







BOARD OF DIRECTORS MEETING AGENDA

7:00 PM

December 10, 2025

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

 = requested Board action

- I. **Call to Order** Chair, Jim Lindner
- II. **Approval of Agenda** 
- III. **Approval of Board Meeting Minutes** 
 - A. October 22, 2025 Board Meeting Minutes **3**
- IV. **Visitors and Presentations**
 - A. TEC Report to the Board for December & Finance Report– Susan Miller **9**
 - B. Public Visitors – Non-agenda Items
- V. **Consent Agenda**  *-Directors may request to move any item to business agenda for discussion*
 - A. Consider 2023-2025 BWSR WBIF Grant Agreement Amendment **19**
 - B. Consider Ongoing Project Maintenance Scopes of Services (CarpS, NST, RCD surveys, Barr) **23**
 - C. Consider End of Year Reports: Aquatic Vegetation Reports, Tamarack Lake Fish Report, and Oak Knoll Pond Memo **25**
 - D. Consider Ramsey County SWCD Contract for 2026-2027 Professional Services **27**
 - E. Consider Resolution 09-2025 for Clarifying VLAWMO's Grant Program Approval Process **33**
 - F. Consider VLAWMO Employee Policy for PFML (New Legislation for 1/1/26) **35**
 - G. Update on Watershed Awards Nomination Process **41**
- VI. **Business**
 - A. **Financial/Administrative**
 1. Consider Action from SSU Parcel Review Process – Resolution 10-2025 – Jeanne/Phil  (15 mins.) **43**
 2. Consider Resolution 11-2025 Regarding Approval of 2026 “Working” Budget – Phil  (15 mins.) **53**
 - B. **Projects and Studies/Plans**
 1. Consider Final Formal Comment Response Table for Watershed Management Plan-Phil/Dawn (15 mins.)  **65**
- VII. **Discussion/Administration Communication – Year-end Thank You!**
- VIII. **Adjourn:** Next Regular Meeting: Feb. 25, 2025

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MINUTES OF THE BOARD OF DIRECTORS – October 22, 2025, REGULAR BOARD MEETING

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

*= with prior notice

**= alternate

Others in attendance: Susan Miller (TEC)

I. Call to Order

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

II. Approval of Agenda 🐦

The agenda for the October 22, 2025 Board meeting was presented for approval. Administrator Belfiori noted the proposed addition of a payment consideration to agenda item VI. A. 2, the Tamarack Lake Alum Project. No other changes.

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

III. Approval of Minutes 🐦

The minutes from the August 27, 2025 Board meeting were placed on the agenda for approval, as presented.

A motion was made by Director West and seconded by Director Doll Kanne to approve the August 27, 2025 minutes. Vote: all aye. Motion passed.

IV. Visitors and Presentations

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

TEC Member Susan Miller provided an overview of the October TEC Report to the Board. Commissioner Miller began by describing the work taking place near Wilkinson Lake, explaining that planning has begun for the second phase project. She highlighted the impact of the federal government's shutdown, as some of the funding for the Wilkinson project has come from EPA and is administered by the MPCA. Commissioner Miller explained that VLAWMO staff are working during the shutdown to design a project that will be adaptable as available funding allows.

Commissioner Miller highlighted the Tamarack Lake alum project, where alum binds to lake phosphorus in efforts to improve water clarity. She explained that the third application of alum has been completed, with the fourth and final treatment planned for spring. Commissioner Miller stated that these projects can be expensive, and the application processes are dependent on conditions such as weather. Future years will involve further monitoring. Commissioner Miller also noted that a recent fish survey conducted on Tamarack Lake presented promising initial findings, though further analysis is forthcoming.

Commissioner Miller pointed out two upcoming events, including the Autumn Water Social tomorrow evening at the Big Wood Brewery in Vadnais Heights, a partnership between VLAWMO and the City of Vadnais Heights. Commissioner Miller highlighted the WAV group's fall cleanup at Vadnais-Sucker Lake Park. Commissioner Miller asked the Directors to recruit any community members who may be interested in joining this cleanup effort.

Director Shah asked how "effort level" is defined for the TEC Report to the Board. Administrator Belfiori explained that staff update this table on a monthly basis depending on where their time and attention are focused. He noted that some elements are cyclical such as the rise and fall of effort with annual needs such as budgeting.

Director West asked whether promotional materials for the cleanup event could be shared with the Directors on social media or email. Hugunin replied that materials would be provided to the Directors after the meeting.

Director Prudhon asked whether the WAV or staff had reached out to local Boy Scouts groups for potential volunteers. Hugunin replied that these groups have not yet been contacted, but this possibility could be explored for future events.

B. Public Visitors - Non-agenda items

None.

V. Consent Agenda

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

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

- A. Consider Audit Services for 2026 and 2027
- B. Consider Health Insurance Benefit Renewal for 2026
- C. Consider HEI Phase 1 Engineering Scope for Phase 2, 319 Project
- D. Update on VLAWMO JPA

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

Administrator Belfiori congratulated the Board on the approval of the new JPA.

VI. Business

A. Projects and Studies/Plans

1. Deep-Water Wetland Project Update

Tanner presented an update on the Wilkinson Deep-Water Wetland Project. She shared that phase 1 of the project is officially closed out. Tanner stated that it was nice to hear from community members about how they have enjoyed the restoration site and have visited the new educational sign. She gave an overview of the process for developing the sign and expressed gratitude to North Oaks Company (NOC) for the benches and viewing platform that they installed with the sign. These will offer passersby a place to rest and enjoy a view of the wetland and learn more about the project.

Tanner shared that a new trail network has been developed near the wetland restoration site. She described how the project sites are developing, including the restoration progression that involves removal of invasive species. Tanner noted that transplant work and vegetation enhancement in the wetland have been very effective. She also shared a photo illustrating the contrast between areas that received the upgraded seed mix versus those that did not. Tanner then outlined the work of the NOC on a 25-acre restoration project near the wetland restoration site. This will help reduce the maintenance required for VLAWMO's project area.

2. Tamarack Lake Alum Project Update

Tanner provided an update on phase 3 of the alum application at Tamarack Lake. Staff from Lake Restorations administered the alum throughout the week of 10/13. Monitoring was conducted throughout this time, with Barr Engineering adapting the application rate as needed. Tanner noted that the water still appears murky. Monitoring data will provide more information about how the lake is responding to alum applied so far.

Tanner presented the pH levels before, during, and after alum application. Staff are looking for pH to return to its pre-application levels, and monitoring of pH will continue upon the recommendation of the project engineer. Other next steps include the renewal of a temporary access agreement for spring, a contract amendment with LRI to incorporate 2026 pricing, and the final alum application, phase 4, which is anticipated for spring of 2026.

Staff requested approval of the LRI payment request as submitted by LRI and reviewed and recommended by Barr Engineering in the amount of \$27,380.

Discussion:

A motion was made by Director Shah and seconded by Director Doll Kanne to approve the LRI pay request as submitted by LRI and reviewed and recommended by Barr Engineering in the amount of \$27,380. Vote: all aye. Motion passed.

B. Financial/Administrative

1. Consider Resolution 08-2025 Regarding Approval of Storm Sewer Utility Certification List for 2026 🐦

Administrator Belfiori outlined the final step in the annual process to certify the list for the Storm Sewer Utility heading into the new year. He outlined the steps already taken thus far in 2025, including the setting of the budget with anticipated SSU income at the June Board

meeting. In August, the Board determined the rate needed to correspond with the funds required to implement their approved budget. The approved rate from the August Board meeting is \$74.28 per residential unit and \$107.64 /ac. for all other non-exempt land use classifications for a total estimated SSU income for 2026 of \$1,342,725.76. Since the August meeting, staff have worked with their SSU consultant and the counties to review property and charges. All parcels were included in meeting materials for the Directors' review and consideration.

Administrator Belfiori shared the summary for each county, as well as the summary by land use classification.

Staff recommended approval of Resolution 08-2025 which certifies the VLAWMO storm sewer utility charges to the county auditor to be assessed on real estate taxes payable in 2026.

Discussion:

Director Prudhon moved and Director West seconded to approve Resolution 08-2025 which certifies the VLAWMO Storm Sewer Utility charges to the county auditor to be assessed on real estate taxes payable in 2026. Vote: all aye. Motion passed.

**Resolution No. 08-2025
of the Vadnais Lake Area Water Management Organization (VLAWMO)**

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

Resolution 08-2025 was moved by Director Prudhon and seconded by Director West.

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

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

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

1. Attachments 1 and 2 attached hereto and made a part thereof by reference is a list of parcels of real property lying within the VLAWMO limits of which have surface water runoff and on which there are service charges payable in 2026.

2. The Board hereby certifies said list and requests the Ramsey County Auditor and Anoka County Auditor to include in the real estate taxes/assessments due the amount set forth in Attachments 1 and 2 with taxes/assessments due and payable in 2026.
3. The VLAWMO Administrator is directed to tender a certified copy of this Resolution to the Ramsey and Anoka County Departments of Property Records and Revenue.

The question was on the adoption of the resolution and there were 5 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Andrea West</i>	X	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	X	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	<input type="checkbox"/>	<input type="checkbox"/>	X
<i>Sara Shah</i>	X	<input type="checkbox"/>	<input type="checkbox"/>
<i>Katherine Doll</i>	X	<input type="checkbox"/>	<input type="checkbox"/>
<i>Kanne</i>			
<i>Jim Lindner</i>	X	<input type="checkbox"/>	<input type="checkbox"/>

Adopted this 22nd day of October 2025.

BY THE VLAWMO BOARD

Chairperson

I, the undersigned, Administrator of the Vadnais Lake Area Water Management Organization, hereby certify that I have carefully compared and attached the foregoing extract of minutes of a regular meeting of the Board of Directors of said watershed held on the 22nd day of October 2025, with the original on file in my office.

Attest: _____

Administrator

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

Administrator Belfiori thanked the Board for their leadership and staff for their work.

VII. Discussion/Administration Communication – Discussion on Possible VLAWMO Subcommittee Meeting on November 10, 11, 17, 18, 2025

Administrator Belfiori shared that the Board Subcommittee will meet on November 17th at 6:30pm in the Founders Room. Members can expect a packet the week prior.

XI. Adjourn

A motion was made by Director West and seconded by Director Prudhon to adjourn at 7:22 pm. Vote: all aye. Motion passed.

