

VLAWMO TECHNICAL COMMISSION MEETING
8:00 AM November 10th, 2021

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

Action items: ✈

- I. **Call to Order – 8:00am –Chair Gloria Tessier**
- II. **Approval of Agenda**
- III. **Approval of Minutes (October 8th, 2021)**
- IV. **Administration & Operations**
 - A. Financial Report for November & authorization for Payment – Phil ✈
- V. **Programs**
 - A. Education & Outreach – Nick
 1. 2021 Watershed Awards – Voting ✈
 - B. Cost Share Program – Tyler
 1. 2022 Draft Grant Policy Updates & Clarifications ✈
- VI. **Projects**
 - A. Wilkinson Lake BMP/319 grant project update – Dawn
 - B. Biochar update – Dawn
 - C. MDA invasive species grant submitted – Dawn
 - D. Carp update – Dawn
 - E. RCD 14 Maintenance project update – Brian
 - F. Strategic Direction process update – Phil
- VII. **Commissioner Reports**
- VIII. **NOHOA**
- IX. **Ramsey Soil & Water Conservation Division**
- X. **St. Paul Regional Water Services**
- XI. **Public Comment**
- XII. **Next Meetings:** TEC: December 8th, Regular Board Meeting: December 8th, 2021
- XIII. **Adjourn**

Upcoming Events: vlawmo.org/events

- Field Work Day – Vadnais Blvd and Centerville Road: Nov 5th
- WAV special planning meeting: Nov 9th



Vadnais Lake Area Water Management Organization
Technical Commission Minutes
October 8, 2021
Vadnais Heights City Hall, Lakes Room
800 County Road E East, Vadnais Heights, MN 55127

Commission Members Present:

Gloria Tessier	Chair, Gem Lake (GL)
Nolan Wall	TEC Alternate, Vadnais Heights (VH)
Paul Duxbury	Board Liaison, White Bear Township (WBT)
Bob Larson	Treasurer, North Oaks (NO)
Terry Huntrods	White Bear Lake (WBL)

Commission Members Absent: Andy Nelson (absent with prior-notice, Lino Lakes)

Others in attendance: Phil Belfiori, Brian Corcoran, Nick Voss, Dawn Tanner, Tyler Thompson (VLAWMO staff); Patricia Orud (NOHOA); Ed Shapland (MWS); Sara Shah (NO City Council).

- I. **Call to Order** Chair Tessier called the meeting to order at 7:31 am.
- II. **Approval of Agenda**
The agenda for the October 8, 2021 Technical Commission Meeting was presented for approval. It was moved by Larson and seconded by Huntrods to approve the October 8, 2021 TEC agenda, as presented. Vote: all aye. Motion passed.
- III. **Approval of Minutes**
The meeting minutes of the September 10, 2021 Technical Commission Meeting were presented for approval. No additions. It was moved by Duxbury and seconded by Larson to approve the September 10, 2021 meeting minutes, as presented. Vote: all aye, Farrell abstains. Motion passed.
- IV. **Administration & Operations**
 - A. **Financial Report for October & Authorization for Payment**
Belfiori overviewed highlights and line items of the October Finance Report and bills, with staff recommending approval and authorization of payments.
It was moved by Farrell and seconded by Larson to approve the October Treasurer's Report and authorization of payments. Vote: all aye. Motion passed.
 - B. **VLAWMO October TEC Report to the Board**
Belfiori gave an overview and highlights of the October Technical Commission Report to the Board of Directors.
Discussion: Shah asked about the staff effort level estimations, and Belfiori answered that it goes with the ebbs and flows with the business needs of VLAWMO and staff time.
It was moved by Duxbury and seconded by Larson to approve the October Technical Commission Report to the Board for submission and presentation at their October 27th meeting. Vote: all aye. Motion passed.
 - C. **Consideration of Alternate TEC Meeting Times or Days**
Discussion: Farrell noted that while it's plenty easy for him to attend meetings and he appreciates that, he proposed a possible Thursday time slot, or another week day, shying away from Mondays and Fridays. Duxbury noted that a time during the week, other than

Friday or Monday, would work fine. Duxbury proposed a Wednesday meeting at 8:00 am. Tessier, Farrell, and Huntrods echoed this meeting time change would work. Farrell asked if this works for staff. Belfiori asked if a Friday packet day still works for the Commissioners, and all agreed this is still plenty of time.

A motion was made by Huntrods and seconded by Farrell to move the VLAWMO Technical Commission meeting days to the second Wednesday of every month, and the start time to 8:00 am. Vote: all aye. Motion passed.

Farrell noted that different meeting quarters could be considered, possibly the Vadnais Heights Commons, or the Council Chambers, remaining at City Hall. The Commissioners agreed that the Council Chambers would be good to plan for the November TEC meeting.

A was motioned made by Farrell and seconded by Larson to amend the previous motion, moving the Technical Commission meeting location from the Lakes Room to the Council Chambers, remaining at the Vadnais Heights City Hall. Vote: all aye. Motion passed.

V. Programs

A. Education & Outreach

1. October updates

Voss presented and update for municipality MS4 education and outreach materials, to be distributed to them for use, aiding with their SWPPP requirements. Topics include illegal dumping, smart salting. Voss noted that the VLAWMO WAV meeting will take place next week, setting 2022 goals and activities. WBCA will be hosting their UPSTREAM closing celebration on October 15th. Lake Care Weekend is slated for October 23-24 for Adopt-A-Drain activities and stormdrain cleaning. Saturday, October 16th is the ceremony for presenting MWS capstone projects for 2022. The VLAWMO October newsletter will also be coming out later today, too.

2. 2021 Watershed Awards

Voss announced that the 2021 Watershed Awards are now open for The Watershed Partner and Watershed Steward Awards. Voss noted that it may be valuable. Voss noted that the nominations are due by Friday, November 5th for hearing and consideration at the November 10th TEC meeting.

VI. Projects

A. Wilkinson Lk. BMP/319 Grant Project Update

Tanner noted that staff is still waiting to hear from the MPCA and EPA. Noted the site visit on September 28th that was very helpful for the project partners to whittle down project details.

B. Great River Greening Vadnais-Sucker Park Update

Tanner noted the maintenance agreement is moving forward.

C. Lambert Lake Meander Updates, Project of the Year

Tanner mentioned that the LL meander is a finalist for BWSR project of the year, and final submissions will take place today.

D. West Vadnais SLMR

Tanner mentioned that the WV SLMR is available for review and revision, and is on track to go to the October Board meeting for approval. Staff recommends the TEC recommend approval to the Board for acceptance and distribution and publication of the West Vadnais Lake Sustainable Lake Management Report.

A motion was made by Farrell and seconded by Huntrods to recommend approval to the VLAWMO Board for the 2021 West Vadnais Lake SLMR and its publication. Vote: all aye. Motion passed.

E. Community Work Days Update

Tanner gave updates about the various community work day activities.

F. Carp Project

Tanner updated that 12 carp tag implants have been implemented.

VII. Commissioner Reports

Farrell updated that the Council approved the purchase of a new street sweeper for the City, realizing the importance of that work. Also, the water tower project is up for vote for water tower of the year. Duxbury proposed discussion going back to virtual meetings. Belfiori gave background on the August Board meeting brief, given by VLAWMO's attorney, on virtual meetings.

VIII. NOHOA

Orud noted that no major projects are beginning; just fall maintenance and enjoying the beautiful weather.

IX. Ramsey Soil & Water Conservation Division (RCSWCD) Report

None.

X. St. Paul Regional Water Service (SPRWS) Report

None.

XI. Public Comment

Shah asked for background for other member cities regarding individual wetland ordinance. Farrell added that he would err on the side of more ambiguity. Belfiori added that this could be a good topic for a future Technical Commission meeting, and expanded on VLAWMO versus municipality roles. Farrell also expanded on the structure of wetland law and all of the different jurisdictions. Voss thanked Commissioner Larson for his help at the Tamarack Nature Center project planting. Corcoran noted that the phase 2 Ditch 14 maintenance project will be going to the Board for approval at their October meeting.

XII. Next Meetings

TEC: November 12th, 2021; Board: October 27th, 2021

XIII. Adjourn

It was moved by Farrell and seconded by Larson to adjourn the meeting at 8:26 am. Vote: all aye. Motion passed.

Minutes compiled and submitted by Tyler Thompson.

