



MINUTES OF THE BOARD OF DIRECTORS
 December 13, 2017

Attendance		Present	Absent
Dan Jones, Chair	City of White Bear Lake	X	
Jim Lindner, Vice Chair	City of Gem Lake	X	
Rob Rafferty, Secretary-Treasurer	City of Lino Lakes	X	
Ed Prudhon	White Bear Township	X	
Marty Long	City of North Oaks	X	
Terry Nyblom	City of Vadnais Heights	X	
Stephanie McNamara	Administrator	X	
Kristine Jenson	Program Mgr.	X	
Brian Corcoran	Water Resources Mgr.	X	
Nick Voss	Education & Outreach Cord.	X	
Tyler Thompson	Water Resource Tech.	X	

Others in attendance: Margaret Behrens (Ramsey Conservation District), Mark Graham (City of Vadnais Heights Engineer & TEC Chair)

I. Call to Order

The meeting was called to order at 7:00 pm by Chair Jones. A quorum is present for the meeting.

II. Approval of Agenda

Nyblom wants to add an item to the agenda for discussion regarding the MN Pollution Control Agency (PCA) policy regarding the use of sand for traction in winter months. Jones said this could be put under item VIII. Discussion and can replace item A since Jones did not have anything to discuss this month.

A motion was made by Lindner and seconded by Nyblom to approve the agenda as presented. Vote: all aye. Motion passed.

III. Approval of Minutes from October 25, 2017

A motion was made by Prudhon and seconded by Lindner to approve the minutes from the October 25, 2017 Board of Directors Meeting. Vote: 5 aye; Rafferty abstained. Motion passed.

IV. Visitors and Presentations

V. New Business

A. Annual Report Card 2017

VLAWMO is wrapping up its first year under the new Water Plan which means it's time to fill in our first Report Card under this plan. The format of this Report Card is still being finalized so we can assess how things went this year, what next year should look like but still keep it simple and readable. In our 2017 Work Plan, we attempted to set measurable goals in each area of effort. Over the course of the year, we have shared our progress on work items at TEC and Board meetings. A table with these areas of effort were sent with your Board packet. We are asking the Board to provide input and hand in the table at the end of the meeting. Your thoughts are valuable for creating an accurate report card for VLAWMO's annual reporting needs. Stephanie reviewed last year's work plan for the Board.

Discussion:

Jones thinks we should call this something other than report card.

Lindner commented that many items on our work plan are on-going and can't really be "graded".

Jones asked about if we will need to add to our Comp Plan in regards to our ditch authority.

Stephanie stated that we would pursue an amendment to our Plan once we have determined how we are going to manage the ditch.

B. Certification of 2017 Fund Balance – Resolution 04-2017

Staff requests the following carry over of funds to 2018. Some projects have been completed but we are awaiting bills, others may have funds encumbered

Operations Fund balances in specific areas need to be encumbered to pay for already approved 2017 expenses or to build a special purpose fund balance.

Capital budget In 2017 VLAWMO implemented programs and projects as identified in the 2017 – 2026 Comprehensive Water Management Plan adopted in October of 2016. The following budget items, their purpose and amount are reflected in the table below as part of Resolution 04-2017.

RESOLUTION 04-2017

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

December 13, 2017

The Board of Directors of the Vadnais Lake Area Water Management Organization met in a regular meeting at the Vadnais Heights City Hall on Wednesday, the 13th day of December, 2017 at 7:00 o'clock p.m.

The following members were present:

- Marty Long, City of North Oaks*
- Terry Nyblom, City of Vadnais Heights*
- Ed Prudhon, White Bear Township*
- Dan Jones, City of White Bear Lake*
- Jim Lindner, City of Gem Lake*
- Rob Rafferty, City of Lino Lakes*

The following members were absent:

none

Director Linder introduced the following resolution and moved its adoption. Director Rafferty seconded the motion.