DRAFT

TEC Report to Board -December 2025

Programs & Projects	Effort Level	Completion Date	Comments				
	LOW						
	MED						
	HIGH						
Projects				Administration & Operation			
E. Vadnais Lake Subwatershed Resiliency Study		Ongoing	Staff are continuing to work with the City of Vadnais Heights on Phase 2 of the study, including data collection, exploring potential construction of the recommended project from the study, additional partnership development, and State grant work plan management.	Audit		2025	At the August meeting, the VLAWMO board approved hiring CLA to conduct 2025 and 2026 audits.
Rotary Park partnership		2025-29	Year 1 completed; end of year invoicing and reporting underway.	Budget		for 2026 budget	The VLAWMO Board will consider the 2026 "working" budget at the Dec. 10, 2026 meeing.
Vadnais Heights Resiliency Study (Whole City)		Ongoing	Staff are continuing to work with the City of Vadnais Heights on the study. Public engagement continues with an interactive flooding map. A stakeholder kickoff meeting was completed in October and data collection is in progress.	2026-2036 JPA updated		2026	JPA completed and fully executed.
MPCA 319 /Wilkinson Lake BMPs		Ongoing	HEI advancing design; on hold from MPCA/EPA.	SSU		2026	The VLAWMO Board will consider outcomes from the SSU parcel review process at the Dec. 10, 2026 meeting.
Pleasant Lake Carp Management		Ongoing	Planning for 2026 complete.	2027-2036 Watershed Mgmt. Plan		2026	The VLAWMO Board will consider the WMP comment response table at the Dec. 10, 2026, meeting. Pending Board action, the approved comment response table will be sent to state review agencies and partners after the Board meeting.
Tamarack Alum Project		2025-26	New temporary access agreement for Phase 4 initiated; LRI anticipates providing pricing for amendment in December.				
Programs							
City/Township MS4		Ongoing	Event opportunities shared with communities for community outreach; ongoing work to prepare for end of permit cycle and update and share outreach materials for the winter season. Staff is beginning to schedule needs assessments with municipal partners.	FINANCIAL SUMMARY as of 12/1/2025			
Communication & Outreach		Ongoing	Outreach materials continue to be updated. Autumn Water Social hosted with City of Vadnais Heights in late October. Get Gritty campaign and giveaway launched with neighboring watersheds, continuing through mid-January at WBL Frattalone's. Beginning development of year-in-review materials. Continued development of signage.	4M Account (1.10)	4M Plus (1.23)	Total	
Website		Ongoing	Current website updates ongoing as needed. Staff is increasing design, layout, and content development time for the new website as it nears its final stages of preparation.	\$539,144	\$262,739	\$801,883	
WAV		Ongoing	WAV members continue to share VLAWMO opportunities with friends and neighbors and support community events such as a planning meeting in October and Lake Cleanup Day in early November.				
Cost Share & BWSR WBIF		Ongoing	Site visits have ended for the year as the season changed. Staff are closing projects and planning for 2026 projects. Administrative tasks for wrapping up 3 WBIF projects continue (White Bear Lake Sports Center, WBL curb cut rain gardens, and Elmwood Park rain garden) including planning permanent signage and BWSR reporting.				
GIS		Ongoing	Updating online GIS viewer as needed and providing files to partners.				
Monitoring		Ongoing	2025 monitoring season is complete, beginning data analysis and report writing.				
WCA		Ongoing	Administering WCA as needed.				

Budget Summary	Actual Expense YTD	2025 Budget "working"	Remaining In Budget	% YTD
Operations	\$877,402	\$1,065,008	\$187,606	82%
CIP	\$541,293	\$1,533,199	\$991,906	35%
Total	\$1,418,695	\$2,598,207	\$1,179,512	55%

FINANCIAL SUMMARY as of 12/1/2025

4M Account (1.10)	4M Plus (1.23)	Total
\$539,144	\$262,739	\$801,883

Budget Summary	Actual Expense YTD	2025 Budget "working"	Remaining in Budget	% YTD
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VLAWMO Finance Summary: December 2025

Dec-25		Actual 12/1/25	Actual to Date	2025 Budget (June 2024 Board Approved)	Carry over from 2024 to 2025	Remaining in Budget	2025 Available (Dec. 2024 Board approved)	Act vs. Budget
BUDGET #	INCOME							
5.11	Storm Water Utility		\$651,606	\$1,202,703	\$0	\$551,097	\$1,202,703	54%
5.12	Service Fees			\$1,000	\$0	\$1,000	\$1,000	0%
5.13	Interest + mitigation acct	\$3,031	\$54,510	\$30,000	\$0	(\$24,510)	\$30,000	182%
5.14	Misc. income - WCA admin & other		\$7,058	\$3,000	\$0	(\$4,058)	\$3,000	235%
5.15	Other Income Grants/ <u>loan</u>	\$1,800	\$101,621	\$238,960	\$0	\$137,339	\$238,960	43%
5.16	Transfer from reserves			\$1,180,708	\$180,796	\$1,361,504	\$1,361,504	0%
	TOTAL	\$4,831	\$814,795	\$2,656,371	\$180,796	\$2,022,372	\$2,837,167	31%
EXPENSES								
3.1	Operations & Administration							
3.110	Office - rent, copies, post tel supplies	\$2,199	\$26,814	\$33,851	\$0	\$7,037	\$33,851	79%
3.120	Information Systems	\$1,697	\$13,179	\$33,850	\$0	\$20,671	\$33,850	39%
3.130	Insurance	\$213	\$9,906	\$12,000	\$0	\$2,094	\$12,000	83%
3.141	Consulting - Audit		\$14,316	\$23,000	\$0	\$8,684	\$23,000	62%
3.142	Consulting - Bookkeeping		\$514	\$1,500	\$0	\$986	\$1,500	34%
3.143	Consulting - Legal	\$2,180	\$4,700	\$8,000	\$0	\$3,300	\$8,000	59%
3.144	Consulting - Eng. & Tech.	\$6,809	\$34,265	\$50,000	\$0	\$15,735	\$50,000	69%
3.150	Storm Sewer Utility		\$14,476	\$22,500	\$0	\$8,024	\$22,500	64%
3.160	Training (staff/board)		\$8,108	\$18,000	\$0	\$9,892	\$18,000	45%
3.170	Misc. & mileage	\$94	\$2,936	\$7,276	\$0	\$4,340	\$7,276	40%
3.191	Administration - staff	\$36,419	\$463,535	\$470,287	\$13,165	\$19,917	\$483,452	96%
3.192	Employer Liability	\$11,834	\$143,384	\$144,579	\$0	\$1,195	\$144,579	99%
3.2	Monitoring and Studies							
3.210	Lake and Creek lab analysis		\$21,743	\$18,000	\$3,000	(\$743)	\$21,000	104%
3.220	Equipment		\$53	\$3,000	\$0	\$2,947	\$3,000	2%
3.230	Wetland assessment & management			\$10,000	\$0	\$10,000	\$10,000	0%
3.240	Watershed planning /special study	\$11,274	\$109,632	\$150,000	\$0	\$40,368	\$150,000	73%
3.3	Education and Outreach							
3.310	Public Education		\$3,347	\$6,000	\$0	\$2,653	\$6,000	56%
3.320	Comm., Outreach & Marketing	\$1,172	\$6,494	\$20,000	\$5,000	\$18,506	\$25,000	26%
3.330	Community Blue Ed Grant			\$12,000	\$0	\$12,000	\$12,000	0%
Total Core functions: Ops, Monitoring, Education		\$73,891	\$877,402	\$1,043,843	\$21,165	\$187,606	\$1,065,008	82%
Capital Improvement Projects and Programs								
3.4	Subwatershed Activity							
3.410	Gem Lake			\$25,000	\$0	\$25,000	\$25,000	0%

3.420	Lambert Creek			\$160,000	\$0	\$160,000	\$160,000	0%
3.421	Lambert Lake Loan		\$38,568	\$38,568	\$0	\$0	\$38,568	100%
3.425	Goose Lake	\$12	\$1,612	\$75,000	\$0	\$73,388	\$75,000	2%
3.430	Birch Lake	\$32,751	\$65,472	\$70,000	\$0	\$4,528	\$70,000	94%
3.440	Gilf Black Tam Wilk Amelia	\$273	\$135,735	\$375,000	\$100,000	\$339,265	\$475,000	29%
3.450	Pleasant Charley Deep	\$1,000	\$51,067	\$150,000	\$0	\$98,933	\$150,000	34%
3.460	Sucker Vadnais		\$45,406	\$250,000	\$0	\$204,594	\$250,000	18%
3.48	Programs							
3.480	Soil Health Grant		\$12,559	\$20,000	\$4,524	\$11,965	\$24,524	51%
3.481	Landscape 1		\$1,192	\$50,000	\$26,900	\$75,708	\$76,900	2%
3.482	Landscape 2/BWSR WBF	\$44,792	\$159,776	\$80,000	\$28,207	(\$51,569)	\$108,207	148%
3.483	Project Research & feasibility			\$5,000	\$0	\$5,000	\$5,000	0%
3.485	Facilities Maintenanc/ Pub. Ditch Main.		\$29,636	\$70,000	\$0	\$40,364	\$70,000	42%
3.5	Regulatory							
3.510	Engineer Plan review		\$270	\$5,000	\$0	\$4,730	\$5,000	5%
	Total CIP & Program	\$78,828	\$541,293	\$1,373,568	\$159,631	\$991,906	\$1,533,199	35%
	Total of Core Operations & CIP	\$152,719	\$1,418,695	\$2,417,411	\$180,796	\$1,179,512	\$2,598,207	55%

Fund Balance		11/1/2025	12/1/2025
4M Account		\$766,413	\$539,144
4M Plus Savings		\$261,891	\$262,739
Total		\$1,028,304	\$801,883

