



MINUTES OF THE BOARD OF DIRECTORS

February 26, 2014

ATTENDING:

Rick Bosak	Gem Lake - alternate
<i>Absent</i>	Lino Lakes
Marty Long	North Oaks - alternate
Marc Johannsen	Vadnais Heights
Dan Jones	White Bear Lake
Bill Mample	White Bear Township ( <i>arrived at 7:20pm</i> )

Stephanie McNamara	VLAWMO Administrator
Kristine Jenson	VLAWMO Project Coordinator
Brian Corcoran	VLAWMO Technician
Vanessa Strong	VLAWMO Education & Outreach Coordinator

**I. Call to Order**

The meeting was called to order at 7:05 pm by Chair Johannsen.

**II. Approval of Agenda**

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

**III. Technical Commission (TEC) Report to the Board**

**A. Activity Summary**

The TEC has recommended 3 Community Blue projects for approval to the Board and recommended the hiring of a consultant for the strategic planning report to be completed by June. The final Total Maximum Daily Load (TMDL) report has gone to the Environmental Protection Agency (EPA) for approval. The VLAWMO website is currently being redone and should be ready to go live to the public by April 1. The TEC has recommended Board approval on the Strategic Planner. TEC also gave the go-ahead with posting the ad for a summer intern. The dates have been set for the raingarden and shoreline workshops for the spring and staff are taking part in the planning for a Shallow Lakes Forum which will be held in April at the Arboretum. Additionally BWSR will be coming to audit our two grants with them and we just finished our annual audit.

**B. February financial report**

Stephanie stated we are pretty much on target at this point for expenses so far.

**IV. Consent Agenda**

**A. Approval of December 11, 2013 Minutes**

Jones noted that approval of the Minutes shouldn't be under the Consent Agenda in the future. It should be its own line item as it has been in the past.

Johannsen noted that Mr Ackerman's first name should be listed (it was inadvertently missing) on the 12/11/13 minutes..

A motion was made by Jones and seconded by Long to approve the Minutes with the revision mentioned. Vote: 3 ayes. Bosak abstained. Motion passed.

**B. Designation of legal counsel and legal publication**

Staff recommends that we continue to use the services of Charles LeFevre of Kennedy & Graven, Chartered and should also continue to use the Press Publications for any legal notice that maybe required until the next annual meeting in 2015.

A motion was made by Bosak and seconded by Jones to use Kennedy & Graven for legal counsel and Press Publications for legal notice through the first annual meeting in 2015. Vote: all ayes. Motion passed.

**V. New Business**

**A. Election of Officers**

The current roster is Marc Johannsen as Chair, Dan Jones as Vice Chair, and Bruce Ackerman as Treasurer.

Johannsen opened nominations for the Chair

A motion was made by Long and seconded by Jones to elect Johannsen as Chair for 2014. Vote: 3 aye; Johannsen abstained. Motion passed.

A motion was made by Johannsen and seconded by Long to elect Jones as Vice Chair for 2014. Vote: 3 ayes; Jones abstained. Motion passed.

A motion was made by Jones and seconded by Long to elect Ackerman as Secretary/Treasurer for 2014. Vote: all aye. Motion passed.

i. Confirmation and appointment of Paul Peterson as TEC Chair.

A motion was made by Long and seconded by Jones to appoint Paul Peterson as TEC Chair. Vote: all aye. Motion passed. Jones and Johannsen expressed their appreciation for his service.

**B. Committee Assignments**

Current Policy & Personnel Committee members are Marc Johannsen and Dan Jones.

Johannsen and Jones said they are willing to continue.

A motion was made by Johannsen and seconded by Bosak to nominate Jones to the Policy & Personnel Committee for 2014. A motion was made by Jones and seconded by Bosak to nominate Johannsen to the Policy & Personnel Committee for 2014. Vote: all aye. Motion passed.

Current Finance Committee are Bruce Ackerman and Dan Jones. Jones said he would be willing to continue on the Finance Committee in 2014. Consensus among the Board to assign Ackerman to the Finance Committee again and if he does not want to continue, he can inform staff and have it be addressed at the April Board meeting.

