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

BOARD OF DIRECTORS MEETING AGENDA 7:00 PM

August 27, 2025

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

№ = requested Board action

- I. Call to Order Chair, Jim Lindner
- II. Approval of Agenda
- III. Approval of June 25, 2025 Board Meeting Minutes 🎉 p. 3
- IV. Visitors and Presentations
 - A. TEC Report to the Board for August & Finance Report August 2025 Susan Miller p. 13
 - B. Public visitors non-agenda items
- V. Consent Agenda 🥨 Directors may request to move any item to business agenda for discussion
 - A. Consider Biannual Solicitation for Auditing Services p. 23
 - B. Consider Final Report from Dive Guys Regarding Work on Birch Lake p. 29
 - C. Update on Draft Watershed Management Plan 60-day Review and JPA p. 31
 - D. Update Phase 1 of Wilkinson Project for MPCA Small Watershed Grant Program p. 33
 - E. Consider LL2 2025-03 Estates of Evergreen Ponds HOA Smart Irrigation Application p. 39
- VI. Business
 - A. Financial/Administrative
 - 1. Consider 2026 SSU Rates- Phil (10 mins) p. 51
 - B. Projects and Studies/Plans
 - 1. Update on Recent LCCMR Recommendation of Award of Grant for the Potential Regional Resiliency Partnership Project Behind Vadnais Heights City Hall Lauren (5 mins.) p. 77
- VII. Discussion / Administration Communication
- VIII. Adjourn: Next regular meeting: October 22, 2025

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MINUTES OF THE BOARD OF DIRECTORS - JUNE 25, 2025, REGULAR BOARD MEETING

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

^{*=} with prior notice

Others in attendance: Rachel Olm (Houston Engineering, Inc.); Troy Gilchrist (VLAWMO Attorney).

I. Call to Order

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

II. Approval of Agenda 🥸

The agenda for the June 25, 2025 Board meeting was presented for approval.

A motion was made by Director Rafferty and seconded by Director Prudhon to approve the June Board meeting agenda. Vote: all: aye. Motion passed.

III. Approval of Minutes 🥮

The minutes from the April 23, 2025 Board meeting were placed on the agenda for approval, as presented. No comments from the Directors.

Director Rafferty asked for clarification on if Directors can approve meeting minutes if they did not attend the meeting. Chair Lindner confirmed they can.

A motion was made by Director Prudhon and seconded by Director Rafferty to approve the April 23, 2025 minutes. Vote: Linder: aye; Prudhon: aye; Rafferty: aye; Walsh: abstained; Wolter: absent. Motion passed.

IV. Visitors and Presentations

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

TEC Member Susan Miller provided an overview of the June TEC Report to the Board. She highlighted three items: 1) The East Vadnais Lake Subwatershed Resiliency Study and the City of Vadnais Heights' whole-city Resiliency Study. She said the TEC are excited by these studies and that they are a perfect example of how local communities can access funding for needed planning through partnering with VLAWMO. 2) VLAWMO's Education and Outreach and Grant Programs. Miller noted these programs have been busy. She has seen an

^{**=} alternate

increasing number of people coming to VLAWMO to convert their yards to pollinator gardens and create water storage areas. She said all types of property owners in our communities need to be involved to improve how properties handle runoff and more rain events. She recommended the Board of Directors connect community members and developers with VLAWMO to incorporate more resiliency projects and increase the number of people we are reaching. 3) 2027-2036 Watershed Management Plan. She highlighted that the planning process is in the final stages and the TEC recommended VLAWMO move to the formal 60-day review. She commented the plan drafting process was transparent and liked how the comments were tracked.

Chair Lindner complimented Miller's report. He added that property owners take pride in their projects, and if more adjoining property owners can work together, there is a greater effect.

B. Public Visitors - Non-agenda items

None.

V. Consent Agenda 🥸

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

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

- A. Consider Draft MOU for Partnership with City of Vadnais Heights for City-Wide Resiliency Study Development
- B. Consider Draft MOU for Partnership with City of Vadnais Heights for East Vadnais Lake Subwatershed Stormwater Improvement Project Design
- C. Consider Rotary Park Wetland Restoration Project Contract and Scope of Work with NST
- D. Consider Authorizing Phase 3 of Tamarack Lake Alum Project and Engineering Scope of Work
- E. Consider EPA 319 Grant Remaining Scope of Work for Phase 1
- F. Consider LMCIT Liability Waiver Form
- G. Consider Ramsey County GIS User Group 2026-2030 JPA Renewal
- H. Update on Recent LCCMR Grant Application Process
- I. Update on Community Blue Grant for Incarnation Lutheran Church
- J. Update on Recent Outreach Activities
- K. Update on Carp Management & Birch AIS

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

VI. Business

A. Projects and Studies/Plans

1. Consider Resolution 04-2025 Regarding Initiating the "60 day" Draft VLAWMO Watershed Management Plan Review

Administrator Belfiori thanked the Board for their review of the draft Watershed Management Plan over the last 20 months and noted that the planning process is in its final steps. He thanked staff and the lead plan consultant, Rachel Olm, for their work.

Rachel Olm with Houston Engineering, Inc. presented an overview of how the draft plan came together. She described that it began with a 60-day notification to gather information from plan review authorities on their priorities for VLAWMO's plan, and a public engagement campaign followed to gather local and stakeholder feedback. The plan was drafted in sections with collaboration from staff, the TEC, and the TEC+ with several opportunities to review and comment.

Olm summarized the content included in each of the draft plan sections: 1) Introduction, 2) Land and Water Resources, 3) Priority Issues and Goals, 4) Implementation, 5) Plan Administration.

She highlighted that 14 issues were prioritized in section three of the plan. She stated there are no low priority issues within VLAWMO. Any issues that were not identified as high priority are still addressed in the plan and designated as plan themes. Measurable goals were identified for addressing each priority issue and were intentionally labeled with "partnershipgrant dependent measure" for transparency. She clarified the types of projects and programs that VLAWMO implements are largely dependent on partnership engagement and external grant funding. Olm noted that section three of the plan directly corresponds with the projects identified in the implementation plan section.

Olm highlighted that VLAWMO's implementation activities are not solely focused on projects but also include implementing VLAWMO's core programs, which together help VLAWMO make progress towards its measurable goals. She said the most visible implementation activities for partners are the project technical work and capital improvement projects, which are organized by subwatershed in the implementation section.

Olm described the subwatershed pages contained in the implementation section and noted that the subwatershed activities described in these pages were compiled into the implementation Table 4-5, along with VLAWMO's core programs. She summarized the content contained in Table 4-5 and highlighted that toggles were added to indicate if an implementation activity directly or indirectly benefits a measurable goal. A dark green toggle flipped to the right assumes an activity is directly connected to a measurable goal.

Administrator Belfiori added that Table 4-5 was closely reviewed by community partners and the Board Subcommittee during the 2026 proposed budget planning process. He noted many projects span multiple years and the Subcommittee wanted to ensure they considered how the long-term projects can continue having momentum through this proposed Watershed Management Plan, starting with the proposed 2026 budget.

Director Rafferty asked who is on the Board Subcommittee. Administrator Belfiori responded Chair Lindner, Director Doll Kanne, and Director West are on the committee. Chair Lindner added the Subcommittee thoroughly reviewed the projects on the implementation table.

Olm stated VLAWMO is on the last step of the Watershed Management Plan process, which is presenting the plan for submission to plan review authorities to start their 60-day formal review. Administrator Belfiori introduced the proposed resolution 04-2025 and recommended approval.

Discussion:

<u>Director Prudhon motioned and Director Rafferty seconded to approve Resolution 04-2025</u> which authorizes staff to send the draft Plan to required agencies and partners for 60-day

review and comment according to Minnesota Statutes §103B.231 Subd. 7.Vote: all aye. Motion passed.

Resolution to Initiate the Formal Review (of at least 60 days), as required by the Board of Water and Soil Resources (BWSR) pursuant to MS 103B.231 Sub. 7, for the Vadnais Lake Area Water Management Organization's (VLAWMO) Watershed Management Plan

Resolution 04-2025

WHEREAS, VLAWMO has previously approved and adopted a comprehensive Watershed Management Plan ("Plan") as defined by Minnesota Statutes §103B, and Minnesota Rules §8410; and

WHEREAS, Minnesota Statutes §103B.231 requires the Plan to be updated every 10 years; and

WHEREAS, VLAWMO has identified the need to update its Plan dated (2017-2026), amended (2019, 2021, 2022); and

WHEREAS, VLAWMO must prepare a Plan and/or update in accordance to Minnesota Statutes §103B, and Minnesota Rules §8410; and

WHEREAS, VLAWMO completed the required steps as specified by BWSR to Initiate an updated Plan, which included (but is not limited to):

- Consulted with VLAWMO's BWSR Board Conservationist (November 13, 2024);
- Engaged with committees;
- Established a formal Advisory committee (VLAWMO's Technical Commission/TEC) (VLAWMO Board, December 13, 2023);
- Notified the required review agencies of the 60-day response period regarding Plan initiation (December 14, 2023);
- Conducted an Initial planning meeting (April 24, 2024);
- Developed and implemented a Public input process that included a public meeting (Implemented January-May 2024);
- Performed an Assessment (self-assessment to evaluate progress on current Plan)
- Reviewed relevant plans and programs
- Identified priority issues (VLAWMO Board, June 26, 2024).

WHEREAS, VLAWMO completed the required steps as specified by BWSR to conduct the Draft phase, which included:

- Developed an Outline and a Draft of each section in the Plan;
- Conducted Informal review with the TEC+ (TEC with the addition of invitations extended to all review authorities specified by BWSR) (In-person meetings held November 13, 2024; January 8, 2025; and April 9, 2025);
- Discussed comments received and developing a comment response sheet for tracking and

response made to comments received;

• Revised draft of the Plan considering and or incorporating review comments received for consideration by the Board to initiate this 60-day review.

And WHEREAS, VLAWMO now seeks to Initiate Formal Review of the draft Plan for 60-day review and comment according to Minnesota Statutes §103B.231 Subd. 7.

NOW THEREFORE BE IT RESOLVED, that the VLAWMO Board of Directors approves the draft Plan dated June 25, 2025, for filing and authorizes staff to send to the draft Plan to required agencies and partners for 60-day review and comment according to Minnesota Statutes §103B.231 Subd. 7.

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

	<u>Yea</u>	Nay	Absent
Bill Walsh (Alt.)	Χ		
Ed Prudhon	Χ		
Rob Rafferty	X		
Krista Wolter (Alt.)	X		
Katherine Doll			X
Kanne			
Jim Lindner	X		

Adopted this 25th day of June 2025.

Administrator

RV	THE	V/I	Δ١	N/N/C) RO	ARD
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		Chairperson	
Attest:			

2. Consider Resolution 05-2025 Regarding Authorizing the Distribution of the Updated VLAWMO JPA to Member Communities for Adoption

Administrator Belfiori and Troy Gilchrist, VLAWMO Attorney, presented a revised resolution 05-2025 that was passed out at the meeting. The recent changes were allowing for an intermediary step of having BWSR provide a precautionary review before the JPA is sent to the member communities.

Administrator Belfiori provided a history of the JPA. It establishes VLAWMO's existence and defines its authorities. All member communities need to sign and authorize the JPA. He said the current JPA was last signed by members in 2016 in conjunction with the previous Watershed Management Plan. He noted that two amendments to the JPA occurred since 2016, which were to allow VLAWMO to be eligible for the League of MN Cities' insurance program and allow VLAWMO to take on debt service for the Lambert Lake sheet pile loan.

Administrator Belfiori stated the current JPA expires in 2026 and needs to be updated. To update it, VLAWMO worked with legal counsel to merge the previous JPA and the two 2019 amendments with current VLAWMO procedures and State statues. He noted the goal of the update was to better align the JPA with how VLAWMO currently operates.

He described that the draft JPA was provided to member communities for comments and comments were received from the Cities of Vadnais Heights, Lino Lakes, and White Bear Lake, and White Bear Township. From the comments, six substantive changes were made to the draft JPA that was provided to the Board at its April 23, 2025 meeting. The changes were brought forward to the Board Subcommittee on June 5, 2025 and the Subcommittee unanimously recommended the revisions along with one addition. He summarized the JPA revisions, which were incorporated in the proposed JPA provided in the packet; both clean and redlined versions. Administrator Belfiori recommended approval of the revised resolution 05-2025.

Discussion: Chair Lindner noted Board members will have a chance to see the impact of the JPA in their communities.