Restricted funds		12/1/2025
Mitigation Savings		\$0
Term Series		\$300,000

Vadnais Lake Area Water Management Organization

Check Detail

10:28 AM

12/03/2025

November 13 through December 10, 2025

	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
	Check	eft	11/19/2025	Reliance Standard		Checking - 1987		-428.30
					Insurance Benefit		-428.30	428.30
TOTAL							-428.30	428.30
	Check	6085	12/10/2025	Dawn Tanner		Checking - 1987		-4.20
					3.170 · Misc. & mileage		-4.20	4.20
TOTAL							-4.20	4.20
	Check	6087	12/10/2025	Angela Hugunin		Checking - 1987		-58.22
					3.170 · Misc. & mileage		-58.22	58.22
TOTAL							-58.22	58.22
	Check	6088	12/10/2025	Brian Corcoran		Checking - 1987		-31.50
					3.170 · Misc. & mileage		-31.50	31.50
TOTAL							-31.50	31.50
	Check	6089	12/10/2025	carp solutions		Checking - 1987		-1,000.00
					3.450 · Pleasant Charley Deep		-1,000.00	1,000.00
TOTAL							-1,000.00	1,000.00
	Check	6090	12/10/2025	Metro - Inet		Checking - 1987		-1,697.00
					IT Support		-1,697.00	1,697.00
TOTAL							-1,697.00	1,697.00
	Check	6091	12/10/2025	Barr Engineering Co		Checking - 1987		-2,687.50
					3.240 · Watershed Plan Amendment		-2,368.00	2,368.00
					3.425 · Goose Lake		-12.00	12.00
					3.430 · Birch Lake		-307.50	307.50
TOTAL							-2,687.50	2,687.50
	Check	6092	12/10/2025	SEH		Checking - 1987		-3,906.25
					3.240 · Watershed Plan Amendment		-3,906.25	3,906.25
TOTAL							-3,906.25	3,906.25
	Check	6093	12/10/2025	North Oaks Company		Checking - 1987		-272.50
					3.440 · Gilfillan Black Tamarack Wilkin		-272.50	272.50
TOTAL							-272.50	272.50

TOTAL	Check 6094	12/10/2025 Town Law Center, PLLP	Checking - 1987	-2,179.60	
			3.143 · Legal	-2,179.60	2,179.60
				-2,179.60	2,179.60
TOTAL	Check 6095	12/10/2025 Minuteman Press	Checking - 1987	-178.22	
			3.320 · Marketing	-178.22	178.22
				-178.22	178.22
TOTAL	Check 6096	12/10/2025 City of Vadnais Heights	Checking - 1987	-2,199.33	
			Rent	-1,815.00	1,815.00
			Phone/Internet/Machine Overhead	-325.00	325.00
			Postage	-21.04	21.04
			Copies	-38.29	38.29
				-2,199.33	2,199.33
TOTAL	Check 6097	12/10/2025 League of MN Cities Insurance Trust WC	Checking - 1987	-213.00	
			3.130 · Insurance	-213.00	213.00
				-213.00	213.00
TOTAL	Check 6098	12/10/2025 Houston Engineering, Inc	Checking - 1987	-11,808.50	
			3.144 · Eng. & Tech.	-4,584.50	4,584.50
			3.144 · Eng. & Tech.	-2,224.50	2,224.50
			3.240 · Watershed Plan Amendment	-4,999.50	4,999.50
				-11,808.50	11,808.50
TOTAL	Check 6099	12/10/2025 City of White Bear Lake	Checking - 1987	-125,059.79	
			payroll	-36,419.26	36,419.26
			Administration FICA	-2,724.11	2,724.11
			Administration PERA	-2,731.46	2,731.46
			Insurance Benefit	-5,695.04	5,695.04
			Admin payroll processing	-254.92	254.92
			3.482 · Landscape 2	-44,791.65	44,791.65
			3.430 · Birch Lake	-32,443.35	32,443.35
				-125,059.79	125,059.79

Vadnais Lake Area Water Management Organization
Profit & Loss
November 13 through December 10, 2025

10:26 AM

12/03/2025

Cash Basis

Nov 13 - Dec 10, 25

Ordinary Income/Expense

Income

5.1 · Income

5.13 · Interest

3,030.71

Total 5.1 · Income

3,030.71

6.6.6 · Grants

1,800.00

Total Income

4,830.71

Gross Profit

4,830.71

Expense

3.1 · Administrative/Operations

3.110 · Office

Copies

38.29

Phone/Internet/Machine Overhead

325.00

Postage

21.04

Rent

1,815.00

Total 3.110 · Office

2,199.33

3.120 · Information Systems

IT Support

1,697.00

Total 3.120 · Information Systems

1,697.00

3.130 · Insurance

213.00

3.143 · Legal

2,179.60

3.144 · Eng. & Tech.

6,809.00

3.170 · Misc. & mileage

93.92

3.191 · Employee Payroll

payroll

36,419.26

Total 3.191 · Employee Payroll

36,419.26

3.192 · Employer Liabilities

Admin payroll processing

254.92

Administration FICA

2,724.11

Administration PERA

2,731.46

Insurance Benefit

6,123.34

Total 3.192 · Employer Liabilities

11,833.83

Total 3.1 · Administrative/Operations

61,444.94

3.2 · Monitoring and Studies

3.240 · Watershed Plan Amendment

11,273.75

Total 3.2 · Monitoring and Studies

11,273.75

3.3 · Education and Outreach

3.320 · Marketing

1,171.44

Total 3.3 · Education and Outreach

1,171.44

3.4 · Capital Imp. Projects/Programs

3.425 · Goose Lake	12.00
3.430 · Birch Lake	32,750.85
3.440 · Gilfillan Black Tamarack Wilkin	272.50
3.450 · Pleasant Charley Deep	1,000.00
Total 3.4 · Capital Imp. Projects/Programs	34,035.35
3.48 · Programs	
3.482 · Landscape 2	44,791.65
Total 3.48 · Programs	44,791.65
Total Expense	152,717.13
Net Ordinary Income	-147,886.42
Net Income	-147,886.42

Vadnais Lake Area Water Management Organization

Custom Transaction Detail Report

October 1 through December 1, 2025

3:24 PM

12/02/2025

Accrual Basis

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Oct 1 - Dec 1, 25									
Credit Card Charge	10/02/2025		Google*SVCAPPS_VLAWM		US Bank CC	✓ WEB		42.00	42.00
Credit Card Charge	10/10/2025		Regents of the University of Minnesota	angela WRC 2025	US Bank CC	✓ 3.160 · Training (staff/board)		400.00	442.00
Transfer	10/20/2025			Funds Transfer	US Bank CC	✓ Checking - 1987		-209.41	232.59
Credit Card Charge	10/27/2025		Adobe "Creative Cloud		US Bank CC	✓ Software		37.92	270.51
Credit Card Charge	11/03/2025		Google*SVCAPPS_VLAWM		US Bank CC	✓ WEB		42.00	312.51
Credit Card Charge	11/24/2025		Table Covers Now	vlawmo table cover	US Bank CC	3.320 · Marketing		141.75	454.26
Credit Card Charge	11/24/2025		Jotform Inc	website forms & service	US Bank CC	3.320 · Marketing		235.20	689.46
Credit Card Charge	12/01/2025		Amazon.com	wagon	US Bank CC	3.320 · Marketing		66.13	755.59
Credit Card Charge	12/01/2025		Amazon.com	storage bins	US Bank CC	3.320 · Marketing		69.58	825.17
Credit Card Charge	12/01/2025		Custom Ink Ilc	supplies/give aways	US Bank CC	3.320 · Marketing		396.03	1,221.20
Credit Card Charge	12/01/2025		Vista Print	supplies	US Bank CC	3.320 · Marketing		84.53	1,305.73
Oct 1 - Dec 1, 25								1,305.73	1,305.73

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To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: December 1, 2025

Re: **V. A.** Consider 2023-2025 BWSR WBIF Grant Agreement Amendment

Introduction

BWSR allocated \$75,000 to the Vadnais Lake Area Watershed Planning Area (WPA) through its Watershed-based Implementation Funding (WBIF) Grant program to be used in 2023-2025. VLAWMO and its partners are seeking Board approval of an amendment to the WBIF C23-3449 grant agreement to extend its deadline.

Background

In 2022, BWSR awarded \$75,000 to the Vadnais Lake Area WPA, which was allocated to supplement VLAWMO's Landscape Level 2 grant program implementation. Staff worked with partners to complete three projects under the WBIF program including an Elmwood Park rain garden project in Vadnais Heights, five curb cut rain gardens in White Bear Lake, and a bioswale at the White Bear Lake Sports Center.

The deadline for completing these projects and the required reporting and payment documentation to BWSR is December 31, 2025. Staff requested a grant agreement extension with BWSR to allow more time to complete the final administrative work of closing the grant. Staff anticipate the grant can be closed out in January or February 2026, but have requested a six-month extension per the recommendation of BWSR staff to account for the possibility of tasks taking longer than expected.

BWSR has granted this extension request and has provided an amended grant agreement with a new deadline of June 30, 2026. The next step to secure this revised deadline is for the VLAWMO Board to execute the amended grant agreement.

Staff Recommendation

VLAWMO staff recommend the Board of Directors approve the attached amended WBIF grant agreement C23-3449 to allow staff an additional six months to complete required reporting to BWSR and process remaining project payments.

Proposed Motion

It was moved by Director _____ and seconded by Director _____ to approve the amended C23-3449 grant agreement and authorize the Board Chair to execute the amended grant agreement.

Attachments

1. BWSR C23-3449 WBIF Grant Agreement Amendment



**FY 2023 STATE OF MINNESOTA
BOARD OF WATER and SOIL RESOURCES
2023 Watershed Based Implementation Funding - Vadnais Lake Area WMO
GRANT AMENDMENT**

Grant Agreement Start Date:	12/17/2022
Original Grant Agreement Expiration Date:	12/31/2025
Original Agreement Amount:	\$75,000.00

This amendment is by and between the State of Minnesota, through its Board of Water and Soil Resources ("Board") and Vadnais Lake Area WMO, 800 East County Road E, Vadnais Heights MN 55127 ("Grantee").

Recitals

1. The Board has a Grant Agreement with the Grantee identified as the **2023 Watershed Based Implementation Funding - Vadnais Lake Area WMO**, PO # 3000015493, for the following grants:

Grant ID	Grant Title	Previous Expiration Date	Amended Expiration Date	Previous Award Amount	Amended Award Amount
C23-3449	2022 Metro WBIF-Vadnais Lake Area WPA	12/31/2025	06/30/2026	\$75,000.00	

2. The Vadnais Lake Area WMO requests an extension for 2022 Metro WBIF-Vadnais Lake Area WPA to 06/30/2026 for the purposes of ensuring all final project reports and payments are completed prior to the grant expiration date.
3. Grant reporting must be completed by 07/31/2026 or within 30 days of work completion, whichever comes first.
4. The Board and Vadnais Lake Area WMO are willing to amend the Original Contract as stated below.