A motion was made by Johannsen and seconded by Bosak to nominate Jones to the Finance Committee for 2014. A motion was made by Jones and seconded by Johannsen to nominate Ackerman to the Finance Committee for 2014. Vote: all aye. Motion passed.

**C. Cost Share Policy Recommendation – Resolution 01-2014**

A proposed change to the BMP Cost Share program was discussed at the December Policy and Personnel Committee meeting. The BMP program is directed towards homeowners who want to put in a rain garden, naturalized planting, or shoreline restoration. We continue to struggle with using up our annual funds for the program. VLA WMO is not alone in not being able to use up our Cost Share funds annually. Most watersheds encounter the same issues. As the economy lagged, so did people's open pockets to put in landscaping on their properties. It is still something that isn't a priority for most homeowners. Many watersheds offer larger grants than VLA WMO and this proposed change would bring us closer to what is offered in other watersheds. It will hopefully bring in more applications and put projects in the ground. In order to make the program more attractive to property owners, it was proposed that we increase the limit of the grants from \$1,000 to \$2,000 and to allow for a 75% reimbursement rather than a 50% reimbursement. We have continuously had left over money in the cost share program because we don't get enough applicants to spend all the funds. This change in funding could be more attractive to homeowners and allow us use up funding we already have set aside for the program.

The majority of our grants hit the \$1,000 grant limit because projects are costing more. When rain gardens started being installed, people thought they just had to dig a depression in the ground, plant some flowers and you would have a rain garden. We have learned through years

of experience that it involves more than that. We need to make sure soils down 2 feet or more are capable of allowing water to permeate. This often requires a lot of digging and then backfilling with better soils. Additionally, people are installing underground pipes to direct water to raingardens as well as underdrains to bring water away when we get our 4" rainstorms that overflow the raingardens. All of these things cost money, often require a professional to do some of the work and thus, total project costs are going up. Of the 6 grants that still need to be completed and reimbursed in 2014, 3 have total costs over \$4,000. Of the other 3 projects, 2 of them would higher total costs but the homeowners do not have the budget to do more, given our current cost share reimbursement structure.

The P & P committee recommends the change in the program to allow for a 75% reimbursement, up to \$2000 per project.

How the change in reimbursement would affect open grants:

Grant #	Total Cost	50% reimbursement (\$1000 max)	75% reimbursement (\$2000 max)
2013-01	6000.00	1000.00	2000.00
2013-05	600.00	300.00	450.00
2013-07	1000.00	500.00	750.00
2013-09	4000.00	1000.00	2000.00
2013-12	2120.00	1000.00	1590.00
2013-13	6696.00	1000.00	2000.00
<b>TOTAL</b>		4800.00	8790.00

The following resolution is proposed:

**RESOLUTION 01-2014**

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

**To change the Cost Share policy to reflect an increased maximum of \$2000 and 75% grant reimbursement per project application as part of the Landscape Cost Share program.**

**February 26, 2014**

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 26th day of February 2014 at 7:00 o'clock p.m.

The following members were present:

- |                       |                               |
|-----------------------|-------------------------------|
| <i>Rick Bosak</i>     | <i>Gem Lake - alternate</i>   |
| <i>Marty Long</i>     | <i>North Oaks - alternate</i> |
| <i>Marc Johannsen</i> | <i>Vadnais Heights</i>        |
| <i>Dan Jones</i>      | <i>White Bear Lake</i>        |
| <i>Bill Mample</i>    | <i>White Bear Township</i>    |

The following members were absent:

- |                     |                   |
|---------------------|-------------------|
| <i>Rob Rafferty</i> | <i>Lino Lakes</i> |
|---------------------|-------------------|

**Whereas**, VLAWMO has an established Cost Share program that currently allows a maximum reimbursement per project of \$1000 with a match of at least 50% from the applicant, and

**Whereas**, it is the policy of VLAWMO (Pol. 9.1. a) to “Maintain groundwater recharge and protect groundwater quality”, and

**Whereas**, the VLAWMO Board like to encourage the installation of the water friendly landscaping features funded by the program and utilize the budget funding available.