<u>Director Prudhon motioned and Director Rafferty seconded to approve Resolution 05-2025, which resolves that the Board hereby approves the attached JPA be distributed and recommended:</u>

- 1. The enclosed draft is hereby approved for distribution to BWSR for review and any edits BWSR may recommend shall be reviewed and approved by the Board's Chairperson.
- 2. Once the JPA is in final form, the Board authorizes staff to distribute the JPA, together with a sample staff memo and adoption resolution, to member communities with the Board's recommendation that the governing body of each member community review and approve it.
- 3. The letter sent to member communities asking them to adopt the JPA shall indicate the date by which the member communities are requested to act on the JPA and return their executed signature page to VLAWMO to help facilitate the review and approval of the updated VLAWMO Watershed Management Plan.

Vote: all aye. Motion passed.

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

Resolution No. 05-2025

RESOLUTION APPROVING AND AUTHORIZING THE DISTRIBUTION OF THE UPDATED JOINT POWERS AGREEMENT TO MEMBER COMMUNITIES FOR ADOPTION

WHEREAS, the Vadnais Lake Area Water Management Organization ("VLAWMO") has worked with member communities over the last several months to update the expiring Vadnais Lake Area Water Management Organization Joint Powers Agreement ("JPA");

WHEREAS, the VLAWMO Board of Directors ("Board"), after reviewing the initial draft of the updated JPA, voted at its April 23, 2025, meeting to authorize staff to distribute it to member communities for their review and comment:

WHEREAS, VLAWMO received several comments and worked to address them in the updated JPA;

WHEREAS, the VLAWMO Subcommittee reviewed the revised JPA at its June 5, 2025, meeting, made one edit, and voted to forward it to the Board with a recommendation that it be approved for distribution to the member communities for final adoption;

WHEREAS, review of the JPA by BWSR is recommended before distribution to member communities as BWSR must determine the JPA complies with its rules before it will approve the updated VLAWMO Watershed Management Plan; and

WHEREAS, the Board considered the updated JPA at its June 25, 2025 meeting and determines it is in the best interests of VLAWMO and its members to recommend that the governing bodies act to adopt the JPA to provide for the continued operation of VLAWMO.

NOW, THEREFORE, BE IT RESOLVED, by the VLAWMO Board of Directors as follows:

- 1. The enclosed draft is hereby approved for distribution to BWSR for review and any edits BWSR may recommend shall be reviewed and approved by the Board's Chairperson.
- 2. Once the JPA is in final form, the Board authorizes staff to distribute the JPA, together with a sample staff memo and adoption resolution, to member communities with the Board's recommendation that the governing body of each member community review and approve it.
- 3. The letter sent to member communities asking them to adopt the JPA shall indicate the date by which the member communities are requested to act on the JPA and return their executed signature page to VLAWMO to help facilitate the review and approval of the updated VLAWMO Watershed Management Plan.

The question was on the adoption of the resolution and there were $\underline{5}$ year and $\underline{0}$ nays as follows:

	<u>Yea</u>	<u>Nay</u>	Absent
Bill Walsh (Alt.)	X		
Ed Prudhon	X		
Rob Rafferty	X		

	(Alt.)	Λ		Ш		
	Katherine Doll			X		
	Kanne Jim Lindner	X				
Adopt	ed this 25 th day of Jur	ne 2025.				
			BY TH	E VLAWMO	BOARD	
			Chairpe	rson		
Attest:						

B. Budget

1. Consider Proposed 2026 Budget - Resolution 06-2025

Administrator Belfiori thanked the Board of Directors and the Board Subcommittee for their vision and leadership in the development of the 2026 budget.

Director Rafferty asked when the budget is due and if it's due at the end of September. Administrator Belfiori responded it is due next month because of the proposed revised SSU charges.

Administrator Belfiori provided a presentation as included in the Board packet. He noted the Board Subcommittee unanimously recommended the proposed 2026 budget as presented at the June 5, 2025 meeting.

Administrator Belfiori described the 2026 budget development process, which included creating a long-range project partnership table that was provided to 11 partners for discussion in February and March of 2025. The table was then provided to the Board of Directors for review and feedback.

Director Prudhon asked if North Oaks Company was involved in the review because they are significant property owners. Administrator Belfiori confirmed and stated they were involved with projects like the Wilkinson Deepwater Wetland project and the potential projects for the EPA 319 funding.

Administrator Belfiori noted that draft 2026 budget was developed from the long-range project partnership table and the Board of Directors reviewed and discussed the draft 2026 budget at the April 23, 2025 meeting. The Board Subcommittee reviewed and discussed the budget at a June 5, 2025 meeting and unanimously recommended to approve the proposed 2026 budget

as presented today. He said the recommended budget in the meeting packet attempts to balance the necessary momentum to implement the large-scale partnership projects and anticipated state and federal budget reductions with the fund balance management needed for project implementation. The budget includes a proposed 11% SSU increase for 2026, which would be \$75/year for the single family home residential 1-3 unit land use classification.

The proposed 2026 SSU rate for all other classifications, such as commercial, industrial, and institutional, would be approximately \$109.70/acre. He noted that the SSU percentages may change a little due to the recent boundary change with Rice Creek and Ramsey-Washington Metro Watershed Districts, but said more information on how that affects the SSU amounts will be provided at the August Board meeting.

Administrator Belfiori highlighted some of the partnership projects the proposed 2026 budget would support. He stated \$180,000 in external grants and partnership income is expected in 2026, in addition to the SSU income, and the projected year end 2026 fund balance range is \$800,000 to \$1,300,000 consistent with the Board's fund balance policy. He also highlighted the proposed 2026 budget includes recommended adjustments to employee payroll and benefits based on the Personnel Subcommittee recommendations and Board salary policy.

Administrator Belfiori provided a detailed summary of each section of the proposed 2026 budget. He noted the proposed 2026 budget anticipates using a range of between \$300,000-800,000 of the projected fund balance. He stated the Board Subcommittee reviewed the proposed 2026 budget in detail at their June 5, 2025 meeting, and the Personnel Subcommittee met afterwards. The Personnel Subcommittee approved the proposed salary and benefits adjustments. The Board Subcommittee unanimously recommended approval of the proposed 2026 budget as presented today.

Discussion:

Chair Lindner commented that we try to focus on activities that reduce flooding because Lambert Creek moves a lot of water and has flooded in the past. He added that the proposed budget has something for each member community. He said that one of the Subcommittee's goals for the budget is to try to prevent VLAWMO needing to make future dramatic decisions of eliminating things or having significant SSU increases.

Director Rafferty commented that in the past the Board tended to be more reserved, but it resulted in VLAWMO getting behind and needing to take drastic measures. He said as long as the budget is reasonable and ensures VLAWMO doesn't fall behind he supports that. Chair Lindner added the Board also wants to ensure staff are appropriately compensated and Director Rafferty agreed.

<u>Director Rafferty motioned and Director Prudhon seconded to approve resolution 06-2025, approving the 2026 budget. Vote: all aye. Motion passed.</u>

Resolution 06-2025

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

Approving the 2026 Budget

Resolution 06-2025 was moved by Director Rafferty and seconded by Director Prudhon :

Whereas, the Board of the Vadnais Lake Area Water Management Organization has considered the 2026 Budget as recommended by the 2026 VLAWMO Subcommittee and the attendant information. The 2026 budget and footnotes are attached to this Resolution, and

Whereas, Total revenue for 2026 is projected at \$2,687,245 of which \$1,335,000 is from the VLAWMO Storm Sewer Utility and the remainder of the revenue being from a State of MN grants, partnership from local communities/partners, VLAWMO funds /fund balance carryover from 2025, and fees/investment income.

Whereas, the total expenditures for 2026 is projected at \$2,687,245 which will be paid utilizing: 1) \$2,507,245 of VLAWMO funds/ carry over funds from 2025, and 2) \$180,000 of loans, grants and partnerships funds.

Therefore be it resolved that the 2026 Budget, dated 6-25-25 is approved.

The question was on the adoption of	f the resolution and	I there were <u>5</u>	yeas and <u>0</u> nays	as
follows:				

Bill Walsh (Alt.) Ed Prudhon Rob Rafferty Krista Wolter (Alt.) Katherine Doll Kanne Jim Lindner	Yea X X X X X	sent
		Board Chair Date
		_ Attest Date

VII. Discussion/Administration Communication – August 5, 2025 VLAWMO Annual Project Board Tour Administrator Belfiori passed out the proposed map for the August 5, 2025 board tour. He described there are four proposed stops and attendees will drive separately. He said they can stop at any project or see all four projects.

Chair Lindner said the TEC members and Board alternates are also welcome to attend the tour.

XI. Adjourn

A motion was made by Director Rafferty and seconded by Director Walsh to adjourn at 7:52 pm. Vote: all aye. Motion passed.

TEC Report to Board -August 2025

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Programs & Projects	Level Low MED HIGH	Completion Date	Comments							
Projects		•		Administrat	ion & Opera	ition				
E. Vadnais Lake Subwatershed Resiliency Study		Ongoing	Staff are continuing to work with the City of Vadnais Heights on Phase 2 of the study. A MPCA Sewer Overflow & Stormwater Reuse Municipal Grant for the design of a Phase 2 project was successful in the amount of \$150,000. A LCCMR grant proposal for the construction of the project was recommended for \$2,842.000 in funding, which will be reviewed by the Legislature in 2026.	Audit	2025 2024 Audit was approved at the April BOD meeting and Submitted to BW			peting and Submitted to BWSR etc.		
Rotary Park partnership		2025-29	First task order with NST underway.	Budget		for 2026 budget	The 2026 VLAWM	O Budget was ap	proved at the meeting.	June 25, 2025 Board VLAWMO Board
Vadnais Heights Resiliency Study (Whole City)		2026	The City of Vadnais Heights and VLAWMO are working on next steps for beginning a resiliency study that will cover the rest of the City not part of the E. Vadnais Lake Resiliency Study. Staff met with the City for a kick off meeting in July and a meeting to plan public engagement for the study.	2026-2036 JPA updated		2026	JPA has been dis	JPA has been distributed to member communities for consideration by City Co /Town Board		
MPCA 319 /Wilkinson Lake BMPs		Phase 1 complete by Aug 2025	Completing remaining invoicing and reporting for phase 1; planning for phase 2 ongoing.	SSU		Charges considered at Aug. Board mtg.	_	Working with Elhers on 2026 charges to be considered at the August VLAWMO B meeting. Also working on necessary SSU boundary changes based on approve updated RCWD/VLAWMO Boundary.		
Pleasant Lake Carp Management		Ongoing	Biomass survey completed; planning for 2026.	2027-2036 Watershed Mgmt. Plan		2026	Formal review deadline August 25, 2025.			
Tamarack Alum Project		2025-26	Preparation for phases 3 and 4 ongoing; aquatic veg survey completed in June.							
Programs										
City/Township MS4		Ongoing	Event opportunities shared with communities for community outreach; ongoing work to determine needs of MS4 partners, prepare for end of permit cycle, and update outreach materials.		IANCIAL SU	MMARY as of 8/:	1/2025]		
Communication & Outreach		Ongoing	VLAWMO staff attended the NO Garden Club Tour event and WBL Marketfest in July, sharing educational materials with community members. Outreach materials continue to be updated. Tour stops are solidified for the August 19th neighborhood garden tours with VLAWMO grant-funded projects, and a Blue Thumb rain garden maintenance workshop will be hosted in the watershed on Sept. 11.	4M Accou	ınt (1.10)	4M Plus (1.23)	Total			
Website		Ongoing	Current website continues to be updated as needed. Continued planning and design work is underway for the new website.		8,224	\$259,152	\$1,307,376]		
WAV		Ongoing	WAV members continue to share VLAWMO opportunities with friends and neighbors, including at National Night Out. WAV support at Marketfest and VH Kids Day tabling.							_
Cost Share & BWSR WBIF		Ongoing	Site visits are continuing including several project close out visits. Staff met with Met. Council and RCSWCD on a potential future partnership at a Park & Ride lot that builds on E Vadnais Lake Resiliency Study work. WBIF projects: the White Bear Lake Sports Center project was constructed in July and the Elmwood park rain garden was also completed in July. A few wrap up tasks remain for closing out the projects.		Budget Summary	Actual Expense YTD	2025 Budget "working"	Remaining in Budget	% YTD	
GIS		Ongoing	Updating online GIS viewer as needed.		Operations	\$582,286	\$1,065,008	\$482,722	55%	
Monitoring		Ongoing	2025 season is underway		CIP	\$248,738	\$1,533,199	\$1,284,461	16%	
WCA		Ongoing	Administering WCA as needed.		Total	\$831,024	\$2,598,207	\$1,767,183	32%	