Contract Amendment

REVISION 1. 1. Terms of the Grant Agreement

1.2 Expiration date: is amended as follows:

~~December 31, 2025~~ June 30, 2026, or until all obligations have been satisfactorily fulfilled, whichever comes first.

REVISION 2. 2. Grantee's Duties

2.2.3 Final Progress Report: is amended as follows:

The grantee will submit a final progress report to the Board by ~~February 1, 2026~~, July 31, 2026, or within 30 days of completion of the project, whichever occurs sooner. Information provided must conform to the requirements and formats set by the Board.

Except as amended herein, the terms and conditions of the Original Grant Agreement remain in full force and effect.

APPROVED:

Vadnais Lake Area WMO

Board of Water and Soil Resources

By: _____

By: _____

(signature)

(signature)

Title: _____

Title: _____

Date: _____

Date: _____

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To: VLAWMO Board of Directors

From: Dawn Tanner

Date: December 3, 2025

Re: **V. B:** Consider ongoing project maintenance scopes of service with various contractors

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

Contract/Letter Agreement	Total Amount in 2026
Ramsey County Soil and Water Conservation Division: Lake Surveys for Deep, Pleasant, Tamarack and Wilkinson.	\$7,020-\$9,485
Natural Shore Technologies: Project Site Maintenance and Enhancement	\$13,960 Partner support anticipated to include: WBL: \$880 BL shoreline, \$250 if the Amur silvergrass treatment goes forward, and \$1,100 IESF (MOUs completed) NOHOA: \$3,500 invasive yellow iris removal (MOU in process) VLAWMO total = \$8,230
Natural Shore Technologies: Wilkinson deep-water wetland site enhancement	\$5,000 Partner support w/NOC anticipated to be \$2,500. (MOU and Maintenance Agreement completed) VLAWMO total = \$2,500
Carp Solutions: Invasive Common Carp Removal	\$9,930 (consistent with Pleasant subwatershed budget)
Barr Engineering Phytoplankton scope	\$7,000

Requested Action: VLAWMO staff request approval and authorization by the Board for the batch of contracts provided in the packet with RCSWCD, NST, Carp Solutions, and Barr Engineering.

Attachments:

1. Quotes from RCSWCD (total of 4)– link:
https://www.vlawmo.org/index.php/download_file/5234/
2. Letter agreement from NST for multiple sites– link:
https://www.vlawmo.org/index.php/download_file/5252/
3. MOU with NOHOA for invasive yellow iris removal support – link:
https://www.vlawmo.org/index.php/download_file/5253/
4. Letter agreement from NST for Wilkinson deep-water wetland– link:
https://www.vlawmo.org/index.php/download_file/5254/
5. Minor services agreement with Carp Solutions– link:
https://www.vlawmo.org/index.php/download_file/5255/
6. Letter agreement with Barr Engineering for East Goose Lake
Phytoplankton Data Review – link:
https://www.vlawmo.org/index.php/download_file/5235/

To: VLAWMO Board of Directors

From: Dawn Tanner

Date: December 3, 2025

Re: **V. C.:** Consider End of Year Reports: Aquatic Vegetation Reports, Tamarack Lake Fish Report, and Oak Knoll Pond Memo

VLAWMO staff received completed reports from the 2025 field season from Ramsey County Soil and Water Conservation Division (RCSWCD), Blue Water Science, and Barr Engineering. These reports were completed for aquatic vegetation surveys in Tamarack Lake and the Wilkinson Deep-Water Wetland, a fish survey in Tamarack Lake, and water quality in Oak Knoll Pond 1-year post-spent lime. Reports were previously presented to the TEC and recommended to the Board.

Requested Action: VLAWMO staff request approval by the Board for the aquatic vegetation, fish survey, and spent-lime reports/memo that were completed during 2025.

Attachments:

1. Tamarack Lake: Macrophyte, Contour, Biovolume and Bottom Composition Survey 7/22/25 – link:
https://www.vlawmo.org/index.php/download_file/5256/
2. Wilkinson DWW: Macrophyte, Contour, Biovolume and Bottom Composition Survey 8/06/25 – link:
https://www.vlawmo.org/index.php/download_file/5257/
3. Tamarack Lake: Fish survey 10-24-25 – link:
https://www.vlawmo.org/index.php/download_file/5258/
4. Oak Knoll Pond Spent Lime Treatment Evaluation Technical Memo – link:
https://www.vlawmo.org/index.php/download_file/5259/

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To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: December 1, 2025

Re: **V. D.** Consider Ramsey County SWCD Contract for 2026-2027 Professional Services

Introduction

VLAWMO is seeking Board approval to enter into a 2026-2027 contract with Ramsey County Soil and Water Conservation Division (RCSWCD) to provide professional services, including design assistance, for VLAWMO's grant programs.

Background

VLAWMO has an existing two-year professional services agreement with the RCSWCD to provide design assistance, construction oversight, and pollutant reduction modeling services, among other services, to support VLAWMO's grant programs. This agreement ends on December 31, 2025. RCSWCD has been instrumental in the successful installation of larger-scale grant projects. Staff are proposing to continue VLAWMO's partnership with RCSWCD by renewing the professional services agreement for another two-year period for the same services. Staff are proposing to renew the agreement for 2026-2027 for \$20,000, which will expire on December 31, 2027. RCSWCD has reviewed and approved of the draft agreement (see attached).

Staff Recommendation

VLAWMO staff recommend the Board of Directors approve the proposed 2026-2027 RCSWCD professional services agreement for VLAWMO's grant programs.

Proposed Motion

It was moved by Director _____ and seconded by Director _____ to approve the 2026-2027 professional services agreement with Ramsey County Soil and Water Conservation Division.

Attachment

1. Draft 2026-2027 RCSWCD Professional Services Agreement

**2026-2027 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, 2026 to December 31, 2027 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 \$20,000 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 \$85 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.

**2026-2027 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

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To: VLAWMO Board of Directors

From: Angela Hugunin and Lauren Sampedro

Date: December 1, 2025

Re: **V. E.** Consider Resolution 09-2025 for Clarifying VLAWMO's Grant Program Approval Process

Introduction

VLAWMO is seeking Board approval of proposed Resolution 09-2025 to update and clarify the approval process for all of VLAWMO's grant programs.

Background

VLAWMO currently offers five grant programs for the public and partnering organizations including Community Blue, Rain Barrel, Soil Health, Landscape Level 1, and Landscape Level 2 grant programs, which were established in approximately 2007 and 2012 through past Board actions and a series of resolutions: 08-2009, 02-2012, 01-2014, and 08-2020. These resolutions cover how the programs are budgeted and approved, however they contain information that has since been updated or revised by staff and approved by the Board.

Staff initiated a quick update to resolution 08-2020 in order to begin the process of making the information current, however staff found there is a need for a clean resolution to ensure each of the grant programs is clearly represented. The proposed resolution 09-2025 clarifies that VLAWMO has the five grant programs; that each of them are budgeted and approved by the Board on an annual basis; that the Board approves all Landscape Level 2 grant program applications, the Technical Commission (TEC) approves applications for the Community Blue, Soil Health, and Landscape Level 1 grant programs, and VLAWMO staff approve Rain Barrel grant applications (while the TEC approve the associated reimbursements); and the grant program policies are evaluated annually and brought for review to the TEC and Board if proposed changes are substantive.

Staff Recommendation

VLAWMO staff recommend the Board of Directors approve Resolution 09-2025.

Proposed Motion

It was moved by Director _____ and seconded by Director _____ to approve Resolution 09-2025.

Attachment

1. Proposed Resolution 09-2025

Resolution 09-2025
of the Vadnais Lake Area Water Management Organization (VLAWMO)

A resolution clarifying the VLAWMO grant program approval process

Whereas, VLAWMO's grant programs and guidelines were established in 2007 and 2012 through a series of past resolutions [08-2009, 02-2012, 01-2014, & 08-2020 revised in 2023];

Whereas, the previous resolutions need updating to reflect the current Board-approved grant programs and approval process;

Whereas, VLAWMO's grant programs now include the Community Blue, Rain Barrel, Soil Health, Landscape Level 1, and Landscape Level 2 grant programs;

Whereas, funding for VLAWMO's grant programs are budgeted on an annual basis and authorized by the Board of Directors;

Whereas, the Landscape Level 2 Grant program applications are approved by the VLAWMO Board of Directors, Rain Barrel Grant program applications are approved by VLAWMO staff, and the other VLAWMO grant program applications are approved by the VLAWMO Technical Commission; and

Whereas, the grant program policies are evaluated annually and brought forward to the Technical Commission and/or Board of Directors for review upon substantive changes.

Now, therefore be it resolved, that the VLAWMO Board of Directors accepts resolution 09-2025 to clarify the current VLAWMO grant program approval process.

The question was on the adoption of the resolution and there were ____yeas and ____nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Katherine Doll-Kanne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Lindner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Prudhon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Rafferty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sara Shah	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea West	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the Chair declared the Resolution adopted on this ____ day of ____ 2025.

____ Board Chair Dated: _____, 2025

____ Attest Dated: _____, 2025

To: VLAWMO Board

From: Phil Belfiori

Date: December 3, 2025

Re: V. F. VLAWMO Employee Policy Regarding Required Minnesota Paid Family Medical Leave (PFML).

Background

In 2023, the State Legislature passed the Minnesota Paid Family Medical Leave law (PFML) which is scheduled to go into effect on January 1, 2026. PFML is a new Minnesota state program that offers paid time off and job protection for employees to take leave for themselves or others due to a serious medical condition. This paid leave mandate forces every employer in the state to offer 12 weeks paid medical leave and **12 weeks of paid family leave (maxing out at 20 weeks total in a 52-week period)** for all employees. The program will be administered by a new state agency within the Minnesota Department of Employment and Economic Development (DEED) with over 400 full-time employees. It is paid for through surplus funds and a considerable increase in payroll taxes (0.88% amended from the originally stated 0.7%), which can be split between employers and employees.

Total premiums for Medical Leave are 0.46% of wages and total premiums for Family Leave are 0.2% of wages. For VLAWMO contributions for both Medical Leave and Family Leave will be shared equally with VLAWMO and employees each paying 0.23% of the Medical Leave premium and 0.1% of Family Leave Premium. See attached documents from the State of MN which further specify the total VLAWMO contributions and total employee contributions.