November 2021 VLAWMO Finance Report

November-21		Actual 11/1/21	Actual to Date	2021 Budget	2020 carry over/Grants	Remaining in Budget	2021 Available	Act vs. Budget
BUDGET #	INCOME							
5.11	Storm Water Utility	\$0	\$520,901	\$935,340	\$0	\$414,439	\$935,340	56%
5.12	Service Fees	\$100	\$1,050	\$200	\$0	(\$850)	\$200	525%
5.13	Interest + mitigation acct	\$13	\$154	\$3,000	\$0	\$2,846	\$3,000	5%
5.14	Misc. income - WCA admin & other	\$0	\$4,239	\$3,000	\$0	(\$1,239)	\$3,000	141%
5.15	Other Income Grants/ <u>loan</u>	\$0	\$655,490	\$894,679	\$0	\$239,189	\$894,679	73%
5.16	Transfer from reserves	\$0	\$0	\$192,840	\$14,000	\$206,840	\$206,840	0%
	TOTAL	\$113	\$1,181,834	\$2,029,059	\$14,000	\$861,225	\$2,043,059	58%
	EXPENSES							
3.1	Operations & Administration							
3.110	Office - rent, copies, post tel supplies	\$1,981	\$22,078	\$26,214	\$0	\$4,136	\$26,214	84%
3.120	Information Systems	\$1,204	\$16,091	\$22,365	\$4,000	\$10,274	\$26,365	61%
3.130	Insurance	\$334	\$6,476	\$7,000	\$0	\$524	\$7,000	93%
3.141	Consulting - Audit	\$0	\$7,245	\$7,728	\$0	\$483	\$7,728	94%
3.142	Consulting - Bookkeeping	\$0	\$0	\$1,500	\$0	\$1,500	\$1,500	0%
3.143	Consulting - Legal	\$0	\$1,776	\$4,000	\$0	\$2,224	\$4,000	44%
3.144	Consulting - Eng. & Tech.	\$7,083	\$14,556	\$30,000	\$0	\$15,444	\$30,000	49%
3.150	Storm Sewer Utility	\$2,805	\$10,316	\$13,000	\$0	\$2,684	\$13,000	79%
3.160	Training (staff/board)	\$0	\$4,425	\$8,750	\$0	\$4,325	\$8,750	51%
3.170	Misc. & mileage	\$173	\$2,726	\$6,300	\$0	\$3,574	\$6,300	43%
3.191	Administration - staff	\$41,688	\$331,799	\$370,307	\$0	\$38,508	\$370,307	90%
3.192	Employer Liability	\$10,791	\$98,582	\$102,376	\$10,000	\$13,794	\$112,376	88%
3.2	Monitoring and Studies							
3.210	Lake and Creek lab analysis	\$2,448	\$16,668	\$18,000	\$0	\$1,332	\$18,000	93%
3.220	Equipment	\$17	\$866	\$3,000	\$0	\$2,134	\$3,000	29%
3.230	Wetland assessment & management	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
3.3	Education and Outreach							
3.310	Public Education	\$0	\$2,891	\$8,500	\$0	\$5,609	\$8,500	34%
3.320	Marketing	\$24	\$925	\$7,500	\$0	\$6,575	\$7,500	12%
3.330	Community Blue Ed Grant	\$0	\$2,119	\$10,000	(\$4,500)	\$3,381	\$5,500	39%
<i>Total Core functions: Ops, Monitoring, Education</i>		<i>\$68,548</i>	<i>\$539,538</i>	<i>\$646,540</i>	<i>\$9,500</i>	<i>\$116,502</i>	<i>\$656,040</i>	<i>82%</i>
	Capital Improvement Projects and Programs							
3.4	Subwatershed Activity							
3.410	Gem Lake	\$0	\$0	\$0	\$0	\$0	\$0	
3.420	Lambert Creek	\$0	\$652,372	\$222,100	\$0	(\$430,272)	\$222,100	294%
3.421	Lambert Lake Loan	\$19,284	\$19,284					
3.425	Goose Lake	\$900	\$10,507	\$124,200	\$0	\$113,693	\$124,200	8%
3.430	Birch Lake	\$0	\$637	\$0	\$0	(\$637)	\$0	#DIV/0!
3.440	Gilf Black Tam Wilk Amelia	\$0	\$1,173	\$16,000	\$0	\$14,827	\$16,000	7%
3.450	Pleasant Charley Deep	\$1,380	\$10,182	\$22,500	\$0	\$12,318	\$22,500	45%
3.460	Sucker Vadnais	\$0	\$27,033	\$12,500	\$0	(\$14,533)	\$12,500	216%
3.48	Programs							
3.480	Soil Health Grant	\$0	\$910	\$4,500	\$0	\$3,590	\$4,500	20%
3.481	Landscape 1	\$2,895	\$15,960	\$16,000	\$0	\$40	\$16,000	100%
3.482	Landscape 2	\$7,999	\$10,249	\$28,000	\$0	\$17,751	\$28,000	37%
3.483	Project Research & feasibility	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
3.485	Facilities Maintenance	\$10,530	\$34,074	\$46,540	\$0	\$12,466	\$46,540	73%
3.5	Regulatory							
3.510	Engineer Plan review	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
	Total CIP & Program	\$42,988	\$782,381	\$492,340	\$0	(\$270,757)	\$492,340	159%
	Total of Core Operations & CIP	\$111,536	\$1,321,920	\$1,138,880	\$9,500	(\$154,255)	\$1,148,380	115%

Fund Balance	10/1/2021	11/1/2021
4M Account	\$570,619	\$507,160
4M Plus Savings	\$324,179	\$324,187
Total	\$894,798	\$831,347

Restricted funds		10/1/2021
Mitigation Savings		\$21,037
Term Series		\$0

November 2021 VLAWMO Finance Report

Vadnais Lake Area Water Management Orga
Profit & Loss
October 9 through November 12, 2021

7:52 AM

11/04/2021

Cash Basis

Oct 9 - Nov 12, 21

Ordinary Income/Expense

Income

5.1 · Income

5.12 · Service Fees 100.00

5.13 · Interest 13.09

Total 5.1 · Income 113.09

Total Income 113.09

Gross Profit 113.09

Expense

3.1 · Administrative/Operations

3.110 · Office

Copies 48.01

Phone/Internet/Machine Overhead 290.00

Postage 28.63

Rent 1,615.00

Total 3.110 · Office 1,981.64

3.120 · Information Systems

IT Support 1,203.91

Total 3.120 · Information Systems 1,203.91

3.130 · Insurance 334.00

3.144 · Eng. & Tech. 7,082.93

3.150 · Storm Sewer Utility 2,805.00

3.170 · Misc. & mileage 173.23

3.191 · Employee Payroll

payroll 41,688.00

Total 3.191 · Employee Payroll 41,688.00

3.192 · Employer Liabilities

Admin payroll processing 44.92

Administration FICA 3,077.04

Administration PERA 3,126.60

Insurance Benefit 4,542.55

Total 3.192 · Employer Liabilities 10,791.11

Total 3.1 · Administrative/Operations 66,059.82

3.2 · Monitoring and Studies

3.210 · Lake & Creek lab analysis 2,448.10

3.220 · Equipment 16.99

Total 3.2 · Monitoring and Studies 2,465.09

3.3 · Education and Outreach

3.310 · Public Education 0.00

3.320 · Marketing 23.92

Total 3.3 · Education and Outreach 23.92

3.4 · Capital Imp. Projects/Programs

3.421 · Lambert Lake Loan \$385,689.54 19,284.48

November 2021 VLAWMO Finance Report

3.425 · Goose Lake	900.00
3.450 · Pleasant Charley Deep	1,379.87
Total 3.4 · Capital Imp. Projects/Programs	21,564.35
3.48 · Programs	
3.481 · Landscape 1 - cost-share	2,894.92
3.482 · Landscape 2	7,999.65
3.485 · Facilities & Maintenance	10,530.11
Total 3.48 · Programs	21,424.68
Total Expense	111,537.86
Net Ordinary Income	-111,424.77
Net Income	-111,424.77

