

## BOARD OF DIRECTORS MEETING AGENDA

7:00 PM

December 14, 2022

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

 = requested Board action

- I. **Call to Order**, Chair, Jim Lindner
- II. **Approval of Agenda**
- III. **Approval of October 26, 2022 Board Meeting Minutes** p. 3
- IV. **Visitors and Presentations**
  - A. Recognition of Director Patricia Youker
  - B. 2022 VLAWMO Watershed Awards – Nick p. 13
  - C. TEC Report and Financials for December - Phil p. 15
  - D. Public Visitors – Non agenda items
- V. **Consent Agenda** 
  - A. Consider Contracts/quotes for 2023- (5 total)  p. 25
  - B. Wilkinson BMP Project update p. 27
  - C. Consider Spent lime grant submission authorization  p. 41
  - D. Update on MAWD annual meeting carp presentation p. 43
  - E. Update on Great River Greening Vadnais/Sucker Park restoration p. 45
  - F. Consider Watershed Planning Resiliency Grant application  p. 47
  - G. Consider VLAWMO legal services for 2023 and 24  p. 49
- VI. **Business**
  - A. **Administration and Projects**
    - 1. Consider Working 2023 budget fund balance carryover- res.10- 2022 Phil  p. 51  
*10 min*
    - 2. Update on 2022 Ed. & Outreach Plan Summary & 2023 Goals - Nick p. 63  
*10 min*
    - 3. Consider Cost Share Program Updates - Lauren  p. 69  
*10 min*
    - 4. Consider Grant Agreement & res.11-2022 for 23-25 BWSR WBIF Grant - Lauren  p. 75  
*10 min*
- VII. **Discussion**
  - A. Reminder : 2023 Board and alternate appointments / TEC appointments and alternate
  - B. Discussion on Groundwater Conservation as requested by Director Watson
- VIII. **Administration Communication** – Year-end thank you!
- XI. **Adjourn:** Next regular meeting: February 22, 2023

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MINUTES OF THE BOARD OF DIRECTORS – October 26, 2022 REGULAR BOARD MEETING

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

\*= with prior notice

**Others in attendance:**

Katherine Doll Kanne (Minnesota Water Steward), Tim McShane, Capital Development Partners LLC.

**I. Call to Order**

The meeting was called to order at 7:01 pm by Chair Lindner.

**II. Approval of Agenda**

The agenda for the October 26, 2022 Board meeting was presented for approval.

A motion was made by Director Watson and seconded by Director Prudhon to approve the October Board meeting agenda.

Vote: Prudhon: aye, Jones, aye, Youker: aye, Lindner: aye, Watson: aye. Motion passed.

**III. Approval of Minutes**

The minutes from the August 24, 2022 Board meeting were placed on the agenda for approval, as presented. No comments from the Directors.

A motion was made by Director Jones and seconded by Director Prudhon to approve the August, 24 2022 Board meeting minutes. Vote: Jones: aye, Prudhon: aye, Youker: aye, Lindner: aye, Jones: aye, Watson: abstained. Motion passed.

**IV. Visitors and Presentations**

**A. TEC Report and Financial Report**

Administrator Belfiori described the October 2022 TEC report to the Board of Directors as included in the October Board packet. Highlights include updates on the Wilkinson Pond biochar partnership, ditch management efforts for Ditch 13 with the City of White Bear Lake and setting upcoming inspection protocols for the overall public ditch system, and VLAWMO finances are as expected for this time of year.

**Discussion:** Jim Lindner added that Bob Larson and Paul Duxbury are resigning from their positions on the TEC and thanked them for their service. Belfiori stated staff will present them a certificate and water drop award at the next TEC meeting for their service.

**B. Watershed Action Volunteers 2022 summary**

Voss and Minnesota Water Steward Katherine Doll Kanne provided a presentation summarizing the 2022 volunteer efforts and 2023 goals. The VLAWMO volunteer group, collectively called the Watershed Action Volunteers (WAV) accomplished a variety of efforts with good engagement from the public ranging from a new Good Neighbor Guide resource, raingarden renovations and maintenance, public event booths, and a pilot Wetland Health Evaluation Program (WHEP) program with Tamarack Nature Center.

**Discussion:** Director Lindner and Youker expressed a thank you to Katherine Doll Kanne and VLAWMO volunteers. Director Youker inquired about the Tamarack Nature Center WHEP monitoring in terms of how it evaluates wetland health. Voss explained that WHEP utilizes a combination of vegetation and macroinvertebrate identification to interpret the species present and provide a consensus for wetland health. The model is derived from Dakota County's successful WHEP program which has been active for 20 years and has expanded into Hennepin County. This effort is a first application of the model for Ramsey County. Staff hope to use the collected data for education efforts and expand the program to other wetlands in the watershed.

**V. Consent Agenda **

Chair Lindner asked if any Board members wished to speak on any of the consent agenda items; (none).

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

- A. Consider website update scope agreement**
- B. Annual awards update**
- C. Wilkinson project update**
- D. University of Minnesota Community-Engaged Learning fall semester update**
- E. MN DNR watershed visits update**
- F. Birch Lake turion survey update**

A motion was made by Director Prudhon and seconded by Director Jones to approve the consent agenda. Vote: Jones: aye, Prudhon: aye, Lindner: aye, Youker: aye, Watson: aye. Motion passed.

**VI. Business**

**A. Administration**

**1. Open public meeting for purposes of receiving public comment on the watershed plan minor amendment** 

Tanner provided a summary of the amendment process and explained that Board consideration of the amendment is the last step in the process. As required, a public meeting will be held today to explain the amendment. The Board authorizes the amendment at the end of the meeting. Tanner referred to the PowerPoint slideshow as included in the October Board packet for the specifies on the amendment steps.

Lindner motioned to open the public meeting at 7:16pm. Director Youker seconded.

Tanner explained that the reason for the amendment is to incorporate two policies authorized by the Board during 2022 to update the watershed project table due to previously outlined projects being completed, and update planned subwatershed projects to be consistent with the budget table. These updates in the amendment help VLAWMO retain its eligibility to continue to apply for grant funding. VLAWMO's BWSR representative was involved throughout the process and submitted a letter verifying that the amendment is classified as "minor, with mention that there were no objections from Ramsey County. No comments were received from the MPCA, MDA, and Met. Council. The City of White Bear Lake provided comments, two of which were incorporated in the proposed amendment in the Board packet and a third will be incorporated in the next major plan update.

*1 minute of open space for public comment.* No comments were received.

A motion was made by Director Jones to close the public meeting at 7:20pm. Director Watson seconded.

Tanner closed with the next steps. She shared that, after the meeting today, VLAWMO will send the approved resolution to the review authorities, and the plan will also be posted on the VLAWMO website.

**Discussion:** Director Watson inquired whether it's unusual to receive no comment from the MPCA, MDA, and Met Council. Tanner responded that this isn't unusual and that no comments have been received for past VLAWMO amendments as well. The agencies responded that they had no comment and thanked VLAWMO for the opportunity to review.

Vote: Youker: aye, Lindner: aye, Jones: aye, Prudhon: aye, Watson: aye. Motion passed.

**2. Consider watershed plan minor amendment, Resolution 08-2022** 

**RESOLUTION NO. 08-2022  
Of the Vadnais Lake Area Water Management Organization (VLAWMO)**

**A RESOLUTION APPROVING THE MINOR WATER PLAN AMENDMENT**

Resolution 08-2022 was moved by Director \_\_\_\_\_ and second by Director \_\_\_\_\_.

WHEREAS, in January 2022, VLAWMO conducted a strategic direction process that was supported with grant funding from BWSR to review VLAWMO activities over recent years, identify priorities for project implementation, and discuss policy gaps;

WHEREAS, VLAWMO staff conducted meetings with identified possible project partners during February 2022 and created an updated project table to reflect projects identified;

WHEREAS, VLAWMO staff plan to make annual meetings with partners an annual process to keep project planning current and identify partnerships as early as possible in the planning process;

WHEREAS, the VLAWMO Board authorized the public drainage policy and full water management policy in June 2022;

WHEREAS, the TEC and Board authorized the proposed amendment at the August meetings, BWSR was closely consulted during the process, and stated support for a minor amendment process;

WHEREAS, the required 30-day comment period was opened, communicated with review authorities, approved by BWSR, comments were received and responded to by VLAWMO staff, and a public meeting was noticed on Oct. 5 and 12 in the Vадnais Heights and White Bear Lake Press Publications and is being held during the Oct. 26 regular Board meeting;

WHEREAS, BWSR provided a formal letter recognizing that the amendment proposed is considered minor and has expressed approval of VLAWMO staff handling of comments received;

WHEREAS, an updated amendment has been reviewed and recommended to the Board by the TEC at the Oct. 12, 2022 meeting;

**NOW, THEREFORE, BE IT RESOLVED**, by the Vадnais Lake Area Watershed Management Organization Board of Directors as follows:

1. The Board approves the proposed amendment and adoption of the current version of the Watershed Management Plan.
2. The Board authorizes VLAWMO staff to provide pages with changes to review authorities and notify them of the amendment acceptance.
3. The Board authorizes VLAWMO staff to post the final Watershed Management Plan on the VLAWMO website.

Adopted this 26<sup>th</sup> day of October 2002 on a vote of 5\_\_ yeas and \_0\_ nays as follows:

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

Jim Lindner

x

□

□

**BY THE VLAWMO BOARD**

\_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_  
Administrator

A motion was made by Director Youker and seconded by Director Jones to adopt Resolution 08-2022, to authorize staff to provide pages with changes to review authorities, and to post the updated Plan on the VLAWMO website as required by BWSR.

Vote: Lindner: aye, Prudhon: aye, Jones: aye, Youker: aye, Watson: aye. Resolution passed.

**3. Consider approval of storm sewer utility certification lists for 2023, Resolution 09-2022** 🗳️

Belfiori recommended approval of resolution 09-2022 for certification of parcels to be charged SSU charges in 2023.

**Discussion:** Director Watson inquired about what a “manual override” is. Belfiori explained that it’s usually a tax forfeit/exempt or other situations like land vacancy or divisions when the County can’t collect the VLAWMO charge.

Director Jones provided that the VLAWMO SSU has done well in staying low since 2008.

**RESOLUTION 09-2022**

**A RESOLUTION CERTIFYING STORM SEWER UTILITY CHARGES TO THE COUNTY AUDITOR TO BE ASSESSED ON REAL ESTATE TAXES PAYABLE IN 2023.**

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 2023.
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 2023.
3. The VLAWMO Administrator is directed to tender a certified copy of this Resolution to the Ramsey and Anoka County Departments of Property Records and Revenue.

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

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Dan Jones</i>	x	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	x	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	<input type="checkbox"/>	<input type="checkbox"/>	x
<i>Tom Watson</i>	x	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patricia Youker</i>	x	<input type="checkbox"/>	<input type="checkbox"/>
<i>Jim Lindner</i>	x	<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 26th day of October 2022, with the original thereof on file in my office.

WITNESSED BY the Watershed Administrator this 26th day of October 2022.

\_\_\_\_\_  
Phil Belfiori, Administrator

A motion was made by Director Prudhon and seconded by Director Jones to approve Resolution 09-2022 certifying the VLAWMO storm sewer utility charges to the county auditor to be assessed on real estate taxes payable in 2023.

Vote: Lindner: aye, Prudhon: aye, Jones: aye, Watson: aye, Youker: aye. Resolution passed.

4. Consider VLAWMO General Engineering Services for 2023 and 2024 

Belfiori outlined the general engineering services as included in the October Board packet. In August of 2022, the VLAWMO Board approved an effort for staff to go out for bid for

general engineering services and a surprising 18 proposals were received. He then noted that a summary memo was sent to the VLAWMO sub-committee requesting their recommendation related to : 1) Selection of a primary engineering firm and 2) placement of the remaining 17 firms on a new engineering pool available for selection and contracts as needed.

**Discussion:** Prudhon inquired if there's a bidding minimum that VLAWMO has to hold in order to send out for bid. Belfiori explained that the VLAWMO Board hasn't outlined a policy to quantify an exact number, but it's up to staff discretion within the allocated \$30,000 approved budget for the general engineering services fund.

A motion was made by Director Youker and seconded by Director Prudhon to approve S.E.H. to continue to provide general engineering services in 2023 and 2024 and authorize the Board Chair and staff to sign the attached professional engineering services agreement identified as Attachment 2. Furthermore, the Board approves that all the 17 engineering firms that submitted proposals (that were not selected as VLAWMO's general engineer as noted in memo above) to be placed on the VLAWMO's new engineering pool list that may be selected to perform smaller cost /limited scope specialized technical services under the general engineering fund at the discretion of the administrator.

Vote: Youker: aye, Prudhon: aye, Lindner: aye, Jones: aye, Watson: aye. Motion passed.

## B. Projects

### 1. Consider AFT #1 and AFT #2 payment to Peterson for Biochar Project

Corcoran provided a summary of the Whitaker Pond biochar project with a photo slideshow of the project construction. Construction started Sept 30<sup>th</sup>. The pond was dropped about 2' for project construction and this year's dry conditions helped keep it down. The project consists of a waterproof membrane, pea gravel, biochar, and another layer of pea gravel. Perforated pipe collects water that moves through the system and directs it out into Lambert Creek. During storm events, the rising of the pond allows water to move through the filter system.

The project is complete but at the time of the October Board meeting the silt fence remains up. The silt fence is recommended to be removed when 70% vegetation has been re-established adjacent to the silt fence. Staff have received the first payment application for the project and a 5% retainage would be paid when the on-site job box is removed. Staff recommended approval of both payments.

**Discussion:** None

A motion was made by Director Prudhon and seconded by Director Jones to approve payment and authorize Chair Lindner to sign the AFP #1 invoice for payment of 95% of contract amount (\$125,732.50). Furthermore, the Board authorize Chair Lindner to approve and sign AFP #2 for the 5% retainage (\$6,617.50) when received and pending SEH final determination that the project as constructed is consistent with the approved plans.

Vote: Lindner: aye, Prudhon: aye, Jones: aye, Youker: aye, Watson: aye. Motion passed.

## C. Wetland Conservation Act (WCA)

1. Consider Polar industry WCA replacement plan 

Corcoran outlined the Polar industry WCA replacement plan. It pertains to a 51-acre site in White Bear Township proposing three commercial buildings. 0.45 acres of permanent wetland impact, 14.7 acres of wetland avoidance, 3 acres of storm pond introduced, and 0.44 acres of wetland mitigation credits. The wetland boundary and type for the project was approved in December of 2018, the No-Loss application was approved in June of 2021, and TEP comments on a revised wetland delineation were completed and integrated into the replacement plan on October 14, 2022.

There are 5 wetlands on the site, three of them have minimal impacts and one will be heavily impacted. Sequencing for wetland impact was completed. Impacted wetlands and wetland buffer areas are being mitigated and replaced per WCA credits at a 2:1 ratio in wetland bank #1698. Corcoran introduced Tim McShane who was present at the meeting and recommended approval of the wetland sequencing

**Discussion:** Director Watson inquired how White Bear Township has acted on the matter. Director Prudhon explained the White Bear Township has worked on the project for two years, including correspondence with Met Council and the MN DNR on comprehensive plan changes and water consumption requirements. Prudhon stated that the development and associated land use had the least impact for water consumption compared to other potential land uses. Corcoran added that approximately 3 acres of stormwater basins are being added on the site per the Townships standards. Director Watson inquired about the accumulative wetland effect of this development combined with another in the area. Corcoran explained that each site undergoes hydrologic review and has to meet Wetland Conservation Act requirements. Director Prudhon inquired about if the planned turn lanes are reflected in the proposed wetland impacts. Corcoran confirmed the turn lanes are reflective in the proposed wetland impacts. Director Watson lastly inquired about how the wetlands on the site are being evaluated in terms of their performance and protection. Corcoran explained that hydrologic models are used to evaluate the hydrology of the site and how much water is held in each wetland for various storm events. Drainage into the site largely comes from Tamarack Nature Center and after the site eventually reaches Wilkinson Lake.

A motion was made by Director Jones and seconded by Director Youker to authorize sequencing for filling portions of wetland 2, wetland 3A, wetland 3, wetland 4 and all of wetland 5 and replacement plan for .4467 ac of permanent impact through purchase of banking credits at 2:1 from bank #1698 major watershed 20, BSA 7, same service area as proposed project.

Vote: Lindner: aye, Jones: aye, Youker: aye, Prudhon: aye, Watson: aye. Motion passed.

VII. Discussion/Updates

Director Jones expressed a thank you to VLAWMO staff, TEC, and Board for the successful completion of the White Bear Town Hall native planting, which was supported by a VLAWMO soil health grant.

VIII. Administration Communication

None

VII. Adjourn

A motion was made by Director Prudhon and seconded by Director Youker to adjourn at 8:04 pm.

Vote: Lindner: aye, Jones: aye, Youker: aye, Prudhon: aye, Watson: aye. Meeting adjourned.

Minutes compiled and submitted by Nick Voss.

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To: VLAWMO Board of Directors  
From: Nick Voss, Education and Outreach Coordinator  
Date: December 7, 2022  
Re: IV. B. 2022 Annual Watershed Awards

The VLAWMO Technical Commission (TEC) voted for two watershed award recipients for 2022. These recipients were selected at the November 9<sup>th</sup>, 2022 TEC meeting. Award recipients include:

- Watershed Partner Award: Principal Sara Svir, Vadnais Heights Elementary
- Watershed Steward Award: Megan Sigmon-Olsen, VLAWMO Cost-Share participant, White Bear Township

Voss will provide a brief summary of the award recipient accomplishments and a statement of gratitude.  
Powerpoint link: [https://www.vlawmo.org/index.php/download\\_file/4261/](https://www.vlawmo.org/index.php/download_file/4261/)

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**TEC Report to the Board  
December 2022**

Programs & Projects	Effort Level	Completion Date	Comments				
	LOW						
	MED						
	HIGH						
<b>Projects</b>				<b>Administration &amp; Operation</b>			
319 Biochar		2022	Project completed. Monitoring to start spring 2023.	Audit		2022	Work on record keeping continues as needed.
East Goose Lk Adaptive Mgmt.		ongoing	Feasibility study underway for Spent Lime study on Oak Knoll/Wood Lake pond. Grant submission authorization requested.	Budget		for 2023 budget	2023 "working" budget considered at the December 14, 2022 Board meeting.
Public Ditch Maintenance		ongoing	Drainage inspections have started.	Personnel /HR		ongoing	Staff continue to pursue professional development per their approved training plans. Year end staff reviews occurring.
MPCA 319 /Wilkinson Lake BMP		2021-24	Wetland delineation and notice of decision completed. Permitting discussions resuming and early preliminary design memo provided.	SSU		ongoing	2023 SSU certifications submitted to Ramsey and Anoka County.
Pleasant Lake Carp Management		2022-25	Quote for 2023 provided.	Strategic /watershed planning		2022	Watershed plan amendment as approved at Oct. Board meeting distributed to partners per requirements.
<b>Programs</b>							
City/Township MS4		Oct-Dec	Consultations complete with each municipality to design and create additional MS4 materials - material creation to continue into spring, 2023.	<b>FINANCIAL SUMMARY as of 12/1/2022</b>			
Education/Outreach		Oct-Dec	Communications planning surrounding Vadnais/Sucker park restoration, new cost-share policy and application forms being generated.	4M Account (1.10)	4M Plus (1.23)	Total	
Website		Oct -Nov	Website renovation underway with HDR, expected to be complete mid 2023.	\$582,229	\$227,660	\$809,889	
WAV		Oct -Nov	WAV Fall '22 planning complete, minutes posted on volunteer page. Continued efforts in completing the Wetland Health Evaluation Pilot Program with Tamarack Nature Center. Shared volunteer banquet between VLAWMO and TNC December 11th. Recruiting new MN Water Stewards for 2023 cohort with Freshwater Society.				
Cost Share & BWSR WBIF		ongoing	Updates to cost share program policies and materials are underway consistent with TEC's 11/9 action. BWSR approved VLAWMO's WBIF budget request through eLINK for FY '22-23 funding and provided a grant agreement. A workplan was submitted to BWSR and recently approved. Next step is Board of Directors' approval of the workplan and execution of the grant agreement.				
GIS		ongoing	Working on Amelia Lake SLMR maps and updating Tamarack Lake and Gem Lake contours.				
Monitoring		ongoing	Data processing started, EQUIS completed for PCA.				
WCA		ongoing	Administering WCA as needed.				

