costs not to exceed \$15,000 as designated from funds in the 2013 & 2014 Budgets. Vote: all ayes. Motion passed.

#### B. Fund Balance Reserves – Resolution 09-2013

Three years ago VLAWMO instituted its Fund Balance Policy in order to identify which funds from the current year would be carried over into the next year and for what purpose. This year the proposed Fund Balance amounts as identified in Resolution 09-2013 represent a mixture of several ongoing projects, programs, and operational costs.

To highlight a few items: the operational items include the website upgrade and the storm sewer utility (SSU) costs. Changes at Ramsey County, who collects our fees from each landowner

through the property tax system, caused increased work load this year. Some, but not all of this should be reduced next year. The 2014 budget was based on 2012 expenses. So the fund balance from unspent consulting assistance in 2013 is designated to cover increased costs. As the SSU is the primary source of watershed funding, continuing to provide these operational funds is essential. The website upgrade was budgeted in for 2013, however the research on costs was done almost two years ago and based off of previous updates. Staff is in the process of gathering information from web developers and has received one new proposal with others expected shortly. It appears this will cost us more than anticipated. Part of the costs comes from the complexity and data heavy nature of the website. People come to our website for information. The fund balances in the proposed Resolution would designate up to \$10,000 for the website re-design. If additional funds are needed, it is anticipated it would be funded through the 2014 budget. The other Education & Outreach funds would cover a new camera and other marketing materials associated with a change in the logo.

A third area is water planning. We are building our war chest, so to speak, for updating the Comprehensive Plan. We anticipate going out for bid in late 2014, so we will have a full two years before VLAWMO's current Plan expires. Cost-share projects have been approved and are within budget, this fund balance carry over allows the projects to be reimbursed next year when they are installed. The Policy & Personnel committee will be considering some changes to the reimbursement allowed for cost share projects. If approved, the suggested fund balance would cover those projects already approved.

VLAWMO staff patched the Research Vessel (canoe) and would like to postpone the purchase of a new canoe. Instead the funds would be used for an automated sampler and associated equipment. Staff can't usually be out sampling in the middle of a storm, but data collected then is extremely useful in understanding what is happening with our water resources. This is an expensive piece (relative to some of our other monitoring equipment), however it would allow us a whole new area of data and it could be moved to different sites as it is needed. Samples collected will increase the lab analysis budget so we would like to carry over unspent lab funds. The Capital Improvement Project Fund Balances would do several things: it provides match for the three grants VLAWMO has applied for. Unfortunately we won't hear about the awards until late January. The fund balance under Additional Water Quality projects would completely fund one of those grant projects if grant funding is not received. Unspent Community Blue funds are also carried over into 2014. This would also fund an feasibility study of up to \$20,000 and provide SLMP action project funding.

Uzpen asked about "Kohler Restoration Match" – Stephanie said that this is money that would be used to meet our match for a potential grant for the next portion of Lambert Creek Restoration in 2014. We don't know yet if we are getting that grant yet but need to have money ready to match.

Uzpen also asked about "Priority Project Installation". Stephanie said we have applied for 2 other grants from the State and we won't know if we have received them until the end of January. This funding would allow for us to either match those grants or be used to complete one of the three potential projects if we didn't receive any of the grants.

### **RESOLUTION 09-2013**

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

**December 11, 2013**

The Board of Directors of the Vadnais Lake Area Water Management Organization met in a regular meeting at the Vadnais Heights City Hall on Wednesday, the 11th day of December, 2013 at 7:00 o'clock p.m.