November 2021 VLAWMO Finance Report

Vadnais Lake Area Water Management Organization Check Detail

7:55 AM

11/04/2021

October 9 through November 12, 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	eft	10/20/2021	Reliance Standard		Checking - 1987		-90.00
				Insurance Benefit		-90.00	90.00
TOTAL						-90.00	90.00
Check	eft	10/20/2021	Reliance Standard		Checking - 1987		-202.29
				Insurance Benefit		-202.29	202.29
TOTAL						-202.29	202.29
Check	5231	11/03/2021	Tyler J Thompson		Checking - 1987		-47.32
				3.170 · Misc. & mileage		-47.32	47.32
TOTAL						-47.32	47.32
Check	5232	11/03/2021	Brian Corcoran		Checking - 1987		-57.59
				3.170 · Misc. & mileage		-57.59	57.59
TOTAL						-57.59	57.59
Check	5233	11/03/2021	Dawn Tanner		Checking - 1987		-43.68
				3.170 · Misc. & mileage		-43.68	43.68
TOTAL						-43.68	43.68
Check	5234	11/03/2021	Nicholas Voss		Checking - 1987		-48.56
				3.170 · Misc. & mileage		-24.64	24.64
				3.320 · Marketing		-23.92	23.92
TOTAL						-48.56	48.56

November 2021 VLAWMO Finance Report

	Check 5235 11/12/2021 City Of Roseville	Checking - 1987		-1,203.91
		IT Support	-1,203.91	1,203.91
TOTAL			-1,203.91	1,203.91
	Check 5236 11/12/2021 Joan Crowley	Checking - 1987		-2,894.92
		3.481 · Landscape 1 - cost-share	-2,894.92	2,894.92
TOTAL			-2,894.92	2,894.92
	Check 5237 11/12/2021 City of White Bear Lake	Checking - 1987		-6,127.65
		3.482 · Landscape 2	-6,127.65	6,127.65
TOTAL			-6,127.65	6,127.65
	Check 5238 11/12/2021 Ramsey County	Checking - 1987		-1,872.00
		3.482 · Landscape 2	-1,872.00	1,872.00
TOTAL			-1,872.00	1,872.00
	Check 5239 11/12/2021 Houston Engineering, Inc	Checking - 1987		-1,593.75
		3.485 · Facilities & Maintenance	-588.00	588.00
		3.485 · Facilities & Maintenance	-1,005.75	1,005.75
TOTAL			-1,593.75	1,593.75
	Check 5240 11/12/2021 League of MN Cities Insurance Trust WC	Checking - 1987		-334.00
		3.130 · Insurance	-334.00	334.00
TOTAL			-334.00	334.00
	Check 5241 11/12/2021 Kennedy & Graven, Chartered	Checking - 1987		-326.40
		3.485 · Facilities & Maintenance	-326.40	326.40
			-326.40	326.40

November 2021 VLAWMO Finance Report

TOTAL		-326.40	326.40
Check 5242 11/12/2021 wsb	Checking - 1987		-1,379.87
	3.450 · Pleasant Charley Deep	-1,379.87	1,379.87
TOTAL		<u>-1,379.87</u>	<u>1,379.87</u>
Check 5243 11/12/2021 Natural Shore Technologies, Inc	Checking - 1987		-8,200.00
	3.485 · Facilities & Maintenance	-8,200.00	8,200.00
TOTAL		<u>-8,200.00</u>	<u>8,200.00</u>
Check 5244 11/12/2021 LimnoTech	Checking - 1987		-1,300.10
	3.210 · Lake & Creek lab analysis	-1,300.10	1,300.10
TOTAL		<u>-1,300.10</u>	<u>1,300.10</u>
Check 5245 11/12/2021 Barr Engineering Co	Checking - 1987		-900.00
	3.425 · Goose Lake	-487.50	487.50
	3.425 · Goose Lake	-412.50	412.50
TOTAL		<u>-900.00</u>	<u>900.00</u>
Check 5246 11/12/2021 SEH	Checking - 1987		-3,301.68
	3.144 · Eng. & Tech.	-3,301.68	3,301.68
TOTAL		<u>-3,301.68</u>	<u>3,301.68</u>
Check 5247 11/12/2021 Ehlers & Associates, Inc.	Checking - 1987		-2,805.00
	3.150 · Storm Sewer Utility	-2,805.00	2,805.00
TOTAL		<u>-2,805.00</u>	<u>2,805.00</u>
Check 5248 11/12/2021 Noah & Associates, Inc	Checking - 1987		-3,781.25

November 2021 VLAWMO Finance Report

	3.144 · Eng. & Tech.	-3,781.25	3,781.25
TOTAL		-3,781.25	3,781.25
Check 5249 11/12/2021 RMB Environmental Laboratories, Inc.	Checking - 1987		-1,148.00
	3.210 · Lake & Creek lab analysis	-695.00	695.00
	3.210 · Lake & Creek lab analysis	-280.00	280.00
	3.210 · Lake & Creek lab analysis	-173.00	173.00
TOTAL		-1,148.00	1,148.00
Check 5250 11/12/2021 City of Vadnais Heights	Checking - 1987		-1,981.64
	Rent	-1,615.00	1,615.00
	Phone/Internet/Machine Overhead	-290.00	290.00
	Postage	-28.63	28.63
	Copies	-48.01	48.01
TOTAL		-1,981.64	1,981.64
Check 5251 11/12/2021 City of White Bear Lake	Checking - 1987		-52,186.82
	payroll	-41,688.00	41,688.00
	Administration FICA	-3,077.04	3,077.04
	Administration PERA	-3,126.60	3,126.60
	Insurance Benefit	-4,250.26	4,250.26
	Admin payroll processing	-44.92	44.92
TOTAL		-52,186.82	52,186.82
Check 5252 11/12/2021 Minnesota Pollution Control Agency	Checking - 1987		-19,284.48
	3.421 · Lambert Lake Loan \$385,689.54	-19,284.48	19,284.48
TOTAL		-19,284.48	19,284.48

November 2021 VLAWMO Finance Report

Vadnais Lake Area Water Management Organization
Custom Transaction Detail Report
 September 1 through November 1, 2021

1:40 PM

11/03/2021

Accrual Basis

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Sep 1 - Nov 1, 21									
Credit Card Charge	09/02/2021		Google*SVCAPPS_VLAWM		US Bank CC	√ WEB		36.00	36.00
Credit Card Charge	09/11/2021		MN Association of Gov. Communicators	Conference Nick	US Bank CC	√ 3.160 · Training (staff/board)		20.00	56.00
Credit Card Charge	09/11/2021		Prairie Moon Nursery	seed	US Bank CC	√ 3.450 · Pleasant Charley Deep		189.00	245.00
Credit Card Charge	09/12/2021		Go Daddy	domain renewal	US Bank CC	√ WEB		21.17	266.17
Credit Card Charge	09/16/2021		Galeton	gloves	US Bank CC	√ 3.170 · Misc. & mileage		80.30	346.47
Credit Card Charge	09/17/2021		Ace Hardware	flagging	US Bank CC	√ 3.170 · Misc. & mileage		8.97	355.44
Credit Card Charge	09/17/2021		subway	lunch Corrections crew	US Bank CC	√ 3.170 · Misc. & mileage		80.16	435.60
Credit Card Charge	09/17/2021		Fresh Thyme	correction crew snacks	US Bank CC	√ 3.170 · Misc. & mileage		16.71	452.31
Credit Card Charge	09/20/2021		University of Minnesota	Water Resource Conf. Brian	US Bank CC	√ 3.160 · Training (staff/board)		95.00	547.31
Transfer	09/20/2021			Funds Transfer	US Bank CC	Checking - 1987		-357.68	189.63
Credit Card Charge	09/21/2021		hologram	account refill	US Bank CC	√ Software		30.00	219.63
Credit Card Charge	09/23/2021		Lunds	snacks for workday	US Bank CC	√ 3.170 · Misc. & mileage		36.25	255.88
Credit Card Charge	09/23/2021		University of Minnesota	Water Resource Conf. Tyler	US Bank CC	√ 3.160 · Training (staff/board)		95.00	350.88
Credit Card Charge	09/27/2021		Adobe "Creative Cloud		US Bank CC	√ Software		32.20	383.08
Credit Card Charge	09/28/2021		Ace Hardware	field supplies	US Bank CC	√ 3.170 · Misc. & mileage		42.93	426.01
Credit Card Charge	09/29/2021		adobe *photography plan		US Bank CC	√ Software		9.99	436.00
Credit Card Charge	10/04/2021		Google*SVCAPPS_VLAWM		US Bank CC	√ WEB		36.00	472.00
Credit Card Charge	10/18/2021		Minnesota Pollution Control Agency		US Bank CC	3.485 · Facilities & Maintenance		409.96	881.96
Credit Card Charge	10/19/2021		Ace Hardware	earpluggs for workday	US Bank CC	3.220 · Equipment		16.99	898.95
								898.95	898.95

Sep 1 - Nov 1, 21

TEC Staff Memo – November 2021

IV. Administration & Operations

A. Financial Report for November & authorization for Payment

Please find the November 2021 Finance Report attached in the ePacket for review and approval.

