

VLA WMO TECHNICAL COMMISSION MEETING

8:00 AM November 8, 2023

Vadnais Heights City Hall Council Chambers, 800 County Road E East, Vadnais Heights, MN 55127

Action items: ☼

- I. **Call to Order: 8:00 am**
- II. **Approval of Agenda**
- III. **Approval of Minutes (October 11, 2023)**
- IV. **Administration & Operations**
 - a. Financial Report for November and Authorization for Payment ☼ – Phil **pg. 7**
- V. **Programs**
 - a. Annual Watershed Awards voting - Phil ☼ **pg. 19**
 - b. SHG 2023-06 Hill Bee Lawn - Lauren ☼ **pg. 15**
 - c. Consideration of 2024 cost share program policy changes and RCSWCD Design Contract- Lauren ☼ **pg. 22**
- VI. **Project Updates**
 - a. Consideration Agreement with HEI for VLA WMO Watershed Plan Development Scope of Work and Consider Resolution to Initiate Watershed Planning Process. – Phil /Dawn /Rachel Olm –Houston Engineering ☼ **pg 44**
 - b. Wilkinson Update- Dawn **pg. 17**
 - c. Spent lime update **pg. 18**
 - d. CPL grant announcement **pg. 18**
- VII. **Commissioner reports**
- VIII. **NOHOA**
- IX. **Ramsey Soil & Water Conservation Division**
- X. **St. Paul Regional Water Services**
- XI. **Public Comment**
- XII. **Next Meetings: TEC: Dec. 13, 2023 Board: Dec. 13, 2023**
- XIII. **Adjourn**

Upcoming Events:

November 8: Living Large on Small Lake – Washington County webinar

December 10: Volunteer banquet with Tamarack Nature Center

December 13: Announcement of Annual Watershed Award winners

**Vadnais Lake Area Water Management Organization
Technical Commission (TEC) Minutes
October 11, 2023
Vadnais Heights City Hall, Council Chambers
800 County Road E East, Vadnais Heights, MN 55127**

Commission Members Present:

Nick Ousky	Vadnais Heights (VH)
Jami Philip	White Bear Township (WBT)
Terry Huntrods	White Bear Lake (WBL)
Susan Miller	City of North Oaks (NO)

Absent: Gloria Tessier, Gem Lake (GL) (with prior notice). Andy Nelson (LL)(with prior notice).

Others in attendance: Phil Belfiori, Brian Corcoran, Lauren Sampedro, Nick Voss, Dawn Tanner (VLAWMO staff), Ed Shapland (CAC), Jeremy Erickson (SPRWS) Anne Sawyer (BWSR).

I. Call to Order

Vice Chair Miller called the meeting to order at 8:06 am.

II. Approval of Agenda

It was moved by Commissioner Huntrods and seconded by Commissioner Ousky to approve the October 11, 2023 TEC agenda Vote: all aye. Motion passed.

III. Approval of Minutes (September 13th, 2023)

It was moved by Commissioner Philip and seconded by Commissioner Ousky to approve the September 13 meeting minutes as presented. Vote: all aye. Motion passed.

IV. Administration & Operations

A. Financial Report for October and Authorization for Payment

Administrator Belfiori outlined the October financial report. Highlights included payments related to the Lambert Lake sheet pile weir, a Community Blue Grant in association with the Minnesota Water Resources program, website renovation, and the Wilkinson deep-water wetland project. The stormwater utility fee is being developed with VLAWMO's consultant.

It was moved by Commissioner Ousky and seconded by Commissioner Huntrods to approve the October financial report and authorize payment. Vote: all aye. Motion passed.

B. October TEC report to the Board

Administrator Belfiori outlined the October TEC report to Board. The spent lime project is anticipated for restarting after the water plant was shut down for repairs. Staff are hoping for more applications for fall. The 2023/2024 audit and budget will be considered at the October 2023 Board meeting. The new 10-year watershed plan is starting as it is a two year planning process and is schedule for completion in early 2026.

It was moved by Commissioner Huntrods and seconded by Commissioner Ousky to approve the October TEC Report to the BOD. Vote: all aye. Motion passed.

C. BWSR 40th Anniversary plaque presentation

Administrator Belfiori introduced Anne from BWSR for a presentation with the gift of a plaque from BWSR commemorating VLAWMO's 40 year anniversary.

V. Programs

A. SHG 2023-04 Hawkinson Bee Lawn

Sampedro introduced the Soil Health grant application for a conversion of a turf grass lawn into a bee lawn. Turf grass conversion in this location is within two grant priority zones. The site has sparse turf and bare soil due to an ash tree removal. The neighborhood is also fully developed with minimal bmps. A bee lawn here presents an education and outreach opportunity for the neighborhood. The total project cost is expected to be \$2,280 and staff recommends approval of SHG 2023-04 at 75% not to exceed \$1,250.

It was moved by Commissioner Philip and seconded by Commissioner Ousky to approve SHG 2023-04. Vote: all aye. Motion passed.

B. SHG 2023-05 Valdez & Smith Property Restoration

Sampedro introduced a Soil Health grant application for two 600 square foot downspout raingardens that is the first phase of a multi-phase property restoration. The raingardens would capture runoff from the roof of the home and back patio, and will create pollinator habitat. The raingardens will also receive water from the home's water filter and water conditioning system to prevent runoff from the pipe outlets. The landowners are enthusiastic to restore their property with native vegetation and to reduce as much stormwater runoff from their property as possible. The total estimated cost is \$1,644.45. Staff recommends approval of SHG 2023-05 at 75% not to exceed \$1,000 for phase 1.

Commissioner Ousky asked about the phased approach and if this is a common strategy for homeowners. Sampedro provided that it's not typical however is becoming increasingly common with a growing interest in restoring properties. Sampedro commented that she guides grant applicants to create stages so that they have manageable projects.

It was moved by Commissioner Huntrods and seconded by Commissioner Philip to approve SHG-2023-05. Vote: All aye. Motion passed.

C. LL1 2023-06 Wiens Raingardens Phase 1

Sampedro introduced this Landscape Level 1 application located just east of East Vadnais Lake on Tessier Trail. The proposed dry creek bed and raingarden would capture runoff from the property owner's roof, deck, and patio, as well as several nearby properties that drain to this concentrated runoff area. The applicant has attained two bids and has also divided the project into phases. This application is for the first phase. The expected total cost is \$10,503.73. Staff recommends approval at 50% of eligible project expenses, not to exceed \$5,000.

It was moved by Commissioner Ousky and seconded by Commissioner Huntrods to approve LL1-2023-06. Vote: All aye. Motion passed.

D. Annual Awards: Nominations

Voss summarized the 2023 annual watershed awards nomination process. He noted this is the 5th year of this program. Voss discussed that the purpose of these awards is to acknowledge local community leaders, celebrate partnerships, and build storytelling. He stated there are two awards: Watershed Steward Award and the Watershed Partner Award. The Steward Award is for volunteers, businesses, or residents stepping up in a leadership role. The Partner Award is for city, township, county, and school partner staff. The nominations deadline is November 1st.

E. MN Climate and Current Drought

Voss presented some Minnesota climate long-range data and information on the current drought. He specifically highlighted precipitation data and the drought severity index in simple graphs that identified long-range trends. Voss stated that a drought can still be present despite increases in precipitation. Vice Chair Miller noted that short, intense rain

events are becoming more frequent, but there are longer dry periods between precipitation events.

Vice Chair Miller asked how VLAWMO handles these intense storm events and if the watershed is equipped to handle them. Administrator Belfiori responded VLAWMO is currently working on a resiliency study to look at this for the East Vadnais Lake subwatershed, which will look at flood-prone areas where projects could help alleviate the flooding.

Voss presented a graph that pointed to the coexistence of increasing carbon dioxide emissions and the trend of increasing rainfall events that exceed four inches. He drew attention to the MN Climate Adaptation Partnership's mailing list that provides updates on MN climate information.

VI. Projects

A. Wilkinson deep-water wetland restoration update

Tanner provided an update on the Wilkinson restoration project, including photos of the project site and the design of the 50% expanded project footprint.

The 50% expanded project footprint was implemented as a change order for the project immediately upon signing the contract for construction, following approval from the Board at the August meeting. The expanded footprint project design was included in an update article to North Oaks News for the October issue. Project construction began in early September. HEI has been conducting oversight and inspection during construction. VLAWMO has been conducting the eagle nest monitoring. Natural Shore Technologies visited the site with VLAWMO staff in September to inform a plan to continue supporting the project area and function by removal of additional invasives (possibly yet during this coming fall and winter) and enhancing the site with larger native plantings (in 2024).

B. Spent lime update

The City of White Bear Lake is conducting maintenance on the water treatment plant. While the water treatment plant is shut down, spent lime is not available for the Oak Knoll spent lime treatment project. The project was anticipated to resume on Oct. 2nd when the plant maintenance was completed, however the maintenance has not been completed according to the original schedule. The plant is now scheduled to have spent lime available for the project to resume on Oct. 23rd. Updates will continue to be provided as they are received by VLAWMO staff.

C. Flowering rush treatment with RCSWCD update

RCSWCD has taken the lead on treating the invasive flowering rush infestation that was detected at a wetland near the south side of Amelia Lake as part of the SLMR completion. VLAWMO is providing funding for that treatment and native seed for reestablishment once the flowering rush treatment has been completed. The infestation was quite extensive. RCSWCD has treated it multiple times during 2023. Additional treatment is planned for 2024. VLAWMO is planning to carry over the funding designated for seed for this project and provide it to RCSWCD when the treatment is completed. Tanner concluded with an acknowledgement of partner contributions.

Vice Chair Miller asked if flowering rush has a risk of reproducing and spreading downstream. Tanner provided that the flowering rush report was originally made in a time when water levels were very low. With higher water occurring in the years that followed, it has been hypothesized that the stand was drowned out. The flowering rush found in the metroonly reproduces asexually (through rhizomes), opposed to other strains (e.g., some found in Canada) that also have viable seed. Thus the current infested area appears to be localized, and treatment/rechecks will help prevent spread.

I. Commissioner Reports

None.

II. NOHOA

None.

III. Ramsey Soil & Water Conservation Division

None.

IV. St. Paul Regional Water Services

Jeremy Erickson stated the Highland water tower is open this weekend for its annual tours.

V. Public Comment

None.

VI. Next Meetings:

Next TEC meeting November 8th, Next BOD meeting October 25th.

XIII. Adjourn

It was moved by Commissioner Philip and seconded by Commissioner Ousky to adjourn the meeting at 8:40 am. Vote: all aye. Motion passed.

Minutes compiled by Nick Voss.