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:

<u>Fund</u>	<u>Description</u>	<u>Purpose</u>	<u>Amount</u>
General	Information systems	Purchase of IT equipment & help	\$2,500
General	Insurance	Additional liability insurance per 10/16 Board	\$500
General	Legal assistance	Project contracting assistance	\$3,900
General	Storm Sewer Utility	Administrative exp of program	\$3,000
General	Training	Staff, TEC & Board training	\$500

General	Misc & mileage	Mileage reimburse, mtg expense	\$4,000
General	Admin-Payroll	Assist with staffing adjustment;	\$4,000
General	Equipment	Canoe replacement	\$3,500
General	Education & Marketing	Program materials & swag replacement	\$700
General	Community Blue	Ongoing projects	\$5,000
General	Lambert Creek	Whitaker wetland grant; engineering	106,290
General	Goose Lake	Fund for implementation; feasibility	\$57,365
General	Birch Lake	Match funds for iron filter project	\$4,700
General	Gil, Black, Tam, Wilkin	Encumbered for surveys	\$5,185
General	Pleasant Charley	Encumbered for surveys	\$3,700
General	Sucker Vadnais	Sucker channel & others	\$65,000
General	Landscape 1 cost-share	Approved projects not complete	\$4,500
General	Project research & feasibility	Spent lime study; Lambert creek engineering	\$16,500
General	Facilities Maintenance	Ongoing maintenance of creek and VLAWMO installations	\$25,710
	Total		\$315,932

The foregoing resolution was passed by the Board of Directors of the Vadnais Lake Area Water Management Organization, Minnesota this 13th day of December, 2017.

Discussion:

Nyblom asked for clarification for what the Community Blue grant is about. Nick explained that it is an opportunity to connect with the public on outreach projects. This past year, a grant was given to a group in White Bear Lake for a water resource education event. He also has a current application Nyblom asked whether doing this resolution was a normal occurrence. Stephanie said this is the 3rd year we have done it.

Nyblom then asked if the money listed here could be reallocated if needed. Stephanie said that it can moved if the Board decides so.

Prudhon asked if resolutions are needed anytime they want to shift money. Stephanie said it would depend on how big of a shift they wanted to do. However, it could be done just by a motion for smaller shifts.

Vote: all aye. Motion passed.

C. Consideration of office lease 2018-2020 – Resolution 05-2017

VLAWMO has leased office space in the Vadnais Heights City Hall for the last 9.5 years. This new lease would extend that agreement for another three years. There is an increase of \$85/month the first year and \$35 after that or \$420/year after the first year. The monthly lease would be \$1,780, \$1,815, and \$1,850 for 2018, 2019, and 2020 respectively. This affords VLAWMO the main VLAWMO office, four cubicles, internet and telephone, storage space and access to conference rooms and other common space. The lease language is the same as the last three years otherwise. Recommendation: Approval of the 2018-2020 Office space agreement with the City of Vadnais Heights.

RESOLUTION 05-2017

Of the Vadnais Lake Area Water Management Organization (VLAWMO)
Office Lease

December 13, 2017

The Board of Directors of the Vadnais Lake Area Water Management Organization met in a regular meeting at the Vadnais Heights City Hall on Wednesday, the 13th day of December, 2017 at 7:00 o'clock p.m.

The following members were present:

Marty Long, City of North Oaks

Terry Nyblom, City of Vadnais Heights

Ed Prudhon, White Bear Township

Dan Jones, City of White Bear Lake

Jim Lindner, City of Gem Lake

Rob Rafferty, City of Lino Lakes

The following members were absent:

none

Director Lindner introduced the following resolution and moved its adoption. Director Jones seconded the motion.

A RESOLUTION FOR APPROVAL OF THE 2018 – 2020 OFFICE LEASE with the City of Vadnais Heights. Whereas VLAWMO must maintain an office, with required facilities within the VLAWMO jurisdiction and the accommodations within the Vadnais Heights city hall meet those needs, and Whereas, VLAWMO finds the location, accommodations and personnel at city hall to be a good fit with VLAWMO needs,

Therefore be it resolved to approve the 2017 – 2020 lease agreement with the City of Vadnais Heights.

The foregoing resolution was passed by the Board of Directors of the Vadnais Lake Area Water Management Organization, Minnesota this 13th day of December, 2017.

Discussion:

Vote: 5 aye; Nyblom abstained. Motion passed.