Budget Summary	Actual Expense YTD	2022 Budget amended	Remaining in Budget	% YTD
Operations	\$632,846	\$719,988	\$87,142	88%
CIP	\$465,894	\$496,600	\$30,706	94%
<b>Total</b>	<b>\$1,098,740</b>	<b>\$1,216,588</b>	<b>\$117,848</b>	<b>90%</b>

Pending TEC approval December 14th, 2022 at 8 am

## VLAWMO Finance Summary: December 2022

Nov-22		Actual 12/1/22	Actual to Date	2022 Budget	2021 carry over/Grants	Remaining in Budget	2022 Available	Act vs. Budget
BUDGET #	<b>INCOME</b>							
5.11	Storm Water Utility	\$470,026	\$1,040,309	\$1,019,521	\$0	(\$20,788)	\$1,019,521	102%
5.12	Service Fees	\$0	\$300	\$200	\$0	(\$100)	\$200	150%
5.13	Interest + mitigation acct	\$5,115	\$11,210	\$1,500	\$0	(\$9,710)	\$1,500	747%
5.14	Misc. income - WCA admin & other	\$0	\$2,198	\$3,000	\$0	\$802	\$3,000	73%
5.15	Other Income Grants/ <u>loan</u>	\$5,019	\$141,922	\$324,500	\$0	\$182,578	\$324,500	44%
5.16	Transfer from reserves	\$0	\$0	\$192,367	\$133,751	\$326,118	\$326,118	0%
	<b>TOTAL</b>	<b>\$480,160</b>	<b>\$1,195,939</b>	<b>\$1,541,088</b>	<b>\$133,751</b>	<b>\$478,900</b>	<b>\$1,674,839</b>	<b>78%</b>
<b>EXPENSES</b>								
3.1	<b>Operations &amp; Administration</b>							
3.110	Office - rent, copies, post tel supplies	\$2,180	\$25,200	\$27,097	\$0	\$1,897	\$27,097	93%
3.120	Information Systems	\$1,508	\$20,834	\$25,865	\$0	\$5,031	\$25,865	81%
3.130	Insurance	\$0	\$9,136	\$7,210	\$0	(\$1,926)	\$7,210	127%
3.141	Consulting - Audit	\$0	\$7,896	\$8,191	\$0	\$295	\$8,191	96%
3.142	Consulting - Bookkeeping	\$0	\$0	\$1,500	\$0	\$1,500	\$1,500	0%
3.143	Consulting - Legal	\$128	\$817	\$5,000	\$0	\$4,183	\$5,000	16%
3.144	Consulting - Eng. & Tech.	\$725	\$20,453	\$30,000	\$14,000	\$23,547	\$44,000	46%
3.150	Storm Sewer Utility	\$0	\$11,222	\$14,000	\$0	\$2,778	\$14,000	80%
3.160	Training (staff/board)	\$871	\$8,931	\$12,500	\$0	\$3,569	\$12,500	71%
3.170	Misc. & mileage	\$372	\$3,158	\$6,300	\$0	\$3,142	\$6,300	50%
3.191	Administration - staff	\$30,144	\$388,779	\$391,400	\$0	\$2,621	\$391,400	99%
3.192	Employer Liability	\$9,313	\$114,762	\$114,425	\$0	(\$337)	\$114,425	100%
3.2	<b>Monitoring and Studies</b>							
3.210	Lake and Creek lab analysis	\$0	\$10,567	\$18,000	\$0	\$7,433	\$18,000	59%
3.220	Equipment	\$0	\$601	\$3,000	\$0	\$2,399	\$3,000	20%
3.230	Wetland assessment & management	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000	0%
3.240	Watershed Plan Amendment	\$0	\$111	\$15,000	\$0	\$14,889	\$15,000	1%
3.3	<b>Education and Outreach</b>							
3.310	Public Education	\$766	\$2,074	\$6,000	\$0	\$3,926	\$6,000	35%
3.320	Marketing	\$65	\$5,932	\$17,500	\$0	\$11,568	\$17,500	34%
3.330	Community Blue Ed Grant	\$0	\$2,373	\$2,000	\$0	(\$373)	\$2,000	119%
<i>Total Core functions: Ops, Monitoring, Education</i>		\$46,072	\$632,846	\$719,988	\$14,000	\$101,142	\$733,988	86%
<b>Capital Improvement Projects and Programs</b>								

3.4	Subwatershed Activity							
3.410	Gem Lake	\$0	\$0	\$10,000	\$0	\$10,000	\$10,000	
3.420	Lambert Creek	\$11,128	\$164,556	\$44,432	\$70,000	(\$50,124)	\$114,432	144%
3.421	Lambert Lake Loan	\$0	\$38,568	\$38,568	\$0	\$0	\$38,568	100%
3.425	Goose Lake	\$2,448	\$24,343	\$70,000	\$10,000	\$55,657	\$80,000	30%
3.430	Birch Lake	\$0	\$6,057	\$10,000	\$0	\$3,943	\$10,000	61%
3.440	Gilf Black Tam Wilk Amelia	\$20,610	\$84,538	\$93,500	\$12,000	\$20,962	\$105,500	80%
3.450	Pleasant Charley Deep	\$0	\$35,823	\$35,000	\$10,000	\$9,177	\$45,000	80%
3.460	Sucker Vadnais	\$1,520	\$7,138	\$41,500	\$0	\$34,362	\$41,500	17%
3.48	<b>Programs</b>							
3.480	Soil Health Grant	\$0	\$6,415	\$5,000	\$0	(\$1,415)	\$5,000	128%
3.481	Landscape 1	\$0	\$10,676	\$16,000	\$0	\$5,324	\$16,000	67%
3.482	Landscape 2/BWSR WBF	\$0	\$32,629	\$28,000	\$17,751	\$13,122	\$45,751	71%
3.483	Project Research & feasibility	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
3.485	Facilities Maintenance	\$1,317	\$55,151	\$102,600	\$0	\$47,449	\$102,600	54%
3.5	<b>Regulatory</b>							
3.510	Engineer Plan review	\$0	\$0	\$2,000	\$0	\$2,000	\$2,000	0%
	<i>Total CIP &amp; Program</i>	\$37,023	\$465,894	\$496,600	\$119,751	\$150,457	\$616,351	76%
	<b>Total of Core Operations &amp; CIP</b>	<b>\$83,095</b>	<b>\$1,098,740</b>	<b>\$1,216,588</b>	<b>\$133,751</b>	<b>\$251,599</b>	<b>\$1,350,339</b>	<b>81%</b>

Fund Balance	11/1/2022	12/1/2022
4M Account	\$180,876	\$582,228
4M Plus Savings	\$327,000	\$227,660
Total	\$507,876	\$809,888

Restricted funds	12/1/2022
Mitigation Savings	\$21,014
Term Series	\$0

# Vadnais Lake Area Water Management Organization

## Check Detail

12:14 PM

12/06/2022

November 10 through December 14, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	eft	12/01/2022	Reliance Standard		Checking - 1987		-303.62
				Insurance Benefit		-91.50	91.50
				Insurance Benefit		-212.12	212.12
TOTAL						-303.62	303.62
Check	5471	12/14/2022	City Of Roseville		Checking - 1987		-1,300.19
				IT Support		-1,300.19	1,300.19
TOTAL						-1,300.19	1,300.19
Check	5472	12/14/2022	City of White Bear Lake		Checking - 1987		-39,153.56
				payroll		-30,144.02	30,144.02
				Administration FICA		-2,186.86	2,186.86
				Administration PERA		-2,260.80	2,260.80
				Insurance Benefit		-4,516.96	4,516.96
				Admin payroll processing		-44.92	44.92
TOTAL						-39,153.56	39,153.56
Check	5473	12/14/2022	Bolton & Menk		Checking - 1987		-666.66
				3.310 · Public Education		-666.66	666.66
TOTAL						-666.66	666.66
Check	5474	12/14/2022	Hisdahl's Trophies		Checking - 1987		-32.21
				3.320 · Marketing		-32.21	32.21
TOTAL						-32.21	32.21
Check	5475	12/14/2022	Kennedy & Graven, Chartered		Checking - 1987		-1,014.01
				3.485 · Facilities & Maintenance		-1,014.01	1,014.01
TOTAL						-1,014.01	1,014.01
Check	5476	12/14/2022	City of Vadnais Heights		Checking - 1987		-2,020.68
				Rent		-1,665.00	1,665.00
				Phone/Internet/Machine Overhead		-295.00	295.00
				Postage		-11.97	11.97
				Copies		-48.71	48.71
TOTAL						-2,020.68	2,020.68
Check	5477	12/14/2022	SHI International Corp		Checking - 1987		-208.00

	Hardware	-208.00	208.00
TOTAL		<u>-208.00</u>	<u>208.00</u>
	<b>Check 5478 12/14/2022 Press Publications</b>	<b>Checking - 1987</b>	<b>-128.22</b>
	3.143 · Legal	-128.22	128.22
TOTAL		<u>-128.22</u>	<u>128.22</u>
	<b>Check 5479 12/14/2022 Barr Engineering Co</b>	<b>Checking - 1987</b>	<b>-2,448.50</b>
	Oak Knoll	-2,448.50	2,448.50
TOTAL		<u>-2,448.50</u>	<u>2,448.50</u>
	<b>Check 5480 12/14/2022 carp solutions</b>	<b>Checking - 1987</b>	<b>-1,520.00</b>
	3.460 · Sucker Vadnais	-1,520.00	1,520.00
TOTAL		<u>-1,520.00</u>	<u>1,520.00</u>
	<b>Check 5481 12/14/2022 SEH</b>	<b>Checking - 1987</b>	<b>-4,510.95</b>
	LL VLAWMO cash match	-4,510.95	4,510.95
TOTAL		<u>-4,510.95</u>	<u>4,510.95</u>
	<b>Check 5482 12/14/2022 Ramsey County</b>	<b>Checking - 1987</b>	<b>-5,750.00</b>
	3.440 · Gilfillan Black Tamarack Wilkin	-5,750.00	5,750.00
TOTAL		<u>-5,750.00</u>	<u>5,750.00</u>
	<b>Check 5483 12/14/2022 Innovative Office Solutions</b>	<b>Checking - 1987</b>	<b>-160.18</b>
	Supplies	-160.18	160.18
TOTAL		<u>-160.18</u>	<u>160.18</u>
	<b>Check 5484 12/14/2022 Houston Engineering, Inc</b>	<b>Checking - 1987</b>	<b>-15,163.00</b>
	3.485 · Facilities & Maintenance	-303.00	303.00
	Wilkinson 319 grant 320705.50	-14,860.00	14,860.00
TOTAL		<u>-15,163.00</u>	<u>15,163.00</u>
	<b>Check 5485 12/14/2022 Nicholas Voss</b>	<b>Checking - 1987</b>	<b>-57.29</b>
	3.170 · Misc. & mileage	-23.75	23.75
	3.320 · Marketing	-33.54	33.54
TOTAL		<u>-57.29</u>	<u>57.29</u>
	<b>Check 5486 12/14/2022 Brian Corcoran</b>	<b>Checking - 1987</b>	<b>-25.63</b>
	3.170 · Misc. & mileage	-25.63	25.63

TOTAL		-25.63	25.63
	<b>Check 5487 12/14/2022 Dawn Tanner</b>	<b>Checking - 1987</b>	<b>-117.50</b>
		3.170 · Misc. & mileage	-117.50      117.50
TOTAL		<u>-117.50</u>	<u>117.50</u>
	<b>Check 5488 12/14/2022 Phil Belfiori</b>	<b>Checking - 1987</b>	<b>-205.63</b>
		3.170 · Misc. & mileage	-205.63      205.63
TOTAL		<u>-205.63</u>	<u>205.63</u>
	<b>Check 5489 12/14/2022 Peterson Companies, Inc.</b>	<b>Checking - 1987</b>	<b>-6,617.50</b>
		LL VLAWMO cash match	-6,617.50      6,617.50
TOTAL		<u>-6,617.50</u>	<u>6,617.50</u>

**Vadnais Lake Area Water Management Organizatic**  
**Profit & Loss**  
**November 10 through December 14, 2022**

12:17 PM

12/06/2022

Cash Basis

**Nov 10 - Dec 14, 22**

<b>Ordinary Income/Expense</b>	
Income	
5.1 · Income	
5.11 · Storm Water Utility	470,026.85
5.13 · Interest	5,115.37
<b>Total 5.1 · Income</b>	<b>475,142.22</b>
6.6.6 · Grants	5,019.00
<b>Total Income</b>	<b>480,161.22</b>
<b>Gross Profit</b>	<b>480,161.22</b>
Expense	
3.1 · Administrative/Operations	
3.110 · Office	
Copies	48.71
Phone/Internet/Machine Overhead	295.00
Postage	11.97
Rent	1,665.00
Supplies	160.18
<b>Total 3.110 · Office</b>	<b>2,180.86</b>
3.120 · Information Systems	
Hardware	208.00
IT Support	1,300.19
<b>Total 3.120 · Information Systems</b>	<b>1,508.19</b>
3.143 · Legal	128.22
3.160 · Training (staff/board)	871.36
3.170 · Misc. & mileage	372.51
3.191 · Employee Payroll	
payroll	30,144.02
<b>Total 3.191 · Employee Payroll</b>	<b>30,144.02</b>
3.192 · Employer Liabilities	
Admin payroll processing	44.92
Administration FICA	2,186.86
Administration PERA	2,260.80
Insurance Benefit	4,820.58
<b>Total 3.192 · Employer Liabilities</b>	<b>9,313.16</b>
<b>Total 3.1 · Administrative/Operations</b>	<b>44,518.32</b>
3.3 · Education and Outreach	
3.310 · Public Education	765.99
3.320 · Marketing	65.75
<b>Total 3.3 · Education and Outreach</b>	<b>831.74</b>
3.4 · Capital Imp. Projects/Programs	
3.420 · Lambert Creek Restoration	
LL VLAWMO cash match	11,128.45

<b>Total 3.420 · Lambert Creek Restoration</b>	11,128.45
<b>3.425 · Goose Lake</b>	
Oak Knoll	2,448.50
<b>Total 3.425 · Goose Lake</b>	<u>2,448.50</u>
<b>3.440 · Gilfillan Black Tamarack Wilkin</b>	
Wilkinson 319 grant 320705.50	14,860.00
3.440 · Gilfillan Black Tamarack Wilkin - Other	5,750.00
<b>Total 3.440 · Gilfillan Black Tamarack Wilkin</b>	<u>20,610.00</u>
<b>3.460 · Sucker Vadnais</b>	1,520.00
<b>Total 3.4 · Capital Imp. Projects/Programs</b>	<u>35,706.95</u>
<b>3.48 · Programs</b>	
3.485 · Facilities & Maintenance	1,317.01
<b>Total 3.48 · Programs</b>	<u>1,317.01</u>
<b>Total Expense</b>	<u>82,374.02</u>
<b>Net Ordinary Income</b>	<u>397,787.20</u>
<b>Net Income</b>	<u><u>397,787.20</u></u>

**Vadnais Lake Area Water Management Organization**  
**Custom Transaction Detail Report**  
**October 1 through December 1, 2022**

12:12 PM

12/06/2022

Accrual Basis

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Oct 1 - Dec 1, 22									
Credit Card Charge	10/01/2022		Google*SVCAPPS_VLAWM		US Bank CC	√	WEB	42.00	42.00
Credit Card Charge	10/03/2022		Best Buy	laptop charger Dawn	US Bank CC	√	3.310 · Public Education	64.41	106.41
Credit Card Charge	10/10/2022		adobe *photography plan		US Bank CC	√	Software	9.99	116.40
Credit Card Charge	10/12/2022		Amazon.com	camara tripod	US Bank CC	√	3.320 · Marketing	54.93	171.33
Transfer	10/20/2022			Funds Transfer	US Bank CC	√	Checking - 1987	-169.77	1.56
Credit Card Charge	10/26/2022		Adobe "Creative Cloud		US Bank CC	√	Software	32.20	33.76
Credit Card Charge	10/28/2022		Meta	lake care weekend	US Bank CC	√	3.320 · Marketing	20.00	53.76
Credit Card Charge	10/28/2022		EDCO	engraved plate	US Bank CC	√	3.310 · Public Education	83.43	137.19
Credit Card Charge	10/28/2022		EDCO	engraved plate	US Bank CC	√	3.310 · Public Education	83.43	220.62
Credit Card Charge	11/01/2022		Google*SVCAPPS_VLAWM		US Bank CC	√	WEB	42.00	262.62
Credit Card Charge	11/04/2022		Fresh Thyme	CEL crew snacks	US Bank CC	√	3.170 · Misc. & mileage	23.96	286.58
Credit Card Charge	11/15/2022		EDCO	engraved plate	US Bank CC		3.310 · Public Education	99.33	385.91
Credit Card Charge	11/16/2022		Arrowwood Resort	MAWD Phil	US Bank CC		3.160 · Training (staff/board)	246.36	632.27
Credit Card Charge	11/16/2022		Arrowwood Resort	MAWD Phil registration	US Bank CC		3.160 · Training (staff/board)	325.00	957.27
Credit Card Charge	11/16/2022		Arrowwood Resort	MAWD dawn registration	US Bank CC		3.160 · Training (staff/board)	300.00	1,257.27
								<b><u>1,257.27</u></b>	<b><u>1,257.27</u></b>
Oct 1 - Dec 1, 22									

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To: VLAWMO Board of Directors