V. Programs

A. Education and Outreach

1. 2021 Watershed Awards – Voting

The nomination period for the 2021 watershed awards closes November 9th, 2021 at noon.

Staff will present the nominations with a period of review and reflection to make a vote. Nominations are welcome based on single projects or groupings of several projects, and should be focused on one person. Over time, we wish to capture a variety of stories both large and small in order to celebrate the diverse ways that watershed leadership occurs across different professions and focuses.

Nomination forms and the criteria that outlines the goals of the award program are found on the VLAWMO website: www.vlawmo.org/get-involved/awards

Watershed Steward Award online form: <https://www.surveymonkey.com/r/F5569SG>

Watershed Partner Award online form: <https://www.surveymonkey.com/r/3LDC6GJ>

Thank you for helping us showcase the fabulous watershed leadership we see on a regular basis in our community.

B. Cost Share Program

1. 2022 Draft Grant Policy Updates & Clarifications

As you all know, the VLAWMO Cost Share Program underwent major overhaul and restructuring for the 2021 grant year, including the creation of the Soil Health Grant program, and grant scope and funding amounts for the Landscape Level 1, Level 2, and rain barrel grant programs.

Staff has had the tremendous fortune in 2021 of implementing and utilizing all of these major updates, allowing us to better allocate funding for projects that have a greater impact for the protection and restoration of our water bodies. It's enabled us to work more effectively and efficiently with our cities and Township for planning and implementing quality retrofit BMPs during their regular infrastructure maintenance and reconstruction projects. This is just the beginning, and staff is looking forward towards the 2022 grant year!

With that, and after a year of use, staff has gone through all 4 grant policy & guidance documents, and is recommending minor wording and clarification changes within these documents to better clarify grant terms and adjust for improved communication and

implementation. **Staff is recommending the TEC review and approve these minor updates and clarifications, with no major changes to the 4 grant policy structures or funding amounts.**

VI. Projects

- A. Wilkinson Lake BMP/319 Grant Project Update:** Work has continued between VLAWMO, Barr Engineering, and NOC to identify the temporary construction and extended temporary maintenance areas for the easement. A final map is in approval stages and survey expected to be underway shortly. A presentation is scheduled (at the time of packet preparation) for Nov. 4, 2021, to the NOHOA Board.
- B. Biochar Update:** SEH has completed preliminary investigations for a feasible site for the biochar filter. A meeting is scheduled with White Bear Township to continue discussions and identify next steps to continue preparing for possible construction during winter 2022/2023.
- C. MDA Invasive Species Grant Submitted:** A first-come, first-served grant opened in October for small invasive-species-control grants funded by the Minnesota Department of Agriculture. Total grant awards are expected to be up to \$5,000 per funded application. VLAWMO staff submitted a proposal to fund sentence-to-serve crews to continue with buckthorn removal at the City Hall wooded wetland. Funded project announcements are expected sometime in Dec. 2021. Work would need to be completed by June 2022.
- D. Carp Update:** Telemetry work is underway to detect when carp are aggregating this fall/winter. A veg survey will be conducted by RCSWCD on Nov. 3 (at the time of packet preparation) in target net locations to inform the area fisher as he continues preparing for the proposed upcoming harvest.
- E. RCD14 Maintenance project update:** The Board approved signing into contract with Scandia Trucking & Excavating at the 10/27/2021 Board of Directors meeting. Staff meet with contractor on 11/2/2021 on site to do a final walkthrough before the maintenance project started. Tree and brush clearing began the afternoon of 11/2/2021. Dredging should begin the week of 11/8/2021 and last about a week (weather permitting and barring no unforeseen issues). After the dredging is completed, the contractor will return to seed and mulch the spoil. Additional stabilization and seeding may also continue into the spring/early summer of 2022.
- F. VLAWMO Strategic Direction Process Update:** At the October 27, 2021 meeting the VLAWMO Board approved proceeding with a strategic direction process which will focus on a priority-setting discussion and direction with both the Board and the TEC to inform the upcoming 2022 VLAWMO Watershed Management Plan amendment process. A Feb. 2022 or March 2022 workshop session with TEC / key City member community staff is planned that would share some outcomes from the initial Board of directors workshop meeting scheduled for January 2022. Other details on the agenda and logistics for this TEC workshop session are still being developed but one area of discussion could be input on possible partnership projects that could be incorporated into the 2022 VLAWMO Watershed Management Plan amendment.

VLAWMO LANDSCAPE LEVEL 1 GRANT APPLICATION FORM



Vadnais Lake Area Water Management
Organization 800 County Road E East
Vadnais Heights, MN 55127
www.vlawmo.org (651) 204-6071

Please submit form and required materials
to: TYLER THOMPSON
tyler.thompson@vlawmo.org

Please fill in the application as best as possible and use additional pages if necessary. Refer to the Grant Guidance document for further information or contact Tyler Thompson with any questions.

APPLICANT INFORMATION

NAME: _____ DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

PROJECT SUMMARY

ESTIMATED TOTAL COST OF YOUR PROJECT: \$ _____ AMOUNT OF GRANT REQUESTED: (\$5,000 MAXIMUM) \$ _____

WHEN DO YOU PLAN TO COMPLETE YOUR PROJECT? _____

TYPE OF PROJECT THAT WILL BE COMPLETED:

- Raingarden/ Infiltration Basin Shoreline Restoration Hard Surface Runoff Reduction Other

If other, please describe proposed project: _____

PROJECT BACKGROUND

Describe your property: Does your property connect to a lake, stream, ditch, or wetland in VLAWMO? What issues are you planning to address with your project?

Describe how your project will support the goals of the Landscape Grant Program (see guidance materials for more information). Does your proposed project directly reduce, capture, or treat stormwater?

Please briefly describe anticipated maintenance activities of your project.

PROJECT SPECIFICATIONS

In order to determine the water quality benefit of your project (amount of stormwater and pollutants captured), specific information is required for VLAWMO staff to perform the calculations. If you are working with a professional landscaper, they should be able to provide you with this information.

TOTAL PROPERTY AREA (Acres): _____	TOTAL PROJECT SIZE (SQ.FT.): _____
IMPERVIOUS AREA DRAINING TO PROJECT (SQ.FT.): _____	PERVIOUS AREA DRAINING TO PROJECT (SQ.FT.): _____

IF YOUR PROJECT INCLUDES INFILTRATION, PLEASE PROVIDE THE FOLLOWING INFORMATION

SOIL INFILTRATION RATE (INCHES/HR): _____	DEPTH OF RAINGARDEN BASIN (INCHES): _____
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ADDITIONAL REQUIRED ATTACHMENTS

TO COMPLETE YOUR APPLICATION, PLEASE INCLUDE:

- Detailed drawing or plan set of the proposed project, drafted by either the landowner or a contractor. Dependent upon the complexity of the project, VLAWMO may require project final designs be completed by a qualifying professional or Engineer. Drawing must include project dimensions that enable VLAWMO staff to model the project for water quality benefits or stormwater reductions.
- Detailed project budget estimate with clear cost and material breakouts that equate to your total project cost estimate. Please review the VLAWMO Landscape Level 1 Cost Share Guidance document for eligible project materials that are applicable for grant funding.

****This information, along with the application, may be scanned and emailed to Tyler Thompson, VLAWMO GIS Watershed Technician at tyler.thompson@vlawmo.org****

VLAWMO LANDSCAPE LEVEL 1 COST GRANT POLICY & GUIDANCE

Program Purpose

The Vadnais Lake Area Water Management Organization's (VLAWMO) mission is to protect, preserve, and improve natural surface and groundwater within the Watershed. VLAWMO's Cost Share Program aims to assist in sharing costs to complete water quality improvement projects.

VLAWMO's Landscape Level 1 (LL1) Cost Share Program is targeted towards assisting landowners within the Watershed to implement water quality projects. Applicable projects *must* show measurable water quality improvements to be considered for VLAWMO grant funding. Applications deemed incomplete or not meeting the Grant Policy will not be considered for approval.