The following members were present:

- Bruce Ackerman, City of North Oaks*
- Marc Johannsen, City of Vadnais Heights*
- Bill Mample, White Bear Township*
- Dan Jones, City of White Bear Lake*
- Bob Uzpen, City of Gem Lake*

The following members were absent: *Rob Rafferty, City of Lino Lakes*

**A RESOLUTION FOR COMMITTING THE FUND BALANCE FOR SPECIFIC PURPOSES**

**WHEREAS**, the Board of Directors of the Vadnais Lake Area Water Management Organization, does hereby find as follows:

**WHEREAS**, the Governmental Accounting Standards Board’s Statement No. 54 defines committed fund balance as amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board,

**WHEREAS**, Board action is required before year end to formalize the commitment of fund balance to specified purposes,

**WHEREAS**, those committed amounts cannot be used for any other purpose unless the VLAWMO removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.

**THEREFORE, BE IT RESOLVED** by the VLAWMO, that the specific portions of fund balance in the identified funds are committed as follows:

**Committed**

<u>Fund</u>	<u>Description</u>	<u>Purpose</u>	<u>Amount</u>
General	Information systems	Website upgrade, equipment purchase	\$5,000
General	Legal assistance	Certification of Storm Sewer Utility (SSU)	\$2,000
General	Engineering	Ramsey Conservation Dist. Help; SSU consultant assistance	\$6,800
General	Tech assistance	Vadnais-Pleasant Retrofit study; SSU technical assistance	\$9,000
General	Miscellaneous	Website upgrade; SSU assistance	\$3,200
General	Water Planning	Building Comprehensive plan update fund	\$5,000
General	Sustainable Lake planning	Target next non-TMDL lake from Water Plan	\$2,000
General	Financial Incentives	Cost-share projects	\$8,800
General	Education	Camera purchase; transfer to outreach for brand update	\$1,500
General	Outreach and Marketing	Website upgrade	\$4,500
General	Maintenance	Build maintenance fund for	\$6,500

		watershed projects	
General	Equipment	Purchase automated sampler	\$4,800
General	Lab Analysis	More monitoring (bacteria/automated)	\$6,000
General	Lambert Crk restoration	Kohler restoration match	\$8,300
General	Add Water Qual projects	Priority project installation; grant match; Community Blue	\$68,500
General	Project research	Feasibility study	\$20,000
General	Implementation on Impaired waters	Implementation activity	\$22,000
General	SLMP action projects	Partnering on projects	\$7,500
			\$186,000

The foregoing resolution moved by Uzpen and seconded by Jones and was passed by the Board of Directors of the Vadnais Lake Area Water Management Organization, Minnesota this 11<sup>th</sup> day of December, 2013.

ATTEST:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

C. Logo Update and Approval – Resolution 10-2013

The current VLAWMO logo was created in the 1990’s as the winning design entry by a local student. At this time an updated logo is needed that is more professional and easier to work with. VLAWMO has been working with a graphic design artist who has experience designing logos and branding materials for other Watersheds in the Twin Cities Metro Area. There are two designs available for your consideration. Each maintains VLAWMO’s signature “water drop” shape that the staff and Technical Commission members felt was important to the VLAWMO identity. The Technical Commission was polled in an email, and “Option 1” received more votes than “Option 2.” The two options are attached in both color and black and white. This information is being provided to assist the Board of Directors in selecting the new logo for the Vadnais Lake Area Water Management Organization.

**Discussion** Uzpen asked why we used a heron in one of the options. Vanessa said herons are connected to water. Additionally there are no other watersheds in the area that use a heron in their logo so that helps us to stand out. Ackerman likes Option 1. Mample likes Option 1 but wants to make sure the colors are dark. Uzpen likes Option 1. Jones asked about whether the raindrop should be on the left or right. Consensus that it is likely on the left. Johannsen said you could have options to use it in different ways and/or just use the raindrop sometimes.

**RESOLUTION 10-2013**

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

**December 11, 2013**

The Board of Directors of the Vadnais Lake Area Water Management Organization met in a regular meeting at the Vadnais Heights City Hall on Wednesday, the 11th day of December, 2013 at 7:00 o'clock p.m.