VLAWMO Finance Summary: November 2023

Oct-23		Actual 11/1/23	Actual to Date	2023 Budget	Carry over from 2022 to 2023	Remaining in Budget	2023 Available	Act vs. Budget
BUDGET #	INCOME							
5.11	Storm Water Utility	\$0	\$592,641	\$1,090,887	\$0	\$498,246	\$1,090,887	54%
5.12	Service Fees	\$0	\$0	\$200	\$0	\$200	\$200	0%
5.13	Interest + mitigation acct	\$4,447	\$42,471	\$1,000	\$0	(\$41,471)	\$1,000	4247%
5.14	Misc. income - WCA admin & other	\$0	\$50,281	\$3,000	\$0	(\$47,281)	\$3,000	1676%
5.15	Other Income Grants/loan	\$0	\$98,037	\$385,284	\$0	\$287,247	\$385,284	25%
5.16	Transfer from reserves	\$0	\$0	\$294,364	\$231,999	\$526,363	\$526,363	0%
	TOTAL	\$4,447	\$783,430	\$1,774,735	\$231,999	\$1,223,304	\$2,006,734	44%
EXPENSES								
3.1	Operations & Administration							
3.110	Office - rent, copies, post tel supplies	\$2,166	\$21,342	\$28,181	\$0	\$6,839	\$28,181	76%
3.120	Information Systems	\$1,439	\$15,548	\$33,300	\$0	\$17,752	\$33,300	47%
3.130	Insurance	\$0	\$10,058	\$7,571	\$0	(\$2,487)	\$7,571	133%
3.141	Consulting - Audit	\$203	\$10,788	\$9,000	\$0	(\$1,788)	\$9,000	120%
3.142	Consulting - Bookkeeping	\$49	\$643	\$1,500	\$0	\$857	\$1,500	43%
3.143	Consulting - Legal	\$41	\$764	\$6,000	\$0	\$5,236	\$6,000	13%
3.144	Consulting - Eng. & Tech.	\$725	\$2,903	\$30,000	\$15,000	\$42,097	\$45,000	6%
3.150	Storm Sewer Utility	\$0	\$9,556	\$15,000	\$0	\$5,444	\$15,000	64%
3.160	Training (staff/board)	\$7,530	\$17,264	\$13,250	\$0	(\$4,014)	\$13,250	130%
3.170	Misc. & mileage	\$347	\$2,978	\$6,300	\$0	\$3,322	\$6,300	47%
3.191	Administration - staff	\$31,403	\$343,546	\$422,353	\$0	\$78,807	\$422,353	81%
3.192	Employer Liability	\$9,475	\$98,974	\$122,428	\$0	\$23,454	\$122,428	81%
3.2	Monitoring and Studies							
3.210	Lake and Creek lab analysis	\$1,807	\$12,989	\$18,000	\$0	\$5,011	\$18,000	72%
3.220	Equipment	\$0	\$965	\$3,000	\$1,000	\$3,035	\$4,000	24%
3.230	Wetland assessment & management	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000	0%
3.240	Watershed planning /special study	\$0	\$0	\$10,000	\$5,000	\$15,000	\$15,000	0%
3.3	Education and Outreach							
3.310	Public Education	\$0	\$2,359	\$6,000	\$0	\$3,641	\$6,000	39%
3.320	Marketing	\$4,012	\$14,335	\$15,000	\$9,500	\$10,165	\$24,500	59%
3.330	Community Blue Ed Grant	\$1,351	\$5,801	\$8,000	\$0	\$2,199	\$8,000	73%
<i>Total Core functions: Ops, Monitoring, Education</i>		\$60,549	\$570,813	\$754,883	\$40,500	\$224,570	\$795,383	72%
Capital Improvement Projects and Programs								
3.4	Subwatershed Activity							
3.410	Gem Lake	\$0	\$0	\$15,000	\$10,000	\$25,000	\$25,000	
3.420	Lambert Creek	\$15,994	\$26,387	\$55,000	\$0	\$28,613	\$55,000	48%
3.421	Lambert Lake Loan	\$19,284	\$38,568	\$38,568	\$0	\$0	\$38,568	100%
3.425	Goose Lake	\$8,354	\$30,934	\$92,500	\$0	\$61,566	\$92,500	33%

3.430	Birch Lake	\$0	\$1,710	\$20,000	\$0	\$18,290	\$20,000	9%
3.440	Gif Black Tam Wilk Amelia	\$165,833	\$294,983	\$157,500	\$43,000	(\$94,483)	\$200,500	147%
3.450	Pleasant Charley Deep	\$0	\$23,460	\$48,000	\$30,000	\$54,540	\$78,000	30%
3.460	Sucker Vadnais	\$5,775	\$7,632	\$35,000	\$28,000	\$55,368	\$63,000	12%
3.48	Programs							
3.480	Soil Health Grant	\$0	\$3,157	\$8,000	\$0	\$4,843	\$8,000	39%
3.481	Landscape 1	\$5,000	\$15,000	\$30,000	\$6,263	\$21,263	\$36,263	41%
3.482	Landscape 2/BWSR WBF	\$1,200	\$17,129	\$35,000	\$36,636	\$54,507	\$71,636	24%
3.483	Project Research & feasibility	\$0	\$0	\$5,000	\$0	\$5,000	\$5,000	0%
3.485	Facilities Maintenanc/ Pub. Ditch Main.	\$15,248	\$29,237	\$90,000	\$37,600	\$98,363	\$127,600	23%
3.5	Regulatory							
3.510	Engineer Plan review	\$0	\$0	\$5,000	\$0	\$5,000	\$5,000	0%
	<i>Total CIP & Program</i>	\$236,688	\$488,197	\$634,568	\$191,499	\$337,870	\$826,067	59%
	Total of Core Operations & CIP	\$297,237	\$1,059,010	\$1,389,451	\$231,999	\$562,440	\$1,621,450	65%

Fund Balance	10/1/2023	11/1/2023
4M Account	\$798,045	\$554,673
4M Plus Savings	\$236,964	\$238,045
Total	\$1,035,009	\$792,718

Restricted funds	11/1/2023
Mitigation Savings	\$21,019
Term Series	\$300,000

Vadnais Lake Area Water Management Organization
Check Detail
 October 12 through November 8, 2023

1:14 PM
 11/01/2023

Type	Num	Date	Name	Item	Account	Paid Amount/original Amount	
Check	eft	10/18/2023	Reliance Standard		Checking - 1987		-312.17
				Insurance Benefit		-91.50	91.50
				Insurance Benefit		-220.67	220.67
TOTAL						-312.17	312.17
Check	eft	11/08/2023	US Bank		Checking - 1987		-49.05
				3.142 · Bookkeeping help		-49.05	49.05
TOTAL						-49.05	49.05
Check	5651	10/23/2023	Arnt Construction Compan		Checking - 1987		-141,475.52
				Wilkinson 319 grant 320705.50		-84,885.00	84,885.00
				Wilk 319 cash match \$182,137		-56,590.52	56,590.52
TOTAL						-141,475.52	141,475.52
Check	5652	11/08/2023	Nicholas Voss		Checking - 1987		-212.88
				3.170 · Misc. & mileage		-170.30	170.30
				3.320 · Marketing		-42.58	42.58
TOTAL						-212.88	212.88
Check	5653	11/08/2023	Lauren Sampedro		Checking - 1987		-56.66
				3.170 · Misc. & mileage		-41.66	41.66
				3.160 · Training (staff/board)		-15.00	15.00
TOTAL						-56.66	56.66
Check	5654	11/08/2023	Dawn Tanner		Checking - 1987		-105.50
				3.170 · Misc. & mileage		-57.50	57.50
				3.485 · Facilities & Maintenance		-48.00	48.00
TOTAL						-105.50	105.50
Check	5655	11/08/2023	Brian Corcoran		Checking - 1987		-34.06
				3.170 · Misc. & mileage		-34.06	34.06
TOTAL						-34.06	34.06
Check	5656	11/08/2023	Phil Belfiori		Checking - 1987		-58.23
				3.170 · Misc. & mileage		-43.23	43.23
				3.160 · Training (staff/board)		-15.00	15.00
TOTAL						-58.23	58.23
Check	5657	11/08/2023	Innovative Office Solutions		Checking - 1987		-61.60
				3.320 · Marketing		-61.60	61.60
TOTAL						-61.60	61.60
Check	5658	11/08/2023	City of Vadnais Heights		Checking - 1987		-18,112.03

				Rent	-1,715.00	1,715.00
				Phone/Internet/Machine Overhead	-305.00	305.00
				Postage	-24.00	24.00
				Copies	-73.94	73.94
				3.420 · Lambert Creek Restoration	-15,994.09	15,994.09
TOTAL					<u>-18,112.03</u>	<u>18,112.03</u>
	Check	5659	11/08/2023 Dawn Peterson	Checking - 1987		-600.00
				3.482 · Landscape 2	-600.00	600.00
TOTAL					<u>-600.00</u>	<u>600.00</u>
	Check	5660	11/08/2023 North Oaks Homeowners A	Checking - 1987		-5,000.00
				3.481 · Landscape 1 - cost-share	-5,000.00	5,000.00
TOTAL					<u>-5,000.00</u>	<u>5,000.00</u>
	Check	5661	11/08/2023 Ramsey County	Checking - 1987		-776.37
				3.482 · Landscape 2	-600.00	600.00
				3.320 · Marketing	-176.37	176.37
TOTAL					<u>-776.37</u>	<u>776.37</u>
	Check	5662	11/08/2023 4Imprint	Checking - 1987		-1,351.26
				3.330 · Community Blue Education Grant	-1,351.26	1,351.26
TOTAL					<u>-1,351.26</u>	<u>1,351.26</u>
	Check	5663	11/08/2023 Minnesota Watersheds	Checking - 1987		-7,500.00
				3.160 · Training (staff/board)	-7,500.00	7,500.00
TOTAL					<u>-7,500.00</u>	<u>7,500.00</u>
	Check	5664	11/08/2023 LimnoTech	Checking - 1987		-630.00
				3.210 · Lake & Creek lab analysis	-630.00	630.00
TOTAL					<u>-630.00</u>	<u>630.00</u>
	Check	5665	11/08/2023 Natural Shore Technologie	Checking - 1987		-15,200.00
				3.485 · Facilities & Maintenance	-15,200.00	15,200.00
TOTAL					<u>-15,200.00</u>	<u>15,200.00</u>
	Check	5666	11/08/2023 RMB Environmental Labor	Checking - 1987		-1,147.00
				3.210 · Lake & Creek lab analysis	-804.00	804.00
				3.210 · Lake & Creek lab analysis	-343.00	343.00
TOTAL					<u>-1,147.00</u>	<u>1,147.00</u>
	Check	5667	11/08/2023 SEH	Checking - 1987		-724.90
				3.144 · Eng. & Tech.	-724.90	724.90
TOTAL					<u>-724.90</u>	<u>724.90</u>
	Check	5668	11/08/2023 SRF Consulting Group	Checking - 1987		-5,506.02