Applicable Landscape Level 1 grant projects aim to accomplish the following:

- Stormwater runoff volume or nutrient loading reduction (volume control and/or total phosphorus)
- Restoration of actively-eroding shoreline
- Streambank restoration of actively-eroding banks for sediment release (washout) reduction
- Water quality improvement or increase in watershed storage capacity
- Protection and preservation of groundwater quality and/or quantity

This is a REIMBURSEMENT grant program. If your project is approved for grant funding, your grant award will be dispersed once a project is **fully completed and is inspected by VLAWMO staff and deemed complete to approved project design**. Available funds will vary each year. Grants are available to those who are property owners within the VLAWMO legal boundary. This is a first-come, first-serve grant program. For most projects, VLAWMO may offer to fund up to 50% of the cost of approved materials and contracted labor at a maximum of \$5,000, though projects that are highly beneficial towards stormwater nutrient and volume reduction (example: raingardens with hard surface drainage, larger shoreline restorations with active erosion, or high volume reduction in Targeted Volume Reduction Zones) may receive up to 75% VLAWMO cost sharing, up to \$7,500. Applications will be evaluated and considered at VLAWMO's monthly Technical Commission (TEC) meetings (second Friday of each month). VLAWMO may elect to offer a full grant or may offer a partial grant, based on the evaluation process, project scoring chart, and program funding availability. Items that are taken into consideration include: connectivity to a water body, impervious surface runoff capture, estimated pollutant and volume reduction, wildlife habitat improvement, and others.

Project Eligibility

Examples of eligible projects include:

- Raingardens or volume reduction and runoff treatment projects (infiltration basins and trenches, cisterns, green roofs)
- Stormwater filtration, retention, and reuse
- Shoreline and streambank restorations of actively-eroding banks, or obvious sedimentation to downstream waterbody
- Flooding prevention projects with measurable water quality benefits, meeting WCA rules
- Erosion control projects with measurable water quality benefits
- Gully erosion repair and stabilization projects that directly affect or threaten water quality

- Qualifying permeable paver or pavement projects, meeting MPCA design and size guidelines

Examples of *ineligible* projects include:

- Landscaping or decorative projects
- Rock or block decorative retaining walls
- Surface water chemical treatment projects (*not* including alum or spent lime)
- Vegetation restoration with no stormwater treatment
- Erosion control or stabilization with no demonstrated water quality benefit

Evaluation Criteria

Projects will be scored on the following:

- Are the activities and goals of the project clearly stated and support one or more of the Landscape Grant Program purposes?
- Does the proposed project directly benefit a VLAWMO waterbody or
- Will the project have a direct effect on water resources (lakes, streams, wetlands)? What water resources border or are downstream of the proposed project?
- Has the applicant provided enough detail to determine measurable results (see the project specifications section on the application)? What are the estimated pollutant reductions?
- Has a reasonable budget, work plan, and time line been submitted?
- How much runoff and pollutants (nutrients, sediment, volume of water) will this project capture?
- Other benefits, such as wildlife habitat improvement are considered as well.

Grant Program Details

- Eligible materials are those which stay on the property such as plants, erosion control blanket, mulch, and drainage infrastructure. Ineligible materials would include work gloves, shovels, tools and equipment used to implement the project but may be used again for future projects (rented equipment IS an eligible expense).
- Eligible labor costs must be those expenses associated with a qualified landscaper/contractor and are subject to approval by VLAWMO staff. Ineligible labor would include the use of friends or a volunteer group helping to implement the project. VLAWMO reserves the right to adjust costs submitted for grant reimbursement, based upon final receipts and invoices total cost. Final project design costs (after application approval) are considered eligible towards grant reimbursement total.
- Permeable paver projects applying for funding must meet MPCA installation guidelines, treat at least 1,500 sq. ft. of hard surface runoff, and agree to additional maintenance clause in the project grant Agreement.
- For all projects, only native plants and vegetation are eligible towards grant reimbursement, with natives and cultivars of native plants not counting towards reimbursement, but may be planted in the project at the applicant's own expense. Fescue grass seed varieties are the exception, and can be included towards grant reimbursement. at least 50% of the plants used must be native to this ecoregion. Hybrids of native plants are not counted as native. You must provide a list of plants that will be used to allow for review and comment by VLAWMO staff.
- Submitted applications are subject to VLAWMO's project scoring chart to determine funding eligibility.
- **Projects completed or in progress of installation are not eligible for funding.** A grant application must be approved for funding and grant agreement must be signed by the applicant and VLAWMO prior to the

commencement of work to be eligible for VLAWMO grant funds. However, the landowner may begin project site preparation before grant approval, but may not be reimbursed for any associated expenses.

- Projects that are installed to meet the requirements of a permit from any organization do not qualify for grants. However, projects that go above and beyond minimum standards will be considered for funding (example: a reconstruction permit requires 200 sq. ft. of infiltration area, though the project is expanded to 300 sq. ft. That extra 100 sq. ft. may qualify for Landscape Level 1 grant funding.)
- Dependent upon the application and project, VLAWMO may pay and cover design costs through the Ramsey County Soil & Water Conservation Division, or the applicant may count design costs from another contractor, up to \$1,500, towards eligible grant costs.
- At least 2 bids for construction or implementation must be submitted with the application.
- A site visit by VLAWMO staff is required once the project is complete to ensure work has been completed, as agreed in the Grant Agreement, before a reimbursement check may be released to the Grantee.
- Grantee must complete project and submit reimbursement request within one (1) year from date of grant approval.
- Costs towards future maintenance elements (work after construction is inspected as complete to approved plans) are not eligible towards grant funding or the grant project total cost.
- Grantee must agree to maintain the project area for a minimum of 5-10 years. Maintenance period is specific to project type. Curb cut rain gardens or any projects using State of Minnesota grant funding are subject to an Operations and Maintenance (O&M) Agreement of 10 years. All other projects are subject to an O&M Agreement of 5 years. Common maintenance includes removal of sediment, weeding, watering, removal of invasive species, replacement of plants, repair of inlets/outlets, and other duties to ensure that the project is providing the intended water quality benefit. The site may be inspected by VLAWMO staff on an annual basis to ensure compliance. VLAWMO staff may provide technical assistance and resources for project maintenance.
- Property owners may receive one Landscape Level 1 grant, every 2 years. If wanting to apply over the course of multiple years to complete projects in phases, your current project must be complete and properly maintained prior to the approval of a subsequent grant.
- Please note that any submitted information (applications, designs, specifications, cost estimates, bid tabulations, permits, studies, reports, and proof of expenditures) becomes part of the public record.
- VLAWMO reserves the right to withdraw or withhold funding for any project not completed in accordance with these guidelines.
- VLAWMO reserves the right to reject any project design or submitted bid, for any reason.
- The VLAWMO Board of Directors may shift grant funding amounts between Landscape Level 1 and Landscape Level 2 program budgets.

Selection Process & Deadlines

The VLAWMO Technical Commission (TEC) will consider Landscape Level 1 grant applications at their monthly meetings, held on the 2nd ~~Friday~~ Wednesday of each month, until annual grant funds are expended. **Completed applications must be received by the 4th Friday of the month to be reviewed and considered for funding before the next monthly Technical Commission meeting date** to allow for ample review time for application recommendation. This is a competitive grant program and proposals that are incomplete will not be considered for funding.

1. Please contact Tyler Thompson to schedule a site visit of your property to discuss your project *before* submitting a grant application
2. After consulting with VLAWMO staff, please move forward with completing your grant application, along with the required project drawings or plans and project budget breakout attachments.
3. Dependent upon the complexity of some projects, VLAWMO may require final design by a qualified professional and/or Engineer. VLAWMO reserves the right for final project design review and approval by consulting Engineer and staff to ensure design standards, specifications, and pollution reduction values.
4. Staff will confirm receipt of your submitted application and will begin the review process, or will inform the applicant if more information or detail is needed.
5. Staff will inform the applicant if their application has passed application scoring criteria and will be heard for approval at the next VLAWMO Technical Commission meeting on the 2nd ~~Friday~~ Wednesday of the month.