VLAWMO Finance Summary: August 2025

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Aug-25		Actual 8/1/25	Actual to Date	2025 Budget (June 2024 Board Approved)	Carry over from 2024 to 2025	Remaining in Budget	2025 Available (Dec. 2024 Board approved)	Act vs. Budget
BUDGET #				INCOME				
5.11	Storm Water Utility	\$651,606	\$651,606	\$1,202,703	\$0	\$551,097	\$1,202,703	54%
5.12	Service Fees			\$1,000	\$0	\$1,000	\$1,000	0%
5.13	Interest + mitigation acct	\$12,077	\$39,208	\$30,000	\$0	(\$9,208)	\$30,000	131%
5.14	Misc. income - WCA admin & other		\$7,058	\$3,000	\$0	(\$4,058)	\$3,000	235%
5.15	Other Income Grants/ <u>loan</u>		\$90,423	\$238,960	\$0	\$148,537	\$238,960	38%
5.16	Transfer from reserves			\$1,180,708		\$1,361,504	\$1,361,504	0%
	TOTAL	\$663,683	\$788,295	\$2,656,371	\$180,796	\$2,048,872	\$2,837,167	30%
				EXPENSES				
3.1	Operations & Adminis	stration	T	1	1			1
3.110	Office - rent, copies, post tel supplies	\$2,202	\$17,874	\$33,851	\$0	\$15,977	\$33,851	53%
3.120	Information Systems	\$1,697	\$15,006	\$33,850	\$0	\$18,844	\$33,850	44%
3.130	Insurance	\$3,686	\$9,693	\$12,000	\$0	\$2,307	\$12,000	81%
3.141	Consulting - Audit		\$14,045	\$23,000	\$0	\$8,955	\$23,000	61%
3.142	Consulting - Bookkeeping	\$44	\$379	\$1,500	\$0	\$1,121	\$1,500	25%
3.143	Consulting - Legal		\$1,125	\$8,000	\$0	\$6,875	\$8,000	14%
3.144	Consulting - Eng. & Tech.		\$10,133	\$50,000	\$0	\$39,867	\$50,000	20%
3.150	Storm Sewer Utility		\$10,095	\$22,500	\$0	\$12,405	\$22,500	45%
3.160	Training (staff/board)			\$18,000	\$0	\$18,000	\$18,000	0%
3.170	Misc. & mileage	\$395	\$1,747	\$7,276	\$0	\$5,529	\$7,276	24%
3.191	Administration - staff	\$36,419	\$299,649	\$470,287	\$13,165	\$183,803	\$483,452	62%
3.192	Employer Liability	\$11,801	\$93,356	\$144,579	\$0	\$51,223	\$144,579	65%
3.2	Monitoring and Studi	es						
3.210	Lake and Creek lab analysis	\$4,180	\$11,112	\$18,000	\$3,000	\$9,888	\$21,000	53%
3.220	Equipment			\$3,000	\$0	\$3,000	\$3,000	0%
3.230	Wetland assessment & management			\$10,000	\$0	\$10,000	\$10,000	0%
3.240	Watershed planning /special study	\$15,007	\$91,206	\$150,000	\$0	\$58,794	\$150,000	61%
3.3	Education and Outre	1						
3.310	Public Education	\$1,000	\$3,033	\$6,000	\$0	\$2,967	\$6,000	51%
3.320	Comm., Outreach & Marketing		\$3,833	\$20,000	\$5,000	\$21,167	\$25,000	15%
3.330	Community Blue Ed Grant functions: Ops,			\$12,000	\$0	\$12,000	\$12,000	0%
Monitoring	. Education provement Projects an	\$76,431	\$582,286	\$1,043,843	\$21,165	\$482,722	\$1,065,008	55%
3.4	Subwatershed Activit							
3.410	Gem Lake	.		\$25,000	\$0	\$25,000	\$25,000	0%
3.420	Lambert Creek			\$25,000	\$0 \$0	\$160,000	\$160,000	0%
3.421	Lambert Creek Lambert Lake Loan		\$19,284	·		\$100,000	\$38,568	
3.421	Lambert Lake Loan		⊅19,∠84	\$38,568	\$0	\$19,284	\$38,368	50%

	Total of Core Operations & CIP	\$88,870	\$831,024	\$2,417,411	\$180,796	\$1,767,183	\$2,598,207	32%
	Total CIP & Program	\$12,439	\$248,738	\$1,373,568	\$159,631	\$1,284,461	\$1,533,199	16%
3.510	Engineer Plan review		\$270	\$5,000	\$0	\$4,730	\$5,000	5%
3.5	Regulatory							
3.485	Facilities Maintenan/ Pub. Ditch Main.		\$15,136	\$70,000	\$0	\$54,864	\$70,000	22%
3.483	Project Research & feasibility			\$5,000	\$0	\$5,000	\$5,000	0%
3.482	Landscape 2/BWSR WBF		\$23,616	\$80,000	\$28,207	\$84,591	\$108,207	22%
3.481	Landscape 1			\$50,000	\$26,900	\$76,900	\$76,900	0%
3.480	Soil Health Grant	\$2,792	\$7,059	\$20,000	\$4,524	\$17,465	\$24,524	29%
3.48	Programs							
3.460	Sucker Vadnais		\$45,406	\$250,000	\$0	\$204,594	\$250,000	18%
3.450	Pleasant Charley Deep	\$3,600	\$44,547	\$150,000	\$0	\$105,453	\$150,000	30%
3.440	Gilf Black Tam Wilk Amelia	\$6,047	\$77,227	\$375,000	\$100,000	\$397,773	\$475,000	16%
3.430	Birch Lake		\$16,193	\$70,000	\$0	\$53,807	\$70,000	23%
3.425	Goose Lake			\$75,000	\$0	\$75,000	\$75,000	0%

Fund Balance	7/1/2025	8/1/2025
4M Account	\$480,388	\$1,048,224
4M Plus Savings	\$258,219	\$259,152
Total	\$738,607	\$1,307,376

Restricted for	8/1/2025	
Mitigation Sa	\$0	
Term Series		\$300,000

11:24 AM

08/04/2025

July 10 through August 13, 2025

	Туре	Num	Date	Name	Item	Account	Paid Amount	Original Amount
	Check	eft	07/10/2025	further		Checking - 1987		-7.00
						Insurance Benefit	-7.00	7.00
TOTA	.L						-7.00	7.00
	Check	eft	07/23/2025	US Bank		Checking - 1987		-44.31
						3.142 · Bookkeeping help	-44.31	44.31
TOTA	ıL.						-44.31	44.31
	Check	eft	07/23/2025	Reliance Standard		Checking - 1987		-428.30
						Insurance Benefit	-428.30	428.30
TOTA	.L						-428.30	428.30
	Check	6012	08/13/2025	Dawn Tanner		Checking - 1987		-89.60
						3.170 · Misc. & mileage	-89.60	89.60
TOTA	L						-89.60	89.60
	Check	6013	08/13/2025	Angela Hugunin		Checking - 1987		-70.39
						3.170 · Misc. & mileage	-70.39	70.39
TOTA	ıL.						-70.39	70.39
	Check	6014	08/13/2025	Brian Corcoran		Checking - 1987		-161.68
						3.170 · Misc. & mileage	-161.68	161.68
TOTA	ıL.						-161.68	161.68
	Check	6015	08/13/2025	Lauren Sampedro		Checking - 1987		-72.94
						3.170 · Misc. & mileage	-72.94	72.94
TOTA	L						-72.94	72.94
	Check	6016	08/13/2025	Town Law Center, PLLP		Checking - 1987		-1,350.00
						3.240 · Watershed Plan Amendment	-1,350.00	1,350.00
TOTA	L						-1,350.00	1,350.00
	Check	6017	08/13/2025	carp solutions		Checking - 1987		-3,600.00
						3.450 · Pleasant Charley Deep	-3,600.00	3,600.00
TOTA	L						-3,600.00	3,600.00
	Check	6018	08/13/2025	Metro - Inet		Checking - 1987		-1,697.00
						IT Support	-1,697.00	1,697.00
TOTA	\L						-1,697.00	1,697.00

Check 6019 08/13/2025 Carol C Steenson	Checking - 1987		-1,000.00
	3.480 · Soil Health Grant	-1,000.00	1,000.00
TOTAL	<u>-</u>	-1,000.00	1,000.00
Check 6020 08/13/2025 Freshwater Society	Checking - 1987		-1,000.00
	3.310 · Public Education	-1,000.00	1,000.00
TOTAL	-	-1,000.00	1,000.00
Check 6021 08/13/2025 North Oaks Company	Checking - 1987		-6,046.66
	3.440 · Gilfillan Black Tamarack Wilkin	-6,046.66	6,046.66
TOTAL	_	-6,046.66	6,046.66
Check 6022 08/13/2025 Caitlin Troyer	Checking - 1987		-701.45
	3.480 · Soil Health Grant	-701.45	701.45
TOTAL	, -	-701.45	701.45
Check 6023 08/13/2025 City of Vadnais Heights	Checking - 1987		-2,202.06
	Rent	-1,815.00	1,815.00
	Phone/Internet/Machine Overhead	-325.00	325.00
	Postage	-12.90	12.90
	Copies	-49.16	49.16
TOTAL		-2,202.06	2,202.06
Check 6024 08/13/2025 City of White Bear Lake	Checking - 1987		-47,784.60
	payroll	-36,419.26	36,419.26
	Administration FICA	-2,683.92	2,683.92
	Administration PERA	-2,731.46	2,731.46
	Insurance Benefit	-5,695.04	5,695.04
	Admin payroll processing	-254.92	254.92
TOTAL		-47,784.60	47,784.60
Check 6025 08/13/2025 Alex Smith	Checking - 1987		-1,000.00
	3.480 · Soil Health Grant	-1,000.00	1,000.00
TOTAL	_	-1,000.00	1,000.00
Check 6026 08/13/2025 Charlie Nelson	Checking - 1987		-90.72
	3.480 · Soil Health Grant	-90.72	90.72
TOTAL	-	-90.72	90.72
Check 6027 08/13/2025 League of MN Cities Insurance Trust WC	Checking - 1987		-3,686.00
	3.130 · Insurance	-3,686.00	3,686.00
TOTAL	-	-3,686.00	3,686.00
Check 6028 08/13/2025 Houston Engineering, Inc	Checking - 1987		-13,657.00

	3.240 · Watershed Plan Amendment	-1,384.25	1,384.25
	3.240 · Watershed Plan Amendment	-1,446.00	1,446.00
	3.240 · Watershed Plan Amendment	-10,826.75	10,826.75
TOTAL	•	-13,657.00	13,657.00
Check 6029 08/13/2025 RMB Environmental Laboratories, Inc.	Checking - 1987		-4,180.01
	3.210 · Lake & Creek lab analysis	-564.30	564.30
	3.210 · Lake & Creek lab analysis	-76.29	76.29
	3.210 · Lake & Creek lab analysis	-1,433.74	1,433.74
	3.210 · Lake & Creek lab analysis	-564.30	564.30
	3.210 · Lake & Creek lab analysis	-1,433.74	1,433.74
	3.210 · Lake & Creek lab analysis	-31.35	31.35
	3.210 · Lake & Creek lab analysis	-76.29	76.29
TOTAL	•	-4,180.01	4,180.01

Vadnais Lake Area Water Management Organization Profit & Loss

July 10 through August 13, 2025

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08/04/2025

Cash Basis

ily 10 tillough August 13, 2023	Casii Dasis
	Jul 10 - Aug 13, 25
Ordinary Income/Expense	
Income	
5.1 · Income	
5.11 · Storm Water Utility	651,605.53
5.13 · Interest	12,076.60
Total 5.1 · Income	663,682.13
Total Income	663,682.13
Gross Profit	663,682.13
Expense	
3.1 · Administrative/Operations	
3.110 · Office	
Copies	49.16
Phone/Internet/Machine Overhead	325.00
Postage	12.90
Rent	1,815.00
Total 3.110 · Office	2,202.06
3.120 · Information Systems	
IT Support	1,697.00
Total 3.120 · Information Systems	1,697.00
3.130 ⋅ Insurance	3,686.00
3.142 · Bookkeeping help	44.31
3.170 · Misc. & mileage	394.61
3.191 · Employee Payroll	
payroll	36,419.26
Total 3.191 · Employee Payroll	36,419.26
3.192 · Employer Liabilities	
Admin payroll processing	254.92
Administration FICA	2,683.92
Administration PERA	2,731.46
Insurance Benefit	6,130.34
Total 3.192 · Employer Liabilities	11,800.64
Total 3.1 · Administrative/Operations	56,243.88
3.2 · Monitoring and Studies	
3.210 · Lake & Creek lab analysis	4,180.01
3.240 · Watershed Plan Amendment	15,007.00
Total 3.2 · Monitoring and Studies	19,187.01
3.3 · Education and Outreach	
3.310 · Public Education	1,000.00
Total 3.3 · Education and Outreach	1,000.00
3.4 · Capital Imp. Projects/Programs	
3.440 · Gilfillan Black Tamarack Wilkin	6,046.66
3.450 · Pleasant Charley Deep	3,600.00