Based on this new requirement, staff is working with Brenda Oswald at City of White Bear Lake to administer these contributions through the existing VLAWMO payroll system at the contribution amounts listed. On November 19, Brenda gave a presentation on the PFML program to staff, distributed required information materials and received signed confirmation from each VLAWMO employee authorizing the required payroll reduction.

See Attached fact sheet from the MN Dept. of Labor and Industry for more details.

Requested Board Action

Director _____ moves and Director _____ seconds authorizing staff to work with City of White Bear Lake payroll staff to implement the required PFML program at the contribution amounts listed above and in the attached documents.

Attached:

1. Fact sheet on new law from MN DLI

Minnesota Paid Leave

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

You can take leave for the following qualifying events:

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered, but may opt in. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

mn MINNESOTA

PAID LEAVE

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website. If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. **The initial premium rate for small employers is 0.66% of wages** up to the cap set by Social Security's Old-Age, Survivors, and Disability Insurance program (currently \$176,000). Your employer **may deduct up to 0.44% of your wages** to fund your portion of the premium. This is the same amount as employees working for large employers. This total premium covers both Medical Leave (0.46%) and Family Leave (0.2%).

Employers are responsible for sending premiums to Paid Leave on behalf of all employees.

Your premium contributions are:

Total Medical Leave Premium: 0.46%			
Medical Leave	Vadnais Lake Area Water Management Organization	will contribute	.23 %
		and the remaining	.23 %
			of the Medical Leave contribution will be deducted from your wages

Total Family Leave Premium: 0.2%			
Family Leave	Vadnais Lake Area Water Management Organization	will contribute	.1 %
		and the remaining	.1 %
			of the Family Leave contribution will be deducted from your wages

Total deducted from your wages		.33 %
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Minnesota Paid Leave

180 E 5th St, Suite 1200 | St. Paul, MN 55101

VLAWMO BOD - December 2025
paidleave.mn.gov

Pg. 37

MN Paid Family Medical Leave (PFML)

State-Mandated social insurance law that pays partial income replacement and provides job protection for time away from work related to:

- Medical Leave: Your own serious medical condition, lasting more than 7 days
- Family Leave: Bonding with a new child, active-duty leave, caring for a family member with a serious health condition, and safety leave because of domestic or sexual abuse against themselves or a family member, or attending to a qualifying military exigency

MN Paid Family Medical Leave (PFML)

PFML benefit start date and benefit duration:

- Employees must meet a seven-day qualifying period to receive benefits. Once this period is met, benefits become payable for the seven days and absences taken for that leave event going forward
 - The seven-days can either be consecutive or, if the leave is intermittent, the seven days do not need to be consecutive (accumulated)
 - The seven-day qualifying period doesn't apply to bonding leaves
- Medical leave duration: up to 12 weeks
- Family leave benefit duration: up to 12 weeks
- Combined maximum family and medical leave duration: 20 weeks in an employee's benefit year

MN Paid Family Medical Leave (PFML)

PFML Weekly Benefit Amount Illustration

Annual Income:	PFML Weekly Benefit:	% of Weekly Earnings
\$30,000	\$519.23	90%
\$40,000	\$678.45	88%
\$50,000	\$805.38	84%
\$60,000	\$932.30	81%
\$70,000	\$1,059.22	79%
\$80,000	\$1,173.44	76%
\$90,000	\$1,279.21	74%
\$100,000	\$1,384.98	72%
\$110,000	\$1,423.00	67%
\$120,000	\$1,423.00	62%
\$130,000	\$1,423.00	57%
\$140,000	\$1,423.00	53%
\$150,000	\$1,423.00	49%
\$160,000	\$1,423.00	46%
\$170,000	\$1,423.00	44%

To: VLAWMO Board of Directors
From: Angela Hugunin
Date: December 1, 2025
V.G. : Update on Watershed Awards Nomination Process

The nomination form is now open for the end-of-year watershed awards. VLAWMO staff are eager to celebrate the community collaboration that is critical to VLAWMO's mission. This year, the focus will be on community members and groups through the Watershed Steward Award.

This award is for volunteers, businesses, neighborhood or lake associations, or community groups who have worked independently or with VLAWMO staff to improve water resources or community understanding of water issues. The award highlights initiatives in:

- Outstanding volunteer efforts
- Education and outreach initiatives
- Carrying out a grant program in a publicly visible place or involving community in maintenance or installation
- Leading efforts, events, or programs that connect community members with local waters

Participation in the nomination process is encouraged by all, including Board and TEC members, municipal partners and affiliates, and the general public. Nominations can be made anonymously. Self-nominations will be accepted.

Nomination forms are open. **All nominations must be submitted by Friday, January 23rd, 2026.**

The Board will be notified of the award winner at their February meeting after the TEC has voted.

Find details, past award recipients, and a link to the online nomination form at <https://www.vlawmo.org/get-involved/awards/>. The nomination form can be directly accessed at this [link](#).

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To: VLAWMO Board

From: Phil Belfiori

Date: December 3, 2025

Re: VI. A. 1. Consideration of Resolution 10-2025 regarding approving the refund of Storm Sewer Utility (SSU) charges collected in error on 3 parcels

Background

As the Board is aware, staff and consultants have recently completed a comprehensive review of the VLAWMO SSU language within the newly approved JPA and has conducted a technical review of the formulas used to calculate the VLAWMO SSU charges. As an additional part of this SSU review process, staff recently worked with consultants from Ehlers and Houston Engineering to complete an analysis of the approximately 2,500 parcels that where land use divisions and reapportionments have occurred. These 2500 parcels were analyzed to determine if more recent changes in mapped wetland data changed the exempt area on those parcels (according to the VLAWMO SSU rule, wetlands and public waters are exempt from the charge). The updated wetland data showed 11 parcels (out of the 2500 parcels reviewed) with changes in fees +/- \$100 for Pay 2026, which was 0.4% of total parcels reviewed. The changes in eight of the 11 parcels were the result of updated wetland data and the changes in the remaining three were due to error.

VLAWMO Subcommittee and Staff Recommendation

The VLAWMO Board Subcommittee reviewed this matter at its November 17, 2025 meeting and upon further discussion unanimously recommended to the full Board the following three point action below that includes issuing a refund for the three properties that were mistakenly overcharged, including payment of a four percent interest rate.

1. VLAWMO shall issue refunds of the SSU Charge in the amounts listed below for all years for the 3 parcels with errors, which includes 4% interest:

Parcel ID	Owner	Over Billed (includes Interest)
23.30.22.42.0019	City of White Bear Lake	\$76,063.61
33.30.22.22.0037	Arcade Mob Partners LLC	\$5,136.86
34.31.22.44.0008	Anoka Holdings, LLC North Oaks Company	\$462.43 \$1,955.92
TOTAL		\$83,618.82

2. Authorizes Houston Engineering to do each of the following:
 - a. Review all VLAWMO parcels for Pay 2027 with 2019 NWI data;

- b. Provide upland vs. wetland acreage for all future divisions; and
 - c. Review parcels whenever updated NWI & PWI data becomes available.
3. Authorizes staff to work with VLAWMO's attorney to propose policy updates to address any similar situations that may arise in the future.

Requested Board Action

Director _____ moves and Director _____ Seconds approves Resolution 10-2025

Attached:

1. Powerpoint for the Dec. 10th VLAWMO Board meeting
2. Resolution 10-2025
3. Subcommittee presentation from November 17, 2025 meeting – link:
https://www.vlawmo.org/index.php/download_file/5260/

Vadnais Lake Area Water Management Organization

Board Meeting



December 10, 2025

Prepared by  EHLERS

1

Background

- ❑ Storm Sewer Utility (“SSU”) fee started in 2008
 - VLA WMO worked with SEH initially to establish upland acreage for all 10,000 parcels at the time
- ❑ Divisions & Reapportionments
 - Received from counties throughout year
 - Existing process handles reapportionment of current year fees well
 - Engineering gap when determining wetland vs. upland acreage for divided parcels
 - ❑ Estimated at time of division

2

Parcel Review

- Part of comprehensive SSU review
 - Updating the joint powers agreement and technical memo from Houston
- Divided parcels tracked since 2008
 - Approx. 2,500 parcels
- Houston Engineering reviewed parcels based on NWI & PWI from 2019
- Updated data showed 11 parcels with changes in fees +/- \$100 for Pay 2026
 - 0.4% of total parcels reviewed

3

Legal Issues & Comments

- Refund overcharge
 - Determine how to refund current amount
 - Work on developing a policy and procedure for how to handle these in the future if this ever occurs again
- Issues
 - De minimis level (no refund below this amount)
 - Lookback period
 - Default six-year statute of limitation
 - Interest rate: current rate for judgments is 4%

4

11 Parcels with Fee Changes +/- \$100

Parcel Number	Owner	Previous Upland Acreage	Current Upland Acreage	Difference
23.30.22.42.0019	City of White Bear Lake	24.77	0.38	(24.39)
33.30.22.22.0037	Arcade Mob Partners, LLC	4.53	0.62	(3.91)
04.30.22.41.0318	North Oaks Farms, Inc	3.47	1.94	(1.53)
04.30.22.130010	Specialty Manufacturing Co.	5.75	4.44	(1.31)
28.30.22.11.0028	Miksic Realty, LLC	5.84	4.42	(1.42)
16.30.22.43.0039	PHS White Bear Lake, LLC	4.70	3.44	(1.26)
34.31.22.44.0008	Anoka Holdings, LLC	19.70	10.87	(8.83)
28.30.22.13.0019	North Star Mini Storage VH	7.15	5.72	(1.43)
33.30.22.23.0050	Arcade Estates West, LLC	6.85	5.49	(1.36)
21.30.22.34.0038	PC Aster Meadows, LLC	3.60	4.26	+0.66
21.30.22.34.0037	PC Aster Meadows, LLC	0.44	4.68	+4.24

5

Summary

- Approx. 2,500 parcels reviewed
 - 11 with changes in 2026 SSU fee +/- \$100
 - 8 due to changes in mapped wetland since 2008
 - Billing changes due to more recent data
 - 3 due to error

Parcel ID	Owner	Over Billed*
23.30.22.42.0019	City of White Bear Lake	\$76,063.61
33.30.22.22.0037	Arcade Mob Partners, LLC	\$5,136.86
34.31.22.44.0008	Anoka Holdings, LLC	\$462.43
	North Oaks Company	\$1,955.92
Grand Totals		\$83,618.82

*Note: Includes interest

6

Approved VLAWMO Subcommittee Recommendations from Nov. 17th meeting

- ❑ Refund all years for 3 parcels with errors, plus interest
- ❑ Houston to review all VLAWMO parcels for Pay 2027 with 2019 NWI data
- ❑ Houston to provide upland vs. wetland acreage for all future divisions
- ❑ **Looking Ahead:**
 - All parcels reviewed whenever updated NWI & PWI data becomes available
 - Have staff propose policy updates for future situations

7

November 26th Meeting with City of White Bear Lake Staff

- ❑ Per the request of Director West, VLAWMO staff met with City Manager and City Finance Director on Nov. 26th to update them on the data and background related to topic and to share the VLAWMO Subcommittee recommendation

8

Recommendations Board Action

Director _____ Moves and Director _____
seconds approval of Resolution 10-2025 which :

- ▣ Authorizes a refund all years for 3 parcels with errors, plus interest;
- ▣ Authorizes Houston Engineering to :
 - review all VLAWMO parcels for Pay 2027 with 2019 NWI data;
 - provide upland vs. wetland acreage for all future divisions;
 - Review parcels whenever updated NWI & PWI data becomes available.
- ▣ Authorizes staff work with attorney to propose policy updates for future situations.