Grant Funding Agreement

Each project selected and approved for funding must enter into an Operations & Maintenance (O&M) or Technical Quality Assurances (TQA) agreement with VLAWMO, defining the obligations of the applicant and VLAWMO. This includes, but is not limited to, such items as terms of the agreement, use of funds, cost overruns, and cancellation. The agreement also allows VLAWMO access to the project area for evaluation and promotion of the project. Applicant is responsible for securing any and all required permits. Permitting, surveying, or easement costs may be considered towards total project cost and grant reimbursement award amount. This agreement must be signed by both parties prior to commencement of work on the project; funding will only cover work done after ~~the agreement~~ the grant application and funding has ~~yes~~ been signed approved, ~~and work that was included for funding in the VLAWMO-approved grant application.~~

Please do not hesitate to contact Tyler Thompson with any questions regarding VLAWMO's Landscape Level 1 grant program:

Tyler Thompson, VLAWMO GIS Watershed Technician
(651) 204-6071
Email: tyler.thompson@vlawmo.org

Vadnais Lake Area Water Management Organization
800 County Rd E East
Vadnais Heights, MN 55127

VLAWMO LANDSCAPE LEVEL 2 GRANT APPLICATION FORM



Please submit form & required materials to:
TYLER THOMPSON
tyler.thompson@vlawmo.org
(651) 204-6071

Vadnais Lake Area Water
Management Organization
800 County Rd E East
Vadnais Heights, MN 55127
www.vlawmo.org
(651) 204-6070

Please fill in the application as best as possible and use additional pages if necessary. Refer to the Grant Guidance document for further information or contact Tyler Thompson with any questions.

APPLICANT INFORMATION

ORGANIZATION NAME: _____

CONTACT PERSON: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

PROJECT SUMMARY

ESTIMATED **TOTAL** COST OF YOUR PROJECT: \$ _____ AMOUNT OF GRANT REQUESTED: \$ _____

AMOUNT & PERCENTAGE OF MATCHING FUNDS? (FROM LANDOWNER) _____

WHEN DO YOU PLAN TO COMPLETE YOUR PROJECT? _____

TYPE OF PROJECT THAT WILL BE COMPLETED:

- Raingarden/
Infiltration Basin Shoreline or
Streambank
Restoration Stormwater Retrofit Other

If other, please describe proposed project: _____



PROJECT BACKGROUND

DESCRIBE THE PROJECT LOCATION, INCLUDING WATER RESOURCES WHICH MAY BORDER THE PROPERTY), OR WHICH WATERBODIES THE PROPERTY MAY DRAIN TO. WHAT ISSUE DO YOU HOPE TO ADDRESS WITH THIS PROJECT?

WHAT RESULTS WATER QUALITY RESULTS DO YOU HOPE TO ACHIEVE WITH THIS PROJECT?

ARE ANY PUBLIC EDUCATION EFFORTS OR PROJECT SIGNAGE PLANNED FOR THE PROJECT? PLEASE EXPLAIN:

PLEASE LIST OTHER PARTNERS WHO ARE PROVIDING FUNDING OR OTHER FORMS OF SUPPORT.



PROJECT SPECIFICATIONS

In order to be considered for a LL2 grant, information regarding the water quality benefit of your project (amount of stormwater and phosphorus captured) must be included. If a professional designer or contractor has determined the pollutant capture amounts, please include that information with the application. VLAWMO staff is also available to assist you in determining these calculations.

TOTAL PROPERTY AREA (SQ.FT.): _____ PROJECT SIZE (SQ.FT.): _____

IMPERVIOUS AREA DRAINING TO PROJECT (SQ.FT.): _____ PERVIOUS AREA DRAINING TO PROJECT (SQ.FT.): _____

IF YOUR PROJECT IS A RAINGARDEN, PLEASE PROVIDE THE FOLLOWING INFORMATION

SOIL INFILTRATION RATE (INCHES/HR): _____ DEPTH OF RAINGARDEN (INCHES): _____

ADDITIONAL REQUIRED MATERIALS

TO COMPLETE YOUR APPLICATION, PLEASE INCLUDE AND ATTACH:

- Detailed final plan set of the proposed project, drafted by either a qualified professional or Engineer. Dependent upon the complexity of the project, VLAWMO may require project final designs be completed by qualifying professional or Engineer. Plans must either show water quality pollutant reductions, or must include project dimensions that enable VLAWMO staff to model the project for water quality benefits or stormwater reductions.
- Detailed project budget estimate with clear cost and material breakouts that equate to your total project cost estimate. Please review the VLAWMO Landscape Level 2 Cost Share Guidance document for eligible project materials that are applicable for grant funding.



VLAWMO LANDSCAPE LEVEL 2 GRANT GUIDANCE

Program Purpose

The Vadnais Lake Area Water Management Organization's (VLAWMO) mission is to protect, preserve, and improve natural surface and groundwater within the Watershed. VLAWMO's Cost Share Program aims to assist in sharing costs to complete water quality improvement projects.

The goal of the VLAWMO's Landscape Level 2 (LL2) Cost Share Program is to be an effective tool to coordinate with partnering communities and municipalities to support and implement water quality best management practices and improvement projects within the Watershed. Applicable projects *must* show measurable water quality improvements to be considered for VLAWMO grant funding.

Applicable Landscape Level 2 grant projects aim to accomplish the following:

- Stormwater nutrient or volume loading reduction
- Water quality improvement or increase in watershed storage capacity
- Shoreline and streambank restoration of actively-eroding banks
- Protection and preservation of groundwater quality and quantity
- Reducing input strains on surface waters or the storm sewer system, or flooding mitigation
- Address Goals and Policies identified in Chapter 2 of the 2017-2026 VLAWMO Comprehensive Watershed Management Plan.
- High visibility or educational value and/or local citizen support, including neighborhood involvement.
- Priority given to projects within targeted areas listed in VLAWMO's Watershed Management Plan, in Sustainable Lake Management Plans or other feasibility reports. These plans and Reports are available on the VLAWMO website.

Landscape Level 2 Grant Program & Policy Updates

For 2021, the VLAWMO Landscape Level 2 Grant Program Cost Share Policy has been updated and transitioned to no longer include a first-come/ first-serve approach (like LL1), but rather has been transformed into a "reserve" grant program to coordinate with municipal and public VLAWMO community partners and work with landowners located within municipal project areas. These updates have been made to provide flexibility to work with applicants to implement partnership- based watershed improvement projects that achieve a high level of water quality protection. These updates also provide for a responsible use of public funds by focusing on coordination with ongoing municipal projects, and will implement a 1-year demonstration of Program policy change in 2021.

In most cases, the Landscape Level 2 Grant may provide funding for up to 75% of the total cost of a project, with the remaining match amount to be paid by the applicant, depending upon remaining available VLAWMO grant funds and municipal partner projects. In some cases, up to 90% of the project may be covered by VLAWMO LL2 funding if more than 75% of the contributing drainage to the project comes from offsite. Grant funding amounts are also dependent upon remaining grant funds for the year, and VLAWMO may fund grant projects at a lesser cost share percentage, depending upon available



funds. VLAWMO may elect to fund a portion, or all of project site design and engineering to foster program goals and implement eligible projects. Depending upon the individual Project, applicants may receive a portion of the approved grant funding after grant approval and signing of the Project grant Operations & Maintenance Agreement.

Project Eligibility

Examples of eligible projects include the following:

- Raingardens or stormwater infiltration basin implementation, with priority given to targeted subwatersheds
- Redirect water runoff or reuse projects
- Reconstruction projects that improve stormwater volume reduction and runoff treatment
- Shoreline or streambank restoration of actively-eroding banks with obvious sedimentation to lake, stream or wetland
- Gully erosion repair and stabilization projects that directly affect or threaten water quality
- Pervious pavement and pavers conforming to MPCA guidelines and reducing storm sewer input

Example of non-eligible projects includes the following:

- Landscaping or restoration projects with little or no demonstrated water quality benefit
- Aeration systems for ponds installed mainly for aesthetics with limited water quality benefits
- Surface water chemical treatment (*not* including alum or spent lime)
- Restoration work or erosion control which the applicant has been required to complete.

Grant Application Process

Aspiring applicants of the Landscape Level 2 grant program are strongly encouraged to contact Tyler Thompson before grant application submission. Due to limited fund amounts, approved applications may only receive a portion of funds requested. VLAWMO also reserves the right to work with community partners on organizing and fostering possible grant projects for funding and implementation. Landscape Level 2 grant applications will be scored and reviewed by VLAWMO staff, and if applicable, a VLAWMO consulting engineer, to be considered for funding. If the application meets scoring criteria, they may proceed for a VLAWMO Technical Commission recommendation for funding approval by the VLAWMO Board of Directors.