Total 3.4 · Capital Imp. Projects/Programs	9,646.66
3.48 · Programs	
3.480 · Soil Health Grant	2,792.17
Total 3.48 · Programs	2,792.17
Total Expense	88,869.72
Net Ordinary Income	574,812.41
Net Income	574,812.41

Vadnais Lake Area Water Management Organization Custom Transaction Detail Report June 1 through August 1, 2025

11:22 AM

08/04/2025

Accrual Basis

	Туре	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Jun 1 - Aug 1, 25										
	Credit Card Charge	06/02/2025		Google*SVCAPPS_VLAWM		US Bank CC	$\sqrt{\ }$ WEB		42.00	42.00
	Credit Card Charge	06/10/2025		mnl	gift cards for grant tour hosts	US Bank CC	√ 3.310	· Public Education	50.00	92.00
	Credit Card Charge	06/12/2025		Rogue Water Lab	water communication conference Angela	US Bank CC	√ 3.160	· Training (staff/board)	325.00	417.00
	Credit Card Charge	06/18/2025		Best Buy	laptop charger Dawn	US Bank CC	√ Hardw	vare	43.34	460.34
	Transfer	06/20/2025			Funds Transfer	US Bank CC	√ Check	king - 1987	-79.92	380.42
	Credit Card Charge	06/24/2025		Adobe "Creative Cloud		US Bank CC	√ Softwa	are	37.92	418.34
	Credit Card Charge	07/02/2025		Google*SVCAPPS_VLAWM		US Bank CC	$\sqrt{\ }$ WEB		42.00	460.34
	Credit Card Credit	07/07/2025		Rogue Water Lab	water communication conference Angela (refund)	US Bank CC	3.160	· Training (staff/board)	-325.00	135.34
Jun 1 - Aug 1, 25									135.34	135.34

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To: VLAWMO Board of Directors

From: Phil Belfiori

Date: August 20, 2025

RE: Consent agenda item – V. A. 2025 and 2026 RFP for Audit Services

Pursuant to Minnesota Statute 103B.227, attached please find for Board consideration the proposed RFP for audit services for fiscal years 2025 and 2026.

Pending Board approval, a notice for the <u>attached</u> RFP would be placed in the Legal of MN Cities marketplace, in the White Bear Press and noticed at the offices and placed on the VLAWMO web page.

It is anticipated that this item will be brought forward for Board consideration at the October Board meeting.

Recommendation: Staff recommends the Board approval the attached RFP and authorize sending out notice of the RFP to the above mentioned venues.

Requested Board Action:						
Director moves and Director	seconds approval of the attached RFP for					
VLAWMO annual audit services for 2025 and 2026 and authorize sending out notice of the						
RFP to the above mentioned venues.						

DRAFT

VLAWMO

REQUEST FOR PROPOSALS

AUDIT SERVICES

The Vadnais Lake Area Water Management Organization (VLAWMO) is requesting proposals from qualified firms of certified public accounts for audit of its financial statements for fiscal years ending December 31, 2025 and 2026, pursuant to Minnesota Statutes Section 103B.227, Subd. 5. This audit is to be performed in accordance with the provisions contained in this request for proposal.

VLAWMO is a 24 square mile Joint Powers water management organization in the north east metropolitan area. Our member communities include: Gem Lake, Lino Lakes, North Oaks, Vadnais Heights, White Bear Lake and White Bear Township. More information on our watershed is available on the VLAWMO website: www.vlawmo.org.

Scope of Work to be Performed

VLAWMO is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2025 and 2026. The audit is to be performed in accordance with the provisions contained in this request for proposals. It is further anticipated that thefirm selected shall provide audit adjustment notations as needed, and advise as to procedural changes for the betterment of the financial record-keeping of VLAWMO. These services shall be included in the proposal as incidental to the audit.

Proposal Requirements

Executive Summary

Describe your understanding of the work to be performed and your overall audit philosophy and howthis will benefit VLAWMO. Also, describe your firm's philosophy on communications with clients throughout the year.

Auditing Standards to be Followed

To meet the requirements of this request for proposal, the audit shall be performed in accordance withgenerally accepted auditing standards as set forth by the American Institute of Certified Public Accountants and the standards for financial audits set forth in the U. S. General Accounting Office's Government Auditing Standards. As well as the standards set forth by the Minnesota Office of the State Auditor for regulatory basis reporting entities.

License to Practice in Minnesota

An affirmative statement should be included that the firm and all assigned key professional

staff are properly registered and licensed to practice in Minnesota.

Audit Approach and Timeline

Submit a work plan to accomplish the scope of services required. The work plan should includetime estimates for each significant segment of the work and the staff level position. Where possible, individual staff members should be named and their titles provided. Also include:

- Sample size and the extent to which statistical sampling is to be used
 - a. Approach to be taken in drawing audit samples for purposes of tests of compliance
- 2. Type and extent of analytical procedures to be used
- Approach to be taken to gain and document an understanding of VLAWMO's internal control structure
- 4. Approach to be taken in determining laws and regulations that will be subject to audit test work

Describe the specific audit approach that will be used to ensure that your auditors cover all pertinent areas. Explain your approach to educating our staff on how to prepare for the audit and the completeness of your pre-audit documentation requests. Provide a detailed timetable by phase for theaudit to show how you plan to meet the deliverables within the time frame allotted.

Professional Experience

Describe the most recent auditing experience similar to the type of audit being requested. Include areference list of local government audit clients.

Identify the partner, audit manager, and supervisors who will work on the audit. Include:

- 1. Name
- 2. Position
- 3. Number of years with your firm
- 4. Number of years performing governmental audits
- 5. Year in which the individual last performed a governmental audit

Resumes including relevant experience and continuing education for each individual assigned to the audit should be included.

Pricing

Proposal should contain all pricing information relative to performing the audit as described in this request for proposal. The total all-inclusive maximum price is to contain all direct and indirect costsincluding all out-of-pocket expenses.

Describe your billing rates and procedures for technical questions that may come up during the

year, or whether these occasional services are covered in the proposed fee structure. Additionally, if the pricingmay be impacted by the timing of the audit, please provide alternative pricing.

VLAWMO will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

Oral Presentation

At the discretion of VLAWMO firms submitting proposals may be requested to make oral presentations as part of the evaluation process

Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue thefollowing reports:

- 1. An Independent Management letter.
- 2. A report consisting of the Annual Financial Statements and Supplemental Information.
- 3. Combined and individual fund statements.
- 4. A report on compliance with requirements applicable to each major program and on internal control over compliance based on an audit of financial statements.
- 5. A summary schedule of prior audit findings.
- 6. A report on compliance with applicable laws and regulations.

The auditor shall communicate in a letter to the Administrator any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the VLAWMO's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses shall be identified as suchin the reports. Non-reportable conditions discovered by the auditors shall be reported in a separate letter to the Administrator, which shall be referred to in the report(s) on internal controls.

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the VLAWMO Board.

Evaluation Criteria

Cost will be a factor in the selection of an audit firm, however price will not be the sole determining factor in the selection process. VLAWMO will use the following criteria in selecting the best qualifiedfirm:

- 1. The firm has no conflict of interest with regard to any other work performed by VLAWMO.
- 2. Knowledge of regulatory basis of accounting as prescribed by the Minnesota

- Office of the State Auditor, auditing standards, financial policies, and procedures as applicable to governmental entities. The audit firm is independent and licensed to practice in Minnesota.
- 3. Prior experience in auditing financial statements of similar sized or larger governmental agencies in Minnesota.
- 4. Proposing Firm's approach to the examination and the work plan for accomplishing thescope of services required in the RFP.
- 5. The quality of the firm's professional personnel to be assigned to VLAWMO and availability of trained personnel and technical resources required for conducting the audit.
- 6. Familiarity with VLAWMO and its financial approach and system.

Proposal Submission

All proposals must be received electronically in PDF format by 4:00 PM on XXXX, 2025, submitted to phil.belfiori@vlawmo.org. Questions should be addressed to Phil Belfiori by email and please contact me with questions before XXXX, 2025. If possible, please keep proposals to 15 pages or less. The VLAWMO Board of Directors plans to make a selection pursuant to this RFP at its October meeting. The Board of Directors review proposals, reserves the right to reject any and all proposals, and otherwise take such action it deems in the best interest of the VLAWMO.

Your consideration and response is much appreciated.

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To: VLAWMO Board of Directors

From: Dawn Tanner

Date: August 20, 2025

V. B.: Consider final report from Dive Guys regarding work on Birch Lake

BLID and VLAWMO received the final report from Dive Guys following completion of the hand-pulling effort this year. VLAWMO provided a package of documentation including a memo, the Dive Guys report, and pre- and post-survey maps from RCSWCD. The packet is included in the packet as a link (below).

Requested Board action:

VLAWMO staff request that the Board authorize the 2025 report and documentation for the partnership AIS removal project with BLID.

Attachment: BLID and VLAWMO partnership AIS hand-pulling in Birch Lake 2025

link: https://www.vlawmo.org/index.php/download_file/5192/

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To: VLAWMO Board of Directors
From: Phil Belfiori and Dawn Tanner

Date: August 20, 2025

Re: V. C.: Update on draft Watershed Management Plan 60-day review and JPA

The Board authorized the 60-day formal review during the June Board meeting. The comment period was noticed on June 26, 2025, and will run through August 25, 2025. VLAWMO staff have received comments from MPCA at the time of packet preparation and look forward to receiving comments and responding to review authorities.

Member communities have begun to submit the VLAWMO JPA to their councils and the township for reauthorization. Staff has been notified that one member community to date has approved the JPA and is in the process of obtaining signatures and sending back to VLAWMO. Staff will further update the Board at the October 2025 meeting on status.

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To: VLAWMO Board of Directors
From: Dawn Tanner and Phil Belfiori

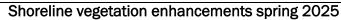
Date: August 20, 2025

Re: V. D.: Update Phase 1 of Wilkinson Project for MPCA small watershed grant program

Staff are working on final invoicing and reporting to close out the phase 1 deep-water wetland project. The shoreline vegetation enhancement is continuing to grow in well and is being maintained by NST. Vacker Sign has completed the design and ordered the educational sign. NOC contributed comments during review and will be installing the sign when it is received. RCSWCD completed transplant sessions to support submerged plant establishment in the wetland. RCSWCD and VLAWMO completed a survey of submerged plant establishment. Submerged vegetation is doing very well. A final invoice has been sent to MPCA from VLAWMO and close-out reporting is in review with MPCA.

In the home property area next to the deep-water wetland, NOC is working with Stantec to complete a comprehensive savanna, wetland, and prairie restoration. The full area is 25 acres. Smaller wetland pockets with healthy native vegetation are coming in on the berm and in lower areas that were seeded after construction was completed. The seed mix is coming in well; it's doing so well that Stantec is working to spot treat and conduct enhancement in areas, focusing more intensive efforts on areas with high coverage of invasive plant species. This adjacent restoration will support the deep-water wetland and may reduce maintenance needs in the project area over time. A burn was conducted for this restoration on August 5. The project design and burn area are shown below. These figures were included in a notice sent to North Oaks residents as part of a notification about the burn.