From: Dawn Tanner

Date: December 7, 2022

Re: V. A. Contracts for Authorization

VLAWMO staff have been working to assemble a batch of contracts for work in 2023. The maintenance contract with Natural Shore Technologies with the MOU with NOHOA for yellow iris removal was presented to the TEC at the November meeting. The remaining contracts will be presented to the TEC at the December meeting and on the same day as the Board meeting. All quotes and contracts are consistent with the approved 2023 VLAWMO budget. VLAWMO staff have prepared these quotes/contracts for authorization for work in 2023:

- **Attachment 1:** Blue-green algae sampling with Barr Engineering for East Goose Lake (2023-2025). This will give us a total of 5 years of data that will help to inform the status of blue-green algae blooms in East Goose and potential for occurrence/frequency of harmful algal blooms. The first 2 years of data show very high abundance late in the season (exceeding the human health standard), known toxin producers, and high variability. Five years of data will provide clearer understanding and inform ongoing management. Note that Barr recommends 10 years of data; we are starting with a commitment to 5 years with an ability to adapt as needed after 5 years. **Total amount: \$4,800** [https://www.vlawmo.org/index.php/download\\_file/4262/](https://www.vlawmo.org/index.php/download_file/4262/)
- **Attachment 2:** Carp Solutions ongoing work in Pleasant Lake and connected waterbodies for 2023. In 2022, a total of ~21,000 pounds of carp were removed from Pleasant Lake. In 2023, we plan to continue the project with a slight increase in effort/equipment for another round of spring removal. **Total amount: \$31,300** [https://www.vlawmo.org/index.php/download\\_file/4263/](https://www.vlawmo.org/index.php/download_file/4263/)
- **Attachment 3:** Munch Bunch goats for maintenance of buckthorn removal and ongoing restoration of the City Hall wooded wetland in partnership with the City of Vadnais Heights in 2023. Goats will be used for 2 separate rounds of buckthorn resprout removal during the 2023 growing season covering 5 acres that have been cut and treated prior to this maintenance effort. VLAWMO proposes a 50% match with the City of Vadnais Heights. **Total amount for VLAWMO: not to exceed \$5,000** [https://www.vlawmo.org/index.php/download\\_file/4264/](https://www.vlawmo.org/index.php/download_file/4264/)
- **Attachment 4a and 4:** Natural Shore Technologies maintenance work for sites in 2023: VLAWMO staff have been coordinating closely with Natural Shore Technologies (NST) for maintenance of our project sites during 2022. At the end of the growing season, VLAWMO requested an updated quote for 2023. NST provided that, along with their recommendations per site for what is needed to keep the sites healthy. NST removes invasive species, cleans up overgrown plant material, conducts clean-outs of the Birch iron-enhanced sand filter, and adds native plants to replace loss over time. The quote for maintenance work in 2023 with NST is include in the packet, along with the MOU with NOHOA for yellow iris removal. **Total amount: \$13,200 with \$2,500 provided by NOHOA in financial partnership** [https://www.vlawmo.org/index.php/download\\_file/4265/](https://www.vlawmo.org/index.php/download_file/4265/)  
[https://www.vlawmo.org/index.php/download\\_file/4266/](https://www.vlawmo.org/index.php/download_file/4266/)

- **Attachment 5:** Ramsey County SWCD lake survey work for 2023. A macrophyte and bathymetry analysis is scheduled for Gilfillan in accordance with the VLAWMO Comprehensive Watershed Management Plan/SLMP schedule. Birch Lake survey work is also included in the quote for 2023 to provide pre/post survey for EWM and CLP removal in partnership with BLID for the second year of our grant with MN DNR and a fall follow-up turion check. VLAWMO staff often assist with these surveys when possible. That provides a cost savings to VLAWMO, which is reflected in the quote for 2023. The total amount is an upper limit without assistance; the actual amount will likely be less. **Total amount: \$5,225** [https://www.vlawmo.org/index.php/download\\_file/4267/](https://www.vlawmo.org/index.php/download_file/4267/)

**Requested action:** VLAWMO staff request that the Board authorize signing and going forward with the assembled quotes/contracts to the Board as included in the Board packet, including: Blue-green algae sampling in East Goose Lake with Barr Engineering, Carp Solutions ongoing work and spring removal, the Munch Bunch for maintenance of buckthorn removal, NST maintenance work and partnership with NOHOA, and RCSWCD lake surveys for 2023.

To: VLAWMO Board of Directors

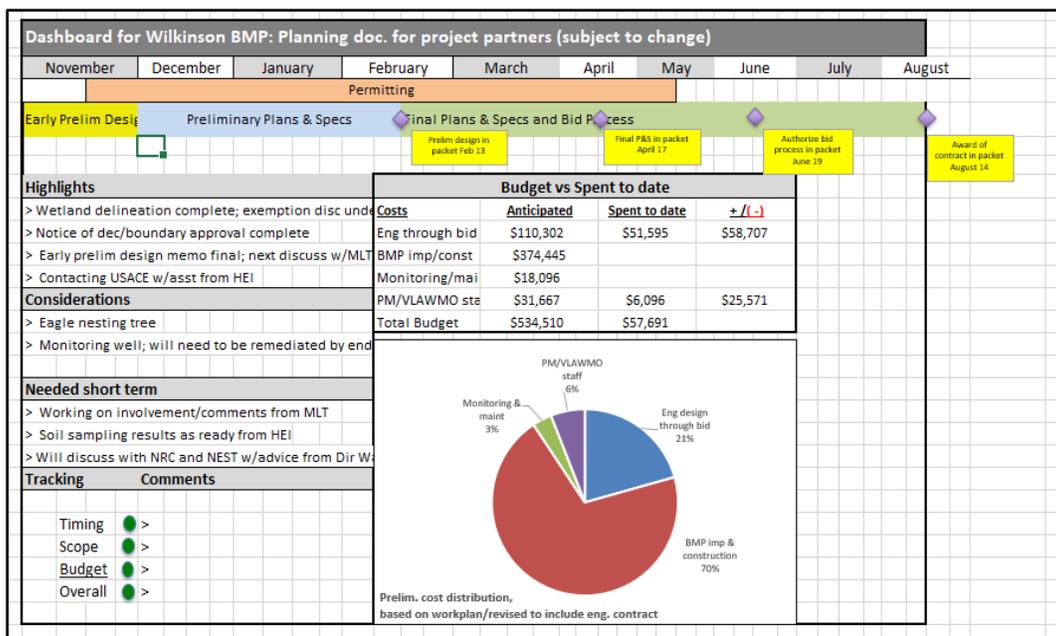
From: Dawn Tanner

Date: December 7, 2022

**Re: V. B. Wilkinson BMP update**

Wilkinson BMP Project update: Houston Engineering, Inc. has provided the early preliminary design memo (included in the packet) on schedule for ongoing review/comment with stakeholders and permitting entities to continue to advance design details. The wetland delineation has been completed, and notice of decision/boundary approval was received in November. Soil sample results are expected in the next couple of weeks. Meetings with partners are ongoing, and permitting discussions are underway.

VLAWMO staff developed an Excel tracking tool for use in major projects. The Excel tool includes a dashboard that summarizes the project to date. A snapshot of the dashboard will be presented regularly to TEC and Board to provide clear project status going forward.



# V. B. Attachment 1

## Technical Memorandum

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**To:** Dawn Tanner and Phil Belfiori  
VLAWMO

**From:** Adam N. Nies PE, CFM  
Chris Otterness PE  
Houston Engineering, Inc.

**Subject:** Wilkinson Lake Concept BMP Development

**Date:** November 19, 2022

**Project:** 7057-0014

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am duly Licensed Professional Engineer under the laws of the State of Minnesota.



Adam N. Nies  
Reg. No. 53358

11/19/2022

### INTRODUCTION

Wilkinson Lake is an impaired lake located in Vadnais Lake Area Water Management Organization (VLAWMO). The area immediately upstream to the south of Wilkinson Lake is located on property owned by the North Oaks Company (NOC) which includes a relatively flat ditch system that drains north to the lake. Further upstream, multiple large waterbodies are within the drainage area of Wilkinson Lake. Most immediately upstream are Black Lake, which is a high-quality lake to the southwest, and Fish Lake, which is a small lake to the east. The direct drainage area as well as area that flows through Tamarack and Birch Lakes contribute to the total phosphorus (TP) loading of Wilkinson Lake. Full detail of the condition of the upstream lakes is contained within the March 2021 VLAWMO Nine Key Element Document for Birch, Tamarack, and Wilkinson Lakes. See **Figure 1** for an overview of the region and project area.

The goal of the Wilkinson Lake BMP Project (the Project) is to create a multipurpose wetland restoration project that will both create habitat and decrease TP loading to Wilkinson Lake from the ditch south of the lake and create a mosaic of heterogeneous deep-water wetland habitat.

This technical memorandum summarizes the findings and multipurpose wetland restoration concepts generated as Task 1 of the Project. This includes a review of existing feasibility studies and other reports, meeting with VLAWMO staff, soil investigation (soil borings completed but soil sample results pending), wetland delineation, preparation of concept alternative layouts, creation of a concept level Hydrologic and Hydraulic model, creation of a nutrient load reduction model, and preliminary cost estimate. Using this memorandum, VLAWMO staff can engage with stakeholders and determine which alternative to proceed with for preliminary design and regulatory coordination.

## DESIGN CONSIDERATIONS/CONSTRAINTS

The following are project constraints that were identified in review of project requirements and meetings with VLAWMO staff that were considered in shaping the alternatives

- The project will be a wetland restoration enhancing wetland hydrology and habitat as well as providing nutrient reduction function for downstream lakes.
- No increase in wetland runoff elevation. Current elevation is 896<sup>1</sup>. The project must cause no significant change in upstream hydrologic/hydraulic conditions.
- Provide a 3' average depth permanent pool. This is necessary to achieve the goal of creating a deep-water habitat.
- The MPCA stormwater manual recommends that at least 25 percent of the wetland pool volume of a restored treatment wetland be in deep-water zones with a depth greater than four feet. They also provide recommendations for the area and depth of the marsh zone.
- Restore the wetland which is currently being impacted by a deep ditch through the center. Wetlands in the construction area are partially drained at present and increasing depth of the wetlands through excavation as a restoration strategy will restore hydrology and reduce the non-native, invasive vegetation that currently dominates the area.
- Maintain a 100' buffer from an eagle's nest located near the project area, per guidance from USFWS.
- Any excavation should be located as far north as possible near the narrower section of the easement due to the likely sandier soils in the area and for ease of maintenance access and to protect wetland area by focusing excavation in upland areas where possible.
- Project footprint must be limited to the available project easement, maximize wetland restoration area and reconnect adjacent wetlands where possible, and account for any potentially contaminated soils.

## BMP CONCEPT ALTERNATIVES

Two alternatives were developed and considered based on the design considerations and constraints identified. The primary considerations for the wetland restoration project were restoring hydrology to a wetland that is currently impacted by drainage, and creating a wetland that provides wildlife habitat features, including deep, open water. This approach to the wetland restoration provides benefits that are two-fold: 1) considering that this basin is dominated by non-native, invasive vegetation (reed canary grass and hybrid cattail), this is the most effective approach to restoration that will reduce the presence of the non-native vegetation and the associated seedbank within the construction area, which is likely very established and would be difficult to manage without removing the soil and seed bank; and 2) the deep water habitat provides the most water quality benefits compared to other wetland types.

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<sup>1</sup> All elevations provided herein are based on North American Vertical Datum of 1988 (NAVD 88) unless otherwise noted.

#### Alternative 1: Deep Water Wetland Excavation

This alternative consists of creation of a deep-water wetland directly along the ditch that runs through the project area. The existing ditch is an incised channel, approximately 4-6 feet deep adjacent to the project, and with channel banks in the project area between elevation 898 and 900. The alternative will excavate below the ditch invert elevation to add a permanent pool where there is none.

Approximately 5,000 cu.yds. of material will be removed in the creation of the deep-water wetland and will have a footprint of approximately 0.7 acres as displayed in **Figure 2**. An average depth of 3 feet within the footprint of the pond will establish a permanent pool with shallow areas and a deep-water section at 6 feet deep with pond bottom elevation of 890. By excavating below the existing wetland runout elevation of 896, the Project has no adverse effect to the hydraulic conditions of the ditch or upstream roadways.

Spoil of the excavated material will be analyzed for contamination levels to determine if it will be allowed to spoil on-site. Assuming that contamination levels are favorable, the spoil will be placed within the project easements, but outside of the wetland delineation area with an approximate footprint of 1.4 acres, to a height of 5 ft and side slopes of 10:1. An example location of the spoil footprint is displayed on **Figure 2**. Contouring and micrograding will be defined in the next design phase to work to fit the spoil areas into the existing landscape. Other design details will include reinforcement of the channel to maintain the wetland spill-out elevation, and erosion and sediment control management.

This alternative serves the goals of the project and controls costs in the process. The project site is at the downstream of a drainage area with significant retention within upstream lakes, so most larger diameter particulates will have settled out prior to entering the project area. However, much of the wetland area in the watershed are channelized such that areas of direct drainage carry a significant load of finer particulates and phosphorus.

#### Alternative 2: Deep Water Wetland Excavation with Expanded Footprint

This alternative contains the same project components as Alternative 1, but with a larger restoration footprint and volume.

This alternative focuses on creating a native dominated deep-water habitat wetland that will both restore the drained wetland to nearer the pre-drainage condition of the basin, and via excavation, will remove the non-native and invasive plant species and seed banks to pursue a native wetland habitat along the shore. To achieve this, approximately 10,000 cu.yds. of material will be removed in the creation of the deep-water wetland and will have a footprint of approximately 1.4 acres as displayed in **Figure 3**. An average depth of 3 feet within the footprint of the pond will establish a permanent pool with shallow areas and a deep-water section at 6 feet deep with pond bottom elevation of 890.

By excavating below the existing wetland runout elevation of 896, the Project has no adverse effect to the hydraulic conditions of the ditch or upstream roadways.

Assuming that contamination levels are favorable, the spoil will be placed within the project easements, but outside of the wetland delineation area with an approximate restoration footprint of 2 acres, to a height of 6 ft and side slopes of 10:1. An example location of the spoil footprint is displayed on **Figure 3**. As with Alternative 1, additional refinement of the site grading and stabilization will occur in the next design phase.

#### Alternatives Not Evaluated: Iron Enhanced Sand Filter.

Additional TP removal may be achievable through an Iron Enhanced Sand Filter (IESF) as an add-on project to either Alternative 1 or 2. Dissolved phosphorus is likely a significant portion of the loading downstream, and an IESF may be an effective option to capture the dissolved phosphorus.

Consideration has been given to either a gravity fed system or a pump-and-treat system, each with certain challenges in the project area. A IESF requiring pumping would utilize the ponds created in Alternatives 1 or 2 as a storage basin from which to pump water up to an IESF. This type of system would require increased operation and maintenance, as well as an increased cost. A gravity fed system could involve a terraced design consisting of a long narrow bench running alongside the channel. This concept would involve setting the terrace elevation at the normal water levels, such that the 1-year storm event would flood out the IESF and trickle through back into the ditch. Typical gravity fed IESF require 2.5 feet height from top of filter to outlet pipes re-entering the ditch. Water would filter through the iron enhanced sand and back into the ditch to flow downstream to Wilkinson Lake. A concept level review indicates 1.6 feet of stage increase above normal water levels for the 1-year storm event up to elevation 897.6, providing limited opportunity for a drip filter to be implemented without further modification of the downstream culvert invert which is currently at 895.5 ft. Extension of buried drain pipes north through the road could also accomplish the required fall since the ditch north to Wilkinson Lake appears to have more sufficient grade and depth. A preliminary concept layout is sketched within **Figure 4**. Though a gravity system also has maintenance required to maintain functionality, it would eliminate the need to service pumps.

An IESF has an increased cost and long-term maintenance requirement but may be considered as a secondary phase of the Project following construction of either Alternatives 1 or 2, including additional design to determine feasibility and final design. An IESF would target dissolved phosphorus, which is challenging to remove via most other practices. Additionally, the gravity filter effectiveness would be dependent on the frequency of rain events large enough to wet the filter out. Anticipated TP removals would thus be variable from year to year and total treatment provided is anticipated to be relatively low. A pump and treat IESF system would have more predictable treatment levels as the pumping would be able to be controlled to maximize the available filtration for the system. Both types of IESF practices will require annual inspection and maintenance, though the pumped system likely will include greater maintenance cost and time commitment.

## EVALUATION OF ALTERNATIVE EFFECTIVENESS

### Wetland Habitat

Alternatives 1 and 2 involve creation of a deep-water wetland habitat. By excavating for a deep-water wetland and seeding the project with appropriate vegetation, the habitat will serve wildlife in the North Oaks area and may be an aesthetic feature for the community that may be viewable via the trail network, if so incorporated.

Almost the entire available area for construction of the project is within delineated wetland due to the topography of the area. Because the proposed project constitutes a restoration and enhancement to the wetlands within the construction area, any construction within the existing wetland is considered to be in service of improving wetland quality and the proposed project siting is the best balance for improving wetland habitat. Alternatives 1 and 2 will also potentially qualify for the Wildlife Habitat Exemption in Mn Rules 8420.0420 Subp. 9.

### Hydrology/Hydraulics

The hydrology and hydraulics contributing to system flows were assessed using XPWMM (see Appendix A for full details). Black Lake flows north to Wilkinson Lake through the Project area. The Ordinary High Water Level (OHWL) of Black Lake is roughly four feet above the OHWL of Wilkinson Lake. The proposed alternatives will not adversely affect the hydraulics of the system.

### Water Quality

The water quality benefit provided by each alternative has been assessed through P8 water quality modeling software (see Appendix A for details) with resulting TP removals summarized in **Table 1**.

Alternative 1 provides a moderate amount of TP reduction. Alternative 2 includes an expanded deep-water wetland footprint compared to Alternative 1. The increase in wetland footprint provides improvement in TP reduction, though it has an increased cost/pound of TP removal compared to Alternative 1. The increased footprint of Alternative 2 removes a greater total amount of phosphorus and serves the goal of creation of a deep-water wetland.

### Cost

**Table 1** summarizes the preliminary opinion of probable construction costs and effectiveness of the described alternatives. These cost estimates are concept level and subject to change as design proceeds. They do not include engineering fees for design or construction management. They are intended to represent the major items making up the project including:

- Excavation
- Clearing and Grubbing
- Control of water
- Channel Stabilization
- Maintenance access area for sediment removal

- Erosion management
- Seeding
- SWPPP

Total project construction funds are targeted at approximately \$345,000.

BMP	Concept-Level Estimated Construction Cost	Estimated TP Removal (lb/year)
Alternative 1: On-Path Deep Water Wetland Excavation	\$210,000	17
Alternative 2: On-Path Deep Water Wetland Excavation with Expanded Footprint	\$320,000	26

Soil Contamination Sampling

Contamination testing for soils in the project area is currently being performed by Braun Intertec. The results of this testing are pending and will substantially increase the opinion of probable construction cost if spoil is not able to be placed on-site.

