



The Vadnais Lake Area Water Management Organization  
 800 County Road E East, Vadnais Heights, 55127 651-204-6070  
 Website: www.vlawmo.org; Email: office@vlawmo.org

MINUTES OF THE BOARD OF DIRECTORS – OCTOBER 2021 REGULAR BOARD MEETING  
 October 27<sup>th</sup>, 2021  
 Vadnais Heights City Hall Council Chambers  
 800 County Road E East Vadnais Heights, MN 55127

Attendance		Present	Absent
Jim Lindner, 2021 Chair	City of Gem Lake	X	
Dan Jones, Vice Chair	City of North Oaks	X	
Patricia Youker, Secretary-Treasurer	City of White Bear Lake		X
Ed Prudhon	White Bear Township	X	
Rob Rafferty	City of Lino Lakes	X	
Tom Watson	City of North Oaks	X*	
Phil Belfiori	Administrator	X	
Brian Corcoran	Water Resources Mgr.	X	
Dawn Tanner	Program Development Coord.	X	
Nick Voss	Education & Outreach Coord.	X	
Tyler Thompson	GIS Watershed Tech.	X	

\* Present and observing via teleconference; not eligible for voting or towards quorum

**Others in attendance:** Paul Duxbury (VLAWMO TEC); Ceci Shapland (WAV, MN Water Steward); Joe Bischoff (Barr Engineering)

**I. Call to Order**

The meeting was called to order at 7:00 pm by Chair Lindner. Noted that Tom Watson is observing the meeting remotely and is ineligible for voting or counting towards quorum.

**II. Approval of Agenda**

The agenda for the October 2021 VLAWMO Board meeting was presented for approval, Chair Lindner asked for any additions or corrections. Belfiori asked for the addition of item VII. D. Begin Loan Payments for Lambert Lake Sheetpile Project.

A motion was made by Jones and seconded by Prudhon to approve the October 27, 2021 VLAWMO Board meeting agenda, as amended. Vote: aye. Motion passed.

**III. Approval of August 25, 2021 Board Meeting Minutes**

The August 25, 2021 Board meeting minutes were presented for approval. Lindner asked for any additions or corrections. None.

A motion was made by Prudhon and seconded by Rafferty to approve the August 25, 2021 Board meeting minutes, as presented. Vote: all aye; Jones: abstain. Motion passed.

**IV. Visitors and Presentations**

**A. TEC Report and Financial – October**

Duxbury gave the Board a briefing on current projects and programs, as reviewed at the October TEC meeting and reported on the TEC Report to the Board. Belfiori gave a brief rundown of the October Finance Report, as approved by the TEC.

**B. Watershed Action Volunteers report to Board**

Ceci Shapland, Minnesota Master Water Steward and WAV Volunteer, reported to the Board regarding 2021 activities and 2022 projections.

**Discussion:** Lindner noted that the heart and soul of volunteers is refreshing and great to see. Shapland noted that

**C. Public Visitors – non-agenda items**

None.

**V. Consent Agenda**

**A. Consider Salary survey table per recommendation of personnel subcommittee**

Staff and Subcommittee recommend the Board review and approve the updated salary survey and structure for years 2021 through 2024. More can be found in the October 27, 2021 Board packet.

**B. Consider West Vadnais Lake SLMR**

Staff and TEC recommend the Board review and approve the 2021 West Vadnais Lake Sustainable Lake Management Report and post on vlawmo.org. More can be found in the October 27, 2021 Board packet.

**C. Consider Barr revisions to scope of work for Wilkinson Lake BMP**

Staff is requesting Board approval to revise the scope of work for the Wilkinson Lake BMP project. More can be found in the October 27, 2021 Board packet.

**D. Update on Pleasant Lake Carp Management**

Staff continues to coordinate with partners and WSB for carp tracking, and the telemetry portion is now fully active. VLAWMO is partnering with the RCSWCD for a targeted vegetation survey that will likely occur in November. More can be found in the October 27, 2021 Board packet.

**E. Update on maintenance agreement –Vadnais-Sucker Lake Regional Park Restoration**

The landowner agreement between Great River Greening and the SPRWS was authorized and signed by the SPRWS Board in September, and a draft maintenance agreement among partner is underway. More can be found in the October 27, 2021 Board packet.

**F. Update on Project of the year application to MAWD**

The Lambert project has been selected as a finalist for the MAWD Project of the Year, which will be announced at their annual meeting in December.

**G. Update on Sensible Land use Coalition Presentation**

VLAWMO staff gave a presentation to the SLUC on October 27<sup>th</sup>, overviewing recently completed and upcoming projects.

**H. Update on VLAWMO watershed awards**

Nominations are now open for the 2021 VLAWMO Watershed Partner Award. More can be found in the October 27, 2021 Board packet.

**I. Update on TEC change of date, time and location**

At their October meeting, the TEC voted and passed changing of the meeting day to every 2<sup>nd</sup> Wednesday of the month, the meeting time to 8 am, and the meeting room to the Vadnais Heights City Hall Council Chambers. These changes will take effect for the November 8<sup>th</sup> TEC meeting.