**Therefore be it resolved**, that the VLAWMO Landscape Cost Share policy shall now read “The following conditions exist to meet eligibility requirements for expenses shared: - VLAWMO may offer to fund ~~50%~~ **75%** of the cost of materials and contracted labor; up to a maximum of ~~\$1000~~ **\$2000**. Eligible materials are those which stay on the property such as plants, erosion control blanket, mulch and top soil. Eligible labor costs must be contracted and are subject to approval of VLAWMO staff. Ineligible materials would include work gloves, shovels, tools and equipment used to implement the project but may be used again for future projects. Ineligible labor would include the use of friends or a volunteer group helping to implement the project.”

A motion was made by Jones and seconded by Long to move approval of Resolution 01-2014.

VOTE:

Aye: all aye

Nay: none

Abstain: none

#### **D. Community Blue**

Johannsen instructed the Directors to review the Conflict of Interest forms which are required to be signed in order to consider the Community Blue applications. Directors signed the forms and handed them in to staff.

We have received 3 applications for consideration:

##### ***CB-05 Fox Meadow Park – White Bear Township – Resolution 02-2014***

This project has been discussed for well over a year but the pieces have finally come together to make it a reality. White Bear Township wants to re-do the parking area to this park and would like to incorporate stormwater best management practices within this project which can be used as an educational tool for park users and residents and also help protect Lambert Creek which runs directly along the parking lot area. Metro Blooms is working with the Township’s Engineers to develop the plans but the concept idea is to install some curbing along the side of the parking area that is next to the creek and slope the parking lot towards a raingarden along the opposite side. The raingarden will likely be mostly native shrubs so that it is easily maintained by Township staff. As part of their educational match, the Township will submit articles about raingardens to the local newspaper as well as put information on their webpage and Facebook page. Additionally they will host a raingarden workshop and promote other stormwater BMPs (such as permeable parking lots). Grant award = \$15,000

RESOLUTION 02-2014

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

**February 26, 2014**

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The following members were present:

*Rick Bosak*

*Gem Lake - alternate*

*Marty Long*

*North Oaks - alternate*

Marc Johannsen  
Dan Jones  
Bill Mample

Vadnais Heights  
White Bear Lake  
White Bear Township

The following members were absent:

Rob Rafferty

Lino Lakes

#### **RESOLUTION 02-2014**

#### **Authorization to award a Community Blue grant to White Bear Township for \$15,000 to install a raingarden on Township property at Fox Meadow Park.**

**Whereas:** The Community Blue program was allocated Clean Water Land and Legacy Funds for the purpose of providing grant funds to schools, churches, small businesses, non-profits, and other community organizations to install raingardens and other BMPs in the Lambert Creek Subwatershed.

**Whereas:** White Bear Township meets, or exceeds all application requirements

**Whereas:** The VLAWMO Technical Committee recommended approval of this project on February 14, 2014

**Therefore, be it Resolved:** That VLAWMO enters into an agreement specifying the requirements for White Bear Township to receive a \$15,000 Community Blue grant to install a raingarden on Township property at Fox Meadow Park, and that signature authority is delegated to the VLAWMO Administrator, and Education & Outreach Manager.

VOTE:

Aye:

Nay:

Abstain:

Bosak asked the total cost of the project. Vanessa said it is \$45,000. Jones asked about signs. Vanessa said we have signs built into the Community Blue Program

A motion was made by Bosak and seconded by Jones to approve the Community Blue Grant CB-05 and Resolution 02-2014. Vote: 4 aye; Mample abstained. Motion passed.

#### **CB-06 Heritage Estates – Vadnais Heights – Resolution 03-2014**

The Heritage Estates Countryside Homes Association is located in Vadnais Heights and would like to install a curb-cut raingarden which would collect stormwater runoff from approximately 475 linear feet of a paved street. The Association has an involved group of homeowners who are very excited about this project and are committed to the upkeep and maintenance. They are looking to meet their educational portion of the grant by working with Scout Troops and local high school and Century College students in horticulture programs. They could also distribute information to all homeowners about raingardens and other stormwater BMPs and take part in the maintenance activities for the raingarden. Grant award = \$14,500

#### **RESOLUTION 03-2014**

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

**February 26, 2014**

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 26th day of February 2014 at 7:00 o'clock p.m.