25-acre restoration being done by NOC and Stantec adjacent to the deep-water wetland, project area





Field meeting with NOC, Stantec, and VLAWMO in the 25-acre restoration area



Small wetland patch with healthy native vegetation reestablishing from the seedbank





Oak savanna restoration area, with buckthorn removed from the understory



25-acre restoration being done by NOC and Stantec adjacent to the deep-water wetland, burn area

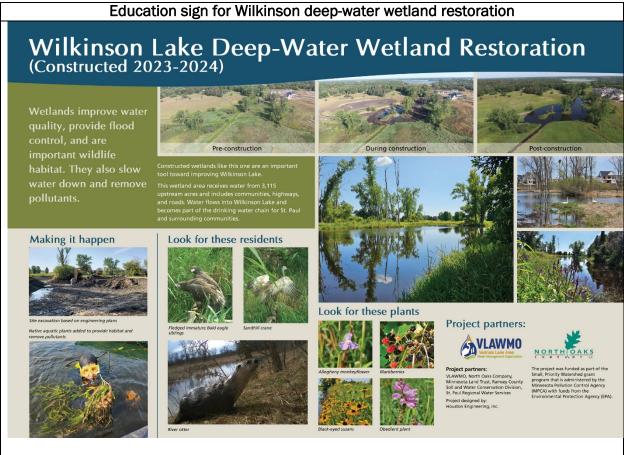
July 30, 2025 Page 3 of 3

Reference: Upcoming controlled burn for ecological restoration at the Hill home site



Burn unit shown in orange





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To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: August 19, 2025

Re: V. E. Consider Landscape Level 2 2025-03 Estates of Evergreen Ponds HOA Smart Irrigation

Controller Grant Application

Introduction

LL2 2025-03 Estates of Evergreen Ponds HOA Smart Irrigation Controller

Applicant: Estates of Evergreen Ponds HOA

• Location: Pondview Court, Vadnais Heights

• Project Type: Smart Irrigation Controller

• Total Estimated Project Cost: \$11,575.00

• VLAWMO Grant Recommendation: 90%, up to \$10,417.50

Background

This application continues VLAWMO's work to partner with HOAs to reduce water usage. The applicant heard about VLAWMO's grant program through the City of Vadnais Heights' staff. The application proposes the installation of a new smart irrigation controller that will serve a 9.23-acre neighborhood in Vadnais Heights. The project area includes 19 homes with 108 units and is located within the North and East Metro Groundwater Management Area.

The Estates of Evergreen Ponds HOA is currently using an outdated two-wire irrigation system set up with an old controller that is not currently functioning as a smart irrigation controller. HOA members have seen rising water usage and are concerned about the high costs. Their current priority as a HOA is to conserve water by updating their existing irrigation system. The HOA reached out to VLAWMO staff last year after they discussed water conservation programs with the City of Vadnais Heights. The HOA completed an irrigation audit through the City's water conservation rebate program to identify areas of improvement, which they will implement as part of this proposed project. They are also planning to apply to the City's rebate program to help cover the cost of updated sprinkler heads, which will increase water savings. The HOA's Landscape Level 2 grant application is for upgrading the existing irrigation system with a newer-technology Hydrawise smart irrigation with a weather station, rain sensor, and flow sensor that is expected to conserve 672,000 gallons per irrigation season.

The applicant obtained two bids for the project, however a second bid from Water Management Services Corp. was incomplete as it was missing key components of smart irrigation controllers and is not included. The HOA intends to go with the complete bid below:

• Ellis Irrigation: \$11,575.00

The estimated project costs and proposed grant award are based on Ellis Irrigation's bid and staff are confident in the value of this bid. This project was not discussed at the TEC meeting on August 13th since there is a quick project completion timeline and the next Board meeting is not until October. VLAWMO staff felt 90% funding is consistent with similar applications and the Board's interest in promoting groundwater conservation projects.

Staff Recommendation

Staff recommend the VLAWMO Board of Directors approve Landscape Level 2 Grant funds for the 2025-03 Estates of Evergreen Ponds HOA Smart Irrigation Controller.

Proposed Motion

It was moved by Director_____and seconded by Director_____to approve the Landscape Level 2 grant application 2025-03 at 90% of eligible project expenses, not to exceed \$10,417.50 in accordance with VLAWMO staff's recommendation and established program guidelines, and to authorize staff to sign the grant agreement with the Estates of Evergreen Ponds HOA.

Attachments

- Application packet
- PowerPoint slides

LL2 Grant Application

511

Submit completed application to: Lauren Sampedro lauren.sampedro@vlawmo.org

Applicant Information:

Organization Name:	Estates of Evergreen Ponds HOA		
Project Contact:	Jeff Draack		
Address:	2570 Rice St		
City/Township, State, Zip:	Little Canada, MN 55113		
Phone:	651-487-3708		
Email:	jeff@mypmmp.com		

Project Summary:

ESTIMATED TOTAL PROJECT COST (Lowest responsible bid \$)	\$7,959.29 \$11,575.00	
AMOUNT REQUESTED	\$7,163.36 \$10,417.50	
EXPECTED PROJECT COMPLETION (Month, Year)	October 2025	

PROJECT TYPE:

	Water Quality Treatment
	Stormwater Rate and Volume Control
V	Groundwater Conservation
	Other

Project Background:

If other, please describe the proposed project:

Describe the project location and water resources that will benefit from the project.

What issues will be addressed with this project?

Evergreen Ponds Townhomes, 1030 Pondview Court, Vadnais Heights, MN.

Consists of 108 units within 19 buildings with lawn areas and integrated roadways. Irrigation reduction will cause less usage of groundwater from the local city well and reduction in runoff to local stormwater water bodies.

Project Background: Continued

Provide estimated water quality results, stormwater rate/volume reduction, or groundwater conservation benefits associated with the project.

By installing a new Hunter Hydrawise system and properly setting runtimes, data has been shown to have an average reduction of over 40 percent in water usage over the 24-week irrigation season. This would be a calculated water savings of 672,000 gallons per season.

Describe the public education and outreach efforts or signage planned for the project.

VLAWMO can use the expected success in any promotional materials with other HOAs and large irrigators

List or describe any partnerships or other forms of support for the project, including external funding sources.

We will be working with the city of Vadnais Heights to replace system sprinkler heads as an additional measure to improve water conservation.

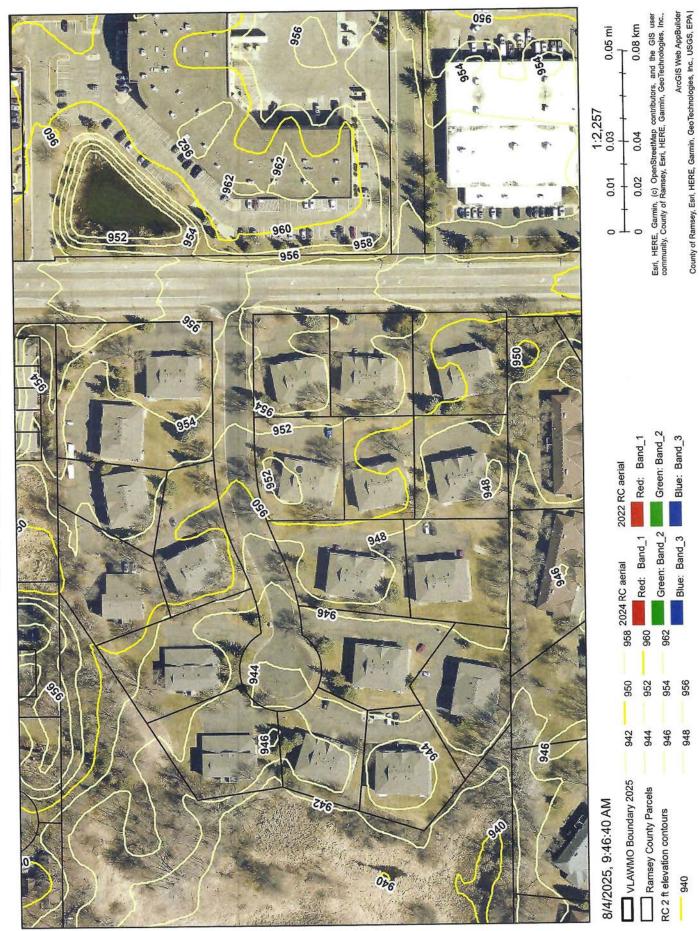
Project Specifications:

TOTAL PROPERTY AREA (Acres)	9.24 deeded acres	
IMPERVIOUS AREA DRAINING TO PROJECT (Sq Ft):	N/A	

Total PROJECT SIZE (Sq Ft)	108 homes
PERVIOUS AREA DRAINING TO PROJECT (Sq Ft):	N/A

Required Attachments:

- ⇒ Detailed final plan set of the proposed project that includes the estimated, quantitative outcomes of the project.
- ⇒ At least 2 bids for construction of proposed project.
- ⇒ Detailed project budget estimate with itemized materials and costs that equal the total project cost.



Proposal for Smart Controller Installation at Evergreen Ponds, Vadnais Heights, MN

For Evergreen Ponds c/o PMMP

By Leonard R. Ellis, PG, CLIA

Of Save Water Inc. dba

Ellis Irrigation

Woodbury, MN

8/12/2025



Introduction

Ellis Irrigation is pleased to submit this proposal for installation of new smart controller for Evergreen Ponds HOA of Vadnais Heights, Minnesota. Ellis Irrigation interpreted an audit of the facility performed in July 2025 and has had multiple site visits to understand the items that need to be performed. The controller of the current irrigation system is operational, but it is older and appears to not be functioning offline as a standard controller. Therefore, it is not conserving water as one that is properly installed and setup. This proposal is for installation of a new Hunter smart controller and other components to support the currently installed two-wire system and save up to 45% in irrigation water.

Technical Proposal

Installation of New Controller

The 5-year old Weathermatic smart controller which operates the 31 zones on site, will be removed and replaced with a new Hunter Hydrawise HCC-832 PL which is a robust controller that can be operated and monitored remotely and creates a virtual weather station onsite using satellite data and aircraft data plus local weather station results. This is used in an algorithm to create very accurate forecasts for the property. The controller be set up to irrigate only on the city mandated 2 days a week, but will not irrigate when the forecast high temperature is less than 55, the wind is forecast to be 20 mph or greater, or there has been ½ an inch of rain in the previous day or 1.5 inches in the last 3 days.

The Hunter EZ-DM (EZ Decoder Module) will also be attached which is a two-wire output module that expands the capacity of the Hunter HCC controller, allowing it to control up to 54 stations using a single pair of wires. It enables the use of EZ Decoders at each valve.

To access the internet we will use an OptConnect Ascend Dura router or a similar router that is durable and able to handle cold and high heat. It will be attached inside the steel irrigation box and will have a wire leading to an antenna attached to the top or side of the irrigation box. The internet service provider will likely be Verizon as its monthly rates are lower and it is compatible with OptConnect products.

This work is planned to be performed this fall if possible. If not, the work will be performed early next spring immediately after the snow has melted (typically mid-April).

The work will consist of removing the old two-wire decoders and replacing them with Hunter EZ-1s (one for each valve). Other items associated with this work are the installation of a 2-inch Hunter master valve before the first valve for Zone One and a Hunter Rain Clik rain sensor near the controller box to shut down irrigation when it is raining or it is wet from a rain event earlier in the day.

Cost Proposal

Product	Purpose	Quantity	Unit	Price	Labor for Installation	
Hunter WR-CLIK-TR Rain Sensor Sensor Sensor Significant leakage of a valve		1	ea	\$70.00	\$100.00	
Hunter Hydrawise HCC 832 PL	Wifi, weather- based controller Hunter HCC- 832-PL (to irrigate only when necessary.	1	ea	\$1,200.00	\$160.00	
Hunter EZ DM	Module to interface with two-wire lines; placed in controller	1	ea	\$600.00	\$100.00	
Hunter HC 200 Flow Meter	Hunter To calculate the water used for irrigation	1	ea	\$490.00	\$100.00	
Hunter ICV 201G, 2-inch Master Valve	To prevent significant leakage if a valve is leaking	1	ea	\$150.00	\$160.00	
InHand IR302 Hot Spot or Opt Connect Ascend Dura with an external antenna with an external antenna provide continuous internet connection for the controller		1	ea	\$200.00	\$150.00	
Verizon Hot Spot subscription (5-year subscription)	Internet Service Provider cost, per year	5	ea	\$3,600.00	\$0.00	
Hunter EZ-1	Two-wire decoder; one for each valve	31	ea	\$3,720.00	\$775.00	
				\$10,030.00	\$1,545.00	

\$11,575 total

Attachment 2

V. E. Estates of Evergreen Ponds HOA Smart Irrigation Controller

LL2 2025-03 Grant Application

Lauren Sampedro Board of Directors8/27/2025



LL2 2025-03 Location Aerial





Bid Summary



Ellis Irrigation

- ➤ Install new Hydrawise HCC-832 PL smart irrigation controller & hardware, decoder module, and wifi router
- ➤ Install additional rain sensor & flow sensor

Total Bid: \$11,575.00

 A second bid was received, but was incomplete. Staff are confident in the value of the Ellis Irrigation bid.