The following members were present:

*Bruce Ackerman, City of North Oaks*  
*Marc Johannsen, City of Vadnais Heights*  
*Bill Mample, White Bear Township*  
*Dan Jones, City of White Bear Lake*  
*Bob Uzpen, City of Gem Lake*

The following members were absent: *Rob Rafferty, City of Lino Lakes*

### **A RESOLUTION ESTABLISHING THE LOGO FOR VLAWMO AS OF DECEMBER 2013**

**WHEREAS**, VLAWMO has been in existence since 1983 and established it's current logo in the 1990's, and

**WHEREAS**, VLAWMO Board directed the staff to review elements the watersheds public face for possible updates. New logo option has been reviewed by members of the Technical Commission and Board has considered those logos.

**THEREFORE; BE IT RESOLVED** by the VLAWMO Board of Directors, that the new logo for the Vadnais Lake Area Water Management Organization shall be the water drop logo as labeled \_\_\_ at this meeting.

Adopted this 11<sup>th</sup> day of December, 2013

By: \_\_\_\_\_  
Chair of the Board of Directors

Resolution No.10-2013: Offered by Director Mample, seconded by Director Jones, adopted by a vote of all aye at the regular meeting of the Board of Directors of the Vadnais Lake Area Water Management Organization on December 11, 2013.

Attest: \_\_\_\_\_  
Stephanie McNamara, Administrator

Jones added to make sure that the colors stay bright and the logo be on the left.

D. TMDL

i. Public Meeting

VLAWMO held a public meeting for the Goose Lake and Lambert Creek portion of the TMDL on 11/15/13. There was a very good turnout with representatives from the MN Department of Natural Resources (DNR), Ramsey County, Ramsey Conservation District, MN Board of Water and Soil Resources (BWSR), MN Pollution Control Agency (PCA), Midwest Ski Otters, and property owners around Goose Lake. Additionally, Dan Jones was present as well as Chris Mann (TEC member from North Oaks).

ii. Submitted Comments

Comments to the TMDL were received from the DNR, Midwest Ski Otter Club, MN Department of Transportation (DOT) and City of Lino Lakes. The comments from the DNR and DOT didn't require much follow up. The Midwest Ski Otter Club did get comments back and we are working with them on possible projects in the future. Mample expressed his disappointment that there wasn't more dialogue with Ramsey County when they redid the road along Goose Lake to have them implement some practices that would help with run off. Stephanie said we sent emails and letters to them asking to work with them on the road and we didn't get much response and staff was disappointed as well. Ackerman asked if we should be more assertive in working with the Ski Otters because we do disagree with them about the effects of the skiing on the lake. Stephanie said there may be options presented where we ask them to limit where they ski but we have no authority to tell them not to ski on the lake. Vanessa stated that the materials presented by the Otters could be considered biased based on the source. The PCA has tried to look at all the information in an unbiased way and disagrees with the Ski Otters but at this point we are trying to work with them and try other things to help clean it up. At this point, the Otters have indicated that they are not willing to stop skiing or limit their existing use. Ackerman also commented on the letter from Lino Lakes and how they want the TMDL changed so that their Waste Load Allocation isn't as much. They are concerned with being able to develop the small portion of land that is still undeveloped within the watershed. A meeting was held last week with the PCA and the City's Engineer which Vanessa attended. The PCA explained that there are still ways that they can develop that land and meet their goals.

**IX. Old Business**

**IX. Report from the Chair**

Johannsen wishes everyone a happy holiday season and would like to encourage everyone to stay on the Board in 2014.

**X. Administrator's Report**

**XI. Director's Report**

**XII. Next Meeting – February 26, 2013** Uzpen stated he won't be here for that meeting. Stephanie asked Uzpen to ask his alternate to attend.

**XIII. Public Comment**

**XIV. Adjourn**

A motion was made by Jones & seconded by Mample to adjourn at pm. Vote: all ayes. Motion passed.

Minutes compiled and submitted by Kristine Jenson.