The following members were present:

<i>Rick Bosak</i>	<i>Gem Lake - alternate</i>
<i>Marty Long</i>	<i>North Oaks - alternate</i>
<i>Marc Johannsen</i>	<i>Vadnais Heights</i>
<i>Dan Jones</i>	<i>White Bear Lake</i>
<i>Bill Mample</i>	<i>White Bear Township</i>

The following members were absent:

<i>Rob Rafferty</i>	<i>Lino Lakes</i>
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**RESOLUTION 03-2014**

**Authorization to award a Community Blue grant to Heritage Estates Countryside Homes Association for \$14,500 to install a raingarden on Association property.**

**Whereas:** The Community Blue program was allocated Clean Water Land and Legacy Funds for the purpose of providing grant funds to schools, churches, small businesses, non-profits, and other community organizations to install raingardens and other BMPs in the Lambert Creek Subwatershed.

**Whereas:** Heritage Estates Countryside Homes Association meets, or exceeds all application requirements

**Whereas:** The VLAWMO Technical Committee recommended approval of this project on February 14, 2014

**Therefore, Be it Resolved:** That VLAWMO enters into an agreement specifying the requirements for Heritage Estates Countryside Homes Association to receive a \$14,500 Community Blue grant to install a raingarden on Association property, and that signature authority is delegated to the VLAWMO Administrator, and Education & Outreach Manager.

VOTE:

Aye:	Nay:
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Abstain:

Johannsen noted that they have stated they will reach out to Scout troops. Johannsen said to pass along that they should reach out to multiple troops since the troops often are looking for service hours. He said there are about 7 troops in the area.

A motion was made by Mample and seconded by Jones to approve the Community Blue Grant CB-06 and Resolution 03-2014. Vote: all aye. Motion passed.

**CB-07 Lakeaires Elementary – White Bear Lake – Resolution 04-2014**

Lakeaires Elementary is located in White Bear Lake and will be undergoing improvements to the school, including a gym addition and parking lot expansion. As part of the project, they have proposed to install a raingarden at the front of the school. VLAWMO has worked with the White Bear Lake School District on other projects recently, including the Central Middle School Swale and the upcoming raingarden project at Vadnais Elementary (another Community Blue Awardee). Lakeaires has planned multiple educational opportunities for this project including incorporating the raingarden into curriculum with students, providing an open-air classroom at various school and PTO nights to teach others about the raingarden and its benefits, providing

raingarden information to the people who live in the neighborhood and utilize the school grounds, involving an already active volunteer group of parents and students in the care and maintenance of the raingarden as well as outreach to local faith organizations who would like to volunteer on projects such as this. Grant award = \$19,000.

RESOLUTION 04-2014  
Of the Vadnais Lake Area Water Management Organization (VLAWMO)

**February 26, 2014**

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The following members were present:

<i>Rick Bosak</i>	<i>Gem Lake - alternate</i>
<i>Marty Long</i>	<i>North Oaks - alternate</i>
<i>Marc Johannsen</i>	<i>Vadnais Heights</i>
<i>Dan Jones</i>	<i>White Bear Lake</i>
<i>Bill Mample</i>	<i>White Bear Township</i>

The following members were absent:

<i>Rob Rafferty</i>	<i>Lino Lakes</i>
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**RESOLUTION 04-2014**

**Authorization to award a Community Blue grant to Lakeaires Elementary for \$19,000 to install a raingarden on school property.**

**Whereas:** The Community Blue program was allocated Clean Water Land and Legacy Funds for the purpose of providing grant funds to schools, churches, small businesses, non-profits, and other community organizations to install raingardens and other BMPs in the Lambert Creek Subwatershed.