D. Employee Handbook Changes – Resolution 06-2017

The Policy and Personnel committee met Nov. 16th to discuss the health insurance benefit for employees for 2018. There has been fairly extreme volatility in the market as most are probably aware. The policy for employees that is almost the same as what was offered last year will cost about 15.2% more than last year. Fortunately the Board added more funds to the 2018 health insurance budget and we can stay within budget while still offering health coverage. The committee is recommending we continue and as enrollment needed to progress this has been done.

There is an opportunity for savings as Stephanie will utilize Medicare and a supplemental insurance starting March 1st. This also means that after the first two months VLAWMO will not contribute to a Health Savings Account as they are not allowed under Medicare. This will save VLAWMO about $\$8,729 + \$833 = \$9,562$. As I do not plan to retire just yet I would like to ask VLAWMO to help me pay for the modified health insurance. I have not chosen a supplemental policy so I don't know the exact cost yet but I am anticipating monthly cost in the neighborhood of \$280. If the Board approves this could still realize a significant savings: $\$9,562 - \$2800 = \$6,762/\text{yr}$.

This could be done through an update to the Employee Handbook language. The Employee Handbook is in need of updating to reflect current practices and perhaps could include an update to reflect what is suggested above. A document showing the proposed changes was distributed with the Board Packet. The Policy and Personnel Committee is recommending approval of this update.

5.1 Insurance

~~At this time it is the policy of VLAWMO to offer health insurance coverage to all full time employees. The Watershed does not offer a group Health insurance program policy to its employees, however it will pay the employee a health benefit stipend in the amount to be determined by the Board. This stipend will be prorated by pay period and included as a health benefit. The policy is reassessed by the Administrator and the Policy and Personnel committee annually during the open enrollment period.~~

~~If an If any coverage offered under the VLAWMO insurance program is not accepted by an offered in the future and the employee does not enroll in a health, dental, life insurance plan offered in the Program, the Watershed will not be obligated to pay the employee the premium amounts. However, if an employee is eligible and accepting the federal health coverage program, Medicare, VLAWMO will provide premium coverage at least commensurate with other employee's coverage.~~

New Language:

“It is the policy of VLAWMO to offer health insurance coverage to all full time employees. The Watershed offers a group Health insurance policy to its employees. The policy is reassessed by the Administrator and the Policy and Personnel committee annually during the open enrollment period.

If any coverage offered under the VLAWMO insurance program is not accepted by an employee, the Watershed will not be obligated to pay the employee the premium amounts. However, if an employee is eligible and accepting the federal health coverage program, Medicare, VLAWMO will provide premium coverage at least commensurate with other employee's coverage.”

RESOLUTION 06-2017

Of the Vadnais Lake Area Water Management Organization (VLAWMO)
Employee Handbook Update

December 13, 2017

The Board of Directors of the Vadnais Lake Area Water Management Organization met in a regular meeting at the Vadnais Heights City Hall on Wednesday, the 13th day of December, 2017 at 7:00 o'clock p.m.

The following members were present:

Marty Long, City of North Oaks
Terry Nyblom, City of Vadnais Heights
Ed Prudhon, White Bear Township
Dan Jones, City of White Bear Lake
Jim Lindner, City of Gem Lake
Rob Rafferty, City of Lino Lakes

The following members were absent:
none

Director Lindner introduced the following resolution and moved its adoption. Director Rafferty seconded the motion.

A RESOLUTION FOR APPROVAL of the Employee Handbook relative to health benefits.

Whereas the VLAWMO Board of Directors has a long standing policy of providing some form of health benefits to its employees and since 2017 has offer a group health insurance policy and a health savings account, and

Whereas the Employee Handbook reflects employee policy for VLAWMO, and

Whereas it is the intention of VLAWMO to provide commensurate health benefits to all its employees the following change in language is adopted for the Employee Handbook:

5.1 Insurance

“It is the policy of VLAWMO to offer health insurance coverage to all full time employees. The Watershed offers a group Health insurance policy to its employees. The policy is reassessed by the Administrator and the Policy and Personnel committee annually during the open enrollment period.