Approved Landscape Level 2 grants will proceed by signing of a grant Operations & Maintenance Agreement by both the grantee and VLAWMO that constitutes an executed grant agreement. Dependent upon the grant project, VLAWMO may disburse *up to* 85% of their grant allotment upon grant agreement execution, VLAWMO's approval of a project work plan, and a signed grantee contract for construction with the project contractor, designer, or engineer. Each project is different and therefore the payment plan will be arranged once the specifics and schedules are known, and may adapt accordingly. The final 15% of the grant payment will be approved upon a VLAWMO representative has conducted a site visit to certify the project has been completed according to the approved grant agreement, design standards, specifications, and pollution reduction values, and all receipts and invoices have been submitted, reviewed and approved by VLAWMO staff. Please note that VLAWMO generates and approves bill and check payments monthly, so there may be a delay. Grantees must complete their grant-approved project and submit a grant reimbursement request within one and a half (1.5) years from date of grant approval.

Grants are available for projects located within the boundaries of VLAWMO. Applicants may be landowners within or associated with a municipal project, municipalities, government agencies, and public entities within VLAWMO. Program grant funds may be received by private landowners if the project is in association with a public project, or identified by a municipality or public agency. Applicants may receive ONE grant per year per property. Therefore, you may not receive a Landscape Level 1 AND a Landscape Level 2 Grant in the same year.



Grant Conditions & Requirements

- Total project cost must be **at least \$5,000**, and the total grant award for qualifying projects may be \$5,000 or greater
- Projects already completed or in progress (construction) are not eligible for grant funding. Grant applications **must** be submitted before installation begins for costs to be eligible for grant funding.
- Materials eligible for reimbursement are those which stay on the property such as infrastructure materials, plants, erosion control blanket, mulch and top soil. The rental of necessary equipment is also eligible. Eligible labor costs must be contracted and are subject to approval by VLAWMO staff. Ineligible materials would include work gloves, shovels, tools and equipment used to implement the project but may be used again for future projects.
- Permeable paver projects applying for funding must meet MPCA installation guidelines, treat at least 1,500 sq. ft. of hard surface runoff, and agree to additional maintenance clause in the project grant Agreement.
- Submitted applications are subject to VLAWMO's project scoring chart and /or ranking criteria to determine funding eligibility.
- At least 2 bids or proposals for construction or implementation must be submitted with the application.
- Dependent upon the application and project, VLAWMO may pay and cover design costs through the Ramsey County Soil & Water Conservation Division, or the applicant may count design costs from another contractor, up to \$1,500, towards eligible grant costs.
- Design, technical, and installation labor of crucial infrastructure must be performed by an experienced professional or Engineer, dependent upon the complexity of the project, and at the discretion of VLAWMO. Final plans are subject to professional review and approval by consulting VLAWMO Engineer to ensure design standards, specifications, and pollution reduction values.
- Landscape Level 2 funds may fund municipal projects that implement projects on private property, allowing payment to private property owners.
- Project design, easement, or surveying costs are considered eligible towards grant reimbursement.
- If a project includes erosion or stabilization, at least 50% of the plants must be native to this ecoregion. VLAWMO encourages all vegetation used for stabilization be native species.
- Submitted projects must be for items above and beyond VLAWMO's Development Standards & Rules.
- Costs towards future maintenance elements (work after construction is inspected as complete to approved plans) are **not** eligible towards grant funding or the grant project total cost.
- The Landscape Level 2 Cost Share Application must be approved and the Cost Share Agreement executed between both parties prior to commencement of work for applicable costs to be considered towards grant reimbursement (not including project plan design or engineering).
- Grantee is responsible for securing any and all permits, easements, or land permissions for the project. VLAWMO shall not be held liable and may terminate the executed grant agreement.

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- Grantee must agree to maintain the project area for a minimum of 10 years. Maintenance often includes weeding, watering, removal of invasive species, replacement of plants, repair of inlets/outlets, repair or clearing of infrastructure, and other duties to ensure that the project is providing the intended water quality benefit. The site may be inspected by VLAWMO staff on an annual basis to ensure compliance.
- Please note that any submitted information (applications, designs, specifications, cost estimates, bid tabulations, permits, studies, reports, and proof of expenditures) becomes part of the public record.
- VLAWMO reserves the right to withdraw or withhold funding for any project not completed in accordance with these guidelines.
- VLAWMO reserves the right to reject any project design or submitted bid, for any reason.
- The VLAWMO Board of Directors may shift grant funding amounts between Landscape Level 1 and Landscape Level 2 program budgets.
- If the project is funded utilizing State of Minnesota grant funds, separate Technical Quality Assurance standards will be necessary in the Operations & Maintenance Agreement to fulfill state grant funding eligibility requirements. Where the WMO's local policies differ from state standards, the provisions of VLAWMO's grant agreement with the state agency shall prevail.

Selection & Review Process

VLAWMO reserves the right to screen and hold submitted applications, dependent upon completeness, water quality improvement, priority, available or projected budget, and ongoing municipal partner projects and applications that are in-process. Applications are reviewed and scored by staff and/or consulting VLAWMO Engineer, if necessary to determine project eligibility for funding. Funding recommendations are submitted to the VLAWMO Technical Commission (TEC) as timing allows. They will make recommendations regarding approval to the VLAWMO Board of Directors which meets bi-monthly (February, April, June, August, October, and December).

If the application is approved by the VLAWMO Board, the grantee will enter into an agreement with VLAWMO defining the obligations of each partner. This agreement includes, but is not limited to, responsibilities and terms for each party, Operations & Maintenance, use of funds, cost overruns, and cancellation. The agreement also allows VLAWMO access to the project area for evaluation and promotion of the project. The agreement must be signed by both parties prior to commencement of work on the project. Funding will only cover work done after the agreement is signed.

Applications may be submitted via email to Tyler Thompson at tyler.thompson@vlawmo.org or via US Mail to:
Tyler Thompson, GIS Watershed Technician
Vadnais Lake Area Water Management Organization
800 East County Rd E
Vadnais Heights, MN 55127
651-204-6071



SOIL HEALTH COST SHARE GRANT APPLICATION

What is VLAWMO's Soil Health Grant?

The Soil Health Grant is a **reimbursement** grant program to inspire, assist, and enable residents to install small-scale watershed best management practices that improve water quality and native habitat within VLAWMO. Applicants may apply for up to \$750 in Soil Health Grant funding, with a 25% applicant project match (example: total applicable project cost is \$1,000, where \$750 would be available for grant funding, and the applicant is responsible for paying \$250 of the project cost). If a project is in either a Targeted Habitat or Volume Reduction Zone, the applicant may apply for up to \$1,000 in grant funding.

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Eligible Projects include:

- Native plantings & pollinator gardens
- Pollinator-friendly yards or turf replacement
- Downspout or yard raingardens
- Native planting buffer strips
- Erosion control or stabilization with native species

Ineligible Projects include:

- Purely landscaping or decorative projects with no native plant incorporation
- Rock or block decorative retaining walls
- Surface water chemical treatment of nuisance vegetation

Soil Health Grant Process

Soil Health Grant funding is available to residents for projects **on property** within the VLAWMO watershed boundary, and the grant program **funding** is first-come, first-serve, with limited program funding available for 2021-22. If you are interested in applying for a grant, please contact Tyler Thompson to schedule a site visit on your property to discuss your proposed project and to ask and answer questions regarding the Soil Health Grant process. Applications must be submitted by the 4th Friday of the month for review of eligibility, and applications will be considered for funding at VLAWMO's monthly Technical Commission meetings on the 2nd **Friday-Wednesday** of each month on the Commission's Consent Agenda.