## RECOMMENDATION

We recommend that VLAWMO staff balance their preferred alternative with current goals and relate to long term watershed planning. Alternatives 1 and 2 represent effectively the same project and differing scales of work /cost. Both options have the potential to achieve the project goals, though Alternative 2 achieves additional water quality and habitat restoration benefit (at a higher cost). As the project has a fixed budget and construction costs can vary depending on a variety of factors, we recommend the preliminary and final plan develop incorporate measures to provide flexibility in the scale/scope of the wetland restoration area to enable the project to maximize the benefit received from the available project funds. Once VLAWMO provides concurrence on project approach, HEI can begin regulatory engagement concurrent with plan development. This will be followed by preliminary and final plan development, contractor procurement, and construction.

Constructing the recommended project will also open up avenues for future restoration activities. Depending on the results of the current project and future regional needs, addition of an IESF can be considered for future design and implementation.

## APPENDIX A – MODELING METHODOLOGY

### XP-SWMM

The analysis was performed using XPSWMM (v. 2020.1) hydrologic modeling software. Both existing and proposed models were created using Curve-Number (CN) hydrologic methodology, which estimates runoff volumes based on the combination of rainfall input, soil type, and land use at any given location (NRCS TR55). Detailed modeling has not been completed for incorporation of storm sewer systems that may alter the timing of water delivered to the project site. The input parameters remain identical between existing and proposed conditions to represent only that change that is directly related to the proposed BMP. The modeling completed for this analysis is short-duration based analysis according to the 24-hour storm. It does not account for the long-term changes to the system related to soil moisture content, groundwater table, evapotranspiration, or nutrient loading.

Using the National Oceanic and Atmospheric Administration’s (NOAA) Atlas 14, in combination with the Hydrology Guide for Minnesota, a basic rainfall frequency was established, and corresponding rainfall to runoff correlation was determined. Rainfall amounts over the project area were obtained from the Atlas-14 Point Precipitation Frequency database. The rainfall inputs and corresponding return periods are displayed in **Table 1**. These rainfall depths were applied in the model under the MSE3 rainfall distribution for a 24-hour storm event.

**Table 1** – Rainfall depths over the project area.

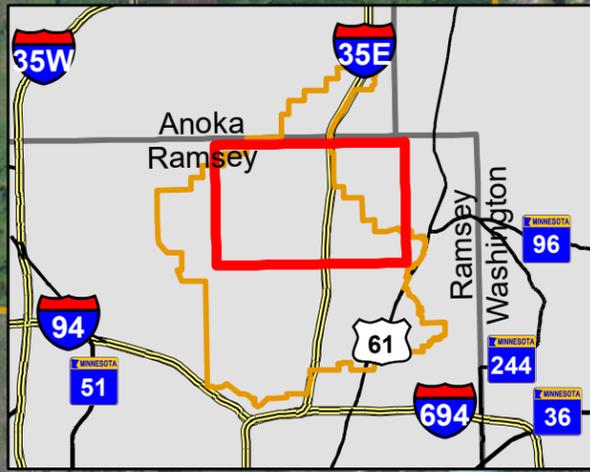
Return Period (Years)	Rainfall (inches)
2	2.80
10	4.17
25	5.25
50	6.20
100	7.25

The CN was assigned by comparing the 2016 NLCD Land Use data with SSURGO soils data. The watershed for the project area exhibits relatively varied land use and a composite CN was assigned to each catchment delineated within the study area. The CN value assigned is identical between existing and proposed conditions.

### P8

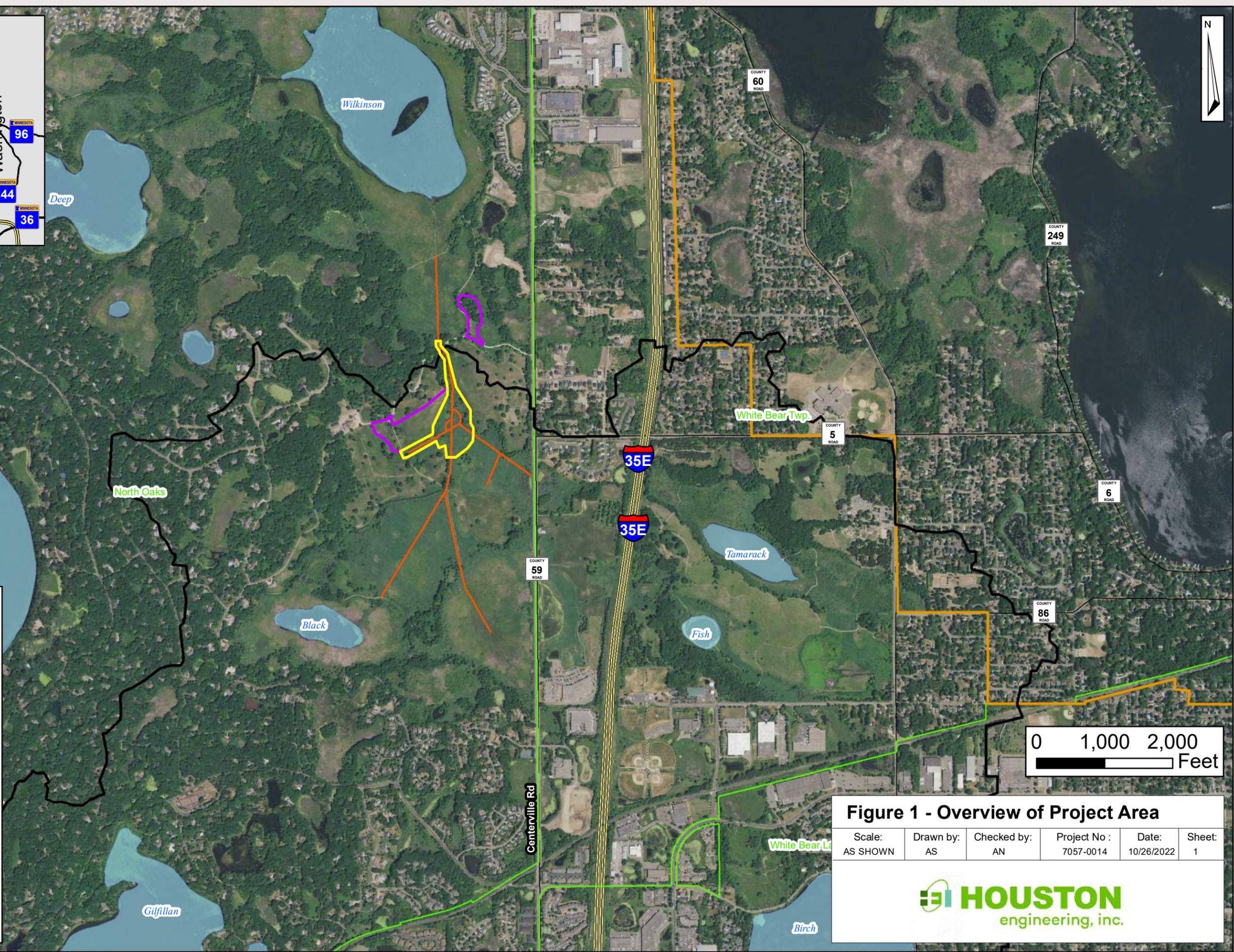
The water quality analysis was performed using P8 (v. 3.5) water quality modeling software. A timescale of 30 years was used. Files MSP4918.pcp, MSP4918.temp, and nurp50.p8p were used for precipitation data, air temperature data, and particle data. Watersheds were carried over from

XPSWMM. The CN was assigned using SSURGO soils data. University of Minnesota TCMA Land Cover data was used to determine the impervious area for the watersheds. Sutherland equations were used to determine the directly connected impervious percentage. Assumptions were made for subwatershed interconnectivity as this area is heavily channelized. Detailed modeling has not been completed for incorporation of storm sewer systems that may alter TP loading of water delivered to the project site. The CN and watershed parameters are identical between existing and proposed conditions.



**Project Area Easements**

- Construction Easement
- Extended Temporary Easement
- Ditch Centerline
- Lakes
- Drainage Area to Project
- VLAWMO Boundary
- Cities



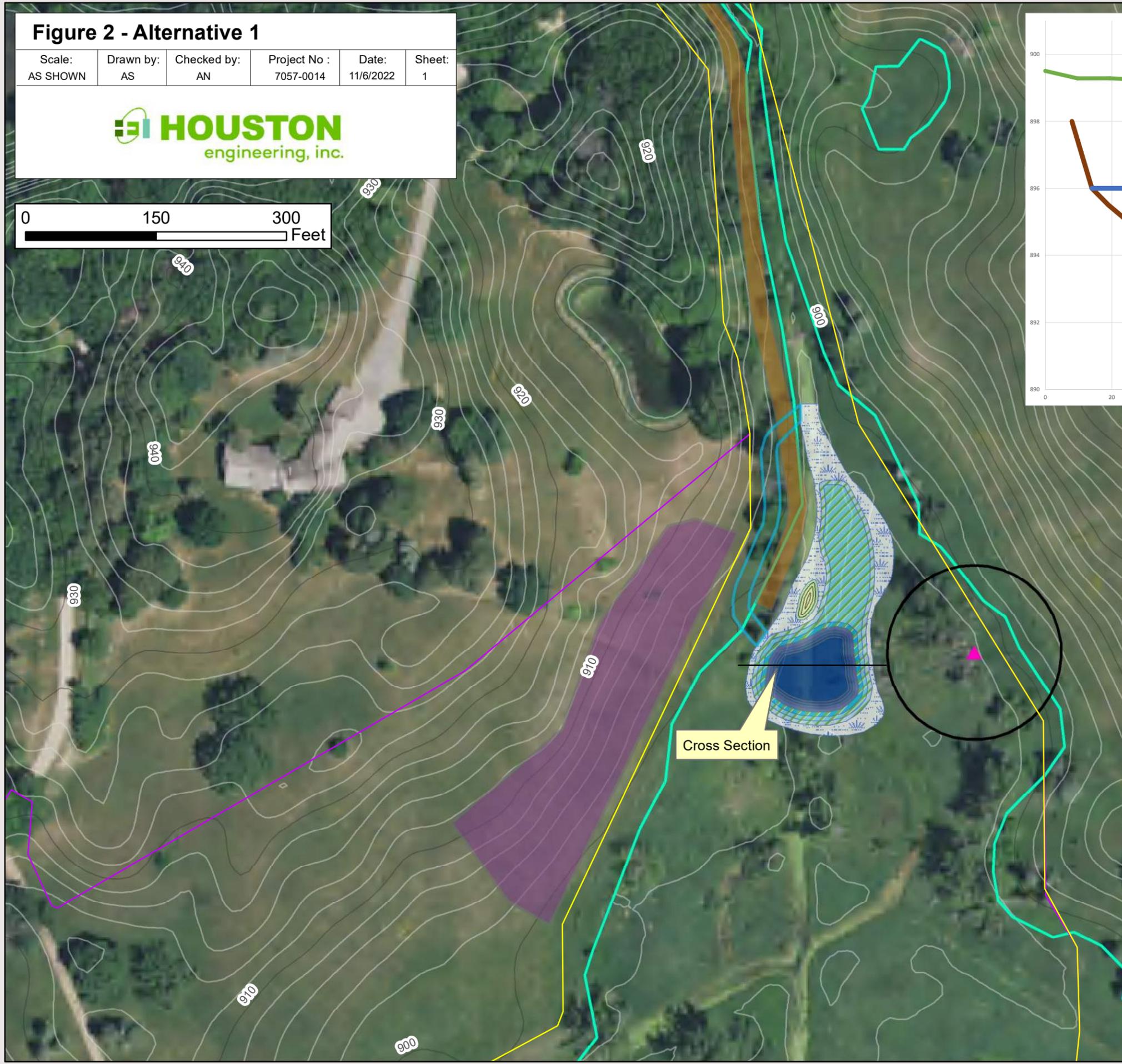
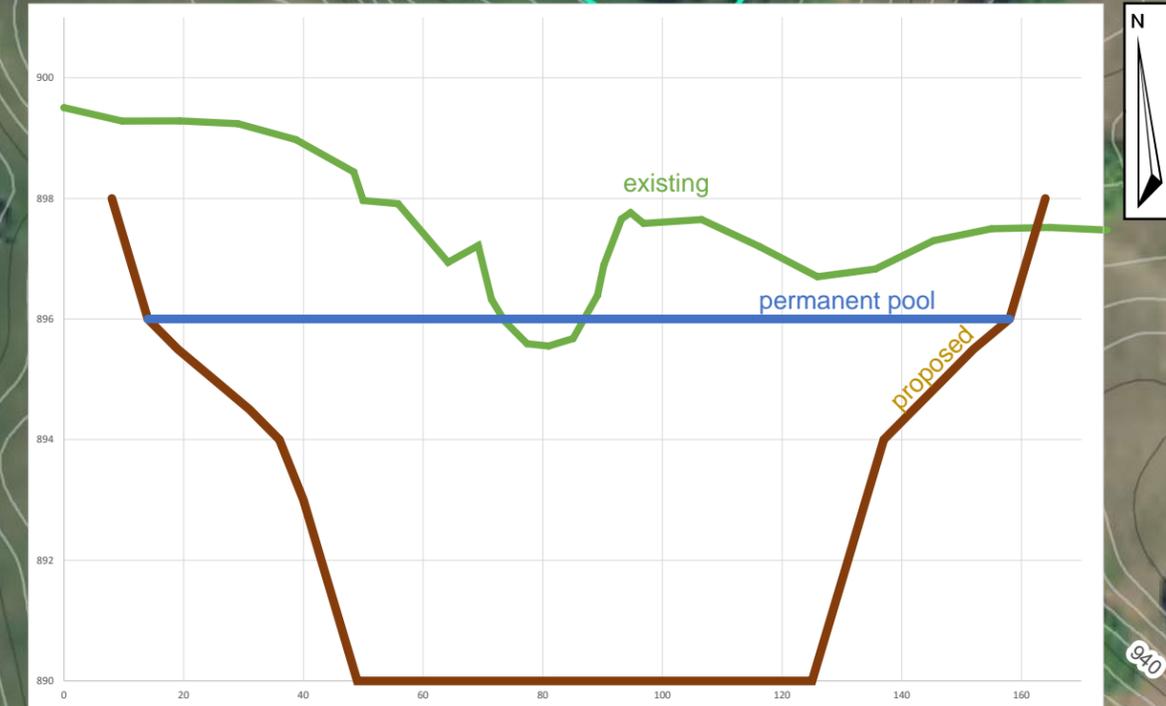
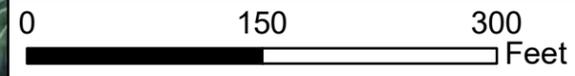
**Figure 1 - Overview of Project Area**

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**Figure 2 - Alternative 1**

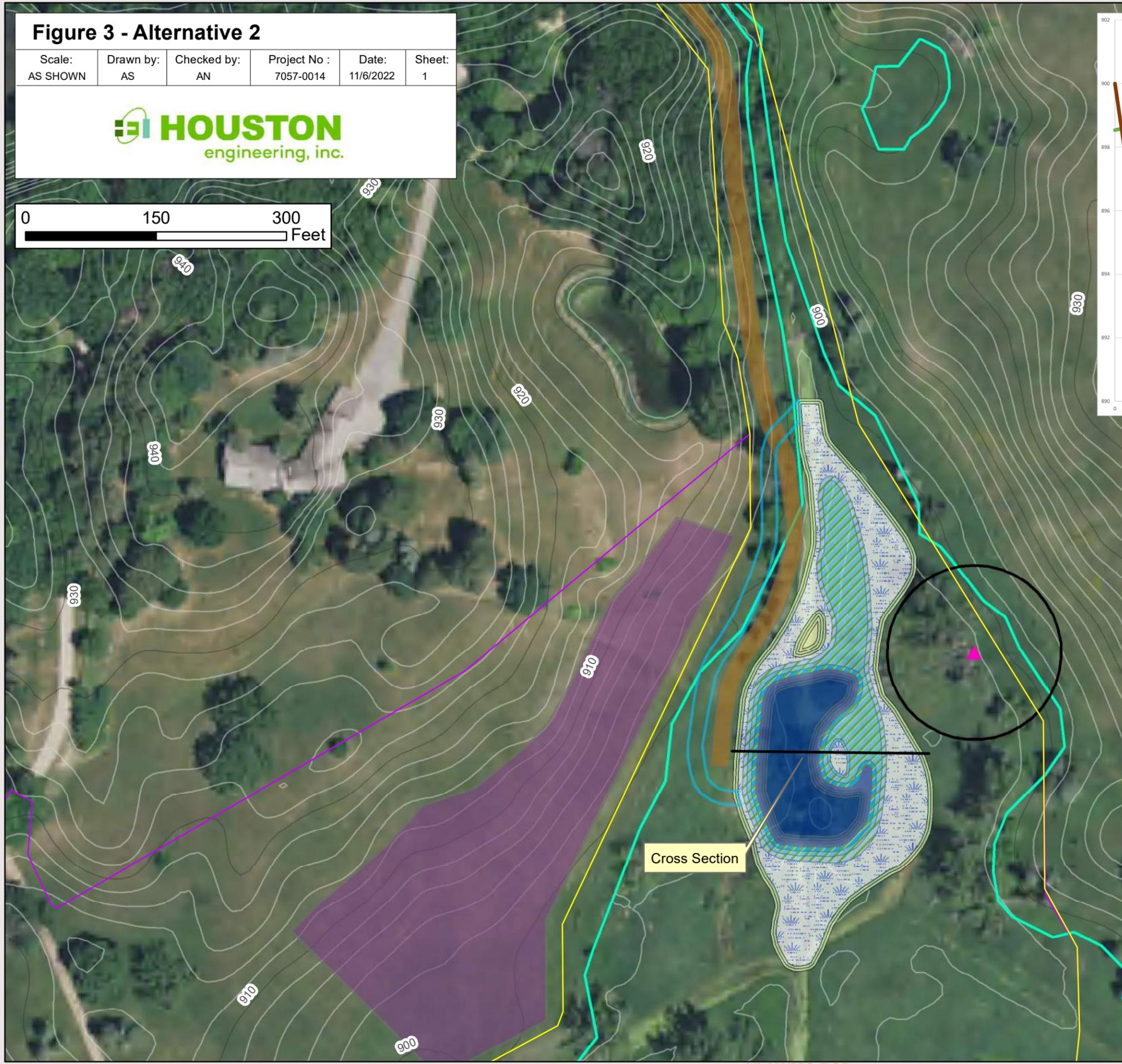
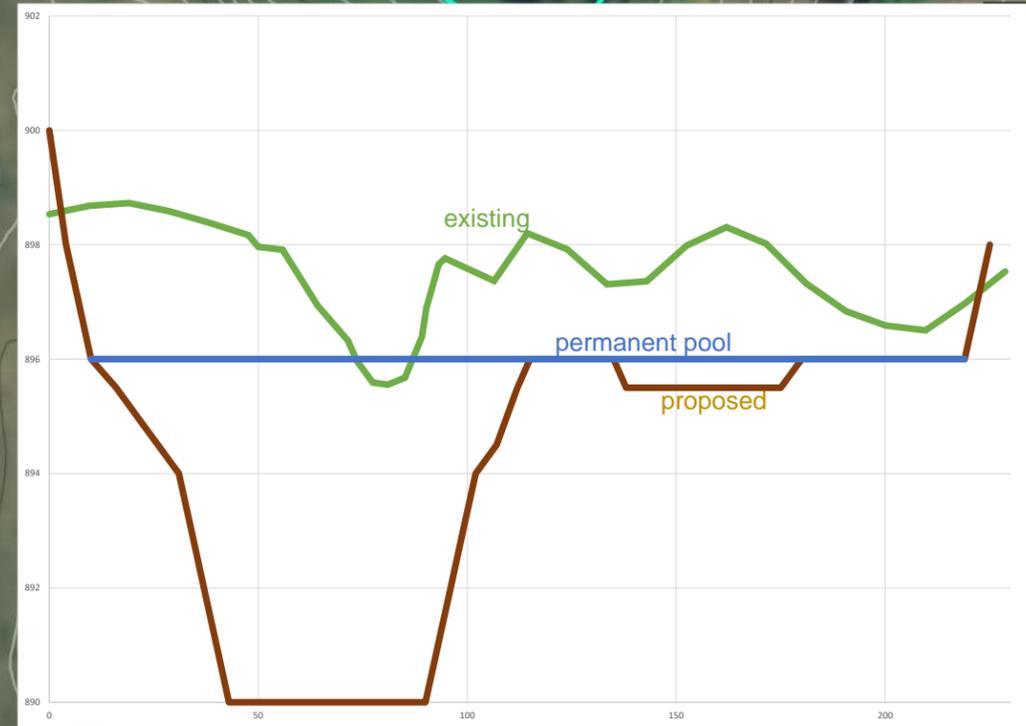
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<b>Project Area Easements</b>		0.5 - 1
Construction Easement		1 - 1.5
Extended Temporary Easement		1.5 - 2
<b>Feature</b>		2 - 3
Maintenance Access		3 - 4
High Flow Bypass		4 - 5
Spoil Pile		5 - 6
<b>Wetland Pool / Grading</b>		6
<b>Depth (ft)/Elev.</b>		Eagle's Nest Location
[900]		100' Buffer from Eagle's Nest
[899]		Wetland Boundary
[898]		Intermediate Contour
[897]		Index Contour
0 - 0.5 [896]		