**Discussion:** No discussion upon any items within the item V. Consent Agenda.

A motion was made by Prudhon and seconded by Jones to approve the October 2021 Board meeting consent agenda, as presented. Vote: all aye. Motion passed.

**VI. Business**

**A. Administration**

**1. Consider 2022 Storm Sewer Utility Certification Lists for 2022 – Res. 10-2021**

Belfiori presented that the final step in approving storm sewer utility fees for 2022 is approving the parcel lists and fee rates for both Ramsey and Anoka Counties. Staff has been working with our SSU consultant to finalize these list and review property parcel

divisions. The charges to each non-exempt parcel are now ready to be certified as is done each October. Staff recommends the Board approve both the Ramsey County and Anoka County Storm Sewer Utility parcel lists for 2022 with the approval of Resolution 10-2021.

**Discussion:** None.

A motion was made by Jones and seconded by Prudhon to approve Resolution 10-2021, approving the 2022 VLAWMO Storm Sewer Utility parcel lists, payable in 2022. Vote: all aye. Motion passed.

**RESOLUTION 10-2021**

**A RESOLUTION CERTIFYING STORM SEWER UTILITY CHARGES TO THE COUNTY AUDITOR TO BE ASSESSED ON REAL ESTATE TAXES PAYABLE IN 2022.**

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

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

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

1. Attachments 1 and 2 attached hereto and made a part thereof by reference is a list of parcels of real property lying within the VLAWMO limits of which have surface water runoff and on which there are service charges payable in 2022.
2. The Board hereby certifies said list and requests the Ramsey County Auditor and Anoka County Auditor to include in the real estate taxes/assessments due the amount set forth in Attachments 1 and 2 with taxes/assessments due and payable in 2022.
3. The VLAWMO Administrator is directed to tender a certified copy of this Resolution to the Ramsey and Anoka County Departments of Property Records and Revenue.

The question was on the adoption of the resolution and there were 4 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Dan Jones</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tom Watson</i>	<input type="checkbox"/>	<input type="checkbox"/>	√
<i>Patricia Youker</i>	<input type="checkbox"/>	<input type="checkbox"/>	√
<i>Jim Lindner</i>	√	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
James Lindner, Chair

\_\_\_\_\_  
Date

## VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

I, the undersigned, Administrator of the Vadnais Lake Area Water Management Organization, hereby certify that I have carefully compared and attached the foregoing extract of minutes of a regular meeting of the Board of Directors of said watershed held on the 27th day of October 2021, with the original thereof on file in my office.

WITNESSED BY the Watershed Administrator this 27th day of October 2021.

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Phil Belfiori, Administrator

### **2. Consider Auditor Services for Fiscal Years 2021-2022**

Pursuant to Minnesota Statute 103B, staff noticed and advertised a Request for Proposal (RFP) for Financial Audit services for Fiscal years 2021 and 2022. The purpose of the program is to provide an audit of VLAWMO financial statements for fiscal years ending December 31, 2021 and 2022. The advertisement for the RFP was placed in the Legal of MN Cities marketplace from September 1-17th, in the White Bear Press on September 6 and 13th, and noticed at the offices and placed on the VLAWMO web page. Closing date was to receive proposals was September 24, 2021. Staff received RFPs from 2 firms, then reviewed and scored them for a recommendation of choosing. CLA scored the highest given they have performed well on the work completed as VLAWMO auditors over the last several years, their electronic interface system for upload and submitting files works well, and have been very responsive with staff and follow-up. Based on the review of the proposals, staff recommends the Board approve CLA to provide the annual audits of VLAWMO financials for fiscal years ending December 31, 2021 and 2022 consistent with their proposal for services dated September 20, 2021.

**Discussion:** Rafferty asked for clarification on how long CLA has been contracted for auditing services. Staff answered that they have been contracted for 2 prior consecutive years.

A motion was made by Rafferty and seconded by Prudhon to select and authorize staff to sign into contract with Clifton Larson Allen (CLA) for 2021-2022 VLAWMO auditing services. Vote: all aye. Motion passed.

## **VII. Projects**

### **A. Consider “Phase II” CD 14 Ditch Maintenance Contract with Scandia Trucking & Excavating LLC**

Corcoran presented that staff sent requests for quote to three contractor’s on the CD 14 Phase II Ditch Maintenance project; Peterson Companies, Scandia Trucking & Excavating, and Lametti & Sons. Quotes were received from Peterson Companies and Scandia Trucking & Excavating. As identified in Attachment #1, HEI recommends award of the contract to Scandia Trucking & Excavating, LLC in the amount of \$34,854.00. HEI further recommends that an additional 15% of the contract (\$5,228.10, or a total of \$40,082.10) be budgeted and authorized for potential change orders resulting from unforeseen conditions or omissions discovered as the project progresses.