			3.460 · Sucker Vadnais	-5,506.02	5,506.02
TOTAL				-5,506.02	5,506.02
	Check	5669	11/08/2023 Kennedy & Graven, Charte Checking - 1987		-2,028.60
			Oak Knoll	-82.80	82.80
			3.460 · Sucker Vadnais	-269.10	269.10
			3.440 · Gilfillan Black Tamarack Wilkin	-1,635.30	1,635.30
			3.143 · Legal	-41.40	41.40
TOTAL				-2,028.60	2,028.60
	Check	5670	11/08/2023 Barr Engineering Co Checking - 1987		-20,753.38
			3.440 · Gilfillan Black Tamarack Wilkin	-3,306.00	3,306.00
			Oak Knoll	-5,843.00	5,843.00
			Oak Knoll	-2,177.74	2,177.74
			3.440 · Gilfillan Black Tamarack Wilkin	-9,426.64	9,426.64
TOTAL				-20,753.38	20,753.38
	Check	5671	11/08/2023 Minnesota Pollution Contri Checking - 1987		-19,284.48
			3.421 · Lambert Lake Loan \$385,689.54	-19,284.48	19,284.48
TOTAL				-19,284.48	19,284.48
	Check	5672	11/08/2023 Metro - Inet Checking - 1987		-1,439.00
			IT Support	-1,439.00	1,439.00
TOTAL				-1,439.00	1,439.00
	Check	5673	11/08/2023 Press Publications Checking - 1987		-202.62
			3.141 · Audit	-156.24	156.24
			3.141 · Audit	-46.38	46.38
TOTAL				-202.62	202.62
	Check	5674	11/08/2023 Houston Engineering, Inc Checking - 1987		-9,821.52
			Wilkinson 319 grant 320705.50	-9,821.52	9,821.52
TOTAL				-9,821.52	9,821.52
	Check	5675	11/08/2023 City of White Bear Lake Checking - 1987		-40,566.20
			payroll	-31,403.31	31,403.31
			Administration FICA	-2,282.95	2,282.95
			Administration PERA	-2,355.24	2,355.24
			Insurance Benefit	-4,479.78	4,479.78
			Admin payroll processing	-44.92	44.92
TOTAL				-40,566.20	40,566.20
	Check	5676	11/08/2023 HDR Engineering, Inc. Checking - 1987		-3,602.75
			3.320 · Marketing	-3,602.75	3,602.75
TOTAL				-3,602.75	3,602.75

Vadnais Lake Area Water Management Organizatio
Profit & Loss
October 12 through November 8, 2023

1:21 PM

11/01/2023

Cash Basis

Oct 12 - Nov 8, 23

Ordinary Income/Expense	
Income	
5.1 · Income	
5.13 · Interest	4,447.40
Total 5.1 · Income	<u>4,447.40</u>
Total Income	<u>4,447.40</u>
Gross Profit	4,447.40
Expense	
3.1 · Administrative/Operations	
3.110 · Office	
Copies	73.94
Phone/Internet/Machine Overhead	305.00
Postage	24.00
Rent	1,715.00
Supplies	47.98
Total 3.110 · Office	<u>2,165.92</u>
3.120 · Information Systems	
IT Support	1,439.00
Total 3.120 · Information Systems	<u>1,439.00</u>
3.141 · Audit	202.62
3.142 · Bookkeeping help	49.05
3.143 · Legal	41.40
3.144 · Eng. & Tech.	724.90
3.160 · Training (staff/board)	7,530.00
3.170 · Misc. & mileage	346.75
3.191 · Employee Payroll	
payroll	31,403.31
Total 3.191 · Employee Payroll	<u>31,403.31</u>
3.192 · Employer Liabilities	
Admin payroll processing	44.92
Administration FICA	2,282.95
Administration PERA	2,355.24
Insurance Benefit	4,791.95
Total 3.192 · Employer Liabilities	<u>9,475.06</u>
Total 3.1 · Administrative/Operations	<u>53,378.01</u>
3.2 · Monitoring and Studies	
3.210 · Lake & Creek lab analysis	1,807.00
Total 3.2 · Monitoring and Studies	<u>1,807.00</u>
3.3 · Education and Outreach	
3.320 · Marketing	4,012.45
3.330 · Community Blue Education Grant	1,351.26
Total 3.3 · Education and Outreach	<u>5,363.71</u>

3.4 · Capital Imp. Projects/Programs	
3.420 · Lambert Creek Restoration	15,994.09
3.421 · Lambert Lake Loan \$385,689.54	19,284.48
3.425 · Goose Lake	
Oak Knoll	8,353.54
Total 3.425 · Goose Lake	8,353.54
3.440 · Gilfillan Black Tamarack Wilkin	
Wilk 319 cash match \$182,137	56,590.52
Wilkinson 319 grant 320705.50	94,706.52
3.440 · Gilfillan Black Tamarack Wilkin - Other	14,535.94
Total 3.440 · Gilfillan Black Tamarack Wilkin	165,832.98
3.460 · Sucker Vadnais	5,775.12
Total 3.4 · Capital Imp. Projects/Programs	215,240.21
3.48 · Programs	
3.481 · Landscape 1 - cost-share	5,000.00
3.482 · Landscape 2	1,200.00
3.485 · Facilities & Maintenance	15,248.00
Total 3.48 · Programs	21,448.00
Total Expense	297,236.93
Net Ordinary Income	-292,789.53
Net Income	<u><u>-292,789.53</u></u>

Vadnais Lake Area Water Management Organization
Custom Transaction Detail Report
 September 1 through November 1, 2023

1:12 PM

11/01/2023

Accrual Basis

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Sep 1 - Nov 1, 23									
Credit Card Charge	09/04/2023		Google*SVCAPPS_VLAWM		US Bank CC	√ WEB		42.00	42.00
Credit Card Charge	09/05/2023		POND5	pictures	US Bank CC	√ 3.320 · Marketing		3.40	45.40
Credit Card Charge	09/07/2023		EDCO	Dan Jones award	US Bank CC	√ 3.320 · Marketing		121.80	167.20
Credit Card Charge	09/08/2023		adobe *photography plan		US Bank CC	√ Software		9.99	177.19
Credit Card Charge	09/08/2023		adobe *photography plan		US Bank CC	√ Software		9.99	187.18
Credit Card Charge	09/11/2023		Prairie Moon Nursery	wilkinson seed	US Bank CC	√ 3.440 · Giffillan Black Tamarack Wilkin		760.87	948.05
Credit Card Charge	09/12/2023		Go Daddy	domain renewal	US Bank CC	√ WEB		23.17	971.22
Credit Card Charge	09/14/2023		Ace Hardware	mulch remenant	US Bank CC	√ 3.485 · Facilities & Maintenance		17.91	989.13
Credit Card Charge	09/15/2023		Eventeny	white bear township	US Bank CC	√ 3.320 · Marketing		74.72	1,063.85
Credit Card Charge	09/20/2023		POND5	pictures	US Bank CC	√ 3.320 · Marketing		5.00	1,068.85
Credit Card Charge	09/20/2023		Arrowwood Resort & Conference Center	Dawn MAWD	US Bank CC	√ 3.160 · Training (staff/board)		172.57	1,241.42
Transfer	09/20/2023			Funds Transfer	US Bank CC	√ Checking - 1987		-2,212.63	-971.21
Credit Card Charge	09/21/2023		Ace Hardware	gloves for workday	US Bank CC	√ 3.485 · Facilities & Maintenance		41.94	-929.27
Credit Card Charge	09/22/2023		Fresh Thyme	ICWC crew snacks	US Bank CC	√ 3.170 · Misc. & mileage		33.94	-895.33
Credit Card Charge	09/22/2023		jersey mikes	ICWC food	US Bank CC	√ 3.320 · Marketing		125.87	-769.46
Credit Card Charge	09/25/2023		Adobe "Creative Cloud		US Bank CC	√ Software		32.20	-737.26
Credit Card Charge	09/27/2023		Craguns	Hotel during BWSR Academy - Nick 2023	US Bank CC	√ 3.160 · Training (staff/board)		227.50	-509.76
Credit Card Charge	09/29/2023		Fresh Thyme	ICWC crew snacks	US Bank CC	√ 3.170 · Misc. & mileage		17.47	-492.29
Credit Card Charge	09/29/2023		jersey mikes	ICWC food	US Bank CC	√ 3.320 · Marketing		76.39	-415.90
Credit Card Charge	10/02/2023		Google*SVCAPPS_VLAWM		US Bank CC	√ WEB		42.00	-373.90
Credit Card Charge	10/04/2023		Hampden Park Coop	mustard Dawn & Zosh	US Bank CC	√ 3.220 · Equipment		10.49	-363.41
Credit Card Charge	10/04/2023		Hampden Park Coop	herbs Dawn	US Bank CC	√ 3.220 · Equipment		15.67	-347.74
Credit Card Charge	10/04/2023		Ace Hardware	invasive species sampling stuff	US Bank CC	√ 3.485 · Facilities & Maintenance		72.31	-275.43
Credit Card Charge	10/17/2023		Prairie Moon Nursery	wilkinson seed	US Bank CC	√ 3.440 · Giffillan Black Tamarack Wilkin		168.00	-107.43
Credit Card Charge	10/19/2023		EDCO	watershed award	US Bank CC	√ 3.320 · Marketing		129.15	21.72
Credit Card Charge	10/20/2023		Amazon.com	organizer - lauren	US Bank CC	√ Supplies		47.98	69.70
Credit Card Charge	10/22/2023		hologram	account refill	US Bank CC	√ 3.210 · Lake & Creek lab analysis		30.00	99.70
Credit Card Charge	10/25/2023		field environmental instruments Inc	pH meter renewal	US Bank CC	√ Oak Knoll		250.00	349.70
								349.70	349.70

Sep 1 - Nov 1, 23

November TEC: Staff Memo

IV. Administration & Operations

A. Financial Report for November and Authorization for Payment

Please find the November financial report and authorization to pay bills in the ePacket for review and approval.

V. Programs

A. Annual Watershed Awards Voting

Nominations have been submitted for this year's Annual Watershed Awards, thanks to those who submitted nominations! Two nominations are submitted under the Watershed Steward Award for TEC to vote on and one is submitted for the Watershed Partner Award. The single Watershed Partner Award will include a TEC motion to provide VLAWMO recognition. Please see full nomination forms included in the November packet for the full details to inform the vote and motion.

Watershed Steward Award:

1) Carol Nelson, White Bear Lake Rotary Club

Leadership and support for White Bear Rotary Nature Preserve habitat restoration, Birch Lake Elementary educational program.

2) Joe Coyne, North Oaks resident and VLAWMO landscape grant recipient

Pleasant Lake shoreline restoration with community outreach and promotion, implementation of a raingarden and alternative turf consisting of shrub groundcovers and lo-mow fescue. Joe Coyne received two nominations, the attached nomination form blends both submissions into one.

Watershed Partner Award:

1) Kristie Elfering, Elfering and Associates, North Oaks Home Owner's Association (NOHOA)

Partnership and initiative on several watershed-based efforts including Pleasant Lake shoreline, North Oaks entrance raingarden, Deep Lake restoration, Invasive yellow iris removal, Pleasant Lake vegetation survey, among others.