If any coverage offered under the VLAWMO insurance program not accepted by an employee, the Watershed will not be obligated to pay the employee the premium amounts. However, if an employee is eligible and accepting the federal health coverage program, Medicare, VLAWMO will provide premium coverage at least commensurate with other employee’s coverage.”

The foregoing resolution was passed by the Board of Directors of the Vadnais Lake Area Water Management Organization, Minnesota this 13th day of December, 2017.

Discussion:

Nyblom asked what the employees pay for insurance. Stephanie said because we are a small organization, the policy options are limited and the costs per employee varies by age and health status.

Jones stated that the P & P felt it was worthy for VLAWMO to assist with Stephanie’s insurance coverage because, in the end, it is saving VLAWMO money.

Jones stated that the idea of what to do with the cost savings will be discussed at a future meeting.

Vote: all aye. Motion passed.

VI. Old Business

A. Lambert Creek

1. Consideration of maintenance contract with State of Minnesota – Institution Community Work Crew

At the October 25, 2017 BOD meeting, the Board directed that more efforts be pursued for debris removal services in Lambert Creek. At the suggestion of Director Prudhon because of WB Township’s experience with the State of MN Institution Community Work Crew program (ICWC), staff met with ICWC supervisor Scott Miller for possible assistance in the creek clean-up. After talking with Scott in the office as well as taking him to the site, he feels confident this would be a great project for the ICWC.

VLAWMO originally pursued private companies to do the work and costs ranged from roughly \$30K to over \$60K for the proposed work. If the ICWC were to be used it would cost \$750.00 a day for a crew of up to ten guys. Scott was confident the work could be done in 2-3 days.

The ICWC would remove the debris from the creek and drag to specific sites (to be determined) and VLAWMO would have to partner with possibly the City of Vadnais Heights for removal and chipping. The ICWC would provide all the equipment needed (chain saws, waiters, etc.) to clear the creek and move debris to the specific sites.

Each crew is run by a crew leader employed by the MN Department of Corrections. The workers on each crew volunteer to work on the ICWC and the Department of Corrections only allow a total of 80 workers to participate in the service. There is high demand to work on the ICWC and those who are selected to work receive hours that will reduce their work release requirements.

A contract with the ICWC would need to be in place before any work could start (sample contract attached), once contract is in place a crew can be requested any Friday-Sunday. The contract is good for a year, crews can be used as often as needed and VLAWMO would be under no financial responsibility unless the crew does the work. Since the work can't be done when the ground is frozen, we may not have the work done until spring.

Discussion:

Rafferty stated that this is a very viable solution. And he has seen that is a very positive experience for everyone.

Nyblom thinks it is a great idea and said to do a mailing first and then if there is a number of people who have concerns, then we could have an open house.

Nick stated that it would be worth considering ONE letter

Lindner asked if, instead of an open house, we just have a presentation during one of our Board meetings. Jones asked if VLAWMO could have space in the Vadnais Heights newsletter to put information.

Prudhon stated that for the township, they had it in the record that they were going to hire this crew without stating specific dates or projects.

Graham thinks VLAWMO and the City could send out a letter together to those affected and just see how it goes this time without needing to do a larger open house.

Jones said he wants a letter to every home adjacent to the properties and to have info on the website. And then Jones would like them to come to a Board meeting to give an official presentation about their work.

Jones stated that VLAWMO should send out a letter to all the communities to let them know that VLAWMO is looking to pursue working with ICWC.

A motion was made by Lindner and seconded by Nyblom to approve the contract with the ICWC to clear debris in Lambert Creek as described above. Vote: all aye. Motion passed.

2. Consideration of survey of targeted portions of Lambert Creek and Engineer's analysis RFP – Resolution 07-2017

Per direction from the October 25, 2017 Board meeting, staff sent out a RFP for engineering analysis on Lambert Creek and the branch ditches. The services requested will allow VLAWMO, the ditch authority, to understand both the historical and current capacity of the ditch system as well as areas along the system that could benefit from potential projects. A model of the system will be created identifying the current condition of the creek and this model would be used to target areas of the system that would benefit from projects to increase the effectiveness of the system.