**Whereas:** Lakeaires Elementary meets, or exceeds all application requirements

**Whereas:** The VLAWMO Technical Committee recommended approval of this project on February 14, 2014

**Therefore, Be it Resolved:** That VLAWMO enters into an agreement specifying the requirements for Lakeaires Elementary to receive a \$19,500 Community Blue grant to install a raingarden on school property, and that signature authority is delegated to the VLAWMO Administrator, and Education & Outreach Manager.

VOTE:

Aye:	Nay:
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Abstain:

Jones stated that this particular project could be used as a good marketing tool since they are doing a lot of improvements at the school.

A motion was made by Jones and seconded by Mample to approve the Community Blue Grant CB-07 and Resolution 04-2014. Vote: all aye. Motion passed.

Johannsen said we should seriously consider continuing the Community Blue program through our own funding in the future because it meets many of our goals.

#### **E. Strategic Planning 2014-2016**

Background: The VLAWMO Performance Review (PRAP) by BWSR was completed last year and has gone to the Legislature. The one recommendation BWSR made was to consider strategic planning to identify and prioritize projects and programs VLAWMO should work on through 2016, when our next Comprehensive Water Plan should be complete. The goal of the plan is to answer the following question: What should the watershed be working on during 2014 – 2016?

As Project Research and Development is a budgeted item for 2014 and there is the potential for grant funding through the PRAP grant program, the TEC directed a Request for Proposal to be sent to qualified consultants with the condition that the cost of the plan to VLAWMO should not exceed \$10,000. Four proposals have been received and reviewed by an ad-hoc committee (Mark Graham, Kris Jenson, and Stephanie McNamara). VLAWMO only sent proposals to firms familiar with the watershed because with our tight timeframe to have a plan produced, we needed to work with a firm that has prior experience and wouldn't require time to do a lot of background research on the watershed. We expect to have the draft Strategic Work Plan ready for approval by June when the 2015 budget will be approved. When reviewing the proposals, the committee evaluated the cost estimates, the ability to deliver the requested scope of service and if they could meet the needs of the watershed. Proposals were scored based on seven criteria: 1. Familiarity with VLAWMO, 2. Experience with strategic planning and facilitation, 3. Responsiveness & timeliness in previous work, 4. Staff resources allocated, 5. Social media experience, 6. Hours anticipated and 7. Cost. Costs ranged from \$7,740 to \$13,885. The quality of the qualifications and response to the RFP also vary significantly.

Proposals came from Wenck, HDR, Burns & McDonnell, and Tom Petersen. The proposals are available in the email packet. The top two scoring proposals were from HDR and Burns & McDonnell who scored almost identically in independent scoring. There is the potential for synergy with concurrent VLAWMO projects for both firms. HDR is building our new website and Burns & McDonnell have given us a proposal for bacteria source monitoring which will be considered at the February TEC meeting.) Of those two top proposals, the price tag for HDR was about 30% higher than Burns and McDonnell. The committee felt the deliverable product from the higher cost proposal would not be worth the 30% higher cost quoted by HDR. The committee recommends the TEC forward a recommendation to contract with Burns and McDonnell for a cost of \$9,904. For those of you who might remember Della Young, who was the chief author of the VLAWMO Water Management Plan, she would be the project manager for the strategic plan.

**Recommendation for TEC consideration:** The TEC recommends the VLAWMO Board of Directors enter into a contract with Burns & McDonnell to implement the proposed scope of services for Strategic Planning assistance as outlined in their proposal of January 31, 2014.

**Additionally, it is recommended that VLAWMO pursue grant funding** under the PRAP grant program to help pay for the Strategic planning work.

- i. Contract consultants with recommendation for action
- ii. Direction for grant request – the Board said apply for grants.

A motion was made by Jones and seconded by Bosak to hire Burns & McDonnell to coordinate and write our Strategic Plan. Additionally, staff is to pursue available grants to offset the cost. Vote: all aye. Motion passed.

- iii. Workshop date recommendation: April 23<sup>rd</sup> before the Board meeting.

Consensus that the Strategic Planning workshop could start at 6pm on April 23<sup>rd</sup> and have the Board meeting follow.