B. SHG 2023-06 Hill Bee Lawn

Landowners Josie and Caden Hill submitted a Soil Health grant application for a bee lawn covering their front yard and backyard over an area of about 3,500 square feet at their property in White Bear Lake. A bee lawn mix and native plants will be planted to replace turf grass. This bee lawn will create pollinator habitat and will require less irrigation and fertilizer than a conventional turf grass yard. Native plants will also be planted with the bee lawn that will help create additional pollinator habitat, downspouts will be redirected, and rain barrels will be added. The project area drains to Lambert Creek, which is impaired for bacteria and is included in the Lambert Creek TMDL. This project is also located within VLAWMO's targeted volume reduction priority zone. The project will be installed by the landowners. Site preparation work to remove the existing turf grass and weeds has been completed, which is not included in the grant

application. The total cost estimate is ~\$1,700. The application materials will be provided at the meeting.

Requested action: Staff recommends approval of SHG 2023-06 in the amount of \$1,250.

C. Consideration of 2024 cost share program policy changes and RCSWCD Design Contract

VLAWMO staff are proposing a few minor updates to the Soil Health Grant Program, Landscape Level 1 Grant Program, and Landscape Level 2 Grant Program for 2024. Staff routinely reviews each program and determines if any updates or improvements are necessary based on comments and experiences from the previous year.

The key proposed updates are clarifying existing language on priority zone areas and native tree eligibility, adding language on an application limit to multi-phase projects, and adding vegetation language to be consistent with BWSR's vegetation standards.

VLAWMO also has a service agreement with the Ramsey County Soil and Water Conservation Division (RCSWCD) to provide design and other services to VLAWMO for a two-year period for \$20,000. Staff are proposing to renew this with RCSWCD for 2024-2025 at \$20,000. Minor updates have been made to the agreement and provided to RCSWCD for review and approval, which are contained in the TEC packet with red text.

In the TEC packet as attached are the proposed draft grant policy updates with red lines for the Soil Health Grant Program, Landscape Level 1 Grant Program, and the Landscape Level 2 Grant program and a PowerPoint summarizing the changes. No changes are proposed for the Rain Barrel Grant Program.

Requested action: Staff recommend the TEC recommends approval of the proposed 2024 cost share program policy changes and the 2024-2025 services agreement with the RCSWCD to the Board of Directors.

VI. Projects

A. Consideration Agreement with HEI for VLAWMO Watershed Plan Development Scope of Work and Consider Resolution to Initiate Watershed Planning Process.

VLAWMO staff have begun work to organize and schedule the required 10-year Comprehensive Watershed Management Plan update. The new Plan will be effective 2027-2036. The Board of Water and Soil Resources provides a required structure and recommended timeframe for completion (~2 years). Reauthorization of the Joint Powers Agreement (JPA) that forms VLAWMO with our 6 member communities is also required to be completed for the same timeframe. The current JPA expires in 2026.

VLAWMO has requested and been provided with a scope of work with Houston Engineering, Inc (HEI) for assistance and development of the Plan through this process. The HEI scope is currently being reviewed and negotiated. An anticipated price range of \$140,000-\$180,000 will be needed to complete the process. This amount is in the current 2024 budget and included in the draft 2025 budget.

The attached PPT (attachment 1) provides more information about the process. Rachel Olm from HEI will be attending the meeting and presenting about HEI's proposed involvement and scope. The draft of the

resolution required by BWSR to initiate the watershed plan development process is also attached in the TEC packet (Attachment 2).

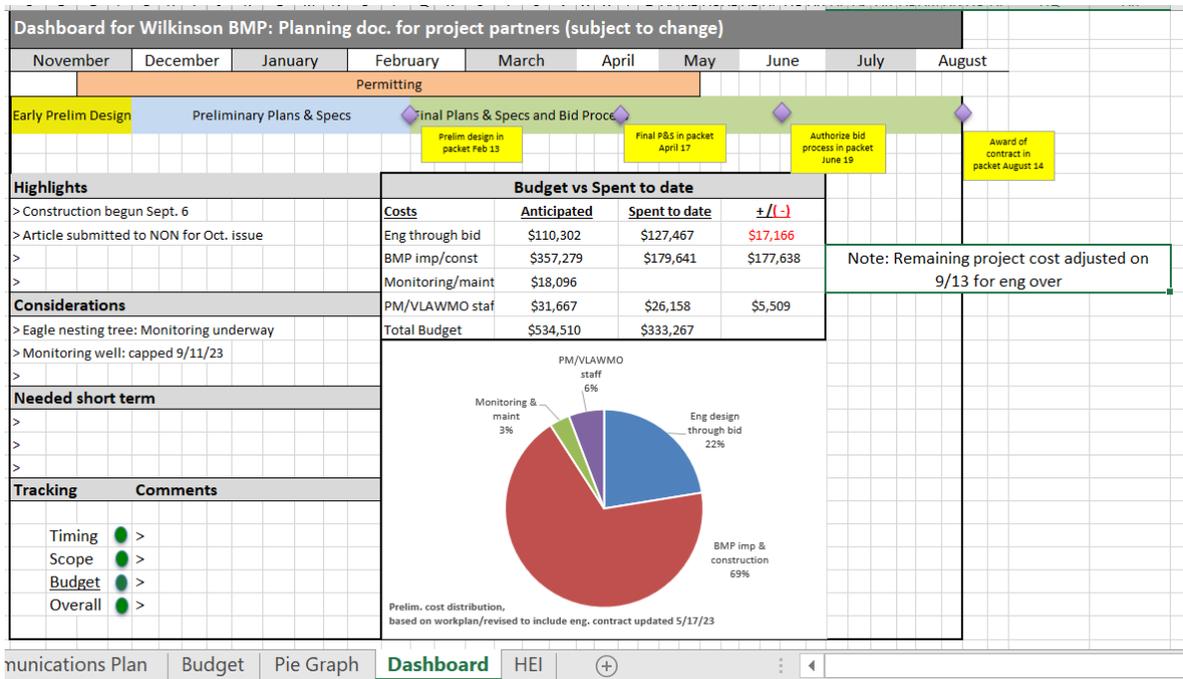
Requested Action: VLAWMO staff request TEC approval of a recommendation to the Board for VLAWMO to enter into an agreement with HEI for a ~2-year scope to encompass Plan development and adoption for an anticipated \$140,000-\$180,000 and requests that the Board authorize a resolution at the December Board meeting to initiate the update process.

B. Wilkinson Update

Major earthwork mobilization and stabilization have been completed at the Wilkinson Project site. AFP #1 was received and approved for payment at the October VLAWMO Board meeting. Eagle monitoring is ongoing. HEI continues to coordinate remaining punchlist items, and work will continue into the spring with regard to vegetation establishment and water control.

Natural Shore Technologies is working with VLAWMO and NOC partners to conduct invasive woody species removal on either side of the ditch to the north of the immediate construction area to improve BMP function and facilitate maintenance access. That work will be taking place this fall/winter. NOC partners will be providing chipping and removal for trees that are cut and treated by NST.

The current project dashboard is shown below:



C. Spent Lime Update

Spent lime application resumed on October 30. VLAWMO, City of WBL, and Barr staff are coordinating ongoing project tasks now that the water treatment plant servicing has been completed.

D. CPL Grant Announcement

VLAWMO and the City of Vadnais Heights were selected for funding for the Conservation Partners Legacy round of grant funding that opened in August. The grant funds will provide seeding at the City Hall wooded wetland restoration site in 2024, following the second round of buckthorn removal by the Munch Bunch. The grant provides \$5,666 for purchase of native seed. A 10% match, or \$567, will be provided by VLAWMO in-kind staff time. We appreciate being able to work with our partners on projects like this.



Watershed Partner Award Nomination

Nominee name and affiliation:

Kristie Elfering. Elfering and Associates, North Oaks Home Owner's Association (NOHOA)

Project: Ex. "BMP installation, business partnership event, volunteer recruitment event." Include the goals of the effort, location, and nearby waterbody if applicable.

Kristie has been a part of several watershed-based efforts:

- North Oaks entrance raingarden (VLAWMO grant-funded 2023)
- Pleasant Lake shoreline restoration partnership
- Pleasant Lake vegetation survey partnerships and meeting with State agencies and other partners
- Deep Lake restoration partnership
- Invasive yellow iris removal partnership
- North Oaks East Rec bioswale renovation (VLAWMO grant-funded, 2021)

Hours and time duration: Start of project to end of project (mo/yr), estimate of hours dedicated to effort (prep, implementation, meetings, etc.)

The North Oaks entrance raingarden consisted of planning and implementation from July 2022 to June 2023. It's estimated that Kristie dedicated 30 hours to the effort.

Description of watershed impact: What was the result for water quality (education message portrayed, event attendance numbers, volume of water infiltrated, lbs of road salt reduced annually, acres of turf converted, innovative project construction and specs, grant completion, unique partnership description, etc.)

Kristie has helped integrate water resource efforts into the North Oaks community in new and substantial ways. This has taken the shape of attending planning meetings, building and completing numerous MOUs with VLAWMO, completing VLAWMO grant applications and carrying out the grants, and continuing active discussions for wetland, ditch, and lake management with VLAWMO staff.

Quote or summary statement: Based on the memory or experience of the effort, what's the "take-home" summary that the community should hear about this individual/team and their effort? Are there any additional notable skills, dedication, attention to detail, or creative applications?

Kristie's work is in high demand at the City of North Oaks, and it's inspiring to see how she connects the dots between disciplines from engineering to City operations to water resources. Her consistent and positive presence has made a huge impact in the community.



Watershed Steward Award Nomination

Nominee name and affiliation: Volunteer, resident, congregation, home/lake owner's association, community group/club, etc.

Carol Nelson, White Bear Lake Rotary Club

Project(s): Ex. "BMP installation, business partnership event, volunteer recruitment event." Include the goals of the effort, location, and nearby waterbody if applicable.

Coordination and planning for multiple components of the Birch Lake Rotary Nature Preserve habitat restoration: 1) Coordinating planting and volunteers for ongoing maintenance, 2) Initiating and meeting with staff at Birch Lake Elementary to help plan a series of classroom visits and field days, and 3) attend class visits and field days through leading a nature hike with students and participating as a water drop mascot to greet students.

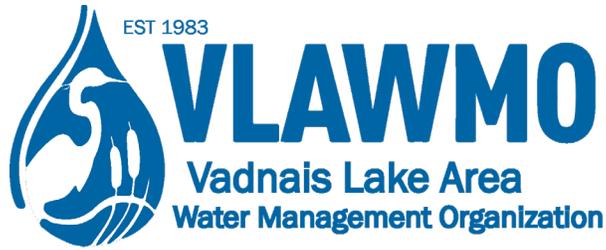
Time duration: Start of project to end of project (mo/yr) or an estimate of hours dedicated to the effort (prep, implementation, meetings, etc.)

Planning took place from March to April, four in-person activities in May, 2023. Estimated 25 hours dedicated to the effort considering meetings and implementation.