Historical and current data would be used to calibrate the model along with an updated survey of the system. Information we are looking for from the engineers to guide future work and routine maintenance of the system below:

- Reviewing records of the ditch to establish original ditch profile and capacity to the extent possible.
- Review records of the ditch cleaning in 1987 to establish ditch profile and capacity to the extent possible.
- Review area where high water concerns have been identified.
- Survey Lambert Creek from Whitaker pond and Goose Lake to Vadnais Lake.
- Utilize available information to produce a updated hydraulic model of Lambert creek and updated current profile information for the creek
- Identify potential areas of maintenance needs and potential improvement practices

- Recommend plan of routine ditch assessment including evaluation of existing structures along the creek. This would be used to identify and schedule future inspection and maintenance needs.

The Request for Proposal along with the timeline was included with the Board packet. The Lambert Creek budget for 2018 is \$57,000.

VLAWMO received 6 proposals and interest from across the Midwest. Prices ranged from \$47,826 to \$105,000. Proposals included cost for main ditch 14 analysis as well as options to include detailed branch ditch analysis. All proposals are from reputable firms with staff experienced in ditch modeling and maintenance and project work. Staff is reviewing and scoring each proposal. Because the proposals came in just before the packet deadline we will need to send you the summary early next week. The Board may wish to approve the lowest responsible bidder per VLAWMO policy.

Stephanie provided a summary of all the proposals that were received. The two lowest bidders were Houston and Wenck. Both would be able to complete the work we are looking for and VLAWMO has experience working with both companies.

Director Prudhon introduced the following resolution and moved its adoption. Director Lindner seconded the motion.

RESOLUTION 07-2017

Of the Vadnais Lake Area Water Management Organization (VLAWMO)
Acceptance of Lambert Creek Engineering Proposal

December 13, 2017

The Board of Directors of the Vadnais Lake Area Water Management Organization met in a regular meeting at the Vadnais Heights City Hall on Wednesday, the 13th day of December, 2017 at 7:00 o'clock p.m.

The following members were present:

Marty Long, City of North Oaks

Terry Nyblom, City of Vadnais Heights

Ed Prudhon, White Bear Township

Dan Jones, City of White Bear Lake

Jim Lindner, City of Gem Lake

Rob Rafferty, City of Lino Lakes

The following members were absent:

A RESOLUTION FOR APPROVAL of the Engineering proposal from Houston Engineering.

Whereas, VLAWMO is the ditch authority for Lambert Creek (Ramsey County ditch #14) and Dillon ditch (Ramsey County ditch #13) and as such is responsible for the operation and maintenance of the ditch, and

Whereas, VLAWMO has been doing restoration and enhancement projects along the creek since accepting ditch authority in 1987, and

Whereas, changes in the drainage of the creek since it was established and changes in weather patterns affect the operation of the creek, requiring a more in depth understanding of the elevations, hydrology and hydraulics of the creek,

Therefore be it resolved that the VLAWMO Board of Directors will accept the Proposal for Engineering assistance from Houston Engineering at cost of \$55,133. Staff is authorized to approve change orders up to \$5,000 as needed. Otherwise change orders will require Board approval.

Discussion:

Linder commented about the value of minimal change-overs between staff among contractors. Prudhon asked to clarify details that are listed in the bid and inquired if this was done via sealed bids.

Stephanie answered that they were not sealed bids, and they came in from email. We did not share the overall budget in the bidding process but instead left bidders to list their own pricing on their own terms.

Stephanie confirmed that the two lowest bids would provide a good final product for VLAWMO. Brian summarized that we're seeking to gain the original ditch profiles. With gaining the original profile we hope to have a component of the profile that carries over to future projects. Soil borings are included in the profile.

Nyblom asked if this project is operating under the 103E or 103B statute.

Stephanie confirmed that we are under 103B

Nyblom inquired about Wenck's GIS database feature, and Stephanie clarified how Wenck can customize the GIS components of this project to our interests.

Mark Graham mentioned that Houston is what Vadnais Heights is looking for. Their bid is for about the same amount of money as Wenck, but the Houston bid is more transparent and he believes will provide a better final product, therefore he recommends going with Houston.