1. Please contact Tyler Thompson to schedule a site visit of your property to discuss your project *before* submitting a grant application
2. After discussing with VLAWMO staff, please move forward with completing your grant application, along with the required attachments
3. Staff will confirm receipt of your submitted application and will begin the review process, or will inform the applicant if more information or detail is needed
4. Staff will inform the applicant if their application has passed application scoring criteria and will be heard for approval at the next VLAWMO Technical Commission meeting on the 2nd **Friday-Wednesday** of the month

Funding Agreement

Each project selected and approved for funding must enter into an agreement with VLAWMO defining the obligations of the applicant and VLAWMO. This includes, but is not limited to, such items as terms of the agreement, use of funds, cost overruns, and cancellation. The agreement also allows VLAWMO access to the project area for evaluation and promotion of the project. Applicant is responsible for securing any and all permits for the work. This agreement must be signed by both parties prior to commencement of work on the project; funding will only cover work done after the agreement has been signed, and work that was included for funding in the VLAWMO-approved grant application. **Questions regarding the grant program and completed applications can be sent to:**

Tyler Thompson, VLAWMO GIS Watershed Technician
(651) 204-6071
Email: tyler.thompson@vlawmo.org

Vadnais Lake Area Water Management Organization
800 County Rd E East
Vadnais Heights, MN 55127

Grant Program Details

- Eligible materials are those which stay on the property such as plants, erosion control blanket, mulch, and drainage infrastructure. Ineligible materials would include work gloves, shovels, tools and equipment used to implement the project but may be used again for future projects (rented equipment IS an eligible expense).
- Eligible labor costs must be those expenses associated with a qualified landscaper/contractor and are subject to approval by VLAWMO staff. Ineligible labor would include the use of friends or a volunteer group helping to implement the project. VLAWMO reserves the right to adjust costs submitted for reimbursement, based upon final receipts and invoices.
- For all projects, ~~at least 50% of the plants used must be native to this ecoregion~~ only plants and vegetation native to Minnesota are eligible towards grant reimbursement. Hybrids of native plants are not counted as native. You must provide a list of plants that will be used to allow for review and comment by VLAWMO staff. Native restoration projects must be 100% native species. Projects may incorporate non-native or cultivar plants or vegetation within their project, but they are not eligible towards grant funding.
- Projects completed or in progress are not eligible for funding. A grant application must be approved for funding and grant agreement must be signed by the applicant and VLAWMO prior to the commencement of work to be eligible for VLAWMO grant funds. However, the landowner may begin project site preparation before grant approval, but will not be reimbursed for any associated expenses.
- A site visit by VLAWMO staff is required once the project is complete, for final project inspection, before a reimbursement check is released to the Grantee.
- Grantee must complete project and submit reimbursement request a closeout inspection within one (1) year from date of grant approval. All receipts and invoices for applicable grant expenses must be submitted to VLAWMO staff for audit and for the grant reimbursement request to begin. Grant reimbursement checks are approved and mailed monthly, after approval by the VLAWMO Technical Commission at their monthly meeting.
- Grantee must agree to maintain the project area for a minimum of 5 years. Common maintenance includes weeding, watering, removal of invasive species, replacement of plants, repair of inlets/outlets, and other duties. The site may be inspected by VLAWMO staff on an annual basis to ensure compliance. VLAWMO staff may provide technical assistance and resources for project maintenance.
- Property owners may receive one grant every 2 years, unless opting into education incentives (below). If wanting to apply

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over the course of multiple years to complete projects in phases, your current project must be complete prior to the approval of a subsequent grant.

Applicant Landowner Information

Name:
Address of property where project will be implemented:
City, State, Zip:
Phone:
Email address:

Grant Specifics

ESTIMATED TOTAL COST OF YOUR PROJECT: \$ _____ AMOUNT OF GRANT REQUESTED: (\$750 MAXIMUM) \$ _____
(\$1,000 Maximum if within Targeted Priority Zone)

WHEN DO YOU PLAN TO COMPLETE YOUR PROJECT? _____

PROJECT TYPE:

Raingarden Native Restoration/Pollinator Planting Turf Replacement Other

If other, please describe proposed project: _____

Project Background

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

Describe how your project will support the goals of the Soil Health Grant Program (see guidance page for more information). Does your proposed project directly reduce, capture, or treat stormwater?

Please briefly describe anticipated maintenance activities of your project:

Project Specifications

In order to determine the water quality benefit of your project (amount of stormwater and pollutants captured), specific information is required for VLAWMO staff to perform the calculations. If you are working with a professional landscaper, they should be able to provide you with this information.

TOTAL PROPERTY AREA (Acres): _____	TOTAL PROJECT SIZE (SQ.FT.): _____
IMPERVIOUS AREA DRAINING TO PROJECT (SQ.FT.): _____	PERVIOUS AREA DRAINING TO PROJECT (SQ.FT.): _____

IF YOUR PROJECT **INCLUDES INFILTRATION**, PLEASE PROVIDE THE FOLLOWING INFORMATION

SOIL INFILTRATION RATE (INCHES/HR): _____	DEPTH OF RAINGARDEN BASIN (INCHES): _____
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Additional Required Attachments

To complete your application, please include:

- Detailed drawing or plan of the proposed project, drafted by either the landowner or a contractor.
- Detailed project budget estimate with clear cost and material breakouts that equate to your total project cost estimate.

****This information, along with the application, may be scanned and emailed to VLAWMO GIS Watershed Technician, Tyler Thompson (tyler.thompson@vlawmo.org)****

Opting in to the education incentives would allow reapplying for Soil Health Grant funds the consecutive year after being awarded grant funding. Incentives entail committing to three of the following four options for 2 years:

1. Documenting seasonal photos, organizing them, and sending them to VLAWMO via jump drive or email, to show the progress and growth of the project.
2. Provide a neighborhood spotlight article featuring a photo of participants posing in front of the project, as well as a mini-interview 1-2 years after the project was installed to speak to their experience in install, maintenance, any problems, and enjoyment for others to learn from.
3. Participate as a host site for VLAWMO's annual neighborhood BMP tour working in conjunction with VLAWMO Master Water Stewards.
4. Help coordinate VLAWMO's annual native plant swap with Master Water Stewards. This entails saving seeds, dividing and potting mature plants for sharing with other residents or public raingardens, or taking plants from the plant swap for the home project as needed.

Projects must be maintained for a minimum of 5 years, and applicants must be willing to participate in VLAWMO's Education & Outreach and project sharing efforts. The applicant is responsible for Project maintenance items referenced in the Soil Health Grant Guidance document for a 5 year period, after Project completion. VLAWMO is not responsible for completing maintenance activities, but will assist with staff guidance. A project may be visited and inspected by VLAWMO staff during the 5 year maintenance period. Please inform VLAWMO if you move within the 5 years of project implementation so we may provide the new owners with information and guidance on the Project.

Are you willing to commit to the following Soil Health Grant requirements?

- **Maintain the project for at least 5 years after its implementation?** **YES** **NO**
- **Participate in VLAWMO's outreach and project sharing efforts?** **YES** **NO**
- **Do you understand that your Project may be visited and inspected by a VLAWMO representative during the 5 year Project maintenance period?** **YES** **NO**

Please print and sign below to indicate that the above information and attachments are accurate and complete, and constitute a complete and submitted grant application. If approved by the VLAWMO Technical Commission or Board, a VLAWMO staff signature will constitute an executed grant agreement between the grantee and the Vadnais Lake Area Water Management Organization (VLAWMO).

APPLICANT/GRANTEE

Print Name _____

Signature _____ Date _____

VLAWMO STAFF

Signature _____ Date _____



RAIN BARREL COST SHARE GRANT APPLICATION

Send completed application to: Tyler Thompson, GIS Watershed Technician;
800 County Road E East, Vadnais Heights, MN 55127
*Scanned, completed applications and proof of purchase may also be emailed
to tyler.thompson@vlawmo.org*

For any questions, please contact Tyler Thompson at (651) 204-6071 or tyler.thompson@vlawmo.org

Through this program, residents or landowners may purchase and receive cost share reimbursement up to two (2) rain barrels, **and applicable installation equipment**, per grant year. VLAWMO will reimburse up to 50% of the cost, up to \$100 for each rain barrel. The total reimbursement cannot be more than \$200. Copies of receipts of payment for the rainbarrels must be submitted to receive reimbursement. Rainbarrel purchased must be clearly stated on the receipt as proof of purchase. Proof of purchase may not be more than 2 years past the day the application is received or post-marked. Reimbursement will come on a first come, first serve basis until the annual funds are exhausted.

Staff reserves complete discretion upon materials that qualify as a “rain barrel”, qualifying cost share percentages, and reimbursement amounts. VLAWMO staff reserves the right to inspect rain barrel grant award projects for up to 5 years after grant approval. Rain barrels that receive VLAWMO funding must stay within VLAWMO’s boundary. With their signature, the grantee agrees and certifies that the reimbursement-approved rain barrel will be implemented as a rain water capture device or cistern in its intended purpose, within VLAWMO boundaries. VLAWMO staff reserves the right to refuse future grant funding applications, for all grant programs, if these criteria are not met.

APPLICANT LANDOWNER INFORMATION

Name:
Address of property where rain barrel(s) will be implemented:
City, State, Zip:
Phone:
EMAIL:
SIGNATURE & DATE:

*Please include proof of purchase, scanned or original, upon submittal

Amount of Grant Request Amount (50% total purchase price): \$

Number of rain barrels purchased (limit 2):

*Please include proof of purchase, scanned or original, upon submittal