Quote or summary statement: Based on the memory or experience of the effort, what's the "take-home" summary that describes the community and watershed benefit? Are there any additional notable skills, problem solving examples, networking, cross-disciplinary strategies, or creative applications?

Carol has been a true anchor in the Birch Lake Rotary Nature Preserve restoration effort. From attending planning meetings to being a catalyst for new community connections and partnerships, her impact has been unprecedented. VLAWMO, the City of White Bear Lake, and Birch Lake Elementary have greater correspondence and a seed planting for future partnerships. The habitat restoration at the Nature Preserve has gained an active, dedicated following that has achieved a unique sense of ownership among the Rotary Club volunteers and local residents.

After the school field days were completed, Carol even continued to connect with students who live nearby into the summer months, allowing the field day experience to be extended and student interest to be deepened. This has been a truly rare and special occurrence, to bring a habitat restoration full circle into an educational and a lived neighborhood experience.



Watershed Steward Award Nomination

Nominee name and affiliation: Volunteer, resident, congregation, home/lake owner's association, community group/club, etc.

Joe Coyne, North Oaks Resident

Project(s): Ex. "BMP installation, business partnership event, volunteer recruitment event." Include the goals of the effort, location, and nearby waterbody if applicable.

Pleasant Lake Shoreline Restoration Project (VLAWMO Landscape Level 1 grant) located within VLAWMO: The shoreline is dangerously eroding into Pleasant Lake, losing soil and potentially trees. This further exacerbates shoreline deterioration. In the process, Mr. Coyne learned a lot about the particular requirements of a Pleasant Lake shoreline restoration and he's eager to share that knowledge with local residents. To that end, he volunteered and has been appointed by NOHOA as its Shoreline Restoration Facilitator for Pleasant Lake.

Time duration: Start of project to end of project (mo/yr) or an estimate of hours dedicated to the effort (prep, implementation, meetings, etc.)

The project began this summer. The new native vegetation is now successfully growing. The project will continue to be professionally maintained over the next several years to insure long-term shoreline viability. Mr. Coyne is actively engaging with a number of property owners adjacent to the Pleasant Lake shoreline. He plans to work as a facilitator for the next two years, after which time he hopes that the process of shoreline restorations around Pleasant Lake will have become more commonplace and self-sustaining.

Quote or summary statement: Based on the memory or experience of the effort, what's the "take-home" summary that describes how the community and watershed benefit? Are there any additional notable skills, problem solving examples, networking, cross-disciplinary strategies, or creative applications?

The community and the VLAWMO both benefit. The shoreline will not continue to deteriorate into Pleasant Lake, which is part of the St. Paul Regional Water Services providing drinking water to the city of St. Paul and surrounding suburbs. Mr. Coyne lives adjacent to the restored shoreline. He worked, and continues to work with VLAWMO, the contractor, and the property owner to maintain and water the restored shoreline. In addition, Mr. Coyne is volunteering to meet with interested members of his local Homeowners Association, on an informal basis, to educate members on the steps needed to restore and maintain deteriorating shoreline. Hopefully, this will encourage the improvement and restoration of additional eroding shoreline, which will benefit the drinking water of St. Paul and suburbs.

V. C. Attachment #1

VLAWMO Proposed 2024 Grant Program Policy Updates

Lauren Sampedro
TEC Meeting
11/8/23



Rain Barrel Grant



No changes

Soil Health Grant



Policy Changes

- Clarified that landowners within 500 ft of a priority zone are eligible for priority zone funding
- Clarified native trees may be eligible on a case-by-case basis if beneficial to pollinators or part of a stormwater practice
- Added that multiple phased projects can be up to 3 years in a row

Vadnais Lake Area Water Management Organization

Landscape Level 1 Grant



Policy Changes

- Clarified native trees may be eligible on a case-by-case basis if part of a stormwater practice
- Added that multiple phased projects can be up to 3 years in a row

Vadnais Lake Area Water Management Organization

Landscape Level 2 Grant



Policy Changes

- Added reference to BWSR vegetation guidelines to adopt by reference

Vadnais Lake Area Water Management Organization

Staff Recommendation

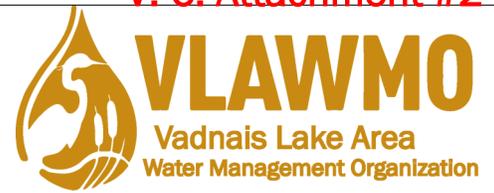


Recommend approval of 2024 cost share program policy changes to the Board of Directors

Recommend approval of 2024-2025 RCSWCD services agreement to the Board of Directors

Vadnais Lake Area Water Management Organization

Soil Health Grant Policy



The Soil Health Grant Program is a reimbursement program to help landowners install small-scale practices that improve water quality and soil health within the VLAWMO watershed. Applicants may apply for 75% of the project cost, up to a maximum of \$1,000. An applicant may apply for up to \$1,250 if located in **or within 500 ft.** of a [VLAWMO priority area](#).



Eligible Projects:

- Native plantings & pollinator gardens
- Turf grass replacement and pollinator-friendly yards (i.e. bee lawns)
- Downspout or small-scale yard raingardens
- Buffer strips
- Erosion control or stabilization

There are more living organisms in 1 Tbsp of soil than there are people on earth.

Ineligible Projects:

- Non-native plant landscaping, decorative, or recreational projects
- Retaining walls
- Chemical treatment of aquatic vegetation
- Projects that have received funding from other VLAWMO grant programs in the same year
- Maintenance of awarded grant projects



Soil Health Grant Process:

Soil Health Grant funding is available to landowners within the VLAWMO boundary. The grant program operates on a first-come, first-served basis. Applications must be submitted by the 4th Friday of the month for review and potential consideration at VLAWMO's Technical Commission (TEC) meetings.

1. Contact staff to schedule a site visit of your property and discuss your proposed project before submittal of a grant application.
2. Complete a grant application and submit to staff listed on the grant application.
3. VLAWMO will review application and confirm completeness.
4. Complete applications will be presented at the next VLAWMO TEC meeting per its meeting schedule.
5. VLAWMO will notify applicant of application status and next steps.

It takes at least 500 years to form 1" of topsoil.

Program Details: Planning for Success

Start & Finish	<ul style="list-style-type: none">• Projects started prior to VLAWMO approval are not eligible. A grant application must be approved for funding, and the grant agreement must be signed by the applicant and VLAWMO prior to starting work.• Changes to the project after grant approval may not be made without VLAWMO approval.• Eligible project costs are those only directly related to installing the proposed project such as plants, erosion control materials, mulch, drainage structures, and rented equipment. Purchased tools and equipment are not eligible. Eligibility of materials is subject to VLAWMO approval.• Grant awards will expire within 1 year of grant approval unless the project is extended with VLAWMO approval.• Landowners are limited to 1 grant application every other year unless a single project must be completed in phases (up to 3 years) and approved by VLAWMO.• Grantee must agree to maintain the project for at least 5 years. The site may be inspected by VLAWMO staff to ensure compliance.
Labor & Plant Specifics	<ul style="list-style-type: none">• Eligible labor costs must be those associated with a landscaper/contractor subject to approval by VLAWMO staff. VLAWMO reserves the right to adjust costs submitted for reimbursement based on final paid receipts and invoices. Reimbursement will not exceed the cost of eligible materials and labor.• Erosion control activities must use natural erosion control material (i.e. non-plastic).• For all projects, only plants native to MN are eligible for reimbursement. Hybrids/cultivars of native plants are not eligible unless otherwise noted on VLAWMO's cost share plant guide. Bee lawns must use specially marked bee lawn mixes. Native trees may be considered on a case-by-case basis if beneficial to pollinators or part of a stormwater practice. A list of proposed plants must be included with the application for VLAWMO review and approval.
Telling the Story	<ul style="list-style-type: none">• Grantee must participate in VLAWMO's education efforts by:<ul style="list-style-type: none">⇒ Providing photos of project progress including before, during installation, freshly completed, and one year after project completion; OR⇒ Providing a posed picture with completed project & short quote about what was enjoyable about the project or lessons learned.

Reimbursement Steps:

1. Execute grant agreement with VLAWMO.
2. After project completion, contact VLAWMO staff to request a final inspection of the project for verification it meets the approved plans. This must occur within 1 year from the date of grant approval.
3. Submit all **paid** invoices and receipts of project expenses for VLAWMO review. Plant expenses must show species on proof of payment or via grantee's annotations or supplemental spreadsheet. Final grant award amounts will be based on the completed work and total paid project amount.
4. If the above steps are completed and approved by staff, VLAWMO will mail a reimbursement check per the VLAWMO TEC monthly meeting schedule.



Soil Health Grant Application



Submit completed application to:
 Lauren Sampedro
 lauren.sampedro@vlawmo.org



Applicant Information:

Name:	
Address:	
City/Township, State, Zip:	
Phone:	
Email:	

Project Summary:

ESTIMATED TOTAL PROJECT COST (\$)	
AMOUNT REQUESTED (\$1,000 MAX or \$1,250 in Priority Area)	
EXPECTED PROJECT COMPLETION (Month, Year)	

PROJECT TYPE:

- Downspout/Small Raingarden
- Native Restoration/Pollinator Garden
- Turfgrass Replacement
- Other

If other, please describe the proposed project: _____

Project Background:

Describe your property. What is the purpose of your project? Does your property connect to a lake, stream, ditch, or wetland in VLAWMO?	
---	--

Project Background: Continued

<p>Describe how your project will support the goals of the Soil Health Grant Program. (See grant policy)</p>	
<p>Briefly describe the planned installation and maintenance activities for your project.</p>	

Project Specifications:

<p>TOTAL PROPERTY AREA (Acres)</p>	
<p>Total PROJECT SIZE (SQ FT)</p>	
<p>IF APPLICABLE: DEPTH OF RAINGARDEN BASIN (Inches)</p>	



Required Attachments:

- ⇒ Detailed drawing or plan of the proposed project.
- ⇒ Detailed project budget estimate with itemized costs and materials that equal your total estimated cost.

VLAWMO Soil Health Grant Agreement



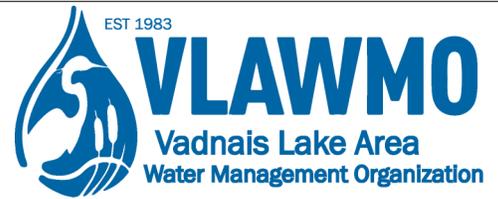
It is understood that:

1. The grantee is responsible for maintaining the project for at least 5 years after its installation. VLAWMO is not responsible for completing maintenance activities.
2. The grantee will participate in VLAWMO's outreach and project sharing efforts.
3. A project may be visited and inspected by a VLAWMO representative during the 5-year maintenance period.
4. Grant awards will expire within 1 year of grant approval unless the project is extended with VLAWMO approval.

The applicant's signature indicates their agreement to the above terms and certifies the grant application information is true and accurate. A VLAWMO staff signature will constitute an approved and executed grant agreement between the grantee and the VLAWMO.