Staff brought the two received quotes to the 10-4-2021VLAWMO subcommittee meeting for discussion. The subcommittee recommended award of contract to the Board to hire Scandia

Trucking & Excavating, LLC. VLAWMO staff, Houston Engineering, and the VLAWMO Board subcommittee recommend hiring Scandia Trucking LLC for construction of the CD 14 Repair “phase II” project in the amount of \$34,854.00. It is also recommended that an additional 15% of the contract (\$5,228.10, or a total of \$40,082.10) be budgeted and authorized for potential change orders resulting from unforeseen conditions or omissions discovered as the project progresses.

**Discussion:** Rafferty mentioned the price difference between contractors and asked about the discrepancy and asked if Scandia Trucking & Excavating was a reliable firm. Corcoran replied that yes, Scandia Trucking is a reliable firm and VLAWMO had hired and worked with them in 2020 on the Phase 1 Ditch 14 maintenance project, and the result was highly regarded. Houston Engineering also recommends the low-bid contractor for approval and hiring.

A motion was made by Jones and seconded by Rafferty to approve hiring Scandia Trucking LLC for construction of the CD 14 Repair “phase II” project in the amount of \$34,854.00, as well as an additional 15% of the contract (\$5,228.10, or a total of \$40,082.10) be budgeted and authorized for potential change orders resulting from unforeseen conditions or omissions discovered as the project progresses. Vote: all aye. Motion passed.

#### **B. Consider Barr Engineering scope of work for development of position regarding VLAWMO’s role in vegetation management**

Belfiori and overviewed the scope of work for development of the VLAWMO position on aquatic plant management from Barr Engineering. Staff is requesting the Board considers the Barr Engineering scope of work for approval and authorizes staff to accept and sign into contract with Barr Engineering.

**Discussion:** Prudhon asked if the DNR is involved in the process yet. Belfiori noted that not directly, but in a permitting aspect. Jones noted that basically this is deciding if the VLAWMO Board wants to pursue aquatic vegetation management, and to what degree, for example, invasive vs native species. Rafferty asked for clarification on the difference between invasive species, and Bischoff answered that it’s all interconnected for lake biology,, but certain invasive species can have a bigger impact on a Watershed’s mission statement. Jones noted that there are many ways to govern assistance spending. Tanner added that for Birch Lake, staff is assisting them with pursuing grant funding for Eurasian watermilfoil removal.

A motion was made by Jones and seconded by Rafferty to approve the Barr Engineering scope of work for development of a VLAWMO position on aquatic plant management from Barr Engineering dated September 30, 2021. Vote: all aye. Motion passed.

#### **C. Consider scope of work and process for strategic direction with VLAWMO Board**

Pertaining to planning of a mid-cycle 2017-2026 VLAWMO Comprehensive Watershed Management Plan update, staff presented on the possibility of moving forward with a scope of work with Houston Engineering, Inc. to assist VLAWMO staff in this effort. Staff has applied for a BWSR PRAP grant to fund 50% of a workshop facilitated by HEI. The grant covers about \$3,180 in costs.

The Board Subcommittee discussed the proposed process and Houston Scope of work at the October 4th Subcommittee meeting and recommended approval to the full Board. Staff also recommends and requests authorization from the Board for staff to proceed and sign the HEI scope of work dated October 8<sup>th</sup>, 2021. Staff also recommends the Board provide authority to the Administrator to sign into and execute the BWSR grant agreement, which was approved for funding by BWSR, as of the October Board meeting.

**Discussion:** None.

A motion was made by Jones and seconded by Rafferty for the approval of proceeding with the Houston Engineering scope or work dated Oct. 8, 2021 as attached, as well as providing authority to the Administrator to sign and execute the BWSR grant agreement if grant application is successful.

Vote: all aye. Motion passed.

**D. Begin Loan Payments for Lambert Lake Sheetpile Project**

The loan used to replace vinyl sheet pile with steel has been completed on schedule and under budget. A 4<sup>th</sup> and final pay request was submitted to MPCA by VLAWMO on 9/1/2021 for \$19,284.48. Payment was received for this invoice. A total of \$385,689.54 has been requested and received by VLAWMO to date. The total reserved loan amount was \$400,000 (a difference of \$14,310.46). A memo and notice of project completion for the meander and sheet pile replacement was received by VLAWMO from SEH Engineering on 9/21/2021. VLAWMO staff contacted MPCA to let them know that the project was complete. Final loan documents were received and were distributed to the Board at this meeting including invoice #1 to begin repayment. Invoice #1 is due December 15, 2021.

Tanner presented that the final repayment schedule.

A motion was made by Jones and seconded by Prudhon for the authorization of VLAWMO staff to begin making bi-annual payments of \$19,284.48 according to the attached MPCA loan repayment schedule and continue through the life of the loan with the final payment being made on or before 6/15/2031. Vote: all aye. Motion passed.

**VIII. Discussion**

None.

**VIII. Administration Communication**

None.

**IX. Adjourn**

A motion was made by Prudhon and seconded by Jones to adjourn at 8:00 pm. Vote: all aye. Motion passed.  
Minutes compiled and submitted by Tyler Thompson.