Proposed Motion



Vadnais Lake Area Water Management Organization

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To: Board of Directors

From: Phil Belfiori, Administrator

Date: August 20, 2025

Re: VI. A. 1. 2026 Storm Sewer Utility Rates, Resolution 07-2025

The annual Storm Sewer Utility (SSU) rates are based on the budget approved by the Board at its June meeting. The Storm Sewer Utility is then calculated on the amount of impervious surface generally associated with different land use types and provides the major financial support for watershed activities. To achieve this SSU revenue amount included in the approved 2026 budget (\$1,335,000), the proposed 2026 SSU annual rate is proposed at \$74.28 unit for the residential 1-3 until land use classification (an increase of \$6.72 /year or about \$0.56 / month) and for all other land use classifications the 2026 annual rate is proposed at \$107.64/acre (which is an increase of \$9.72 / acre for the year or \$0.81 /month).

Overall, the 2026 SSU rate is an increase of 10.0% over last year. This rate includes a 0.58% buffer to account for subsequent parcel changes, manual overrides and delinquent payments. The net impact of the boundary changes helped to mitigate the rate increase. See the attached memo from Jeanne Vogt of Ehlers for further discussion.

At the August 27, 2025 VLAWMO Board meeting the Administrator will provide a short presentation summarizing the 2026 SSU rate and also provide information comparing surrounding watersheds. This comparison identifies that "average" VLAWMO residential property owners pay less in stormwater fees than compared to the surrounding watersheds in Ramsey County (when compared to the median residential property tax rate).

As discussed at the June Board meeting, this year's SSU revenue will address funding for continuing progress towards implementation of CIP type projects including:

- East Vadnais Lake Subshed Resiliency Project
- Resiliency Study

 Vadnais Heights City-wide partnership
- Local match for 2nd 319 small watershed grant project design in the Wilkinson Birch Lakes Subwatershed
- "Green" Streets Demonstration Project Planning/Implementation
- Water quality pretreatment project (upstream of Birch Lake IESF)
- Internal load/alum on Tamarack Lake



- Oxygenation system(Pleasant Lake)-studying the potential for expanded dosing partnership
- Polar Chev/61 channel restoration /sediment in lake removal
- Pleasant Lake project partnerships including Carp mngt, AIS, Shoreline management and city infrastructure plan development.

Recommendation: Approval of Resolution 07-2025 setting the Storm Sewer Utility Rates for 2026.

Attachments:

- 1. Resolution 07-2025
- 2. Memo from Jeanne Vogt at Ehlers with manual override attachment at the following link: https://www.vlawmo.org/index.php/download_file/5195/
- 3. PowerPoint presentation summarizing proposed SSU rate
- 4. HEI memo Dated August 5, 2025 regarding summary of process used to determine SSU



Attachment 1

RESOLUTION NO. 07-2025 Of the Vadnais Lake Area Water Management Organization (VLAWMO)

A RESOLUTION APPROVING THE STORMSEWER UTILITY RATES FOR 2026.

Resolution 07-2025 was moved by Director	and second by Director		
·			

WHEREAS, the 2026 Budget of the Vadnais Lake Area Water Management Organization (VLAWMO) has been approved by the VLAWMO Board of Directors and

WHEREAS, Storm Sewer Utility (SSU) Rule of the Vadnais Lake Area Water Management Organization, has been applied to the properties within the boundary,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION, The SSU Rates for 2026 will be as follows:

Classification	Total Amount	R. E. F.	Rate
Residential 1-3 Units	\$786,179.52	1.00	\$74.28/ Unit
Residential 4 or more Units	\$55,258.27	2.72	\$107.64/ Acre
Commercial	\$192,123.01	4.23	\$107.64/ Acre
Industrial	\$164,161.19	3.30	\$107.64/ Acre
Institutional	\$116,855.71	3.30	\$107.64/ Acre
Golf Courses	\$17,702.86	0.74	\$107.64/ Acre
Agricultural	\$10,445.20	0.25	\$107.64/ Acre
Vacant Land	\$0	Exempt	\$0.00
Road/Railroad ROW	\$0	Exempt	\$0.00
Wetland/Public Waters	\$0	Exempt	\$0.00
Other Exempt	\$0	Exempt	\$0.00
Totals	\$1,342,725.76		



on was on the adoption of	the resoluti	on and ther	e were yeas ar
	Yea	Nay	Absent
Andrea West			
Ed Prudhon			
Rob Rafferty			
Sara Shah			
Katherine Doll-Kanne			
Jim Lindner			
			Board Cha

Attachment 2



MEMORANDUM

TO: Phil Belfori, Administrator

FROM: Jeanne Vogt, Ehlers

Megan Sandell, Ehlers

DATE: August 19, 2025

SUBJECT: Pay 2026 Proposed SSU Rates

The Vadnais Lake Area Water Management Organization ("VLAWMO") has asked Ehlers to complete the calculation of the Storm Sewer Utility ("SSU") rates for taxes payable in 2026 and update the annual presentation to the VLAWMO Board. This has been completed and below are highlights for your consideration:

1. Boundary Changes - In December 2024, Rice Creek Watershed ("RCWD") petitioned the Board of Soil and Water Resources ("BWSR") for a boundary change, which was completed in March 2025. This resulted in 177 parcels being transferred from VLAWMO to RCWD and 265 parcels being transferred from RCWD to VLAWMO. This boundary change has been implemented and included in the calculation of the Pay 2026 storm sewer utility rate. The full parcel list will be included under separate cover. The table below shows the number of additions and removals by City.

City Name	Parcels Removed	Parcels Added
Lino Lakes	26	8
White Bear Lake	64	69
White Bear Township	87	188
TOTALS	177	265

Other statistics regarding the boundary change include:

Classification Type	Parcels Removed	2025 Revenue Lost	Parcels Added	2026 Revenue Added
Residential Single Family (1-3 units)	158	\$10,674.48	253	\$18,792.84
Commercial	6	1,566.22	3	1,261.24
Industrial	1	193.88	0	0.00
Institutional	2	769.07	5	2,716.73
Agricultural	2	367.12	0	0.00
Exempt	3	0.00	4	0.00
Manual Overrides	5	0.00	0	0.00
TOTALS	177	\$13,570.77	265	\$22,770.81

2. Manual Overrides - VLAWMO has the authority to remove any SSU charges on parcels as needed. Attached please find the list of parcels with manual overrides. There are 316 parcels with a manual override for Pay 2026. This is an increase of 9 parcels from last year. There were 6 parcels removed due to new construction which are listed below.

PIN Number	Prior Class	Current Class	Change in Fee	Description
21.30.22.33.0131	Res V Land	Res 1 Unit	\$74.28	Construction in 2024
21.30.22.33.0132	Res V Land	Res 1 Unit	\$74.28	Construction in 2024
21.30.22.42.0026	Res V Land	Commercial	\$899.74	Construction in 2024
29.30.22.23.0074	Res V Land	Res 1 Unit	\$74.28	Construction in 2024
29.30.22.23.0090	Res V Land	Res 1 Unit	\$74.28	Construction in 2024
29.30.22.23.0091	Res V Land	Res 1 Unit	\$74.28	Construction in 2024

3. **Property Classification Changes** - The following parcels had property classification changes from Pay 2025 to Pay 2026. This resulted in an increase in fees of +\$1,164.78 over last year.

PIN Number	Prior Class	Current Class	Change in Fee	Description
05.30.22.22.0059	Res V Land	Exempt	(\$74.28)	NOHOA filed for Exemption
05.30.22.22.0060	Res V Land	Exempt	(\$74.28)	NOHOA filed for Exemption
05.30.22.22.0102	Res V Land	Exempt	(\$74.28)	NOHOA filed for Exemption
12.30.23.21.0030	Res V Land	Exempt	(\$74.28)	NOHOA filed for Exemption
14.30.22.33.0039	Res 1 Unit	Apartment	No Change	Reclassed by County
14.30.22.33.0040	Res 1 Unit	Apartment	No Change	Reclassed by County
21.30.22.33.0131	Res V Land	Res 1 Unit	+\$74.28	New Construction
21.30.22.33.0132	Res V Land	Res 1 Unit	+\$74.28	New Construction
21.30.22.42.0026	Res V Land	Res 1 Unit	+\$899.74	New Construction
29.30.22.23.0074	Res V Land	Res 1 Unit	+\$74.28	New Construction
29.30.22.23.090	Res V Land	Res 1 Unit	+\$74.28	New Construction
29.30.22.23.0091	Res V Land	Res 1 Unit	+\$74.28	New Construction
29.30.22.31.0093	Res V Land	Res 1 Unit	+\$74.28	New Construction
31.30.22.23.0012	Public Service	Commercial	No Change	Property Sold

4. Tax Forfeited Properties - VLAWMO has had properties become tax forfeited as a result of unpaid property taxes. For taxes payable in 2026, there are 16 parcels currently in tax forfeited status, all in Ramsey County. This is due to 2 parcels being removed from VLAMWO per the BWSR boundary change.

- 5. Comparison to Surrounding Watershed Districts Included again this year is a comparison of the VLAWMO SSU fee to the certified property tax levies of Capital Region Watershed, Ramsey-Washington Metro Watershed, and Rice Creek Watershed. Comparisons will include:
 - a. Annual SSU Fee vs. Certified Property Tax Levy Through Pay 2025
 - b. Impact on a Median Valued Home in VLAWMO Through Pay 2025
 - c. Property Tax Levy per Square Mile Comparison Through Pay 2025

In all cases, VLAWMO property owners continue to pay less in stormwater fees than compared to surrounding watersheds.

6. Proposed Pay 2026 Storm Sewer Utility Rates - Based on a budget of \$1,335,000 the new rate for Pay 2026 is \$74.28 per unit. This is an increase of 10.0% over last year, which is less than the budget increase of 10.9%. The net impact of the boundary changes helped to mitigate the rate increase. The rate also includes a 0.58% buffer, which is similar to past years to account for future divisions and any additional manual overrides.

Attachment 3

Vadnais Lake Area Water Management Organization

2026 Proposed Storm Sewer Utility Rates



August 27, 2025

New for Payable 2026

Board of Soil and Water Resources (BWSR) Boundary Changes

- Communities Involved
 - □ Lino Lakes
 - White Bear Lake
 - White Bear Township
 - □ North Oaks