# Figure 3 - Alternative 2

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**Project Area Easements**

- Construction Easement (Purple outline)
- Extended Temporary Easement (Yellow outline)

**Feature**

- High Flow Bypass (Cyan outline)
- Maintenance Access (Brown fill)
- Spoil Pile (Purple fill)

**Wetland Pool / Grading**

**Depth (ft)/Elev.**

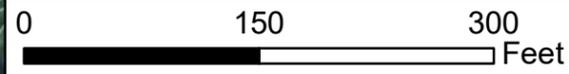
- [900] (Lightest blue)
- [899] (Light blue)
- [898] (Medium-light blue)
- [897] (Medium blue)
- 0 - 0.5 [896] (Darkest blue)

**Other Symbols**

- 0.5 - 1 (Lightest green hatched)
- 1 - 1.5 (Light green hatched)
- 1.5 - 2 (Medium green hatched)
- 2 - 3 (Medium blue)
- 3 - 4 (Dark blue)
- 4 - 5 (Very dark blue)
- 5 - 6 (Darkest blue)
- 6 (Darkest blue)
- Eagle's Nest Location (Pink triangle)
- 100' Buffer from Eagle's Nest (Black circle)
- Wetland Boundary (Cyan line)
- Intermediate Contour (Thin grey line)
- Index Contour (Thick grey line)

# Figure 4 - IESF Concept

Scale: AS SHOWN	Drawn by: AS	Checked by: AN	Project No : 7057-0014	Date: 11/6/2022	Sheet: 1
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<b>Project Area Easements</b>			0.5 - 1
	Construction Easement		1 - 1.5
	Extended Temporary Easement		1.5 - 2
<b>Feature</b>			2 - 3
	IESF Bench		3 - 4
	Maintenance Access		4 - 5
	Spoil Pile		5 - 6
<b>Wetland Pool / Grading</b>			6
<b>Depth (ft)/Elev.</b>			Eagle's Nest Location
	[900]		100' Buffer from Eagle's Nest
	[899]		Wetland Boundary
	[898]		Intermediate Contour
	[897]		Index Contour
	0 - 0.5 [896]		

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To: VLAWMO Board of Directors  
From: Dawn Tanner and Phil Belfiori  
Date: December 7, 2022

**Re: V. C. Spent Lime progress for Oak Knoll Pond**

Barr Engineering has nearly completed feasibility work for a possible demonstration project in Oak Knoll Pond. This feasibility work is a partnership project between VLAWMO and the City of White Bear Lake. A possible competitive grant opportunity has been identified by Barr Engineering that could provide financial support for the application of spent lime in Oak Knoll Pond to test spent lime as a possible economically viable method for treating the internal phosphorus load.

Pending final results of the feasibility, Barr Engineering would like authorization to apply for the recently announced competitive grant through the University of Minnesota Water Resources Center (WRC), in cooperation with the Minnesota Stormwater Research Council (MSRC), for the Urban Stormwater Pond Research Request for Proposals (RFP), linked [here](#) and consistent with the approved 2023 budget.

The approved 2023 VLAWMO Budget includes \$37,500 to serve as VLAWMO contribution to the project.

The RFP includes application requirements and instructions. Specific deadlines:

- 1. Pre-proposals are required and due by 5pm CST on December 20, 2022**
- 2. A presentation of your pre-proposal is required on January 5 & 6, 2023**
- 3. Full proposals are due by 5pm CST on February 17, 2023**

**Requested action:** VLAWMO staff request that the Board authorize Barr Engineering to submit a proposal for spent-lime treatment in Oak Knoll Pond grant proposal to the Urban Stormwater Pond Research RFP, pending final conducive results of the feasibility, and in partnership with the City of White Bear Lake.

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To: VLAWMO Board of Directors

From: Dawn Tanner

Date: December 7, 2022

**Re: V. D. Minnesota Association of Watershed Districts (MAWD) annual meeting and carp project presentation**

VLAWMO staff attended the annual MAWD meeting, Dec. 1-2 and gave a presentation to the statewide annual meeting and conference on Dec. 2, 2022. The conference is an important resource for watershed organizations to share about projects and progress. The carp project is demonstrating clear results and success to date. Sharing the results of this project helps to inform others working on and considering working on removal of invasive common carp.

**Submitted Abstract:**

VLAWMO has been working with carp control professionals to understand carp status, establish management goals, and conduct removals. In 2019, electroshocking surveys were used to estimate biomass, which was found to be 273 kg/ha (well above the 100 kg/ha management threshold for water quality). A bias toward large, old fish was noted during these surveys. During spring of 2020 and 2021, Carp Solutions used an antenna system to monitor movement. Timing and peak movement periods were identified. During winter 2021-2022, WSB attempted a harvest; that was not successful. During spring 2021, Carp Solutions conducted a stream removal. Approximately 21,000 pounds of carp were removed, with an average size of 23 pounds per carp. Large, old fish are likely the result of a prior barrier built to prevent movement into a known spawning lake and nursery area. Resulting biomass and goals for next year are currently being determined and will be included.

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To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: December 7, 2022

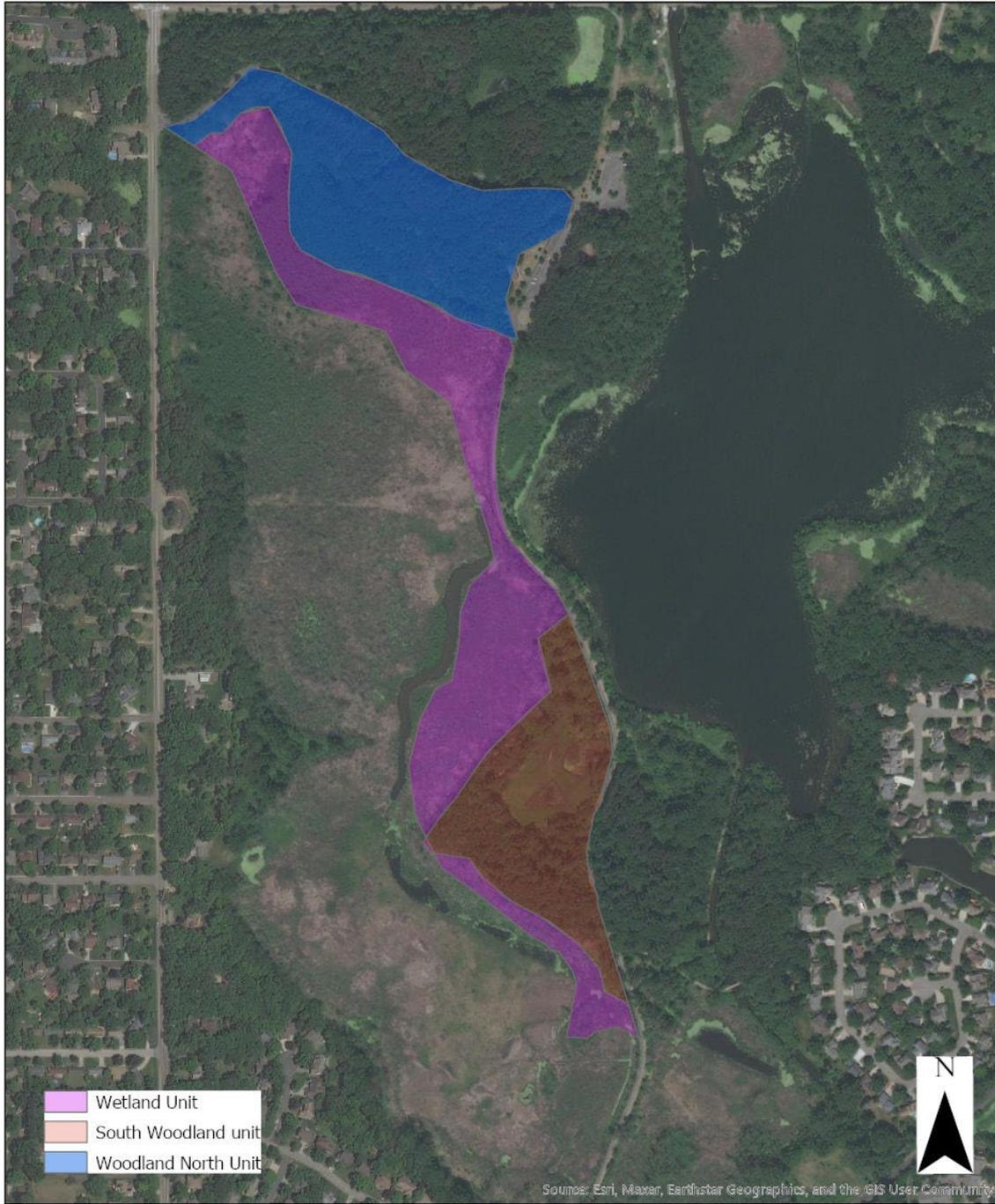
Re: **V. E.** Vadnais-Sucker Lakes Regional Park Restoration Project Update

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Last year, VLAWMO entered into a joint powers agreement with Great River Greening, Saint Paul Regional Water Services, and Ramsey County to restore 43-45 acres of wetland and upland within the Vadnais-Sucker Lakes Regional Park. This project builds on channel stabilization and shoreline restoration efforts that were completed in the park in 2018.

In 2020, Great River Greening successfully received \$154,000 from the State's Outdoor Heritage fund to complete restoration activities in the park including buckthorn removal and treatment, and reseeding and replanting with native species. Staff began meeting with partners on construction and communication planning for the project this fall. VLAWMO has completed draft temporary construction signage and interpretative, ecological signage to be posted during restoration activity work to notify and educate park visitors.

Great River Greening completed a draft RFP for the project, which staff had the opportunity to review. Staff also assisted partners with checking if any state agency permits are needed for using herbicides in the proposed restoration project. Neither the DNR or MDA requires a permit for the proposed herbicide use, which allowed a final RFP to move forward. Great River Greening received bids for the project and is working on selecting a contractor. Staff will be meeting with partners soon to discuss the received bids, selected contractor, and next steps.



To: VLAWMO Board of Directors  
From: Phil Belfiori and Lauren Sampedro  
Date: December 7, 2022  
**Re: V. F. Authorize submittal of Planning Grant for Stormwater & Community Resilience**

The MPCA has recently released the attached RFP for Planning Grants for Stormwater, Wastewater, and Community Resilience (see attached RFP linked below). VLAWMO staff have had initial discussions on collaborating on submitting this grant application with staff from the 1) City of Vadnais Heights, 2) Ramsey County Public Works, and 3) Ramsey County Parks Soil and Water Division and 4) SPRWS. Staff also has discussed the potential of partnership on either or agreeing to provide part of the local match identified in the application and or providing a letter of support for the application. The proposed location for this proposed subwatershed study (if the grant is successful) is the subwatershed located upstream of the Edgerton and Centerville area in the City of Vadnais Heights (see attached map for specific location of propose study area). Barr Engineering has provided a quote for not to exceed \$2000 to develop the grant application. Although still early in the process, all partners have indicated some level of interest in further discussions related to this application and/ or letter of support or the local match identified in the application.

Partnership on the Edgerton & Centerville Drainage area is included in both the approved 2023 budget (approved in June 2022) and the 2023 “working” budget considered on tonight’s agenda. The due date for this grant application is January 12, 2023.

### **Staff Recommendation**

Based on initial support to pursue this planning grant application, staff would request the Board authorize submission of the MPCA Planning Grants for Stormwater, Wastewater, and Community Resilience grant application working with Barr Engineering. Furthermore, staff also recommends to continue to work with the four possible project partners for collaboration (on the identified local match in the application or letter of support ) if the grant application is successful.

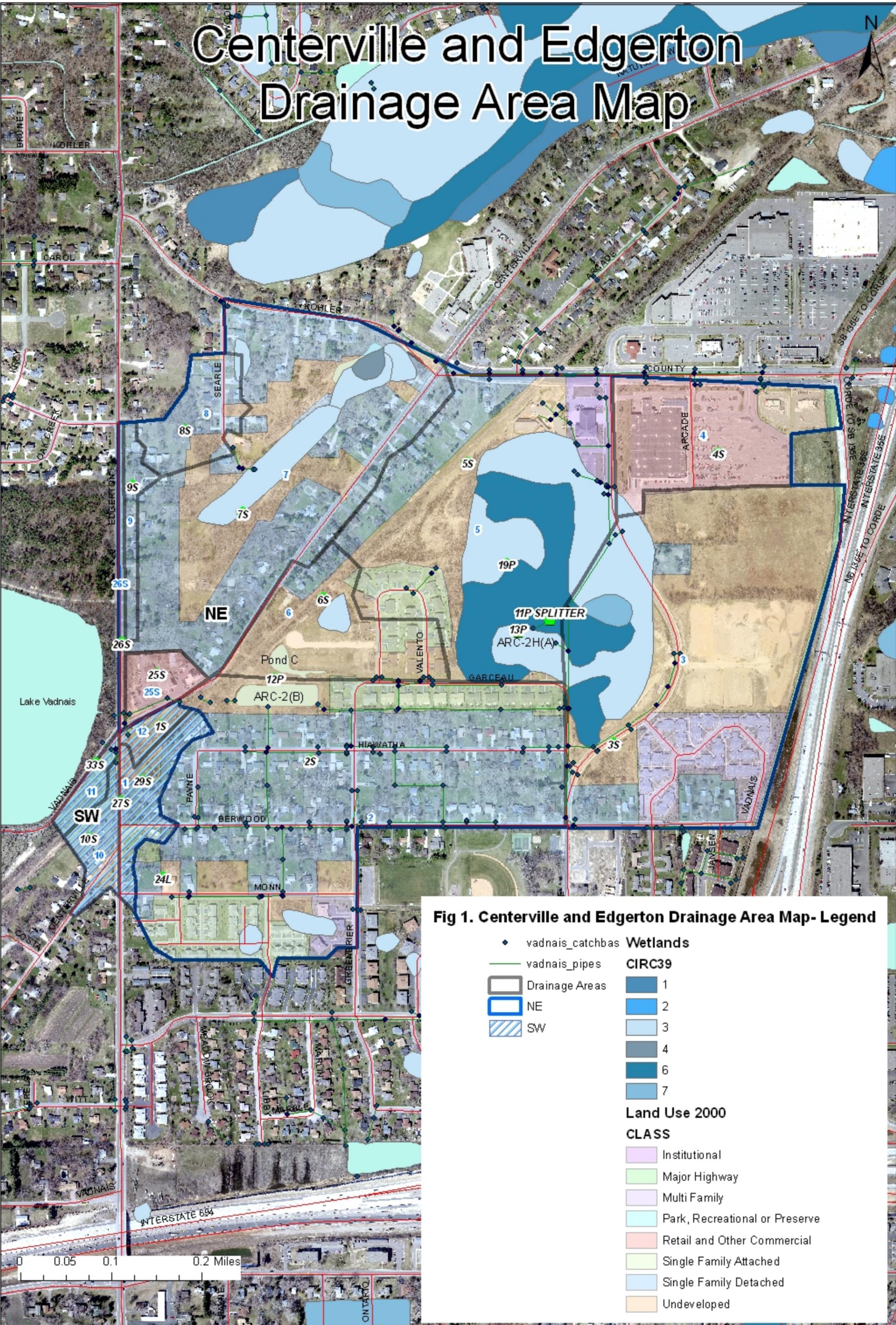
### **Requested Board Action:** Consideration of the following:

1. Authorize submission of the MPCA Planning Grants for Stormwater, Wastewater, and Community Resilience grant application working with Barr Engineering.
2. Authorize staff to work with the four possible project partners for collaboration (on local match and or letter of support) if the grant application is successful.

### **Attached:**

1. RFP for the Grant: [https://www.vlawmo.org/index.php/download\\_file/4268/](https://www.vlawmo.org/index.php/download_file/4268/)
2. Map of proposed study area (if grant successful)

# Centerville and Edgerton Drainage Area Map



**Fig 1. Centerville and Edgerton Drainage Area Map- Legend**

- ◆ vadnais\_catchbas
  - vadnais\_pipes
  - ▭ Drainage Areas
  - ▭ NE
  - ▨ SW
- Wetlands**
- CIRC39**
- 1
  - 2
  - 3
  - 4
  - 6
  - 7
- Land Use 2000**
- CLASS**
- Institutional
  - Major Highway
  - Multi Family
  - Park, Recreational or Preserve
  - Retail and Other Commercial
  - Single Family Attached
  - Single Family Detached
  - Undeveloped

To: VLAWMO Board of Directors

From: Phil Belfiori, Administrator

Date: December 7, 2022

Re: **V. G.** Legal Services Proposals and Recommendation

Pursuant to Minnesota Statute 103B, staff noticed and advertised a Request for Proposal (RFP) for legal services for 2023 and 2024. The purpose of the program is to provide legal counsel services on an “as needed” basis. The selected legal firm would enter into a contract for a 2-year period. The advertisement for the RFP was placed in the Legal of MN Cities marketplace from October 12 – November 4, 2022, in the White Bear Press on October 19 and October 26, noticed at the offices and placed on the VLAWMO web page. Closing date was to receive proposals was November 4, 2022.