#### **F. Bacteria source monitoring proposal**



Staff and TEC recommend approval the proposal from Burns & McDonnell to assist staff with an E. Coli source monitoring program for Lambert Creek. See attached proposal. Minor additional funds will be needed for materials and shipping.

A proposal has been received from Burns & McDonnell to assist staff with an E.coli monitoring study. Burns & McDonnell are the only firm that we are aware of in Minnesota who has experience and success with this sort of monitoring which is why we approached them for a proposal. Rather than just guessing on what to do and how to do it, we would like to work with this firm to determine the where and why we have the bacterial issues and what we can do to manage this. The total for their proposal is \$24,000 and we recommend using the 6.4.5.2 Project research and development budget. This budget item contains \$52,000 with carry over funds from 2013. A deliverable would also include helping us find grant money to implement plans to reduce the bacteria levels in Lambert Creek. Below is a summary of the approach.

The proposal:

1. Adaptive Approach to Source Identification

- A. Break up creek into reaches to identify the greatest inputs of bacterial loads
- B. Use data from tributary/land use assessment to conduct focused, prioritized studies (e.g., waterfowl survey, sanitary survey)
- C. Identify specific sources of bacteria (host origin) and transport mechanism \*

2. Phased Approach to BMP Implementation

- A. Spatial – Based on Source ID results, identify locations and types of BMP's that will be most effective in reducing loads for the lowest cost
- B. Temporal – Implement dry weather BMP's before wet weather BMP's to maximize efficiency

3. Tiered Approach to BMP Implementation

- A. Tier I – Implement easiest, least expensive BMP's first – (e.g., good housekeeping, irrigation/runoff reduction, E&O)
- B. Tier II & Tier III – Implement more costly BMP's after effectiveness of Tier I BMP's has been assessed (e.g., aggressive street sweeping, treatment wetlands, storm sewer cleaning)

4. Data Analysis and Report Preparation

In this task, Burns & McDonnell will analyze the results of the monitoring studies conducted in the Lambert Creek Watershed. The report will consist of the following sections:

Introduction

Materials and Methods

Results

Conclusions

Recommendations

Data analysis will consist of the appropriate graphs, tables, and statistical assessments necessary to identify locations in the watershed where bacterial concentrations and loads are greatest as well as the host origin of bacteria in the receiving waters. Based on the findings of the assessment, Burns & McDonnell will provide recommendations on next steps to be taken to achieve the targets of the TMDL.

It is important to note that the report will summarize the findings of the study identified in the plan within the context of the adaptive, phased, and tiered approach. It will provide conclusions based on the findings of the study and outline next steps for additional studies and potential BMPs. The report will provide a framework for an implementation plan designed to reach the targets of the TMDL.

Burns & McDonnell shall complete the following under this task

- 1, Produce a Draft Bacterial Source Identification report, submitted to VLAWMO for review;
2. Produce a Final Bacterial Source Identification report, incorporating VLAWMO comments.

Brian mentioned that we may be able to get some money through the MN Dept of Health to help pay for this but it isn't guaranteed at this point.

Board Comments: Long feels this could really open up grant opportunities for VLAWMO. Long also mentioned there is a U of M professor who could be interested. Brian said he spoke with the U and they are interested to see what we come up with. Jones asked about the training for staff – he wants to make sure staff knows how to continue the program.

A motion was made by Jones and seconded by Long to approve the proposal submitted by Burns & McDonnell to conduct bacteria source monitoring. Vote: all aye. Motion passed.

**G. TMDL – Report and Implementation stakeholder meetings**

The TMDL report was submitted to the EPA for approval.

**VI. Report from the Chair**

**VII. Administrator's Report**

**VIII. Director's Report** – Mample announced that he may retire from the Township Board but he may stay until November. He hasn't made the decision yet but wanted to express his gratitude for being a part of the VLAWMO Board.

**IX. Next Meeting – April 23 with Strategic Planning workshop to begin at 6pm.**

**X. Public Comment**

**XI. Adjourn**

A motion was made by Long & seconded by Jones to adjourn at 8:02pm. Vote: all ayes. Motion passed.

Minutes compiled and submitted by Kristine Jenson.