177 Parcels RemovedPay 2025 Revenues
(\$13,570.77)

265 Parcels AddedPay 2026 Revenues
+\$22,770.81

Proposed Rate for Payable 2026

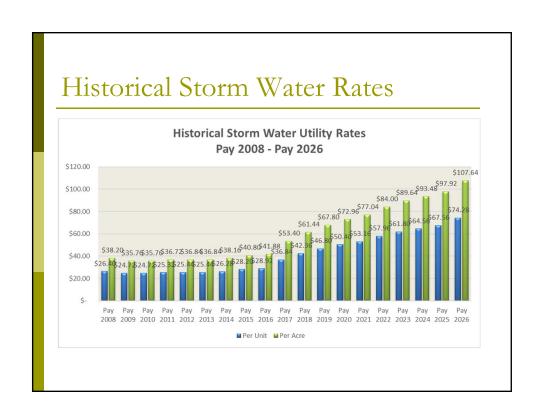
Pay 2025: \$67.56/unit \$97.92/acre

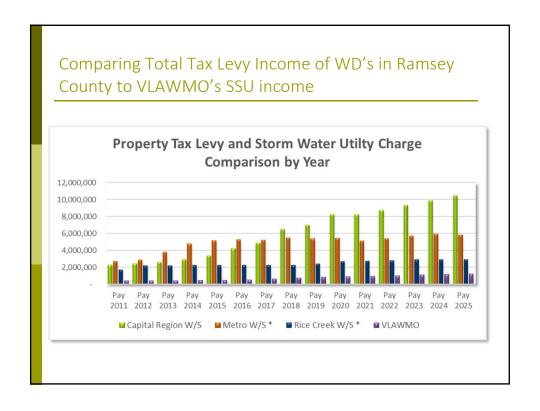
Pay 2026: \$74.28/unit \$107.64/acre

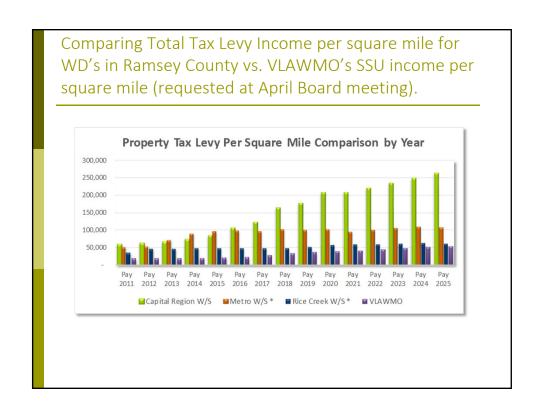
10.0% increase from Pay 2025

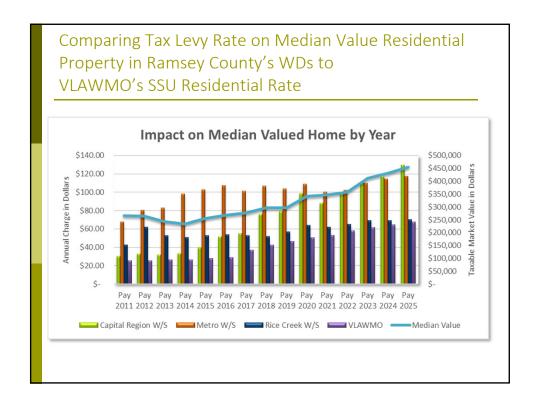
Payable 2026 Certifications

- 11,716 parcels to Ramsey County
- 116 parcels to Anoka County









Proposed 2026 Storm Sewer Utility Charges By Property Classification

Classification	Total Amount	R. E. F.	Rate
Residential 1-3 Units	\$786,179.52	1.00	\$74.28/ Unit
Residential 4 or more Units	\$55,258.27	2.72	\$107.64/ Acre
Commercial	\$192,123.01	4.23	\$107.64/ Acre
Industrial	\$164,161.19	3.30	\$107.64/ Acre
Institutional	\$116,855.71	3.30	\$107.64/ Acre
Golf Courses	\$17,702.86	0.74	\$107.64/ Acre
Agricultural	\$10,445.20	0.25	\$107.64/ Acre
Vacant Land	\$0	Exempt	\$0.00
Road/Railroad ROW	\$0	Exempt	\$0.00
Wetland/Public Waters	\$0	Exempt	\$0.00
Other Exempt	\$0	Exempt	\$0.00
Totals	\$1,342,725.76		

Proposed 2026 Storm Sewer Utility Charges By City

Classification	Total Amount	Parcels
Gem Lake	\$34,648.89	215
Lino Lakes	\$14,188.81	116
North Oaks	\$212,643.00	2,328
Vadnais Heights	\$403,894.32	3,948
White Bear Lake	\$420,417.18	3,380
White Bear Township	\$256,933.56	1,845
Totals	\$1,342,725.76	11,832

Timeline

- □ **August 27:** VLAWMO Board to approve 2026 Storm Sewer Utility Rates.
- **August October:** Staff to work with Ehlers regarding changes to database to accommodate 2026 rates, new reporting layouts to counties, and any additional updates due to property splits.
- October 22: VLAWMO Board to approve parcels to be certified.
- *November 30:* All parcels certified to Ramsey and Anoka County Auditors.

Houston Engineering Technical Memo

Purpose

- □ Review mechanism for SSU fee determination
- □ Review policy for eligible and ineligible parcels
- □ Process for addressing parcel and land use changes

Conclusion

■ Existing SSU Fee calculation is reasonable & equitable

Recommendation

□ Review and update every 10 years

Questions?





Technical Memorandum

To: Phil Belfiori, VLAWMO

From: Chris Otterness PE

Houston Engineering, Inc.

Subject: VLAWMO SSU Fee

Date: August 5, 2025 **Project:** R007057 0018

Introduction

The purpose of this memorandum is to describe Vadnais Lake Area Water Management Organization's (VLAWMOs) process for determining its Storm Sewer Utility (SSU) fee. The Minnesota Legislature adopted special legislation (2008 Minn. Laws Chap. 366, Art. 6, Sec. 47) to provide VLAWMO the authority to impose SSU fees and charges under Minn. Stat. §§ 103B.211 or 444.075 (see **Appendix A**). The SSU fees imposed by VLAWMO provides revenue for VLAWMO's annual budget through a fee mechanism that establishes a charge on all eligible land parcels within VLAWMOs boundary. See **Appendix B** for the 2007 rule. This charge is based on the allocation of a portion of the revenue needed for VLAWMOs annual budget to each land parcel relative to the amount of runoff discharged from that parcel.

This memorandum includes a description of:

- Parcels or portions of parcels that are eligible and ineligible for the charge;
- The mechanism for the SSU fee determination;
- The process for addressing parcel and land use changes; and
- Conclusions and recommendations

Eligible and Exempt Parcels/Land

Per VLAWMO policy, the following land uses are exempt from the charge:

- Vacant land;
- Parks;
- Cemeteries;
- Public road right-of-way; and
- Railroad right-of-way

Per this policy, "eligible land parcels" are those that have a land use (as identified in County parcel data) not meeting the exemption categories.

In addition, the SSU policy exempts portions of eligible land parcels that are wetlands (as identified in the most current National Wetland Inventory GIS layer) or public waters (as identified in the MnDNR Public

Waters Inventory GIS layer). The area of eligible land parcels that does not carry a wetland/public waters exemption is referred to as "eligible parcel acreage."

The primary reason the exemptions on vacant land, parks, cemeteries, and wetlands is that these land uses generally do not significantly increase the burden upon the stormwater management infrastructure compared to presettlement conditions. Public road and railroad rights-of-way are exempted due to the challenges of collecting charges from land tracts that do not have an assigned property identification number (PIN).

Mechanism for Storm Sewer Utility Fee Determination

The SSU mechanism for calculating parcel charges is similar to those used by other water management organizations and watershed districts¹ that apply charges based on stormwater runoff contribution. It allocates the cost of management of surface water in VLAWMO via a fee system, *proportional to the amount of runoff from a given property for a 2" rainfall event*. This apportionment is appropriate for a stormwater management charge in the Twin Cities metropolitan area as long term costs of managing stormwater infrastructure are most often roughly proportional to the volume of runoff managed, and the majority of annual runoff comes from rainfalls that are 2-inches or less in magnitude. The methodology uses GIS land parcel data from Ramsey and Anoka Counties, and specifically the "USETYPE2" field, which corresponds to the land use categories for REF calculation and exemptions (see **Table 1**).

Table 1 – County Parcel Data Land Use Correlation

County Property Land Use Descriptions (USETYPE2 field)	VLAWMO Classifications
1A/1B/4A APT 4 + OWNERS	Residential Multi-family (4 or more Units)
1A/1B/4B1 RESIDENTIAL 1-3 UNITS	Residential Single Family (1-3 Units)
1A/1B/4BB RESIDENTIAL SINGLE UNIT	Residential Single Family (1-3 Units)
1A-RESIDENTIAL SINGLE UNIT	Residential Single Family (1-3 Units)
2a AGRICULTURAL	Agricultural
2A/1B/4BB AGRICULTURAL	Agricultural
2b RURAL VACANT LAND	Agricultural
3A COMMERCIAL LAND AND BUILDING	Commercial
3A INDUSTRIAL LAND AND BUILDING	Industrial
3A U/P OTHER MACH, IMPLEMENT, TOOLS NP	Institutional: Schools, hospitals, government, churches
4A APARTMENT 4 OR MORE UNITS	Residential Multi-family (4 or more Units)
4B4 UNIMPROVED RESIDENTIAL LAND	Residential Single Family (1-3 Units)
4C12 SEASONAL RESIDENTIAL RECREATION	Residential Single Family (1-3 Units)
4C2 QUALIFY GOLF COURSES	Golf courses
4C5III MFD HOME PARK CLASS 1	Residential Multi-family (4 or more Units)

¹ Rice Creek Watershed District has developed charges for stormwater infrastructure repairs in several Water Management Districts by a similar methodology, as has the Buffalo Creek Watershed District. In each case, project cost has been apportioned proportionate to the amount of runoff generated from each parcel.

County Property Land Use Descriptions (USETYPE2 field)	VLAWMO Classifications
4D QUAL LOW INC RENTAL HOUSING <= LIMIT	Residential Multi-family (4 or more Units)
4D QUAL LOW INC RENTAL HOUSING > LIMIT	Commercial
4D1 NON-HOMESTD QUALIFY LOW INC RENTAL	Residential Multi-family (4 or more Units)
5E CEMETERY-PRIVATE	Exempt
5E CHARITABLE INSTITUTION	Institutional: Schools, hospitals, government, churches
5E CHARITABLE INSTITUTION-RESIDENTIAL	Residential Single Family (1-3 Units)
5E CHURCH	Institutional: Schools, hospitals, government, churches
5E CHURCH-OTHER	Institutional: Schools, hospitals, government, churches
5E CHURCH-OTHER RESIDENTIAL	Institutional: Schools, hospitals, government, churches
5E CHURCH-RESIDENTIAL	Institutional: Schools, hospitals, government, churches
5E COUNTY-PUBLIC SERVICE-OTHER	Institutional: Schools, hospitals, government, churches
5E EXEMPT NOT REPORTED	Exempt
5E FEDERAL PROPERTY	Exempt
5E HOSPITAL-PRIVATE	Institutional: Schools, hospitals, government, churches
5E K-12 SCHOOL-PRIVATE	Institutional: Schools, hospitals, government, churches
5E K-12 SCHOOL-PUBLIC	Institutional: Schools, hospitals, government, churches
5E K-12 SCH-PUBLIC,RES	Institutional: Schools, hospitals, government, churches
5E MUNICIPAL-PUBLIC SERVICE	Institutional: Schools, hospitals, government, churches
5E MUNICIPAL-PUBLIC SERVICE-OTHER	Institutional: Schools, hospitals, government, churches
5E RAILROAD EXEMPT NOT REPORTED	Exempt
5E SPECIAL TAXING DISTRICT	Institutional: Schools, hospitals, government, churches
5E STATE PROPERTY	Exempt
5E TAX FORFEITURE NOT REPORTED	Exempt
5E WETLANDS	Exempt
COUNTY-PUBLIC SERVICE-OTHER - Exempt	Institutional: Schools, hospitals, government, churches
MUNICIPAL-PUBLIC SERVICE - Exempt	Institutional: Schools, hospitals, government, churches
MUNICIPAL-PUBLIC SERVICE-OTHER - Exempt	Institutional: Schools, hospitals, government, churches
RESIDENTIAL 1 TO 3 UNITS	Residential Single Family (1-3 Units)
SPECIAL TAXING DISTRICT - Exempt	Institutional: Schools, hospitals, government, churches
** AS DETERMINED BY VLAWMO STAFF**	Exempt

The equation for determining a fee on any given eligible land parcel is;

Fee (F) = RURF * REF* EPA

RURF = Residential Unit Rate Fee (same for all parcels)

REF = Residential Equivalency Factor (same for each land use)

EPA = eligible parcel acreage (Note: for single family residential properties, EPA is nominalized to equal the average parcel acreage of all single-family residential lots across the watershed. In the original establishment of the charge in 2007, this average was 0.69 acres. Given that the majority of VLAWMO is developed, the average single-family residential parcel acreage is not likely to substantially change, and the EPA for single family residential properties does not need to be recalculated regularly.)

RURF is calculated by dividing the total SSU revenue generation (as indicated in the VLAWMO annual budget) by the sum product of REF and EPA for each eligible land parcel.

REF for a given land use is equal to the runoff depth from that land use for a 2-inch rainfall, divided by the runoff depth for single family residential land use (thus, single family residential land use has an REF of 1). The 2-inch runoff depth in turn is calculated using the Soil Conservation Service (SCS) method for calculating runoff volumes and an assumed Curve Number (CN) based on the assumed ground cover, percentage of impervious surface, and hydrologic soil group "B" soils. The curve numbers used in this calculation follow SCS guidelines. **Table 2** indicates the REF values for each land type

Retention (inches) **Runoff Depth** Runoff Residential Curve **(S)** (Inches) Equivalency Land Use (LU) Number (Q) Factor (REF) (CN) 72 3.89 0.29 1 Res. Single-Family 85 0.80 2.72 Res. Multi-Family 1.76 Commercial 92 0.87 1.24 4.23 Industrial 88 3.30 1.36 0.97 Institutional: School, Hospitals, 88 1.36 0.97 3.30 Government, Church Golf Course 69 4.49 0.22 0.74 61 0.07 0.25 6.39 Agricultural

Table 2 - County Parcel Data Land Use Correlation

A tabulation of 2025 charges by land use/REF is included in **Appendix C**.