The RFP identified services including stormwater management, drainage, & utility issues; contract & agreement review; legal boundary updates; Wetland Conservation Act appeals; enforcement action; and Joint Powers Agreement updates, as requested.

Two proposals were received from Kennedy & Graven and HKB Law. The staff was asked to review all the proposals, score and comment. Scoring was based on the following experience factors: familiarity with VLAWMO, experience, technical capacity, billing rate, and responsiveness. The billing rates vary by job classification and is difficult to get equivalent comparison.

Kennedy & Graven scored the highest given they have performed well on the worked completed under the legal program over the last several years, serve as the legal counsel for six JPA WMO’s in the metro area and have been very responsive with staff and follow-up.

The proposal from Kennedy and Graven can be found at the following link:

[https://www.vlawmo.org/index.php/download\\_file/4269/](https://www.vlawmo.org/index.php/download_file/4269/)

### **Staff Recommendation**

Based on the review of the proposals, staff recommends the Board approve Kennedy & Graven to continue as the VLAWMO legal Counsel and provide legal services in 2023 and 2024 consistent with their proposal for services dated October 28, 2022.

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To: VLAWMO Board

From: Phil Belfiori, Administrator

Date: December 7, 2022

Re: **VI. A. 1.** 2022 Fund Balance and Consideration of 2023 Carry Over “Working” Budget

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The purpose of the memo is to provide the VLAWMO Board with background and recommendations related to the proposed 2022 fund balance /2023 carry over. The following information in this memo is meant to be read in concert with the Attached table (attachment 2) to outline and summarize the recommended proposed fund balances and carry over amounts.

### **Background -Fund Balance and Carryover included in 2022 approved budget adopted by Board in June 2022**

The June 2022 meeting budget materials included a projected / predicted VLAWMO expenditure of \$1,112,068 in 2022 which would utilize \$87,847 fund balance in 2022. The June 2022 budget materials also identified a predicted 2022 fund balance at year end (carryover from 2022 to 2023) of \$972,467 assuming all budgeted items were spent (in the range of Apx. \$880,000 – \$1,160,000.) (This is the Grey cell in Attachment 2)

The approved 2023 budget (approved at the June Board meeting) then utilized \$294,364 of the predicted 2022 year end fund balance (carryover from 2022 to 2023) to implement budgeted 2023 operations, projects and programs. (This is the Grey cell in Attachment 2).

### **Updated projected Fund balance and Carryover based on November 2022 TEC Financial report**

Upon analysis of the November 2022 financial report, the updated estimated 2022 year end fund balance (carryover from 2022 to 2023) is tracking slightly higher than the projected 2022 overall fund balance carry over from the June Board meeting. This slightly higher projected 2022 year end fund balance (\$972,467 as compared to \$1,130,967) is the result of higher than anticipated unspent 2022 expenditures in several funds including (but not limited to) the Wilkinson Lake BMP project, and Sucker /Vadnais Lake and the level 2 cost share program. (This is the Grey cell in Attachment 2 ).

### **Summary of Proposed Fund Balance Carry Over into 2022**

Table 1 (below) provides a summary of the proposed fund balance carry over going into 2023 which includes the \$294,364 carry over included in the approved 2023 Budget as was adopted by the Board in June 2022 and the additional proposed fund balance carry over incorporated into the 2023 “working” budget of \$231,999 (for a total revised proposed fund balance carry over from 2022 to 2023 of \$526,363).

The \$526,363 would now be considered “committed” for 2023 per the approved VLAWMO Fund Balance Policy. (This information is also included in more detail in the **Green cells** in Attachment 2). It is anticipated that at the end of 2023 (and going forward into 2024), the fund balance in the General fund should be in the required range of 35 - 50% of the 2023 budgeted expenditures as is identified in the VLAWMO Fund Balance Policy (Attachment).

**Table 1. Summary of Fund Balance Carry Over - Resolution 10-2022 is recommended for Board consideration that includes the following carry over funds:**

Fund Name and Description	Approved "working" 2022 Budget (from Board action on Dec. 2021)	TOTAL Projected 2022 Fund Balance Carry over amount (from 2022 to 2023-apx. range).	Proposed Carry Over "committed" Funds (into 2023 "working" budget) and Purpose	TOTAL Rough est./Projected 2023 Fund Balance Carry over amount (from 2023 to 2024-apx. range)
General Fund - Fund 3.1. Operations and Administration	\$657,488	\$1,130,967 (Estimate)	<b>\$15,000</b> Engineering and/or pool firms to implement technical assistance tasks: approved watershed plan amendment projects, feasibility studies, unanticipated technical work to date.	\$800,000-\$1,280,000 (Estimate)
General Fund - Fund 3.2. Monitoring and Studies	\$51,000		<b>\$16,000</b> Possible work with Rotary Park or next phase wetland restoration feasibility study. Equipment costs not spent in 2022.	
General Fund - Fund 3.3. Education and Outreach	\$25,500		<b>\$9,500</b> Carrying over into 2023 re: approved website updated	
General Fund -Fund 3.4. Capital Improvement Projects and Programs	\$614,351		<b>\$485,863</b> The approved 2023 budget (approved at the June 2022 Board meeting) already included utilizing <u>\$294,364</u> of fund balance carry over to implement the 2023 Capital Improvement Projects and Programs. The proposed 2023 "working" budget now proposes an additional <u>\$191,499</u> of additional fund balance carry over for a total Proposed Carry Over "committed" Funds (into 2023 "working" budget) of <u>\$485,863</u> . For implementation of the proposed Wilkinson Lake BMP Project, unspent 319 Wilkinson Lake Project/Lake Amelia BMP study-City of Lino Lks., Public drainage inspection /maintenance, Pleasant Lake partnership funding, East Vadnais Lk. Ramsey County/City partnership, Level 2 /Lvl. 1 cost-share (including encumbered NOHOA entrance), Gem Lake Commercial dist. Study.	

### **Subcommittee Recommendation to the Full Board**

In November, all three subcommittee members recommended to the full VLAWMO Board to approve the Carry Over /"working" Budget for 2023 that is summarized above and on Resolution 10-2022.

### **Staff Recommendation**

Consistent with the Consensus recommendation of the VLAWMO Subcommittee, Staff recommends approve of Resolution 10-2022.

### **Attachments:**

Resolution 10-2022

Attachment 1: Powerpoint Slides for Consideration of Fund Balance

Attachment 2: 2023 Fund Balance & Carry Over /"working" Budget for 12/14/22 Board meeting.

Attachment 3: VLAWMO Fund Balance Policy

**RESOLUTION 10-2022**

**A RESOLUTION FOR COMMITTING THE FUND BALANCE FOR SPECIFIC PURPOSES**

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

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

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

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

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

**Committed**

Fund Name and Description	Proposed Carry Over “committed” Funds (into 2023 “working” budget) and Purpose
General Fund - Fund 3.1. Operations and Administration	<b>\$15,000</b> Engineering and/or pool firms to implement technical assistance tasks: approved watershed plan amendment projects, feas. studies, unanticipated technical work to date.
General Fund - Fund 3.2. Monitoring and Studies	<b>\$16,000</b> Possible work with Rotary Park or next phase wetland restoration feasibility study. Equipment costs not spent in 2022.
General Fund - Fund 3.3. Education and Outreach	<b>\$9,500</b> Carrying over into 2023 re: approved website updated
General Fund -Fund 3.4. Capital Improvement Projects and Programs	<b>\$485,863</b> The approved 2023 budget (approved at the June 2022 Board meeting) already included utilizing <u>\$294,364</u> of fund balance carry over to implement the 2023 Capital Improvement Projects and Programs. The proposed 2023 “working” budget now proposes an additional <u>\$191,499</u> of additional fund balance carry over for a total Proposed Carry Over “committed” Funds (into 2023 “working” budget) of <u>\$485,863</u> . For implementation of the proposed Wilkinson Lake BMP Project, unspent 319 Wilkinson Lake Project/Lake Amelia BMP study-City of Lino Lks., Public drainage inspection /maintenance, Pleasant Lake partnership funding, East Vadnais Lk. Ramsey County/City partnership, Level 2 /Lvl. 1 cost-share (including encumbered NOHOA entrance), Gem Lake Commercial dist. Study.

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

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

Upon vote, the Chair declared the Resolution adopted on this 14<sup>th</sup> day of December 2022.

\_\_\_\_\_ Board Chair      Dated: December \_\_\_\_, 2022

\_\_\_\_\_ Attest                      Dated: December \_\_\_\_, 2022

**Attachment 2**  
**VI. A. 1. 3.**

## VLAWMO Board Meeting Consideration of 2022 Fund Balance and 2023 Carry Over / “working” budget

**December 14, 2022**



1

### Background - Fund Balance and Carry over included in 2023 approved budget adopted by Board in June 2022

- At the June 2022 meeting, the Board approved the 2023 budget which identified two key elements as related to the proposed fund balance carryover
- Projected a remaining year end 2022 fund balance of \$972,467 assuming all budgeted items were spent in 2022 (in the range of \$880,000 -\$1,160,000)
- The approved 2023 budget then utilized \$294,364 of the “unassigned” fund balance fund to implement budgeted 2023 operations, projects and programs.



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

- Upon analysis of the November 2022 financial report, the updated 2022 year end fund balance (carryover from 2022 to 2023) is tracking slightly higher than the projected 2022 overall fund balance from the June 2022 Board meeting.
- This slightly higher projected 2022 year end fund balance (\$972,467 as compared to \$1,130,967) which is the result of higher than anticipated unspent 2022 expenditures in several funds including (but not limited to) the Wilkinson Lake BMP project, and Sucker /Vadnais Lake programs and the level 2 cost share program.



## Summary of Proposed Fund Balance Carry Over into 2023

- The Proposed fund balance carry over as going into 2023 includes:
  - **1. \$294,364** - the carry over included in the approved 2023 Budget as was adopted by the Board in June 2022
  - and**
  - **2. \$231,999** - the additional proposed fund balance carry over incorporated into the 2023 “working” budget
- For a total estimated proposed fund balance carry over from 2022 to 2023 of **\$526,363**. (would now be considered “committed” for 2023 per the approved VLAWMO Fund Balance Policy.)
- the “unrestricted” fund balance in the General fund will be within required range of **35 - 50%** per the VLAWMO Fund Balance Policy going into 2023 and 2024.



Proposed 2023 Fund Balance Carry Over – Resolution 10-2022				
Fund Name and Description	Approved “working” 2022 Budget (from Board action on Dec. 2021)	TOTAL Projected 2022 Fund Balance Carry over amount (from 2022 to 2023-apx).	Proposed Carry Over “committed” Funds (into 2023 “working” budget) and Purpose	TOTAL Rough est./Projected 2023 Fund Balance Carry over amount (from 2023 to 2024-apx)
General Fund - Fund 3.1. Operations and Administration	\$657,488	\$1,130,967 (Estimate)	<b>\$15,000</b> Engineering and/or pool firms to implement technical assistance tasks: approved watershed plan amendment projects, feasibility studies, unanticipated technical work to date.	\$800,000- \$1,280,000 (Estimate)
General Fund - Fund 3.2. Monitoring and Studies	\$51,000		<b>\$16,000</b> Possible work with Rotary Park or next phase wetland restoration feasibility study. Equipment costs not spent in 2022.	
General Fund - Fund 3.3. Education and Outreach	\$25,500		<b>\$9,500</b> Carrying over into 2023 re: approved website updated	
General Fund -Fund 3.4. Capital Improvement Projects and Programs	\$614,351		<b>\$485,863</b> <u>(see previous slide)</u> . For implementation of the proposed Wilkinson Lake BMP Project, unspent 319 Wilkinson Lake Project/Lake Amelia BMP study-City of Lino Lks., Public drainage inspection /maintenance, Pleasant Lake partnership funding, East Vadnais Lk. Ramsey County/City partnership, Level 2 /Lvl. 1 cost-share (including encumbered NOHOA	

## Recommendation and Requested Board Action

Staff Recommends approval of 2023 “working” budget as summarized and included in resolution 10-2022.

### Proposed Motion

- Director \_\_\_\_\_ moves to approve Resolution 10-2022 (Attachment 1 in Board Packet).



**ATTACHMENT 3 - 2023 Fund Balance Carryover - Proposed "Working" Budget for Dec. 14, 2022 Board meeting**

VLAWMO BUDGET 2023	EXPENSE	Approved 2022 Budget (Approved December 2021)	Projected /Estimated	Projected 2022	approved 2023 Budget - Board action in June 2022	Proposed Carry Over	Proposed 2023 "working" Budget	Notes
			2022 expenditures from June 2022 Board mtg.	expenditures to date (based on Nov. TEC report)				
3.1	Operations & Administration	\$657,488	\$640,000	\$640,000	\$694,883	\$15,000	\$709,883	
3.110	Office	\$27,097			\$28,181	\$0	\$28,181	
3.120	Information systems	\$25,865			\$33,300	\$0	\$33,300	
3.130	Insurance	\$7,210			\$7,571	\$0	\$7,571	
3.141	Consulting -Audit	\$8,191			\$9,000	\$0	\$9,000	
3.142	Consulting - Bookkeeping	\$1,500			\$1,500	\$0	\$1,500	
3.143	Consulting - Legal	\$5,000			\$6,000	\$0	\$6,000	
3.144	Consulting - Eng. & Tech.	\$44,000			\$30,000	\$15,000	\$45,000	Engineering and/or pool firms to implement watershed plan amendment projects, feasibility s
3.150	Storm Sewer Utility	\$14,000			\$15,000	\$0	\$15,000	
3.160	Training - staff, board,TEC	\$12,500			\$13,250	\$0	\$13,250	
3.170	mileage and noticing	\$6,300			\$6,300	\$0	\$6,300	
3.191	Employee payroll	\$391,400			\$422,353	\$0	\$422,353	
3.192	Employee liability (benefits)	\$114,425			\$122,428	\$0	\$122,428	
3.2	Monitoring & Studies	\$51,000	\$36,000	\$20,000	\$31,000	\$16,000	\$47,000	
3.210	Lake & creek program lab analysis	\$18,000			\$18,000	\$0	\$18,000	
3.220	Equipment	\$3,000			\$3,000	\$1,000	\$4,000	Possible work with Rotary Park or next phase wetland restoration feasibility study. Equipment costs not spent in 2022.
3.230	Wetland assessment & management	\$15,000			\$0	\$10,000	\$10,000	
3.240	Watershed Planning and or Special Studies/reports	\$15,000			\$10,000	\$5,000	\$15,000	
3.3	Education & Outreach	\$25,500	\$21,000	\$16,000	\$29,000	\$9,500	\$38,500	
3.310	Public Education	\$6,000			\$6,000	\$0	\$6,000	
3.320	Communication, Outreach and marketing	\$17,500			\$15,000	\$9,500	\$24,500	Carrying over into 2023 re: approved website updated
3.330	Community Blue education grant	\$2,000			\$8,000	\$0	\$8,000	
3.4	Capital Improvement Projects	\$614,351	\$415,068	\$277,568	\$629,568	\$191,499	\$821,067	
	Subwatershed Activity							
3.410	Gem Lake subwatershed	\$10,000	\$10,000		\$15,000	\$10,000	\$25,000	Gem Lake Commercial dist. study,
3.420	Lambert Creek subwatershed (Does NOT Include Debt Service)	\$114,432	\$70,000		\$55,000	\$0	\$55,000	
3.421	Lambert Pond Project Loan Debt Service	\$38,568	\$38,568		\$38,568	\$0	\$38,568	
3.425	Goose Lake subwatershed	\$80,000	\$45,000		\$92,500	\$0	\$92,500	
3.430	Birch Lake subwatershed	\$10,000	\$5,000		\$20,000	\$0	\$20,000	
3.440	Giffilan Black Tamarack Wilkinson Amelia sub	\$105,500	\$57,000		\$157,500	\$43,000	\$200,500	Wilkinson Lake BMP Project, unspent 319 Wilkinson Lake Project/Lake Amelia BMP study-City of Lino Lks.,...
3.450	Pleasant Charley Deep subwatershed	\$45,000	\$36,000		\$48,000	\$30,000	\$78,000	Pleasant Lake partnership funding,
3.460	Sucker Vadnais subwatershed	\$41,500	\$41,500		\$35,000	\$28,000	\$63,000	East Vadnais Lk. Ramsey County/City partnership,
3.48	Programs							
3.481	Soil Health Grant	\$5,000	\$6,000		\$8,000	\$0	\$8,000	
3.482	Landscape 1 - cost-share	\$16,000	\$16,000		\$30,000	\$6,263	\$36,263	Level 2 /Lvl. 1 cost-share (including encumbered NOHOA entrance)
3.483	Landscape 2	\$45,751	\$30,000		\$35,000	\$36,636	\$71,636	
3.484	Project research and MS 4 partnership work	\$0			\$5,000	\$0	\$5,000	
3.485	Maintenance and operations (Facilities maintenance & Public Ditch maintenance)	\$102,600	\$60,000		\$90,000	\$37,600	\$127,600	Public drainage inspection /maintenance,
3.5	Regulatory	\$2,000			\$5,000	\$0	\$5,000	
3.510	Engineering plan review	\$2,000			\$5,000	\$0	\$5,000	
	<b>Total budget</b>	<b>\$1,350,339</b>	<b>\$1,112,068</b>	<b>\$953,568</b>	<b>\$1,389,451</b>	<b>\$231,999</b>	<b>\$1,621,450</b>	
				Assume \$953,563 for projected 2022 based on extrapolating from Nov. financial rpt.				
	<b>INCOME</b>							
5.1								
5.11	Storm Sewer Utility	\$1,019,521			\$1,090,887		\$1,090,887	
5.12	Fees for Service	\$200			\$200		\$200	
5.13	Interest	\$1,500			\$1,000		\$1,000	
5.14	Misc. income - WCA admin grant	\$3,000			\$3,000		\$3,000	
	Total VLAWMO income	\$1,024,221		\$1,024,221	\$1,095,087		\$1,095,087	
5.15	grants, partnerships donations	\$324,500		\$160,000	\$385,284		\$385,284	
	BWSR WBF 21 - 23	\$46,500		\$70,000	\$46,500		\$46,500	BWSR wbf revenue
	Proposed MPCA 319 Wilkinson Lake BMP	\$186,000		\$60,000	\$188,000		\$188,000	319 for Wilkinson project (assumes \$50,000 for design work and 2023 and 138,000 (50% of rev. from imple.) for project implementation in 2023)
	NOC per proposed partnership agreement for Wilk	\$62,000		\$20,000	\$64,000		\$64,000	NOC per proposed partnership agreement for Wilkins
	City of WBL E. Goose /spent lime ?	\$30,000		\$10,000	\$19,284		\$19,284	SPRWS grant for repayment of SP loan
					\$67,500		\$67,500	City of WBL for proposed East Goose ALM Partnership?
5.16	From reserves /use of fund balance	\$326,118	\$87,847	-\$70,653	\$294,364	\$526,363	\$526,363	
	predicted fund balance at end of 2022 (carryover from 2022 to 2023)	\$972,467		\$1,130,967			Apx. \$800,000- \$1,280,000	Range for predicted fund balance at end of 2023 (carryover from 2023 to 2024)
	Minimum fund balance required per Board Policy (assume 35% to 50% of total general fund budget)	\$472,000- \$675,000			\$494,000- \$695,000		\$565,000- \$807,000	

\$1,090,814  
\$1,130,967

# Attachment 4

## VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

### FUND BALANCE POLICY

Adopted March 12, 2012

#### I. PURPOSE

The purpose of this policy is to establish specific guidelines the Vadnais Lake Are Water Management Organization (VLAWMO) will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.