9

Questions & Discussion



10

RESOLUTION NO. 10-2025
Of the Vadnais Lake Area Water Management Organization (VLAWMO)

**A RESOLUTION APPROVING THE REFUND OF VLAWMO STORMSEWER UTILITY
CHARGES COLLECTED IN ERROR ON 3 PARCELS**

Resolution 10-2025 was moved by Director _____ and second by Director _____.

WHEREAS, Minnesota Laws 2008, Chapter 366, Article 6, Section 47 authorized the Vadnais Lake Area Water Management Organization (“VLAWMO”) to establish and certify to the county auditors a storm sewer utility charge (“SSU Charge”) for collection together with the property taxes imposed on the properties within the watershed;

WHEREAS, VLAWMO established the SSU Charge and adopted a rule (“SSU Rule”) setting out property classifications and rates for imposing the SSU Charge on the thousands of properties within the watershed;

WHEREAS, the SSU Rule identifies several land use classification as being exempt from the SSU Charge, including wetlands and public waterbodies;

WHEREAS, VLAWMO has completed an analysis of approximately 2,500 parcels that where land use divisions and reapportionments have occurred to determine if more recent changes in mapped wetland data changed the exempt area on those parcels;

WHEREAS, the updated wetland data showed 11 parcels with changes in fees +/- \$100 for Pay 2026, which was 0.4% of total parcels reviewed;

WHEREAS, changes in eight of the 11 parcels were the result of updated wetland data and the changes in the remaining three were due to error; and

WHEREAS, the VLAWMO Board Subcommittee reviewed this matter at its November 17, 2025 meeting and recommended that VLAWMO issue a refund for the three properties that were mistakenly overcharged, including payment of a four percent interest rate.

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

1. VLAWMO shall issue refunds of the SSU Charge in the amounts listed below for all years for the 3 parcels with errors, which includes 4% interest:

Parcel ID	Owner	Over Billed (includes Interest)
23.30.22.42.0019	City of White Bear Lake	\$76,063.61
33.30.22.22.0037	Arcade Mob Partners LLC	\$5,136.86
34.31.22.44.0008	Anoka Holdings, LLC North Oaks Company	\$462.43 \$1,955.92
TOTAL		\$83,618.82

2. Authorizes Houston Engineering to do each of the following:
 - a. Review all VLAWMO parcels for Pay 2027 with 2019 NWI data;
 - b. Provide upland vs. wetland acreage for all future divisions; and
 - c. Review parcels whenever updated NWI & PWI data becomes available.

3. Authorizes staff to work with VLAWMO's attorney to propose policy updates to address any similar situations that may arise in the future.

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

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Andrea West</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Sara Shah</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Katherine Doll-Kanne</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Jim Lindner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____ Board Chair Date

_____ Attest Date

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To: VLAWMO Board

From: Phil Belfiori, Administrator

Date: December 3, 2025

Re: **VI. A. 2.** Consideration of Resolution 11-2025 Regarding Approval of 2025 Fund Balance and 2026 Carry Over “Working” Budget

The purpose of the memo is to provide the VLAWMO Board with background and recommendations related to the proposed 2025 fund balance /2026 carry over in anticipation of the subcommittee recommendation to the Full Board at their December 10, 2025 meeting. The following information in this memo is meant to be read in concert with the Attached table to outline and summarize the recommended proposed fund balances and carry over amounts.

Background -Fund Balance and Carryover included in 2026 approved budget adopted by Board in June 2025

The June 2025 meeting budget materials included a projected / predicted VLAWMO expenditure of \$1,576,999 in 2025 which would utilize a predicted range of between \$100,000 -\$400,000 of fund balance carryover in 2026. The June 2025 budget materials also identified a predicted total 2025 fund balance at year end (carryover from 2025 to 2026) in the range of Apx. \$1,200,000 – \$1,500,000. (This is the Grey cell in Attachment 2)

The approved 2026 budget (approved at the June 2025 Board meeting) then utilized apx. up to \$1,300,000 (if entire budget is spent) of fund balance carryover to implement budgeted 2026 operations, projects and programs.

Updated projected Fund balance and Carryover based on November 2025 TEC Financial report

Upon analysis of and extrapolation from the November 2025 financial report, the updated estimated 2025 year end fund balance (carryover from 2025 to 2026) is tracking higher than the projected 2025 overall fund balance carry over from the June Board meeting. This slightly higher projected 2025 year end fund balance is due to less actual to date expenditures in 2025 than was predicted. **The predicted total year end fund balance based on actual 2025 year to date expenditures is anticipated to continue to be between \$1,200,000 – \$1,500,000 given entire budget is not anticipated to be spent.** (This is the Grey cell in Attachment 2).

Summary of Proposed Fund Balance Carry Over into 2026

Table 1 (below) provides a summary of the proposed fund balance carry over going into 2026 which is including the \$1,318,245 carry over (assuming entire budget spent) included in the approved 2026 Budget as was adopted by the Board in June 2025 **and** the additional proposed fund balance carry over incorporated into the 2026 “working” budget of \$172,445

(for a total revised proposed fund balance carry over from 2025 to 2026 of \$1,490,690-
assuming entire budget is spent).

Several factors including but not limited to project timing, construction prices, weather, and change in partners priority project funding are some of the reasons that a more likely range of predicted use of carry over of \$200,000- \$600,000 is anticipated for 2026 and therefore the end of 2026 fund balance range between \$800,000 – \$1,300,000.

The \$1,490,690 would now be considered “committed” for 2026 per the approved VLAWMO Fund Balance Policy. It is anticipated that at the end of 2025 (and going forward into 2026), the “unrestricted” fund balance in the General fund should be in more than the minimum the required which is 35% of the 2026 budgeted expenditures as is identified in the VLAWMO Fund Balance Policy.

Table 1. Summary of VLAWMO Subcommittee Recommended Fund Balance Carry Over -

Fund Name and Description	Approved “working” 2025 Budget (from Board action on Dec. 2024)	TOTAL Predicted Year End 2025 Fund Balance amount (from 2025 to 2026- apx. range).	Proposed Carry Over “committed” Funds (into 2026 “working” budget) and Purpose	TOTAL Rough est./Projected Year End 2026 Fund Balance amount (from 2026 to 2027-apx. range)
General Fund - Fund 3.1. Operations and Administration	\$838,008	\$1,200,000 – \$1,500,000 (Estimate)	\$93,619 Per Subcommittee approved direction related to pay 2026 SSU reimbursements and or pay 27 SSU analysis and related SSU policy development	\$800,000- \$1,300,000 (Estimate)
General Fund - Fund 3.2. Monitoring and Studies	\$184,000			
General Fund - Fund 3.3. Education and Outreach	\$43,000			

General Fund -Fund 3.4. Capital Improvement Projects and Programs	\$1,528,199		\$1,397,071 The approved 2026 budget (approved at the June 2025 Board meeting) already included utilizing <u>\$1,318,245</u> of fund balance carry over to implement the 2026 Capital Improvement Projects and Programs. The proposed 2026 "working" budget now proposes an additional <u>\$78,826</u> of additional fund balance carry over for a total Proposed Carry Over "committed" Funds (into 2026 "working" budget) of <u>\$1,397,071</u> . For implementation of the proposed projects in several subwatersheds including: Birch Lk. IESF Maintenance, Proposed partnership on the City of Vad. Heights Firestation design and/or implementation (in addition to already approved 26 budget for Resiliency Project), and Level 1/ 2 and SHG cost-share partnership projects, and those proposed projects identified in the approved 2026 budget.	
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Staff Recommendation

Staff recommends approval of Carry Over /"working" Budget for 2026 as summarized in table 1 above

Attachments:

1. PowerPoint
2. 2026 Fund Balance & Carry Over /"working" Budget
3. Resolution 11-2025

VLAWMO Board Meeting Consideration of 2025 Fund Balance and 2026 Carry Over / “working” budget

December 10, 2025



1

1

Background - Fund Balance and Carry over included in 2026 approved budget adopted by Board in June 2025

- At the June 2025 meeting, the Board approved the 2026 budget which identified two key elements as related to the proposed fund balance carryover
- Projected a remaining year end 2025 fund balance in the range of \$1,200,000 - \$1,500,000.
- The approved 2026 budget then utilized a predicted range of between \$200,000 - \$600,000 of the “unassigned” fund balance fund to implement budgeted 2026 operations, projects and programs.



2

Background - Updated projected Fund balances based on November TEC Financial report

- Upon analysis of the November 2025 financial report, the updated 2025 year end fund balance range (carryover from 2025 to 2026) is tracking higher than the projected 2025 overall fund balance range from the June 2025 Board meeting. (the projected range of fund balance continues to be \$1,200,000 - \$1,500,000)
- This higher projected 2025 year end fund balance range is the result of higher than anticipated unspent 2025 expenditures in several funds including (but not limited to) grants obtained for the E. Vadnais resiliency funding, Citywide resiliency funding and street reconstruction partnerships (therefore less/no VLAWMO funding needed), and delay in Polar Lakes Park grant application, non-feasibility of the Wilkinson Lk. Alum, Sports Center utilizing BWSR grant, and carryover on level 1/2 cost share program.