Addressing Land Use, Parcel, and Boundary Changes

Each year, there are changes to the number and land use of land parcels within VLAWMO. These changes generally have occurred via changes to VLAWMOs legal boundary, parcel modifications (subdivisions, merged parcels, etc.) and changes in land use (e.g. rezoning and conditional use permits). There is a two-step process when parcel boundaries change. The first is to address the reapportionment of the current year's SSU fee from the old parcel(s) to the new parcel(s). This occurs throughout the year

as part of the ongoing division process with each county. The second step is to remove the old parcel(s) and add the new parcel(s) for inclusion in the subsequent year's SSU charge. These changes are reflected in County parcel data that is updated annually. To address these changes, the following process is used in conjunction with the annual development of the SSU charge:

- VLAWMOs finance consultant (currently Ehlers) compares the most current County parcel data with the prior charge tabulation to identify new or deleted land parcels or those with a modified land use
- New parcels and parcels with a modified land use are assigned an REF per Tables 1 and 2.
- VLAWMO, in coordination with its finance consultant, consults with a designated GIS Professional (currently Houston Engineering) to determine the eligible parcel acreage for each new parcel. The GIS Professional calculates the EPA by intersecting NWI and Public Waters Inventory layers with the parcel layer and calculating the non-overlapping areas on each new parcel.
- VLAWMOs finance consultant recalculates the SSU charges using the budgeted revenue generation and the updated parcel data.
- Changes in parcel boundaries, land use, and taxable status are then summarized annually and presented to the VLAWMO Board as part of the annual SSU fee calculation.

All charges (including those with parcel/land use changes and those without changes) are certified to Ramsey and Anoka Counties annually.

Conclusions/Recommendations

The SSU charge, the framework for which was originally developed in 2007 and is articulated in detail with this memorandum, is a reasonable method for equitably apportioning the costs of managing stormwater within VLAWMO to the landowners/land use practices that create the need for the stormwater management. The framework contains a uniform process which is scientifically derived. This process allocates charges based on a nominal rainfall volume which is calculable and proportionate to the burden placed on stormwater infrastructure, which necessitates the activities of WMO as specified within its Watershed Management Plan. The framework is resilient, as it includes a detailed, objective process to address parcel geometry and land use changes. As such, the SSU charge framework is appropriate for continued use by VLAWMO.

We recommend that VLAWMO continue to implement its SSU charge pursuant to the framework detailed within this memorandum, including modification of charges consistent with the section, "Addressing Land Use, Parcel, and Boundary Changes." We further recommend that VLAWMO review the appropriateness of this charge at a minimum of every ten years in conjunction with the update of its Water Management Plan.

/	APPENDIX A	- 2008	MN LA	AWS C	HAP.	366,	ART.	6,	SEC.	4
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2008 Minnesota Laws

Chapter 366, Article 6, Section 47

Sec. 47.

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION; STORM SEWER UTILITY FEES.

Notwithstanding any other law to the contrary and pursuant to joint powers agreements authorized under Minnesota Statutes, sections 103B.211 and 471.59, the Vadnais Lake Area Water Management Organization may certify to the county auditor any fees or charges imposed by the organization under Minnesota Statutes, section 103B.211 or 444.075, and the parcels on which the charges are imposed. The county auditor shall extend the charges on the property tax statements. The amounts must be certified by November 30 to appear on statements for taxes payable in the following year. The charges, if not paid, become delinquent and are subject to the same penalties, the same rate of interest, and become a lien upon the property in the same manner, as real property taxes. The charges shall be paid to the Vadnais Lake Area Water Management Organization by the county auditor in the same manner and at the same time as property taxes. The county auditor may charge the Vadnais Lake Area Water Management Organization a fee in the amount necessary to recover the costs of administering the charges.

EFFECTIVE DATE.

This section is effective the day following final enactment.

Link (2014): https://www.revisor.leg.state.mn.us/laws/?year=2008&type=0&doctype=Chapter&id=366

VLAWMO website (10-14):

http://www.vlawmo.org/files/1613/9845/0209/Storm Water Utility Fee.pdf

APPENDIX B - 2007 RULE

Storm Sewer Utility Rule

Vadnais Lake Area Water Management Organization (VLAWMO)

- I. Storm Sewer Utility Established. Storm Sewer Utility (SSU) shall be operated as a public utility pursuant to Minn. Stat. § 444.075. This Rule is established by the VLAWMO Board of Directors as authorized by the VLAWMO Joint Powers Agreement, Section VI, Responsibilities and Duties of the Board of Directors, Subdivision 1 and Subdivision 24.
- II. Definitions. The following words, terms and phrases, when used in this chapter, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:
- (1) The Vadnais Lake Area Water Management Budget is the annual budget approved by the Board of Directors for surface water management including planning, engineering, monitoring, capital expenditures, personnel and equipment and operation of the surface water utility, in accordance with established VLAWMO policy.
- (2) Storm Sewer Utility Fee is an annual charge developed for each parcel on nonexempt property in the watershed for the management of surface water.
- (3) Rate for Land use is the ratio of runoff volume, in inches, for a particular land use, to the runoff volume, in inches for a residential household, assuming a 2" rainfall and Soil Conservation Service (SCS) "Type B" soil conditions.
- III. Storm Sewer Utility Fee. Effective November 1, 2007, the utility factors for various land uses are as follows:

Classification Land Use Residential Equivalency Factor				
1 Residential Single Family	1.00			
2 Residential Multi-Family (4 or more units)	2.72			
3 Commercial	4.23			
4 Industrial	3.30			
5 Institutional: schools, hospitals,				
Government, churches	3.30			
6 Golf Courses	0.74			
7 Agricultural	0.25			
8 Vacant, Parks, Cemeteries	exempt			
9 Road and Railroad Right-of-Way	exempt			
10 Wetland / Public Waters	exempt			

The Storm Sewer Utility Fee shall be determined by using the Natural Resources Conservation Service (NRCS) runoff equation to determine relative amounts of runoff for the differing land use types. Single family land use is the basis of this calculation. The ratio of runoff generated from other land use types to runoff generated by the single-family parcel is shown as the Residential Equivalency Factor (REF). The REF is then multiplied by the rate per acre for the single-family land use to calculate the rate for each of the other land uses. The average single-family lot size within the VLAWMO was determined to be 0.69 acres, calculated by dividing 8114 parcels into 5604 total acres of low density residential land use.

The Storm Sewer Utility Fee for all individual parcels shall be defined as the product of:

Storm Sewer Utility Rule 1 of 2 10/24/07

- (1) The Residential Unit Rate Fee (per acre), (2) the appropriate Residential Equivalency factor based on land use, and (3) the total acreage of the parcel.
- IV. The Storm Sewer Utility Fee for Residential Multi-family shall be charged to the property owner described in the County tax roles.
- V. Credits. The Board may adopt policies, by resolution, for adjustment of the storm sewer utility fees. Information to justify a fee adjustment must be supplied by the property owner. Such adjustments of fees shall not be retroactive.
- VII. Exemptions. The following land uses are exempt from the surface water management fee:
 - (1) Public Right-of-Way
 - (2) Undeveloped (unimproved) land.
 - (3) Lakes and wetlands
- VIII. Payment of Fee. The Storm Sewer Utility Fee shall be invoiced annually. The amount due as shown on the invoice shall be payable within 30 days of the date of the invoice or as described on the invoice.
- IX. Penalty for Late Payment. The penalty for late payment beyond the due date indicated on the invoice shall be 10% of the SSU fee or a minimum of \$4.
- X. Check returned for Non-Sufficient-Funds (NSF) shall be charged a \$30 NSF fee. Fees not paid by the Certification date will be added the list of Delinquent fees.
- XI. Certification of Delinquent Fees Action to Collect Charges. Annually a date in December shall be established at which time all unpaid fees shall be considered delinquent and shall be certified to the Ramsey and Anoka County Auditors together with a legal description of the premises served. A Delinquency charge of \$10 or 10% whichever is greater shall be assessed in addition to the charges set forth in Part IX. The County Auditor shall thereupon enter such amount as part of the tax levy on said premises to be collected during the ensuing year.

Storm Sewer Utility Rule 2 of 2 10/24/07

APPENDIX C - 2025 CHARGES

VLAWMO Pay 2025 Storm Water Utility Fee by Property Classification

	Storm Sewer Utility Fee					
Code	VLAWMO Classifications	REF	Revenue			
1	Residential Single Family (1-3 Units)	1.00	709,042.20			
2	Residential Multi-family (4 or more Units)	2.72	50,132.88			
3	Commercial	4.23	168,699.79			
4	Industrial	3.30	150,856.08			
5	Institutional: Schools, hospitals, government, churches	3.30	104,624.35			
6	Golf courses	0.74	16,104.78			
7	Agricultural	0.25	9,733.94			
8	Vacant, parks, cemetaries	-	-			
9	Road and Railroad right-of-ways	-	-			
10	Wetland / public waters	-	-			
11	Other Exempt	-	-			
99	Manual Override / Exempt	-	-			
			1,209,194.02			



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To: VLAWMO Board of Directors

From: Phil Belfiori, Administrator and Lauren Sampedro, Watershed Technician & Program Coordinator

Date: August 19, 2025

Re: VI. B. Update on Recent LCCMR Grant Application for Regional Resiliency Partnership Project

Behind Vadnais Heights City Hall

Introduction

As a follow-up to the email sent to the VLAWMO Board on July 23, 2025, VLAWMO staff is honored to inform the VLAWMO Board that the Legislative-Citizen Commission on Minnesota Resources (LCCMR) Environment and Natural Resources Trust Fund (ENRTF) grant application proposal, submitted in partnership with the City of Vadnais Heights, for a potential Regional Resiliency Partnership Project behind Vadnais Heights City Hall was recommended by the LCCMR for 2026 funding.

Background

In 2024, VLAWMO, the City of Vadnais Heights, Ramsey County, and Saint Paul Regional Water Services completed the East Vadnais Lake Subwatershed Resiliency Study for a roughly 280-acre drainage area, which identified potential partnership project locations that would reduce water quantity issues and improve water quality in the East Vadnais Lake subwatershed. Since the VLAWMO Board approval of the Resiliency Study in April 2024, staff have been working with the City and partners on grant applications to pursue implementation of the top ranked priority capital project recommended from the Study, which is located behind Vadnais Heights City Hall. At the February 25, 2025 Board meeting, the VLAWMO Board of Directors approved submitting letters of support and providing cash match for a LCCMR ENRTF proposal with the City of Vadnais Heights for the top priority partnership project.

At the June 25, 2025 Board meeting, staff provided an update that the City of Vadnais Heights was invited to present the proposal to the LCCMR on June 24, 2025. Since then, the LCCMR ultimately selected the proposal to recommend to the 2026 Legislature for funding from the ENRTF. The City's proposal was one of 109 selected for funding of the 403 proposals received by the LCCMR. The LCCMR is currently recommending \$2,842,000 in ENRTF funding for the project. The City and VLAWMO have partnered to complete the next step of submitting a draft work plan for the LCCMR's review. The draft work plan identifies VLAWMO as a partner on the proposal with a VLAWMO cash match that would be \$545,000 over the next four years through VLAWMO's 2029 budget, pending the Legislature's final consideration and approval in 2026. This partnership amount could increase or decrease pending the amount of the grant ultimately approved (if approved) by the Legislature, the results of discussion with the other partners regarding a cash match partnership, and other unanticipated technical and or construction expenses. The 10- year project partnership table approved by the VLAWMO Board at the April 23, 2025 meeting, and which was subsequently included in the 60-day review draft of the 2026-2036 Watershed Management Plan, identifies this project in the Sucker-Vadnais subwatershed budget. Funding amounts will need to be refined if the City secures the ENRTF funding.

Next Steps

It is anticipated that the LCCMR will finalize the legislative bill language for 2026 funding recommendations by December of this year and will present to the Legislature during the 2026 session. Final approval of funding will be known by July 2026. Staff will keep the Board updated as this legislative process continues.

Staff will be providing a brief presentation on this project at the August 27, 2025 Board meeting.

<u>Attachments</u>

Draft concept of potential Regional Resiliency Partnership Project from the LCCMR ENRTF proposal