The purpose of this policy is to also establish specific guidelines VLAWMO will use to classify fund balances into a categories based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in these funds can be spent.

#### II. CLASSIFICATION OF FUND BALANCE/PROCEDURES

##### 1. **Nonspendable**

- This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.

##### 2. **Restricted**

- Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation.

##### 3. **Committed**

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- VLAWMO's highest level of decision making authority (Board of Directors) will annually or as deemed necessary commit specific revenue sources for specified purposes by resolution. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period.

## Attachment 4

### II. CLASSIFICATION OF FUND BALANCE/PROCEDURES – CONTINUED

- To remove the constraint on specified use of committed resources the Board of Directors shall pass a resolution

#### 4. Assigned

- Amounts that are constrained by the government's intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.
- The Board of Directors has delegated the authority to assign and remove assignments of fund balance amounts for specified purposes to the **Administrator**.

#### 5. Unassigned

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.
  - i. VLAWMO will maintain an unrestricted fund balance in the General fund of an amount not less than 35 - 50% of the next year's budgeted expenditures of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including storm sewer utility fees and other government aids are received in the second half of VLAWMO's fiscal year.
  - ii. If spending unrestricted fund balance in designated circumstances has reduced unrestricted fund balance to a point below the minimum targeted level, as noted above, the replenishment will be funded by Storm Sewer Utility fees within 1 year.

### III. STABILIZATION ARRANGEMENTS

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

VLAWMO will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

## Attachment 4

### IV. MONITORING AND REPORTING

The **VLAWMO Administrator** and **Bookkeeper** shall annually prepare the status of fund balances in relation to this policy and present to the Board of Directors in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is VLAWMO's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is VLAWMO's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

To: VLAWMO Board of Directors  
From: Nick Voss, Education and Outreach Coordinator  
Date: December 7, 2022  
Re: **VI. A. 2.** 2022 Update on Education and Outreach results, 2023 goals

The 2022 Education and Outreach results are now available. A powerpoint summarizing the 2022 MS4-related education efforts is included here in the December Board packet. Voss will present these slides during the December Board meeting.

2022 MS4 related presentations include:

- “SWPPP Tips” webinars: Feb 17, 22, April 17, June 21
- MS4 presentation to Gem Lake City Council, Feb 22<sup>nd</sup>
- Vadnais Heights Parks Commission: June 22<sup>nd</sup>
- North Oaks (NOHOA) webinar: August 29<sup>th</sup>
- White Bear Lake raingarden maintenance: Sept 22<sup>nd</sup>
- Turf maintenance MPCA workshop: May 17<sup>th</sup>, MPCA Smart Salting: Sept 21<sup>st</sup>

2022 MS4 collaborations with partner cities and townships include:

- Groundwater conservation flyer designed with White Bear Township: July
- Pool drainage graphic used by the City of Vadnais Heights. March 8<sup>th</sup>
- MS4 topic integrated into Vadnais Heights scavenger hunt. March 11<sup>th</sup>
- Spring workshop promo. City of Vadnais Heights and White Bear Township promoted. March 25<sup>th</sup>
- Vadnais Heights Spring newsletter collaboration: IDDE. May 2<sup>nd</sup>.
- White Bear Township clean-up day collaboration: Use of “Drippy” Mascot and handouts. May 7<sup>th</sup>.
- North Oaks collaboration: Watershed and MS4 handouts used for Arbor Day. May 14<sup>th</sup>.
- White Bear Lake school district digital backpack newsletter: Jr Watershed Explorer. August 18<sup>th</sup>.
- Vadnais Heights fire dept raingarden: Staff maintenance assistance. August 26.
- White Bear Township collaboration: Pool drainage guide. Sept 30<sup>th</sup>.
- City of Vadnais Heights collaboration: Fall lawn care: October 5<sup>th</sup>.
- Gem Lake collaboration: IDDE flyers and video presentation, website reconfiguration.
- Lino Lakes IDDE Collaboration: newsletter supported by VLAWMO IDDE infographics - Nov 1<sup>st</sup>

The 2022 Education and Outreach results are available for review at the following links:

**2022 Raw numbers:**

[https://www.vlawmo.org/index.php/download\\_file/4244/](https://www.vlawmo.org/index.php/download_file/4244/)

**2022 Summary Chart:**

[https://www.vlawmo.org/index.php/download\\_file/4245/](https://www.vlawmo.org/index.php/download_file/4245/)

**2023 Education and Outreach Plan:**

[https://www.vlawmo.org/index.php/download\\_file/4246/](https://www.vlawmo.org/index.php/download_file/4246/)

Staff requests Board feedback or comments on the materials provided in the program update presentation or provided above /Linked materials.

# VI. A. 2. Attachment 1

## VI. A. 2. 2022 Education and Outreach Update

### Highlights MS4 Contributions



Nick Voss  
VLAWMO Education and Outreach Coordinator  
December 14, 2022

Vadnais Lake Area Water Management Organization

## 2022 Highlights



### Drought Recovery for your Lawn

April 14<sup>th</sup> - Guest speaker "Organic Bob"

### White Bear Montessori Native Plant Tour

August 11<sup>th</sup> - Guest speaker Tracy Lawler/Natural Shores Technologies

### Saint Mary's Raingarden Renovation

July-August - Eagle Scout Alex Nelson

### Good Neighbor Guide

September - MN Water Steward/VLAWMO effort

### Bridgewood Raingarden Kick-off Party

July 12<sup>th</sup> - City of Vadnais Heights, MN Master Naturalists, WAV

**Drought Recovery for your Lawn**  
April 14<sup>th</sup>, 2022  
7:00-8:00 PM  
Online Event  
Register free at [vlawmo.org/events](http://vlawmo.org/events)

Special Guest Presenter:  
"Organic Bob" Dahm  
Organic Bob, LLC  
Blue Thumb Farms  
Minnesota Water Steward

Damage repair  
Soil health  
Low water seed mixes  
Turf alternatives and bee lawns

**Native Plant Walk-and-Talk**  
• Plants, pollinators, and habitat chat  
• Tour 3 raingardens and a prairie on-site  
**Free event:**  
August 11, 2022  
7-8 PM

More details and free registration at:  
[vlawmo.org/events](http://vlawmo.org/events)  
or contact:  
**651.204.6070**  
[nick.voss@vlawmo.org](mailto:nick.voss@vlawmo.org)  
@vlawmo

Hosted by  
**White Bear Montessori**,  
a VLAWMO grant recipient

WHITE BEAR MONTESSORI SCHOOL

Vadnais Lake Area Water Management Organization

# 2022 MS4 Contributions



## Education and Outreach Plan Goal #1

"VLAWMO will support partner Cities and Townships in making progress in their MS4's."

## MS4: Municipal Separate Storm Sewer System

The 5-year general permit cycle runs from 2020-2025.



Vadnais Lake Area Water Management Organization

# 2022 MS4 Contributions



## Highlight Presentations:

SWPPP Tips webinars: Feb 17, Feb 22, April 17, June 21, July 27

MS4 Presentation to Gem Lake City Council. Feb 22<sup>nd</sup>

Vadnais Heights Parks Commission: Presentation on Bridgewood Park raingarden. June 22<sup>nd</sup>.

North Oaks collaboration: Entrance raingarden webinar. August 29<sup>th</sup>.



Who's invited:  
Staff and commission members who are involved in managing or communicating about Minimum Control Measures #1-2 of the MS4.  
Those who are confused or overwhelmed by the MS4 permit.

Part 3:  
Creating the education and outreach plan  
July 27, 2022  
12-12:45 pm // online  
Find Zoom link at your local watershed's website.

Vadnais Lake Area Water Management Organization

# 2022 MS4 Contributions



## Collaborations:

- Groundwater conservation flyer with White Bear Township: July
- Vadnais Heights: Pool drainage graphic used by the City of Vadnais Heights. March 8<sup>th</sup>
- White Bear Township clean-up day collaboration: Use of “Drippy” Mascot and handouts. May 7<sup>th</sup>.
- North Oaks collaboration: Watershed and MS4 handouts used for Arbor Day. May 14<sup>th</sup>.
- White Bear Lake school district digital backpack newsletter: Jr Watershed Explorer. August
- Gem Lake collaboration: IDDE flyers and video presentation, website reconfiguration.
- Lino Lakes IDDE Collaboration: newsletter supported by VLAWMO IDDE infographics - Nov 1<sup>st</sup>



Vadnais Lake Area Water Management Organization

# Materials Development



## Groundwater conservation:

- Custom flyer created with White Bear Township, additional communities planned for 2023
- “Help out in a drought” EPA materials
- 2023 VLAWMO website renovation to include a new groundwater page



Vadnais Lake Area Water Management Organization



# Materials Development

**Each MS4 receives:**

- Pet Waste: Mailing slip, social media graphic, door hanger
- IDDE (Illicit Discharge): Mailing slip, social media graphic, full page info flyer, door hanger
- Smart Salting: Mailing slip, social media graphic, door hanger
- Pool drainage guide



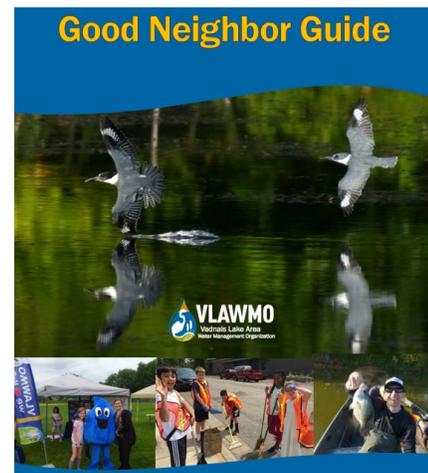
Vadnais Lake Area Water Management Organization



# 2023 Goals

- Circulate the Good Neighbor Guide
- New resident welcome packet (City of North Oaks)
- BMP inspection training recording
- Groundwater conservation webpage, expanded education materials, education on well interference
- Water conservation and watering restrictions, integrate with VLAWMO cost-share program for water conservation
- Cost-share promotion and info-packet development for prospective applicants

**2023 Campaigns:** Wilkinson BMP, Vadnais/Sucker Park restoration, Landscape Level 2 cost-share projects, ditch and floodplain education



Vadnais Lake Area Water Management Organization

# Questions & Discussion



Vadnais Lake Area Water Management Organization

To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: December 7, 2022

Re: **VI. A. 3.** Proposed 2023 Cost Share Program Updates

#### Introduction

VLAWMO is seeking Board approval of proposed 2023 changes to the following VLAWMO grant programs: Rain Barrel, Soil Health, Landscape Level 1, and Landscape Level 2.

#### Background

VLAWMO has offered grant programs to landowners since 2007. Staff routinely review each program on an annual basis for any necessary updates or improvements to the programs or program materials.

A first phase of policy-based changes to the Soil Health, Landscape Level 1, and Landscape Level 2 Grant programs were considered and approved by the TEC at its November 9<sup>th</sup> meeting and by the Board Subcommittee the following week. These changes largely focused on increasing accountability of grantees and reducing potential administrative issues that could arise. A summary of the significant, proposed changes is included in the attached PowerPoint slides.

A second phase of largely non-substantive changes to the Rain Barrel, Soil Health, Landscape Level 1, and Landscape Level 2 grant program materials is proposed to the TEC and Board of Directors at their December 14<sup>th</sup> meetings. These changes largely focus on design changes to improve applicant digestion of the details of each program and to make the materials more inviting to the applicants.

#### Staff Recommendation

VLAWMO staff recommend the Board of Directors approve the proposed 2023 program changes to the Rain Barrel Grant Program, Soil Health Grant Program, Landscape Level 1 Grant Program, and Landscape Level 2 Grant Program for implementation in 2023.

#### Proposed Motion

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to approve the 2023 grant program changes as presented.

#### Attachments

- PowerPoint Slides
- 4 Grant Program Policies and Applications and Cost Share Plant Guide  
[https://www.vlawmo.org/index.php/download\\_file/4271/](https://www.vlawmo.org/index.php/download_file/4271/)

## VI. A. 3. Attachment 1

# VLAWMO Proposed 2023 Grant Program Changes

**Lauren Sampedro**  
**Board of Directors Meeting**  
**December 14, 2022**



## Background



- VLAWMO staff are proposing grant program material changes for the following programs: Rain Barrel, Soil Health, Landscape Level 1, and Landscape Level 2
- VLAWMO grant programs have been offered since 2007
- Staff routinely review each program on an annual basis for any necessary updates or improvements
- The TEC & Board Subcommittee recommended approval of policy-based changes to Soil Health, Landscape Level 1, & Landscape Level 2 grant programs in November 2022
- Additional design/aesthetic changes are proposed for all 4 programs

Vadnais Lake Area Water Management Organization

# Soil Health Grant



- Increased maximum award amounts of \$1,000, and \$1,250 for priority areas
- Added to ineligible projects:
  - Projects that have received funding from other VLAWMO grant programs in the same year
  - Maintenance of previously awarded grant projects
- Hybrid plants not eligible for reimbursement unless on approved VLAWMO plant guide
- Required education components

Vadnais Lake Area Water Management Organization

# Landscape Level 1 Grant



- Added 25% funding level
- *Board-initiated change:* added stormwater reuse for irrigation or groundwater preservation projects to eligible projects per Board's 2022 strategic planning discussion
- Revised maintenance period from 5 years to 10 years minimum

Vadnais Lake Area Water Management Organization

# Landscape Level 2 Grant



- Added eligible program applicants of private businesses, HOA's, and nonprofits
- Added requirement of pre-app meetings before application submittal (changed from a recommendation)
- Revised eligible projects for flexibility and incorporation of all possible partner projects
- Removed 85% advanced payment before project completion option

Vadnais Lake Area Water Management Organization

# Landscape Level 2 Grant-Cont.



## *Board-initiated Change:*

- Added groundwater conservation and smart irrigation controllers as eligible projects
  - Pursuing possible stormwater reuse partnership study with White Bear Township
  - Can assist cities with residential irrigation controller programs
- Added smart irrigation controller pilot/test sites as eligible costs
  - Pursuing 1<sup>st</sup> pilot partnership with City of Vadnais Heights and Peterson Companies
  - If successful, hope to expand to other communities & private companies like golf courses

Vadnais Lake Area Water Management Organization

# Staff Recommendation



Approval of the proposed 2023 grant program changes

*Vadnais Lake Area Water Management Organization*

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To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: December 7, 2022

Re: **VI. A. 4.** 2023-2025 BWSR Watershed-Based Implementation Funding (WBIF) Grant Program

### Introduction

BWSR has allocated \$75,000 to the Vadnais Lake Watershed Planning Area through its fiscal year 2022-2023 Watershed-based Implementation Funding (WBIF) program. VLAWMO and its partners are seeking Board approval of the WBIF C23-3449 grant agreement and work plan for implementation in 2023-2025 under resolution 11-2022.

### Background

BWSR created the WBIF program in 2018, which makes additional funding available for local government units from the Clean Water Fund program. In 2021, BWSR awarded \$93,042 to VLAWMO, which was allocated to VLAWMO cost share program implementation and subwatershed bmp implementation. Staff are currently in the process of closing this grant with BWSR after the completion of the Bridgewood Raingarden project in Vadnais Heights and the Whitaker Pond Biochar Filter project in White Bear Township.

The current funding cycle for fiscal year 2022-2023 has allocated \$6.5 million to the metro area, including \$75,000 to the Vadnais Lake Watershed Planning Area (VLAWMO, ACD, RCSWCD, and two representatives from the six-member municipalities). The required match contribution for this grant is 10% at \$7,500. To be eligible for this funding, VLAWMO and partners needed to participate in a convene meeting process per BWSR requirements to jointly develop a budget request and select proposed grant activities. Staff worked with the TEC to hold a required convene meeting and determine which activities should be part of a WBIF application budget request. Partners approved continuing the previous approach of submitting a budget request to BWSR for the implementation of VLAWMO's Landscape Level 2 Grant Program to install at least one water quality improvement project prioritized within four subwatersheds: Lambert Creek, Goose, Birch, and Gilfillan-Tamarack-Black-Wilkinson-Amelia. Partners also approved VLAWMO to serve as grantee on behalf of the partnership.

VLAWMO staff worked with the partnership to submit a WBIF budget request to BWSR and to complete a work plan. The initial budget request was approved by BWSR on October 19, 2022. A draft work plan was submitted to BWSR and was approved on November 29<sup>th</sup>. The next steps to secure the \$75,000 of grant funding are Board approval of the attached work plan and to execute a grant agreement (C23-3449) with BWSR under resolution 11-2022.

### Staff Recommendation

VLAWMO staff recommend the Board of Directors approve the attached 2023-2025 BWSR WBIF grant agreement C23-3449 and work plan.

### Proposed Motion

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to approve the C23-3449 grant agreement and work plan and authorize the Board Chair to execute the grant agreement with the adoption of Resolution 11-2022, with any final non-material changes and on advice of counsel.