Applicant/Grantee	
Signature _____	Date _____
Print _____	
VLAWMO Staff	
Signature _____	Date _____
Print _____	

Landscape Level 1 Grant Policy



The Landscape Level 1 (LL1) Grant Program is a reimbursement program to help landowners install practices that improve water quality and preserve groundwater within VLAWMO.

VLAWMO may fund 25-50% of the total cost of approved materials and contracted labor up to a maximum of \$5,000. Highly beneficial projects that significantly reduce stormwater volume and nutrients like curb cut raingardens may receive 75% of the cost of the project up to a maximum of \$7,500. VLAWMO reserves the right to adjust requested funding levels based on funding availability and estimated benefits.



LL1 Program Goals:

- Reduce stormwater rate and volume
- Stabilize and restore actively-eroded shorelines/streambanks
- Reduce nutrient loading and improve water quality
- Protect and preserve groundwater quality and quantity

Eligible Projects:

- Infiltration projects including but not limited to raingardens, infiltration basins, permeable pavers or pavement, and tree trenches
- Filtration projects including but not limited to filtration basins, swales, and green roofs
- Shoreline and streambank restorations of actively-eroding banks
- Critical erosion control and stabilization projects
- Agricultural water quality practices
- Projects that improve existing water quality projects (i.e. a new pre-treatment inlet structure)
- Stormwater reuse for irrigation or other groundwater preservation projects

Ineligible Projects:

- Landscaping and decorative projects for recreational or aesthetic purposes
- Chemical treatment of aquatic vegetation (excluding alum or spent lime)
- Vegetation restoration without stormwater treatment (see Soil Health Grant Program)
- Projects necessary to meet minimum permit requirements or VLAWMO water management standards
- Projects that have received funding from other VLAWMO grant programs in the same year
- Maintenance of awarded grant projects



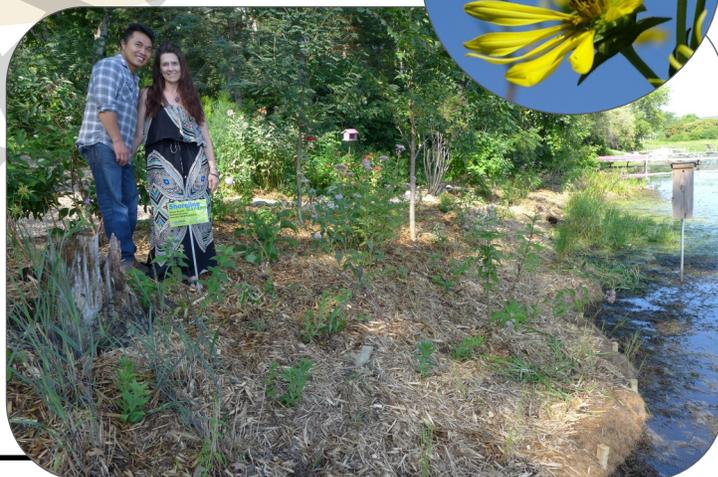
Application Process:

Landscape Level 1 Grant funding is available to landowners within the VLAWMO boundary. The grant program operates on a first-come, first-served basis. All submitted applications are subject to VLAWMO scoring to determine funding eligibility and approval by the VLAWMO Technical Commission (TEC) and/or Board of Directors.

1. **Contact staff** to schedule a site visit of your property before submittal of a grant application to discuss your proposed project.
2. **Complete a grant application** and submit to staff listed on the grant application.
3. VLAWMO may require a **final design** completed by a qualified professional or engineer for complex projects.
4. VLAWMO will **review application** and confirm completeness.
5. Complete applications that meet the minimum criteria will be **presented** at the next VLAWMO TEC meeting and/or Board of Directors meeting per their [meeting schedule](#).
6. VLAWMO will **notify applicant** of application status and next steps, including execution of a grant agreement.

Grant Funding Agreement:

Each grantee must enter into a grant agreement with VLAWMO defining the obligations of the grantee and VLAWMO and expectations for project maintenance. The agreement also allows VLAWMO access to the project area for inspection and promotion of the project. The grant agreement must be signed by both parties prior to starting work on the project.



Reimbursement Steps:

1. Execute grant agreement with VLAWMO.
2. After project completion, contact VLAWMO staff to request a final inspection of the project for verification it meets the approved plans. This must occur within 1 year from the date of grant approval.
3. Submit all **paid** invoices and receipts of project expenses for VLAWMO review. Plant expenses must show species on proof of payment or via grantee's annotations or supplemental spreadsheet. Final grant award amounts will be based on the completed work and total paid project amount.
4. If the above steps are completed and approved by staff, VLAWMO will mail a reimbursement check per the VLAWMO TEC's monthly meeting schedule.

Program Details: Planning for Success

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Start & Finish</p>	<ul style="list-style-type: none"> • Projects started prior to VLAWMO approval are not eligible. A grant application must be approved for funding, and the grant agreement must be signed by the applicant and VLAWMO prior to starting work. • Changes to the project after grant approval may not be made without VLAWMO approval. • Grantee is responsible for securing any and all required permits, easements, and approvals prior to the start of the project. • Grantee must complete the project and submit a reimbursement request within • 1 year from date of grant approval unless the project is extended with VLAWMO approval. • Grantee must agree to maintain the project for a minimum of 10 years. The site may be inspected by VLAWMO staff during this time period to ensure compliance.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Labor & Plant Specifics</p>	<ul style="list-style-type: none"> • Eligible project costs are those only directly related to installing the proposed project such as plants, erosion control materials, mulch, drainage structures, and rented equipment. Purchased tools and equipment are not eligible. Eligibility of materials is subject to VLAWMO approval. • Eligible labor costs must be those expenses associated with a qualified landscaper/contractor subject to approval by VLAWMO staff. VLAWMO reserves the right to adjust costs submitted for reimbursement based on final paid receipts and invoices. Reimbursement will not exceed the cost of eligible materials and labor. • VLAWMO may consider design costs through the Ramsey County Soil & Water Conservation Division or from another contractor as eligible grant costs, up to \$1,500. • Erosion control activities must utilize natural erosion control material (i.e. non-plastic). • For all projects, only plants native to Minnesota are eligible for grant reimbursement. Hybrids/cultivars of native plants are not eligible for reimbursement unless otherwise noted on the VLAWMO cost share plant guide. Native trees may be considered on a case-by-case basis if part of a stormwater practice. A list of proposed plants must be included with the application for VLAWMO review and approval. • At least 2 bids for construction of proposed projects must be submitted with the application. VLAWMO reserves the right to reject a project design or submitted bid for any reason. • Permeable paver projects must meet Minnesota Pollution Control Agency installation guidelines and treat at least 1,500 sq. ft. of hard surface runoff.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Admin</p>	<ul style="list-style-type: none"> • VLAWMO reserves the right to withdraw or withhold funding for any project not completed in accordance with these guidelines or the terms of its executed grant agreement. • Landowners are limited to 1 grant application every other year unless a single project must be completed in consecutive phases (up to 3 years) and approved by VLAWMO. • The VLAWMO Board of Directors may shift grant funding amounts between LL1 and LL2 program budgets. • Any submitted information (applications, designs, cost estimates, bids, permits, studies, reports, and proof of expenditures) becomes part of the public record.

LL1 Grant Application



Submit completed application to:
 Lauren Sampedro
 lauren.sampedro@vlawmo.org



Applicant Information:

Name:	
Address:	
City/Township, State, Zip:	
Phone:	
Email:	

Project Summary:

ESTIMATED TOTAL PROJECT COST (\$)	
AMOUNT REQUESTED (\$5,000 reg, \$7,500 curb cut)	
EXPECTED PROJECT COMPLETION (Month, Year)	

PROJECT TYPE:

- Raingarden/Infiltration Basin: Curb cut
- Raingarden/Infiltration Basin: Regular
- Shoreline/Streambank Stabilization and/or Restoration
- Filtration
- Other

If other, please describe the proposed project: _____

Project Background:

Describe the project location. Does it connect to a lake, stream, ditch, or wetland in VLAWMO? What issues will be addressed with this project?	
---	--

Project Background: Continued

Describe how your project will support the goals of the Landscape Level 1 Grant Program. (See LL1 policy)	
Briefly describe the planned installation and maintenance activities for your project.	

Project Specifications:

TOTAL PROPERTY AREA (Acres)		Total PROJECT SIZE (Sq Ft)	
IMPERVIOUS (HARD) AREA DRAINING TO PROJECT (Sq Ft):		PERVIOUS (GRASSY, NON- PAVEMENT) AREA DRAINING TO PROJECT (Sq Ft):	
DEPTH OF PRACTICE (In): <i>Provide if project includes infiltration/filtration</i>		BOTTOM SURFACE AREA (Sq Ft): <i>Provide if project includes infiltration/filtration</i>	

Required Attachments:

- ⇒ Detailed drawing or plan of the proposed project. If project is complex, VLAWMO may require project final designs to be completed by a qualified professional or engineer. Drawing must include project dimensions that enable VLAWMO staff to model the project for estimated water quality benefits.
- ⇒ At least 2 bids for construction of proposed project.
- ⇒ Detailed project budget estimate with itemized materials and costs that equal the total project cost.

Landscape Level 2 Grant Policy



The Landscape Level 2 (LL2) Grant Program is a reimbursement program to partner with communities to install practices that improve water quality, manage stormwater, and preserve groundwater within VLAWMO.

VLAWMO may fund 25-75% of the total cost of a project, or up to 90% for large-scale or highly beneficial projects that significantly improve water quality, increase flood storage, conserve groundwater, or provide regional benefits. VLAWMO reserves the right to adjust requested funding levels based on funding availability and estimated benefits.



Eligible Projects:

- Water quality treatment projects
- Stormwater rate and volume control projects
- Water reuse
- Smart irrigation controllers
- Flood storage projects
- Stormwater retrofit or reconstruction projects that exceed permit or VLAWMO water management standards

LL2 Program Goals:

- Reduce stormwater rate and volume
- Stabilize and restore actively-eroding shorelines/streambanks
- Reduce nutrient loading and improve water quality.
- Protect and preserve groundwater quality and quantity
- Increase flood storage
- Address goals and policies identified in the VLAWMO Comprehensive Watershed Management Plan
- Provide educational value and highly visible projects

Ineligible Projects:

- Landscaping and decorative projects for recreational or aesthetic purposes
- Chemical treatment of aquatic vegetation (excluding alum or spent lime)
- Projects necessary to meet minimum permit requirements or VLAWMO water management standards
- Projects that have received funding from other VLAWMO grant programs in the same year
- Maintenance of awarded grant projects

Application Process:

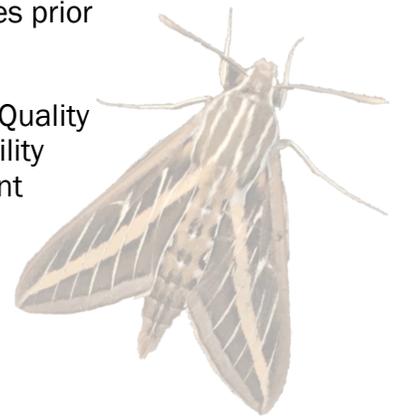
LL2 Grant funding is available to landowners including but not limited to municipalities, public agencies, private businesses, homeowner's associations, or nonprofit organizations. Projects within targeted areas listed in VLAWMO's Watershed Management Plan, Sustainable Lake Management Plans, or other feasibility reports will be prioritized. All applications are subject to VLAWMO scoring to determine funding eligibility and approval by the VLAWMO Technical Commission (TEC) and Board of Directors.