3

Summary of Proposed Fund Balance Carry Over into 2026

- The Proposed fund balance carry over as going into 2026 includes:
 1. \$1,318,245 - the carry over included in the approved 2026 Budget as was adopted by the Board in June 2025 (assuming entire budget is spent)
- and**
- 2. \$172,445 - the additional proposed fund balance carry over incorporated into the 2026 “working” budget
- For a total estimated proposed fund balance carry over from 2025 to 2026 of \$1,490,690. (would now be considered “committed” for 2026 per the approved VLAWMO Fund Balance Policy.)
- **Several factors including but not limited to project timing, construction prices, weather, and change in partners priority project funding are some of the reasons that a more likely range of predicted use of carry over of between \$200,000- \$600,000 is anticipated for 2026 and therefore the end of 2026 total fund balance range is anticipated between \$800,000 – \$1,300,000.**
- the anticipated “unrestricted” fund balance in the General fund will be within required range of 35 - 50% per the VLAWMO Fund Balance Policy going into 2026 and 2027.



4

Proposed Fund Balance Carry Over – From Table 1 in memo				
Fund Name and Description	Approved “working” 2025 Budget (from Board action on Dec. 2024)	TOTAL Predicted Year End 2025 Fund Balance amount (from 2025 to 2026- apx. range).	Proposed Carry Over “committed” Funds (into 2026 “working” budget) and Purpose	TOTAL Rough est./Projected Year End 2026 Fund Balance amount (from 2026 to 2027- apx. range)
General Fund - Fund 3.1. Operations and Administration	\$838,008	\$1,200,000 – \$1,500,000 (Estimate)	\$93,619 Per VLAWMO Subcommittee approved direction related to pay 2026 SSU reimbursements and or pay 27 SSU analysis and related SSU policy development	\$800,000- \$1,300,000 (Estimate)
General Fund - Fund 3.2. Monitoring and Studies	\$184,000			
General Fund - Fund 3.3. Education and Outreach	\$43,000			

5

Proposed Fund Balance Carry Over – From Table 1 in memo				
Fund Name and Description	Approved “working” 2025 Budget (from Board action on Dec. 2024)	TOTAL Predicted Year End 2025 Fund Balance amount (from 2025 to 2026- apx. range).	Proposed Carry Over “committed” Funds (into 2026 “working” budget) and Purpose	TOTAL Rough est./Projected Year End 2026 Fund Balance amount (from 2026 to 2027- apx. range)
General Fund -Fund 3.4. Capital Improvement Projects and Programs	\$1,528,199		\$1,397,071 The approved 2026 budget (approved at the June 2025 Board meeting) already included utilizing <u>\$1,318,245</u> of fund balance carry over to implement the 2026 Capital Improvement Projects and Programs. The proposed 2026 “working” budget now proposes an additional <u>\$78,826</u> of additional fund balance carry over for a total Proposed Carry Over “committed” Funds (into 2026 “working” budget) of <u>\$1,397,071</u> . For implementation of the proposed projects in several subwatersheds including: Birch Lk. IESF Maintenance, Proposed partnership on the City of Vad. Heights Firestation design and/or implementation (in addition to already approved 26 budget for resiliency project), and Level 1/ 2 and SHG cost-share partnership projects, and those proposed projects identified in the approved 2026 budget.	

6

Requested Subcommittee Action

- The VLAWMO subcommittee discussed this item at their meeting on Nov. 17th and upon further discussion reached consensus to recommended the proposed working budget as identified in Attachment 2 and Resolution 11-2025 to the full Board

- **Requested Board Action**

Director _____ moves and Director _____ seconds approval of resolution 11- 2025



2026 Fund Balance Carryover - Proposed "Working" Budget for December 10, 2025 VLAWMO Board meeting

	VLAWMO BUDGET		Approved 2025 "working" Budget	Projected/Estimated 2025 expenditures to date (extrapolated Nov. 2025 Financial Report)	Approved 2026 Budget	Proposed Carry Over	Proposed 2026 Working Budget	
	EXPENSE							
3.1	Operations & Administration		\$838,008	\$818,851	\$904,177	\$93,619	\$997,796	
	3.110	Office	\$33,851	\$33,851	\$35,544		\$35,544	
	3.120	Information systems	\$33,850	\$18,000	\$37,150		\$37,150	
	3.130	Insurance	\$12,000	\$11,000	\$12,000		\$12,000	
	3.141	Consulting - Audit	\$23,000	\$18,000	\$29,900		\$29,900	
	3.142	Consulting - Bookkeeping	\$1,500	\$1,000	\$1,500		\$1,500	
	3.143	Consulting - Legal	\$8,000	\$6,500	\$9,000		\$9,000	
	3.144	Consulting - Eng. & Tech.	\$50,000	\$38,000	\$50,000		\$50,000	
	3.150	Storm Sewer Utility	\$22,500	\$28,000	\$22,500	\$93,619	\$116,119	Per VLAWMO Subcommittee approved direction-- related to pay 2026 SSU reimbursements and or pay 27 SSU analysis and related SSU policy development.: 1) \$83,618.82 in 26 reimbursements, 2) \$5,000 for Hei pay 27 analysis and 3) \$5,000 in policy work= \$93,619
	3.160	Training - staff, board,TEC	\$18,000	\$13,500	\$18,000		\$18,000	
	3.170	mileage and noticing	\$7,276	\$5,000	\$7,276		\$7,276	
	3.191	Employee payroll	\$483,452	\$490,000	\$511,724		\$511,724	
	3.192	Employee liability (benefits)	\$144,579	\$156,000	\$169,583		\$169,583	
3.2	Monitoring & Studies		\$184,000	\$151,500	\$108,000	\$0	\$108,000	
	3.210	Lake & creek program lab analysis	\$21,000	\$23,500	\$25,000		\$25,000	
	3.220	Equipment	\$3,000	\$1,000	\$3,000		\$3,000	
	3.230	Wetland assessment & management	\$10,000	\$2,000	\$0		\$0	
	3.240	Watershed Planning and special studies	\$150,000	\$125,000	\$80,000		\$80,000	
3.3	Education & Outreach		\$43,000	\$22,000	\$45,000	\$0	\$45,000	
	3.310	Public Education	\$6,000	\$5,000	\$8,000		\$8,000	
	3.320	Communication, Outreach and marketing	\$25,000	\$12,000	\$25,000		\$25,000	
	3.330	Community Blue education grant	\$12,000	\$5,000	\$12,000		\$12,000	
3.4	Capital Improvement Projects and		\$1,528,199	\$522,569	\$1,625,068	\$78,826	\$1,703,894	
		Subwatershed Activity						
	3.410	Gem Lake subwatershed	\$25,000	\$5,000	\$10,000		\$10,000	
	3.420	Lambert Creek subwatershed (Does NOT Include Debt Service)	\$160,000	\$15,000	\$455,000		\$455,000	
	3.421	Lambert Pond Project Loan Debt Service	\$38,568	\$38,569	\$38,568		\$38,568	
	3.425	Goose Lake subwatershed	\$75,000	\$5,000	\$40,000		\$40,000	

	3.430	Birch Lake subwatershed	\$70,000	\$50,000	\$102,500	\$20,000	\$122,500	IESF maintenance per approved 2020 interag maintenace agreement
	3.440	Gilfillan Black Tamarack Wilkinson Amelia sub	\$475,000	\$155,000	\$383,000		\$383,000	
	3.450	Pleasant Charley Deep subwatershed	\$150,000	\$75,000	\$115,000		\$115,000	
	3.460	Sucker Vadnais subwatershed	\$250,000	\$65,000	\$271,000	\$20,000	\$291,000	Partnership on proposed City of Vadnais Heights Fire station including possible design and or implementation. May also utilize "resiliency project" funding in the approved 2026 budget given firestation is within the resiliency project area.
	3.48	Programs						
	3.481	Soil Health Grant	\$24,524	\$25,000	\$25,000	\$15,530	\$40,530	Encumbered /undesignated from 2025 budget
	3.482	Landscape 1 - cost-share	\$76,900	\$20,000	\$50,000	\$11,558	\$61,558	Encumbered from 2025 budget
	3.483	Landscape 2	\$108,207	\$30,000	\$80,000	\$11,738	\$91,738	Encumbered from 2025 budget
	3.484	Project research and MS 4 partnership work	\$5,000	\$1,000	\$5,000		\$5,000	
	3.485	Maintenance and operations (Facilities maintenance & Ditch maintenance)	\$70,000	\$38,000	\$50,000		\$50,000	
3.5		Regulatory	\$5,000	\$0	\$5,000		\$5,000	
	3.510	Engineering plan review	\$5,000	\$0	\$5,000		\$5,000	
		Total budget	\$2,598,207	\$1,514,920	\$2,687,245	\$172,445	\$2,859,690	
		INCOME						
5.1								
	5.11	Storm Sewer Utility	\$1,202,703	\$1,202,703	\$1,335,000		\$1,335,000	
	5.12	Fees for Service	\$1,000	\$1,000	\$1,000		\$1,000	
	5.13	Interest	\$30,000	\$50,000	\$30,000		\$30,000	
	5.14	Misc. income - WCA admin grant	\$3,000	\$3,000	\$3,000		\$3,000	
		Total VLAWMO income	\$1,236,703	\$1,256,703	\$1,369,000		\$1,369,000	
	5.15	TOTAL- Other funding sources - grants, partnerships donations	\$238,960	\$110,000 - \$160,000	\$180,000		\$180,000	2026 possible funding sources
		BWSR WBF 23 - 25	\$73,960		\$60,000		\$60,000	BWSR WBF grant (grant cycle 25-27)
		Proposed MPCA 319 Wilkinson Lake BMP	\$50,000		\$50,000		\$50,000	319 MPCA grant implementation (start of 2nd project design of 4)
		NOC	\$60,000		\$20,000		\$20,000	NOC Partnership?
			\$25,000		\$20,000		\$20,000	City /County for project partnerships
					\$30,000		\$30,000	SPRWS
		Cities/ County/SPRWS	\$30,000					
		Range for predicted fund balance at end of 2025 and 2026	Apx. \$900,000- \$1,400,000	Apx. \$1,200,000- \$1,500,000	Apx. \$800,000- \$1,300,000		Apx. \$800,000- \$1,300,000	Range for predicted fund balance at end of 2026
		Minimum fund balance required per Board Policy (assume 35% to50%of total general fund budget)	\$909,000		940,000 - 1,342,000		940,000 - 1,342,000	Minimum fund balance required per Board Policy (assume 35% of total general fund budget)
			909372.45		\$1,343,622.50		\$1,397,071	1000891.5
							\$1,490,690	