Rafferty commented on his appreciation of a fixed price from Houston.

Vote: all aye. Motion passed.

VII. Operations and Administration - Reports

A. TEC Report

Jones asked how the alum/lime research has been going. Tyler was out with a Barr engineer today to collect sediment samples which will be used to develop dosing treatment levels for alum and lime.

No comment from BOD

B. Financial Report

Jones commented that financial report should be on a "consent agenda", consistently in the agenda packet. Stephanie confirmed that that's possible.

C. Project Updates

1. Whitaker Wetlands

The work has finished up for the year on the treatment wetlands. Media has been installed in the three treatment cells, pipes and pumps are in, shed is built and grading is complete. Due to the freezing weather testing of the treatment cells and plantings will be done in the spring as well as installation of the solar panel.

2. Sucker Channel Restoration Project

All of the major construction for this project is complete. The park has been redesigned to provide easier access for the public and has dedicated areas for people to fish from the shore. The native planting beds have been prepped and native plants will be installed in spring 2018.

Nyblom asked about zebra mussels.

Jones and Stephanie discussed the calls that were common at the VLAWMO office about the Vadnais Lake level being low.

3. Goose Lake and Oak Knoll Pond Study

In our on-going effort to determine how to best manage the internal phosphorus load in Goose Lake, we contracted with Barr Engineering to do some additional studies.

Sediment cores were taken from Goose Lake as well as Oak Knoll Pond and additional water quality samples were collected at Oak Knoll this fall. This information will aid in

determining the proper dosage for alum treatment and therefore give us a more accurate cost estimate. The information will also assist in our exploration of using spent lime rather than alum as an internal load control. Barr will be preparing a technical memo regarding the findings of these studies as well as an alum dosing plan and supporting documentation to assist with grant applications. These items are not expected until later this winter.

4. Birch Lake Filtration Project

Kristine submitted an application for a Clean Water Fund Grant for this project. We will not hear any decisions until later in December. The City of WBL passed a resolution supporting this project and pledging \$15,000 towards the match requirements. The high end cost estimate is \$121,000. Kristine's request was for \$97,000 which would require a nearly \$30,000 match. We will keep you posted on the results of the grant process.

Prudon asked if VLAWMO maintains the culvert on Otter Lake Road. Tyler confirmed that it's the county, being a county road.

Jones recommended to communicate with White Bear Lake to have the City claim responsibility.

D. Charley Lake Sustainable Lake Management Plan (SLMP)

As part of our on-going goal of producing a Sustainable Lake Management Plan each year, a draft of the SLMP for Charley Lake is available for review. To support this effort, VLAWMO worked with Ramsey Conservation District to conduct a study of the lake bottom (bathymetry and biomass) as well as lake vegetation and shoreline vegetation surveys. At the time of the writing of this memo, we are waiting on a shoreline vegetation survey report from RCD that will be included with the report but all the other supporting documents, including the Retrofit Study conducted in 2015 are included as appendices with the plan. We invite the Board to read through the SLMP and provide feedback. We will also send it out for review to the City of North Oaks and other partners.

VIII. Discussion

A. PCA Policy regarding the use of sand for traction

Nyblom mentioned the MPCA rule of municipalities needing to treat and dispose sand on roads as solid waste. He mentioned that most municipalities aren't using sand anymore due to it not being cost-effective. He also mentioned that on small side streets there should be a salt/sand mixture to be effective and cost effective. This would incentivize municipalities to use sand again.

Jones commented that the problem with sand years ago was that storm drainage filled up rapidly, causing other issues.

Rafferty asked about brine solution.

Mark Graham commented that brine is a salt mixture in water, and is used to pre-wet roads to reduce salt. Cities and counties got away from using salt and sand because sweeping duties were too extensive.

Jones commented a need for municipalities to decide what they want to use.

Jones compared 2" to 3" plowing guidelines. Cities compared different strategies for salt use.

IX. Administration Communication

X. Public Comment

XI. Adjourn

A motion was made by Jones and seconded by Linder to adjourn at 9:06 pm. Vote: all aye. Motion passed.

Minutes compiled and submitted by Kristine Jenson.