800 County Rd E East, Vadnais Heights, MN 55127  
www.VLAWMO.org  
office@vlawmo.org  
(651) 204-6070

Attachments

- 1 - PowerPoint Slides
- 2 - BWSR C23-3449 WBIF Grant Agreement
- 3 - 2023-2025 BWSR WBIF Grant Work Plan
- 4 - Resolution 11-2022

## VI. A. 4. Attachment 1

# BWSR Watershed-based Implementation Funding (WBIF) Program FY '22-23

Lauren Sampedro  
Board of Directors Meeting  
December 14, 2022



## Background on BWSR WBIF



- Funding made available from the Clean Water Fund starting in 2018
  - ❖ Funds for advancing State's water resource goals through prioritized and targeted cost-effective actions with measurable water quality results.
- Purpose of WBIF is to enhance existing funding to implement clean water activities towards State's water resource goals

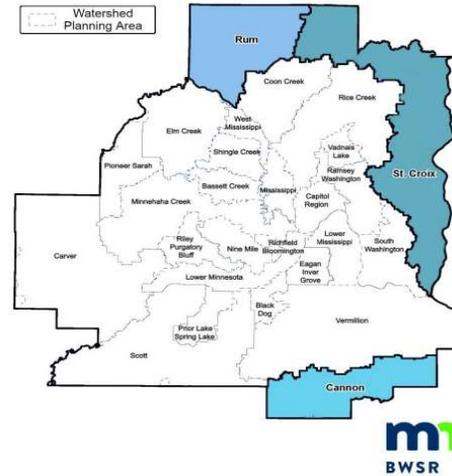
Vadnais Lake Area Water Management Organization

# BWSR WBIF Fund Allocation



- \$6.5 million WBIF funds allocated to metro area this fiscal year for implementation 2023-2025
- VLAWMO planning area allocated **\$75,000**
- Requires 10% match

Twin Cities Metro Area Allocation Map for the Watershed-based Implementation Funding Program



Vadnais Lake Area Water Management Organization

# FY '21-22 BWSR WBIF Funding Round



- \$93,042 awarded to VLAWMO area
- VLAWMO serves as grantee and allocated funding towards cost share program & subwatershed bmp implementation
  - \$23,513.50 Bridgewood Park curb cut raingarden in Vadnais Heights
  - \$69,528.50 Whitaker Pond biochar filter in White Bear Township
- In process of closing grant with BWSR and requesting remaining grant funds



Vadnais Lake Area Water Management Organization

## BWSR WBIF Program Process



- Hold 1-2 convene meetings with partnership ✓
  - At meeting partners approved:
    - Cities of Vadnais Heights and Lino Lakes to be 2 municipal representatives
    - VLAWMO as grantee
    - Selected grant activity to be: implementation of VLAWMO Landscape Level 2 Grant Program for partnership projects
- Submit partnership-approved grant activity/ies to BWSR for initial approval ✓
- Submit budget request to BWSR ✓
- Submit work plan to BWSR ✓
- Approve work plan & execute grant agreement with BWSR before 3/30/23 deadline

Vadnais Lake Area Water Management Organization

## Proposed FY '22-23 BWSR WBIF Funding Round



- \$75,000 allocated towards VLAWMO Landscape Level 2 Grant Program partnership projects
- Work with partners to install at least 1 water quality BMP that reduces at least 0.3 lbs phosphorus annually
- Focus on 4 subwatersheds:
  - Lambert Creek
  - Goose Lake
  - Birch Lake
  - Gilfillan-Tamarack-Black-Wilkinson-Amelia Lakes

Vadnais Lake Area Water Management Organization

## Staff Recommendation & Proposed Motion



VLAWMO staff recommend approval of the proposed 2023-2025 BWSR WBIF grant agreement C23-3449 and work plan

### Proposed Motion:

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to approve the C23-3449 grant agreement and work plan and authorize the Board Chair to execute the grant agreement with the adoption of Resolution 11-2022, with any final non-material changes and on advice of counsel.

# VI. A. 4. Attachment 2



FY 2023 STATE OF MINNESOTA  
BOARD OF WATER and SOIL RESOURCES  
WATERSHED-BASED IMPLEMENTATION FUNDING  
GRANT AGREEMENT

Vendor:	0000209380
PO#:	3000015493

This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and **Vadnais Lake Area WMO, 800 East County Road E Vadnais Heights, Minnesota 55127** (Grantee).

*This grant is for the following Grant Programs:*

C23-3449	2022 Metro WBIF-Vadnais Lake Area WPA	\$75,000
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**Total Grant Awarded: \$75,000**

### Recitals

1. The Laws of Minnesota 2019, 1<sup>st</sup> Special Session, Chapter 2, Article 2, Section 7(a), and the Laws of Minnesota, 2021, 1<sup>st</sup> Special Session, Chapter 1, Article 2, Sec. 6(a) appropriated Clean Water Funds (CWF) to the Board for the FY 2022-2023 Watershed-based Implementation Funding Program.
2. The Board adopted the FY 2022-2023 Clean Water Fund Watershed-based Implementation Funding Program Policy and authorized the allocation of funds for the FY 2022-2023 Watershed-based Implementation Funding Program. through Board Order #21-51.
3. The Grantee has submitted a Board-approved work plan for this Program which is incorporated into this Grant Agreement by reference.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the satisfaction of the Board.
5. As a condition of the grant, Grantee agrees to minimize administration costs.

### Authorized Representative

The State's Authorized Representative is James Adkinson, Grants Coordinator, BWSR, 520 Lafayette Road North, Saint Paul, MN 55155, 651-539-2588, or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee's Authorized Representative is: Lauren Sampedro, Watershed Technician & Program Coordinator  
800 County Road E East  
Vadnais Heights  
651-204-6071

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Board.

### Grant Agreement

1. **Terms of the Grant Agreement.**
  - 1.1. **Effective date:** The date the Board obtains all required signatures under Minn. Stat. § 16B.98, Subd. 5. **The Board will notify the Grantee when this Grant Agreement has been executed. The Grantee must not begin work under this Grant Agreement until it is executed.**
  - 1.2. **Expiration date: December 31, 2025**, or until all obligations have been satisfactorily fulfilled, whichever comes first.
  - 1.3. **Survival of Terms:** The following clauses survive the expiration date or cancellation of this Grant Agreement: 7. Liability; 8. State Audits; 9. Government Data Practices; 11. Publicity and Endorsement; 12. Governing Law, Jurisdiction, and Venue; 14. Data Disclosure; and 19. Intellectual Property Rights.

2. **Grantee's Duties.**

The Grantee will comply with required grants management policies and procedures set forth through Minn. Stat. § 16B.97, Subd. 4(a)(1). The Grantee is responsible for the specific duties for the Program as follows:

- 2.1. **Implementation:** The Grantee will implement their work plan, which is incorporated into this Grant Agreement by reference and abide by the FY2022-23 Watershed-based Implementation Funding policy.
- 2.2. **Reporting:** All data and information provided in a Grantee's report shall be considered public.
  - 2.2.1. The Grantee will submit an annual progress report to the Board by February 1 of each year on the status of Program implementation by the Grantee. Information provided must conform to the requirements and formats set by the Board. All individual grants over \$500,000 will also require a reporting expenditure by June 30 of each year.
  - 2.2.2. The Grantee will prominently display on its website the Clean Water Legacy Logo and a link to the Legislative Coordinating Commission website.
  - 2.2.3. Final Progress Report: The Grantee will submit a final progress report to the Board by February 1, 2026 or within 30 days of completion of the project, whichever occurs sooner. Information provided must conform to the requirements and formats set by the Board.
- 2.3. **Match:** The Grantee will ensure any local match requirement will be provided as stated in Grantee's approved work plan.

3. **Time.**

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. **Terms of Payment.**

- 4.1. Grant funds will be distributed in three installments: 1) The first payment of 50% will be distributed after the execution of the Grant Agreement. 2) The second payment of 40% will be distributed after the first payment of 50% has been expended and reporting requirements have been met. An eLINK Interim Financial Report that summarizes expenditures of the first 50% must be signed by the Grantee and approved by the Board. Selected grantees may be required at this point to submit documentation of the expenditures reported on the Interim Financial Report for verification. 3) The third payment of 10% will be distributed after the grant has been fully expended and reporting requirements are met. The final, 10% payment must be requested within 30 days of the expiration date of the Grant Agreement. An eLINK Final Financial Report that summarizes final expenditures for the grant must be signed by the Grantee and approved by the Board.
- 4.2. All costs must be incurred within the grant period.
- 4.3. All incurred costs must be paid before the amount of unspent funds is determined. Unspent grant funds must be returned within 30 days of the expiration date of the Grant Agreement.
- 4.4. The obligation of the State under this Grant Agreement will not exceed the amount listed above.
- 4.5. This grant includes an advance payment of 50 % of the grant's total amount. Advance payments allow the grantee to have adequate operating capital for start-up costs, ensure their financial commitment to landowners and contractors, and to better schedule work into the future.

5. **Conditions of Payment.**

- 5.1. All services provided by the Grantee under this Grant Agreement must be performed to the Board's satisfaction, as set forth in this Grant Agreement and in the Board-approved work plan for this Program. Compliance will be determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, State, and local laws, policies, ordinances, rules, FY 2022-2023 Clean Water Fund Watershed-based Implementation Funding Program Policy, and regulations. The Grantee will not receive payment for work found by the Board to be unsatisfactory or performed in violation of federal, State, or local law.
- 5.2. Minnesota Statutes § 103C.401 establishes the Board's obligation to assure Program compliance. If the noncompliance is severe, or if work under the Grant Agreement is found by the Board to be unsatisfactory or performed in violation of federal, State, or local law, the Board has the authority to require the repayment of grant funds or withhold payment on grants from other programs.

6. **Assignment, Amendments, and Waiver**

- 6.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the Board and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.
- 6.2. **Amendments.** Any amendments to this Grant Agreement must be in writing and will not be effective until it has been approved and executed by the same parties who approved and executed the original Grant Agreement, or their successors in office. Amendments must be executed prior to the expiration of the original Grant Agreement or any amendments thereto.

6.3. **Waiver.** If the Board fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

7. **Liability.**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Agreement.

8. **State Audits.**

Under Minn. Stat. § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Agreement or transaction are subject to examination by the Board and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

8.1. The books, records, documents, accounting procedures and practices of the Grantee and its designated local units of government and contractors relevant to this grant, may be examined at any time by the Board or Board's designee and are subject to verification. The Grantee or delegated local unit of government will maintain records relating to the receipt and expenditure of grant funds.

9. **Government Data Practices.**

The Grantee and the Board must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the Board under this Grant Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

10. **Workers' Compensation.**

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

11. **Publicity and Endorsement.**

11.1. **Publicity.** Any publicity regarding the subject matter of this Grant Agreement must identify the Board as the sponsoring agency. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Grant Agreement.

11.2. **Endorsement.** The Grantee must not claim that the State endorses its products or services

12. **Governing Law, Jurisdiction, and Venue.**

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this Grant Agreement, or its breach, must be in the appropriate State or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. **Termination.**

13.1. The Board may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

13.2. In the event of a lawsuit, an appropriation from a Clean Water Fund is canceled to the extent that a court determines that the appropriation unconstitutionally substitutes for a traditional source of funding.

13.3. The Board may immediately terminate this Grant Agreement if the Board finds that there has been a failure to comply with the provisions of this Grant Agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The Board may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

**14. Data Disclosure.**

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and State tax agencies and State personnel involved in the payment of State obligations. These identification numbers may be used in the enforcement of federal and State tax laws which could result in action requiring the Grantee to file State tax returns and pay delinquent State tax liabilities, if any.

**15. Prevailing Wage.**

It is the responsibility of the Grantee or contractor to pay prevailing wage for projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44. All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with these State funds shall be paid wages at a rate not less than those prevailing on projects of a character similar in the locality. Bid requests must state the project is subject to prevailing wage.

**16. Municipal Contracting Law.**

Per Minn. Stat. § 471.345, grantees that are municipalities as defined in Subd. 1 of this statute must follow the Uniform Municipal Contracting Law. Supporting documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

**17. Constitutional Compliance.**

It is the responsibility of the Grantee to comply with requirements of the Minnesota Constitution regarding the use of Clean Water Funds to supplement traditional sources of funding.

**18. Signage.**

It is the responsibility of the Grantee to comply with requirements for project signage as provided in Minnesota Laws 2010, Chapter 361, Article 3, Section 5(b) for Clean Water Fund projects.

**19. Intellectual Property Rights.**

The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this grant*. Works means all inventions, improvements, discoveries, (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant. Work includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents or subcontractors, in the performance of this grant. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant at the State's request. To the extent possible, those Works eligible for copyright protection under the United State Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

*IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.*

**Approved:**

**Vadnais Lake Area WMO**

**Board of Water and Soil Resources**

By: \_\_\_\_\_  
*(print)*

By: \_\_\_\_\_

\_\_\_\_\_  
*(signature)*

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# VI. A. 1. Attachment 3

## Grant Workplan

### Watershed Based Implementation SEP 2023

**Grant Title** - 2022 Metro WBIF-Vadnais Lake Area WPA

**Grant ID** - C23-3449

**Organization** - Vadnais Lake Area WMO

<b>Original Awarded Amount</b>	\$75,000.00	<b>Grant Execution Date</b>	
<b>Required Match Amount</b>	\$7,500.00	<b>Original Grant End Date</b>	12/31/2025
<b>Required Match %</b>	10%	<b>Grant Day To Day Contact</b>	Lauren Sampedro
<b>Current Awarded Amount</b>	\$75,000.00	<b>Current End Date</b>	12/31/2025

#### Budget Summary

	Budgeted	Spent	Balance Remaining
Total Grant Amount	\$75,000.00	\$0.00	\$75,000.00
Total Match Amount	\$7,500.00	\$0.00	\$7,500.00
Total Other Funds	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$82,500.00</b>	<b>\$0.00</b>	<b>\$82,500.00</b>

*\*Grant balance remaining is the difference between the Awarded Amount and the Spent Amount. Other values compare budgeted and spent amounts.*

#### Budget Details

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Grant Program Implementation	Urban Stormwater Management Practices	Current State Grant	2022 Metro WBIF-Vadnais Lake Area WPA	\$75,000.00			N

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Technical/Engineering	Technical/Engineering Assistance	Local Fund	VLAWMO	\$7,500.00			Y

### Activity Details Summary

Activity Details	Total Action Count	Total Activity Mapped	Proposed Size / Unit	Actual Size / Unit
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### Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
<b>Grant Program Implementation</b>	PHOSPHORUS (EST. REDUCTION)	0.3 LBS/YR	Lambert Creek/Goose Lake/Birch Lake/Gilfillan Lake/Tamarack Lake/Black Lake/Wilkinson Lake/Amelia Lake	MIDS	

## Grant Activity

Grant Activity - Grant Program Implementation	
<b>Description</b>	<p>At least 1 BMP project will be installed through the VLAWMO Landscape Level 2 Grant Program in accordance with the VLAWMO Board-approved Landscape Level 2 Grant Program policy, with a pollution reduction goal of at least 0.3 lbs of TP annually. The WBIF State Grant funding will be used to supplement the existing Landscape Level 2 Grant budget to cover BMP construction costs. Where VLAWMO's local policies differ from BWSR standards, the provision of the grant agreement shall prevail.</p> <p>Eligible practices include water quality treatment projects, water reuse, and stormwater retrofit or reconstruction projects. Projects with a secondary benefit of stormwater rate and volume control may be considered if the primary benefit is water quality. Staff will confirm BWSR eligibility requirements and consult with the BWSR Board Conservationist before pursuing specific projects to ensure the projects are eligible. Projects will be targeted within four priority subwatersheds: Lambert Creek, Goose, Birch, and Gilfillan-Tamarack-Black-Wilkinson-Amelia. Projects will be prioritized based on estimated benefits to water resources within the four identified subwatersheds, with the primary benefit to water quality.</p> <p>Projects will be designed in accordance with MN Stormwater Manual, NRCS FOTG, or other accepted engineering practices for a minimum 10-year effective life. The project designs will be completed and certified by WMO staff, SWCD staff, or consulting professional engineers with appropriate technical approval authority. Landowners will be responsible for the operation and maintenance of projects.</p>
<b>Category</b>	URBAN STORMWATER MANAGEMENT PRACTICES
<b>Has Rates and Hours?</b>	No

Grant Activity - Technical/Engineering	
<b>Description</b>	<p>Technical/engineering assistance costs for surveying potential BMP locations, BMP design, project construction/installation, and project certification. Stormwater BMPs will be designed to MN Stormwater Manual, NRCS FOTS, or other accepted engineering standards for a minimum 10-year effective life. The selected BMPs will be designed and certified by WMO staff, SWCD staff, or consultant engineers. Consultant engineers will be selected in accordance with VLAWMO procedures. The estimated technical/engineering time is 30% PE and 70% SWCD Resource/Design Specialist.</p>
<b>Category</b>	TECHNICAL/ENGINEERING ASSISTANCE
<b>Has Rates and Hours?</b>	Yes

## Grant Attachments

Document Name	Document Type	Description
<b>2023 Watershed Based Implementation Funding</b>	Grant Agreement	2023 Watershed Based Implementation Funding - Vadnais Lake Area WMO
<b>Application</b>	Workflow Generated	Workflow Generated - Application - 09/30/2022
<b>Funding Request Responses</b>	Grant	2022 Metro WBIF-Vadnais Lake Area WPA
<b>Work Plan</b>	Workflow Generated	Workflow Generated - Work Plan - 10/19/2022
<b>Workplan Milestones</b>	Grant	2022 Metro WBIF-Vadnais Lake Area WPA

## VI. A. 4. Attachment 4

**RESOLUTION NO. 11-2022**  
of the Vadnais Lake Area Water Management Organization (VLAWMO)

**A RESOLUTION APPROVING the 2023-2025 BWSR WATERSHED-BASED IMPLEMENTATION FUNDING GRANT AGREEMENT AND WORK PLAN (C23-3449).**

Resolution 11-2022 was moved by Director \_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS, on October 27, 2021 the Minnesota Board of Water and Soil Resources (BWSR) approved the Watershed-based Implementation Funding (WBIF) watershed allocations for the 2022-2023 biennium; and

WHEREAS, funds have been allocated based on watershed planning areas, and VLAWMO is part of the Vadnais Lake Watershed Planning Area (Partnership) to which BWSR has allocated \$75,000 for implementation in 2023-2025; and

WHEREAS, VLAWMO submitted a funding request and draft work plan on behalf of the Partnership for the Watershed-Based Implementation Funding grant to BWSR to improve water quality within the Lambert Creek, Goose Lake, Birch Lake, and Gilfillan-Tamarack-Black-Wilkinson-Amelia Lakes subwatersheds; and

WHEREAS, components of the grant proposal include VLAWMO Grant Program implementation within the counties of Anoka and Ramsey, Minnesota; and

WHEREAS, VLAWMO has finalized a work plan with BWSR for implementation of the grant; and

WHEREAS, VLAWMO will work with the Partnership and other landowners to pursue project opportunities for implementation of the grant, and

**THEREFORE, BE IT RESOLVED**, that the VLAWMO Board of Directors hereby approves the C23-3449 grant agreement, with BWSR-approved work plan, and authorizes the WMO Board Chair to execute the grant agreement and submit to BWSR, with any final non-material changes and on advice of counsel.

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

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

Upon vote, the Chair declared the Resolution adopted on this 14<sup>th</sup> day of December 2022.

\_\_\_\_\_ Board Chair      Dated: December \_\_\_\_, 2022

\_\_\_\_\_ Attest      Dated: December \_\_\_\_, 2022