RESOLUTION 11-2025**A RESOLUTION FOR COMMITTING THE FUND BALANCE FOR SPECIFIC PURPOSES**

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

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

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

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

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

Committed

Fund Name and Description	Approved "working" 2025 Budget (from Board action on Dec. 2024)	TOTAL Predicted Year End 2025 Fund Balance amount (from 2025 to 2026-apx. range).	Proposed Carry Over "committed" Funds (into 2026 "working" budget) and Purpose	TOTAL Rough est./Projected Year End 2026 Fund Balance amount (from 2026 to 2027-apx. range)
General Fund - Fund 3.1. Operations and Administration	\$838,008	\$1,200,000 - \$1,500,000 (Estimate)	\$93,619 Per Subcommittee approved direction related to pay 2026 SSU reimbursements and or pay 27 SSU analysis and related SSU policy development	\$800,000-\$1,300,000 (Estimate)
General Fund - Fund 3.2. Monitoring and Studies	\$184,000			
General Fund - Fund 3.3. Education and Outreach	\$43,000			

General Fund -Fund 3.4. Capital Improvement Projects and Programs	\$1,528,199		\$1,397,071 The approved 2026 budget (approved at the June 2025 Board meeting) already included utilizing <u>\$1,318,245</u> of fund balance carry over to implement the 2026 Capital Improvement Projects and Programs. The proposed 2026 “working” budget now proposes an additional <u>\$78,826</u> of additional fund balance carry over for a total Proposed Carry Over “committed” Funds (into 2026 “working” budget) of <u>\$1,397,071</u> . For implementation of the proposed projects in several subwatersheds including: Birch Lk. IESF Maintenance, Proposed partnership on the City of Vad. Heights Firestation design and/or implementation (in addition to already approved 26 budget for Resiliency Project), and Level 1/ 2 and SHG cost-share partnership projects, and those proposed projects identified in the approved 2026 budget.	
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The question was on the adoption of the resolution and there were __ yeas and __ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Andrea West</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Sara Shah</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Katherine Doll</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Kanne</i>			
<i>Jim Lindner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the Chair declared the Resolution adopted on this 10th day of December 2025.

_____ Board Chair Dated: December 10, 2025

_____ Attest Dated: December 10, 2025

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To: VLAWMO Board of Directors

From: Phil Belfiori, Dawn Tanner, and Rachel Olm

Date: December 3, 2025

Re: **VI. B. 1.:** Consider Final Formal Comment/Response Table for WMP

VLAWMO staff have continued to work on the WMP with Houston Engineering, Inc. (HEI) and the Board of Water and Soil Resources Board Conservationist (BWSR BC) to address the comments received during the 60-day formal review, which closed on August 25, 2025.

Comments were received from 7 entities:

- Board of Water and Soil Resources
- City of White Bear Lake
- Metropolitan Council
- Minnesota Department of Health
- Minnesota Department of Natural Resources
- Minnesota Pollution Control Agency
- Rice Creek Watershed District

HEI and VLAWMO worked to build a Formal Review Comment Response Table that includes all comments received, if changes were needed, and revision text for incorporation into the WMP document. VLAWMO, HEI, and BWSR met remotely and in person to work through and discuss proposed changes. At the end of that discussion process, BWSR provided an email of support for the proposed changes contained in the table.

With support from BWSR, the subcommittee and TEC have recommended approval by the full Board and notification/delivery of the table to local and state review authorities.

Once the table has been shared with review authorities, VLAWMO anticipates the following next steps and timeline:

- **Dec. 9:** Email of support from BWSR on draft WMP with red-lines/tracked changes so HEI can transition to InDesign
- **Dec. 10:** TEC/Board consideration for approval of comment/response table
- **Dec. 11:** VLAWMO staff send comment table to review authorities
- **Feb. 25:** VLAWMO Board Meeting Public hearing, Board consider approval of WMP, authorize submittal of 90-day draft to BWSR

- **Feb. 26:** VLAWMO staff submit WMP to BWSR
- **April 6:** BWSR Metro meeting and recommendation to Board
- **April 22:** BWSR Board authorization
- Following BWSR approval: Plan adoption and share with review authorities

Requested Action/Motion: Director _____ moves and Director _____ seconds to approve the VLAWMO Formal Review Comment Response Table and authorizes staff to notify and provide the response table to local and state review authorities; the Board further requests staff to work with HEI to transition the WMP document to the formal InDesign layout for review by BWSR.

Attachments:

1. WMP PowerPoint Presentation
2. VLAWMO Formal Review Comment Response Table **NOTE- given the size and large amount of text on this table, it has been linked in PDF format here:**
https://www.vlawmo.org/index.php/download_file/5262/
3. Email of support and clarification from BWSR BC – link:
https://www.vlawmo.org/index.php/download_file/5261/

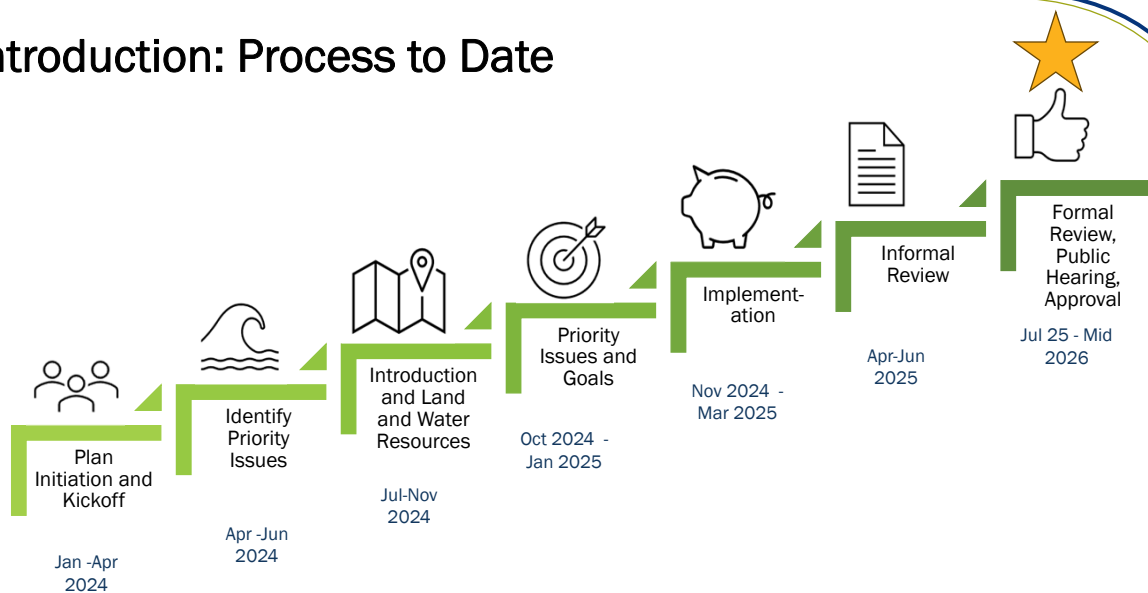
VI. B. 1.

WMP Formal Review Comments Received,
VLAWMO Response Table (attached in packet),
and BWSR Guidance



1

Introduction: Process to Date



2

Background: Formal Review

- Formal review/60-day comment period closed August 25, 2025
- Comments were received from:
 - Board of Water and Soil Resources (BWSR)
 - City of White Bear Lake (WBL)
 - Metropolitan Council
 - Minnesota Department of Health (MDH)
 - Minnesota Department of Natural Resources (MN DNR)
 - Minnesota Pollution Control Agency (MPCA)
 - Rice Creek Watershed District (RCWD)

3

Background: Responding to Comments Received

- HEI and VLAWMO worked to build a Formal Review Comment Response table (**attached in packet**) that includes:
 - All comments received
 - Change needed (Y/N)
 - Revision text (if revised) and/or comment response by VLAWMO

4

Background: Responding to Comments Received

- VLAWMO staff reviewed and discussed proposed changes
- HEI team implemented changes and provided revision options for additional consideration as needed
- Numeric goals for key projects were requested by VLAWMO from project engineers, obtained, and incorporated where appropriate
- Two meetings held with BWSR Board Conservationist: First to review table and discuss proposed comments (Oct. 8, remote) and second to share implemented comments and request approval and/or additional direction (Nov. 6, in person)

5

Summary Content of VLAWMO Response Table

- 6 high-priority groupings of comments were identified and flagged
 1. Need to identify priority resources for focal efforts over next 10 years of WMP: Added elevated priority lakes consistent with involvement in Small, Priority Watershed MPCA/EPA grant program
 2. More clearly provide measurable goals with quantifiable measures wherever possible: Added with input from key project engineers
 3. Timing of approval of WMP and possible need to add budget information for 2026: Final guidance from BWSR in process

6

Summary Content of VLAWMO Response Table

- 6 high-priority groupings of comments were identified and flagged
 4. Priority wetland areas requested to be clearly identified: Added section in WMP and included map with priority areas
 5. Trends in water quality making use of monitoring data requested: Added trend column with increasing, neutral, decreasing (text used instead of graphic to avoid possible confusion)
 6. Degree to which WMP can be adopted by reference requested: Added to state that member cities may adopt the data and maps in the Land and Water Resources section by reference, but not the implementation section

7

Actions Recently Completed

- Response table reviewed and approved by the VLAWMO subcommittee (Nov.)
- Response table email of support received from BWSR Board Conservationist (Nov.) (email attached in packet)
- TEC approval (anticipated Dec. 10 am) and recommendation to the VLAWMO Board

8

Projected/draft BWSR guidance for next steps – anticipated and subject to change

- **Dec. 9:** Email of support from BWSR on draft WMP with red-lines/tracked changes so HEI can transition to InDesign
- **Dec. 10:** TEC/Board consideration for approval of comment/response table
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- **April 6:** BWSR Metro meeting and recommendation to Board
- **April 22:** BWSR Board authorization

- Following BWSR approval: Plan adoption and share with review authorities

9

Questions?

10

Requested Board Action

Proposed Motion

Director _____ moves and Director _____ seconds to approve the VLAWMO Formal Review Comment Response Table and authorizes staff to notify and provide the response table to local and state review authorities; the Board further requests staff to work with HEI to transition the WMP document to the formal InDesign layout for review by BWSR.