1. Contact staff to **schedule a pre-application meeting** to discuss project before submittal of a grant application.
2. **Schedule a site visit** with staff to review the proposed project area.
3. **Complete a grant application** and submit to staff listed on the grant application.
4. Applications are reviewed and scored by staff and/or consulting VLAWMO engineer if necessary.
5. Complete applications that meet the minimum criteria will be **presented** at the next VLAWMO TEC meeting and Board of Directors meeting per their meeting schedule.
6. VLAWMO will **notify applicant** of application status and next steps, including execution of a grant agreement.

Grant Funding Agreement:

Each grantee must enter into a grant agreement with VLAWMO defining the obligations of the grantee and VLAWMO, and expectations for project maintenance. The agreement also allows VLAWMO access to the project area for inspection and promotion of the project. The grant agreement must be signed by both parties prior to starting work on the project.

If the project is funded with a State of Minnesota grant, additional Technical Quality Assurance grant agreement standards may be necessary to fulfill state eligibility requirements. Where VLAWMO's policies differ from state standards, the grant agreement requirements with the state agency shall prevail.



Reimbursement Steps:

1. Execute grant agreement with VLAWMO.
2. After the project is complete, contact VLAWMO staff to request a final inspection of the project for verification it meets the approved plans. This must occur within 1.5 years from the date of grant approval.
3. Submit all **paid** invoices and receipts of project expenses for VLAWMO review. Final grant award amounts will be based on the completed work and total paid project amount.
4. If the above steps are completed and approved by staff, VLAWMO will mail a reimbursement check per the VLAWMO TEC's monthly meeting schedule.

Program Details: Planning for Success

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Start & Finish</p>	<ul style="list-style-type: none"> • Projects started prior to VLAWMO approval are not eligible. A grant application must be approved for funding, and the grant agreement must be signed by the applicant and VLAWMO prior to starting work. • Eligible project costs are those only directly related to the proposed project, such as those associated with design and engineering, construction materials, labor, and drainage structures. Purchased tools and equipment are not eligible. Eligibility of materials is subject to VLAWMO approval. • Grantee is responsible for securing any and all required permits, easements, and approvals prior to the start of the project. • Grantees must complete their approved project and submit a grant reimbursement request within 1.5 years from date of approval unless the project is extended with VLAWMO approval. • Grantee must agree to maintain the project area for a minimum of 10 years. The site may be inspected by VLAWMO staff during this time period to ensure compliance.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Labor & Plant Specifics</p>	<ul style="list-style-type: none"> • Smart irrigation controllers to be used on pilot/test sites are eligible project costs. • Work associated with design, installation, and labor of crucial infrastructure must be performed by an experienced professional. Final plans are subject to professional review and approval by consulting VLAWMO engineer to ensure design standards, specifications, and outcomes meet program goals. • VLAWMO may cover design costs through the Ramsey County Soil & Water Conservation Division depending on the project. • At least 2 bids for construction of proposed projects must be submitted with the application. VLAWMO reserves the right to reject a project design or submitted bid for any reason. • Erosion control projects must utilize natural erosion control material (i.e. non-plastic). • For all projects, at least a 50% plant coverage must be native to Minnesota. VLAWMO encourages all vegetation used to be native species and adopts BWSR's Native Vegetation Establishment an Enhancement Guidelines by reference.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Admin</p>	<ul style="list-style-type: none"> • VLAWMO reserves the right to withdraw or withhold funding for any project not completed in accordance with these guidelines or the terms of its executed grant agreement. • The VLAWMO Board of Directors may shift grant funding amounts between LL1 and LL2 program budgets. • Any submitted information (applications, designs, cost estimates, bids, permits, studies, reports, and proof of expenditures) becomes part of the public record.

LL2 Grant Application



Submit completed application to:
 Lauren Sampedro
 lauren.sampedro@vlawmo.org

Applicant Information:

Organization Name:	
Project Contact:	
Address:	
City/Township, State, Zip:	
Phone:	
Email:	

Project Summary:

ESTIMATED TOTAL PROJECT COST (\$)	
AMOUNT REQUESTED	
EXPECTED PROJECT COMPLETION (Month, Year)	

PROJECT TYPE:

- Water Quality Treatment
- Stormwater Rate and Volume Control
- Groundwater Conservation
- Other

If other, please describe the proposed project: _____

Project Background:

Describe the project location and water resources that will benefit from the project.	
What issues will be addressed with this project?	

Project Background: Continued

<p>Provide estimated water quality results, stormwater rate/volume reduction, or groundwater conservation benefits associated with the project.</p>	
<p>Describe the public education and outreach efforts or signage planned for the project.</p>	
<p>List or describe any partnerships or other forms of support for the project, including external funding sources.</p>	

Project Specifications:

<p>TOTAL PROPERTY AREA (Acres)</p>		<p>Total PROJECT SIZE (Sq Ft)</p>	
<p>IMPERVIOUS AREA DRAINING TO PROJECT (Sq Ft):</p>		<p>PERVIOUS AREA DRAINING TO PROJECT (Sq Ft):</p>	

Required Attachments:

- ⇒ Detailed final plan set of the proposed project that includes the estimated, quantitative outcomes of the project.
- ⇒ At least 2 bids for construction of proposed project.
- ⇒ Detailed project budget estimate with itemized materials and costs that equal the total project cost.

202~~24~~-202~~53~~ Professional Services Agreement
between
Ramsey County
and
Vadnais Lake Area Water Management Organization

A. PARTIES

This is an Agreement between Ramsey County, a political subdivision of the State of Minnesota, on behalf of its Parks & Recreation department – Soil & Water Conservation division (SWCD), 2015 Van Dyke Street, Maplewood, MN 55109, and Vadnais Lake Area Water Management Organization (VLAWMO), 800 Co. Road E East, Vadnais Heights, MN 55127.

B. PURPOSE

1. VLAWMO has requested assistance from the SWCD to implement the policies specified in Minnesota Statutes § § 103A.206 and 103D.201.
2. The SWCD is authorized to enter agreements to provide such assistance pursuant to Minnesota Statutes §§ 103C.331, subds. 3, 7, and 103D.335, subd. 21.

C. TERM OF AGREEMENT

The term of this agreement shall be from January 1, 202~~42~~ to December 31, 202~~53~~ unless extended or terminated as provided herein.

D. SCOPE OF SERVICES

The SWCD will perform all services and furnish and deliver work products as requested by VLAWMO. Generally, these services include: BMP design, site visits, GIS services, pollutant reduction modeling, and other services as requested by VLAWMO.

E. COST

In full consideration for services under this agreement, the SWCD shall charge the VLAWMO for the services on a time and material basis. This agreement is not to exceed a total of \$~~2~~+0,000 without an amendment approved by the VLAWMO and SWCD.

F. PAYMENTS

The SWCD shall invoice the VLAWMO. Payment is due in full to the SWCD within 35 days after the next scheduled meeting of the VLAWMO Board based on the fee of \$~~8075~~ per hour for all SWCD staff. Project expenses will be billed as they are accrued. Office supplies, normal office reproduction expenses, and transportation are included in the hourly rate. Other expenses are to be reimbursed at actual cost.

G. EQUAL EMPLOYMENT OPPORTUNITY- CIVIL RIGHTS

During the performance of this Agreement, the SWCD agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance, criminal record, creed or national origin, be excluded from full employment rights in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of and all applicable federal and state laws against discrimination including the Civil Rights Act of 1964.

H. DATA PRIVACY

All data collected, created, received, maintained, or disseminated, or used for any purpose in the course of the SWCD's performance of the Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (the Act), or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. The SWCD agrees to abide by these statutes, rules and regulations and as they may be amended.

I. AUDITS, REPORTS, AND MONITORING PROCEDURES

The SWCD will:

1. Maintain records that reflect all revenues, cost incurred, and services provided in the performance of the Agreement.
2. Agree that the State Auditor, or legislative authority, or any of their duly authorized representatives at any time during normal business hours, and as often as they may deem reasonably necessary, shall have access to the rights to examine audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of the SWCD which are relevant to the contract.

J. INDEMNITY

The SWCD and VLAWMO mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless for any and all damages, liability or cost (including reasonable attorneys' fees and costs of defense) arising from their own negligent acts, errors or omissions in the performance of their services under this agreement, to the extent each party is responsible for such damages and losses on a comparative basis of fault. Parties agree to provide proof of contractual liability insurance upon request. This paragraph does not diminish, with respect to any third party, any defense, immunity or liability limit that the SWCD or VLAWMO may enjoy under law.

K. INDEPENDENT CONTRACTOR

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the SWCD as the agent, representative, or employee of VLAWMO for any purpose or in any manner whatsoever.

The SWCD is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The SWCD represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. All personnel of the SWCD or other person, while engaged in the performance of any work or services required by the SWCD under this Agreement, shall have no contractual relationship with the VLAWMO and shall not be considered employees of the VLAWMO.

L. MODIFICATIONS

Any material alteration or variation shall be reduced to writing as an amendment and signed by the parties. Any alteration, modification, or variation deemed not to be material by written agreement of the SWCD and the VLAWMO shall not require written approval.

M. MERGER

It is understood and agreed that the entire agreement of the parties is contained here, except as modified during the term of the Agreement by a writing under Paragraph L. above concerning a non-material change, and that this contract supersedes oral agreements and negotiations between the parties relating to this subject matter. All items referred to in this contract are incorporated or attached and deemed to be part of the contract.

N. TERMINATION

Either the SWCD or the VLAWMO may terminate this Agreement with or without cause by giving the other party sixty (60) days written notice prior to the effective date of such termination. If either party terminates the agreement, the VLAWMO shall pay the SWCD for services performed by the SWCD up to the date of the termination.

O. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

All property of the VLAWMO and SWCD used, acquired or created in the performance of work under this Agreement, including documents and records of any kind, shall remain the property of the VLAWMO and SWCD. The VLAWMO and SWCD shall have the sole right to use, sell, license, publish, or otherwise disseminate any product developed in whole or in part during the performance of work under this Agreement.

P. NON-ASSIGNMENT OF SERVICES

The SWCD shall not assign this Agreement or any obligations hereunder without written approval of the VLAWMO.

**202~~42~~-202~~53~~ SERVICE AGREEMENT
BETWEEN
RAMSEY COUNTY
RAMSEY COUNTY PARKS & RECREATION DEPARTMENT
SOIL & WATER CONSERVATION DIVISION
AND VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION**

IN TESTIMONY WHEREOF the parties have duly executed this agreement by their duly authorized officers.

APPROVED:

VLAWMO

RAMSEY COUNTY

BY: _____
Board Chair Date

BY: _____
County Manager Date

BY: _____
Administrator Date

BY: _____
Parks & Recreation Director Date

Approved as to form:

Approved as to form:

BY: _____
Attorney Date

BY: _____
Assistant County Attorney Date

Agenda Item VI. A

Attachment 1

Comprehensive Watershed Management Plan:**General workplan and framework
for new plan development for 2027-2036**

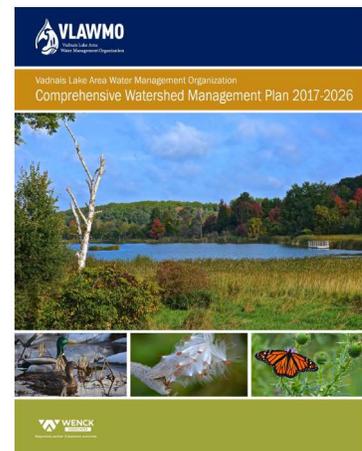
With HEI guest: Rachel Olm

November 8, 2023

VLAWMO TEC Meeting

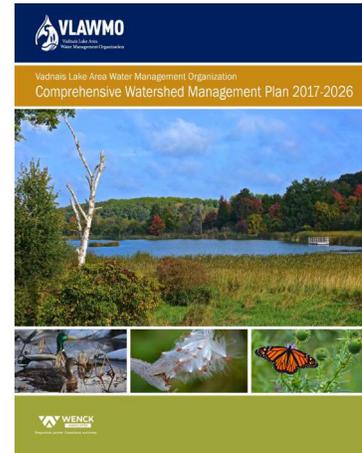
**Background**

- VLAWMO is nearing the end of the current Plan (2017-2026)
- Plan is a Board of Water and Soil Resources (BWSR) requirement
- Plan process is structured and approved by BWSR
- TEC, Board, municipalities, watershed partners, BWSR, and other State agencies are stakeholders in process
- A current Plan and project identification by subwatershed is required for grant eligibility for projects



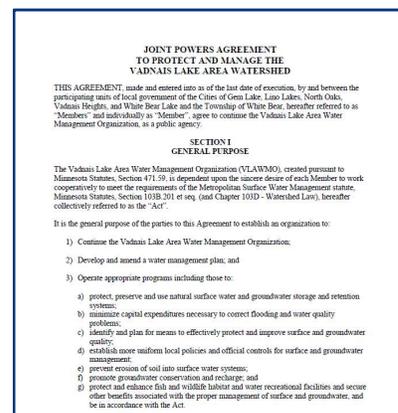
Background

- Plan development steps are specified by BWSR
- Estimated timeframe required is ~2 years
- Frequent check-ins and stakeholder involvement are key
- TEC role in development of the watershed plan per the VLAWMO JPA is to advise and provide recommendations to the Board for development of key sections of the Plan
- Beginning early in 2024, draft Plan development items will be included at several TEC meetings until new Plan is completed



Background

- Joint Powers Agreement (JPA), which is signed by all member municipalities, is also a requirement for renewal as part of this process
- Current JPA expires in 2026
- Will need reauthorization by each Council and signature by each Mayor (or Chair for WB Township) and City Clerk



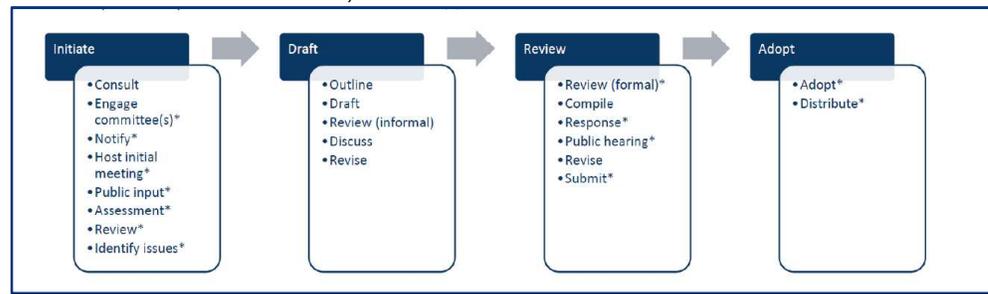
Background

- Annual meetings with partners inform project planning and spreadsheet updates shared with TEC previously
- Minor amendments are method for incorporating new projects or project modifications that may be identified after the Plan is completed
- VLAWMO’s most recent amendment was completed in 2022

The screenshot shows a detailed spreadsheet with multiple columns and rows, likely representing project implementation and roles. The title is '5 PLAN IMPLEMENTATION AND ROLES'. The spreadsheet contains various data points, including project names, dates, and roles. At the bottom, it says 'VLAWMO 2022-2028 Comprehensive Water Plan' and 'Plan Number: 2022-2028'.

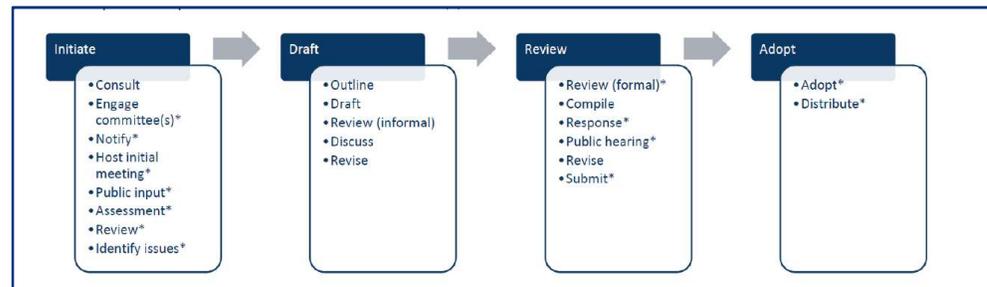
Plan development steps

- BWSR provides a 4-phase, 21-step process that Metro WDs and WMOs are required to use
- VLAWMO staff will provide an explanation of steps as the process continues
- More details can be shared with any TEC member at this time if requested (VLAWMO staff will email BWSR document)



Plan development steps: 4 phases

1. Initiate the update process
2. Draft plan
3. Formal review and approval
4. Plan adoption, production, and distribution



Houston's role in consulting and development

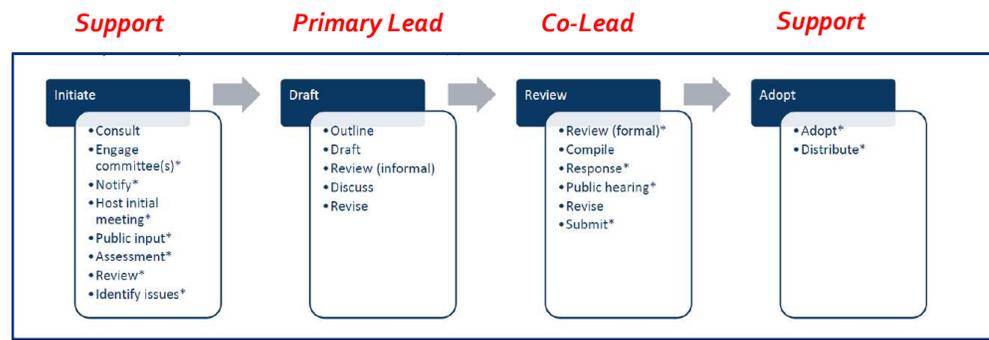
- Welcome Rachel Olm to our meeting today
- Rachel assisted VLAWMO and guided the 2021 Strategic Direction Process
- That process:
 - Identified gaps in current programming
 - Informed policy updates
 - Resulted in an updated project table vetted by the TEC and Board for the 2022 minor amendment
- Rachel and HEI team are preparing a scope to assist VLAWMO in the Plan process

Rachel's Background

- Leads HEI's watershed planning services
- Project Manager in two recent metro watershed plan updates
 - Rice Creek Watershed District
 - Mississippi Watershed Management Organization
- Project Manager / Facilitator for 13 other watershed plans as part of BWSR's One Watershed, One Plan

Houston's role in consulting and development

- Scope of work based on Minnesota Rule 8410 requirements
- Builds off 2021 Strategic Direction process



Upcoming short-term next steps

- **Phase 1: Initiate the update process**
 1. Consult (with BWSR): Begun informally by VLAWMO staff; will be formally initiated prior to Dec. TEC/Board meetings
*Required Board action: Resolution to start process (Dec. Board)- [See draft resolution attached in TEC packet](#)
 2. Advisory committee: TEC will be an important component
 3. Notify entities of update process initiation (required 60 day window)
 4. Initial planning meeting: includes feedback received during notice (step 3)
 5. Public input
 6. Assessment
 7. Review
 8. Identify priority issues

HEI preparing scope

- Process will be distributed over ~2 years and end with formal adoption of the Plan
- Will include assistance with each step, writing and assisting with review of major sections of the Plan development, and analysis of strategic efforts with TEC and Board
- Amount in draft scope is included in the 2024 and 2025 VLAWMO budgets (approved for 2024 and draft for 2025)
- Anticipated cost range: \$140,000-\$180,000

Proposed TEC motion

Commissioner _____ moves and Commissioner _____ seconds to approve a recommendation to the Board for VLAWMO to enter into an agreement with HEI for a ~2-year scope to encompass Plan development and adoption for an anticipated \$140,000-\$180,000 and requests that the Board authorize a resolution at the December Board meeting to initiate the update process.

DRAFT (subject to change) Resolution to Update the Vadnais Lake Area Water Management Organization (VLAWMO)'s 10-year Comprehensive Watershed Management Plan

Whereas, Minnesota Statutes Chapter 103B.231 of the Metropolitan Surface Water Management Act (Act), requires metropolitan water management organizations (WMOs) to develop and adopt a watershed management plan, and

Whereas, the Act requires that WMOs update their watershed management plan at least once every 10 years after the original watershed management plan is approved, and

Whereas, the updated watershed management plan must contain the elements described in Minnesota Rules 8410.0050-140 and 103D.405, and

Whereas, the VLAWMO has determined that the update and continued implementation of a watershed management plan will help promote the health and welfare of its citizens.

Now, Therefore, Be it Resolved, that the VLAWMO Board of Directors will initiate a planning process to update its current watershed management plan.

Be it Further Resolved that the VLAWMO will coordinate its efforts in the update of its plan with the contiguous WDs/WMOs and counties conducting water planning and implementation under sections 103B.101 and 103B.301 to 103B.355 and 103D.405.

Be it Further Resolved that the VLAWMO Board of Directors authorizes the establishment of an advisory committee(s) to provide recommendations to the VLAWMO Board on revisions and updates to the plan.

Be it Further Resolved that the VLAWMO Board of Directors delegates the VLAWMO staff the responsibility of coordinating, assembling, writing and implementing the watershed management plan pursuant to M.S. 103B.231.