

BOARD OF DIRECTORS MEETING AGENDA

7:00 PM

October 22, 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 Board Meeting Minutes** 
 - A. August 27, 2025 Board Meeting Minutes p. 3
- IV. **Visitors and Presentations**
 - A. TEC Report to the Board for October & Finance Report– October 2025– Susan Miller p. 11
 - B. Public Visitors – Non-agenda Items
- V. **Consent Agenda**  - *Directors may request to move any item to business agenda for discussion*
 - A. Consider Audit Services for 2026 and 2027  p. 19
 - B. Consider Health Insurance Benefit Renewal for 2026  p. 21
 - C. Consider HEI Phase 1 Engineering Scope for Phase 2, 319 Project  p. 23
 - D. Update on VLAWMO JPA p. 31
- VI. **Business**
 - A. **Projects and Studies/Plans**
 - 1. Deep-Water Wetland Project Update– Dawn (5 mins.) p. 55
 - 2. Tamarack Lake Alum Project Update – Dawn (5 mins.) (, if pay request received) p. 57
 - B. **Financial /Administrative**
 - 1. Consider Resolution 08-2025 Regarding Approval of Storm Sewer Utility Certification List for 2026– Phil  (10 mins.) p. 59
- VII. **Discussion /Administration Communication** – Discussion on Possible VLAMWO Subcommittee Meeting for November 10, 11, 17, 18, 2025
- VIII. **Adjourn:** Next regular meeting: December 10, 2025

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MINUTES OF THE BOARD OF DIRECTORS – August 27, 2025, REGULAR BOARD MEETING

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

*= with prior notice
 **= alternate

Others in attendance: Susan Miller (TEC)

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 August 27, 2025 Board meeting was presented for approval.

A motion was made by Director West and seconded by Director Shah to approve the August Board meeting agenda. Vote: all: aye. Motion passed.

III. Approval of Minutes 🐦

The minutes from the June 25, 2025 Board meeting were placed on the agenda for approval, as presented. Board Chair Lindner noted that there had been a few alternates present at the June meeting. No further comments from the Directors.

A motion was made by Director Prudhon and seconded by Director Rafferty to approve the June 25, 2025 minutes. Vote: Lindner: aye; Prudhon: aye; Rafferty: aye; Doll Kanne: abstain; Shaw: abstain; West: abstain. Motion passed.

IV. Visitors and Presentations

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

TEC Member Susan Miller provided an overview of the August TEC Report to the Board. She highlighted three key items to share with the Board.

Commissioner Miller began with a description of the East Vadnais Lake Subwatershed Resiliency Study. She explained that the study was done last year, and this year staff has been looking for funding for a proposed project from the study with the City of Vadnais Heights to help reduce runoff. Miller shared that the project proposal was included in the

Legislative-Citizen Commission on Minnesota Resources (LCCMR)'s list of projects recommended for funding from the state legislature in 2026.

Commissioner Miller also highlighted the Vadnais Heights Resiliency Study, which looks at the entire city of Vadnais Heights. Miller commended the City of Vadnais Heights for their proactive approach to stormwater management. Miller shared a highlight of a Facebook post asking residents of Vadnais Heights to share places where they have seen standing water or flooding for over 48 hours.

Director Shah asked whether the post was from the City of Vadnais Heights Public Works. Commissioner Miller responded that she had seen the post through VLAWMO's Facebook page, which had shared the post originally from the City of Vadnais Heights page.

The final topic Miller described was the TEC's support of the Storm Sewer Utility (SSU) rates resolution as included in the Board packet. Miller explained that the SSU is the backbone of VLAWMO's funding, and support at the recommended levels is key to keeping VLAWMO a proactive water management organization rather than a reactive one. For these reasons, she explained, the TEC supports the resolution for the updates to the SSU rate.

Board Chair Lindner thanked Miller for sharing these updates on behalf of the TEC and asked whether there were any questions from the Directors. Chair Lindner asked Administrator Belfiori whether a project Miller described – the Wilkinson Lake deep-water wetland – had been a stop on the 2024 Board tour. Administrator Belfiori confirmed this as correct.

Director Shah asked about where the educational sign for the deep-water wetland will be placed. Miller responded that she was not sure but believed the sign's location would be discussed by VLAWMO and the North Oaks Company (NOC). Administrator Belfiori responded that the NOC is now in possession of the educational sign. He shared VLAWMO's understanding that the NOC team is in the process of selecting a location for the sign, then they will install it.

B. Public Visitors - Non-agenda items

None.

V. Consent Agenda

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

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

- A. Consider Biannual Solicitation for Auditing Services
- B. Consider Final Report from Dive Guys Regarding Work on Birch Lake
- C. Update on Draft Watershed Management Plan 60-day Review and JPA
- D. Update Phase 1 of Wilkinson Project for MPCA Small Watershed Grant Program
- E. Consider LL2 2025-03 Estates of Evergreen Ponds HOA Smart Irrigation Application

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

VI. Business

A. Financial/Administrative

1. Consider 2026 SSU Rates

Administrator Belfiori outlined the information regarding the proposed 2026 Storm Sewer Utility (SSU) rates as per the packet and Resolution 07-2025. He explained that the Board approved VLAWMO's budget in June. Based on that approved budget and the calculations of the necessary revenue needed to implement that budget, which in 2026 is \$1.335 million for income through the SSU, VLAWMO staff worked with their consultant at Ehlers to set the SSU rates.

Administrator Belfiori highlighted a few new SSU elements for 2026. The first change was approved by the Board in 2024: the modification of VLAWMO's boundary on the northern part of the watershed facilitated by Rice Creek Watershed District, a change that involved the communities of Lino Lakes, White Bear Lake, White Bear Township, and North Oaks. From that, 177 parcels were removed from VLAWMO while 265 parcels were added, which added approximately \$9,000 in revenue.

Administrator Belfiori stated that the proposed SSU rate for 2026 is \$74.28 per unit for a standard residential land use classification and for all other land use classifications it is \$107.64 per acre. Administrator Belfiori described that overall, the 2026 SSU is an increase of 10% over last year.

Next, Administrator Belfiori gave a comparison of total tax levy income for VLAWMO's SSU income to neighboring Ramsey County watersheds' property tax levy income. Administrator Belfiori then gave more of an "apples to apples" comparison as requested at the April Board meeting, to compare the total tax income per square mile in neighboring watersheds to VLAWMO's total income per square mile from the SSU.

Administrator Belfiori outlined remaining steps in the timeline, beginning with tonight's Board decision regarding Resolution 07-2025. VLAWMO staff will then work with Ehlers to finalize any last modifications. At the October Board meeting, the Board will certify all parcels in VLAWMO to then certify those with the two counties in VLAWMO.

Administrator Belfiori pointed out the inclusion of a new element in the SSU documents: a technical memo from Houston Engineering that illustrates the process for determining its Storm Sewer Utility (SSU) fee. He noted that the JPA development process revealed the benefit of having the policies utilized to calculate SSU charges more publicly visible and clear. The engineer identified that the existing SSU fee calculation is reasonable and equitable. Their recommendation was to update or review this calculation every 10 years.

Staff recommended approval of Resolution 07-2025 which sets the Storm Sewer Utility Rates for 2026.

Director Rafferty asked for a clarification: was the \$107.64 referenced previously in regards to the charge per acre or per lot?

Administrator Belfiori answered that the amount was per acre per year for 2026.

Discussion:

Director Prudhon motioned and Director Doll Kanne seconded to approve Resolution 07-2025 which sets the Storm Sewer Utility Rates for 2026. Vote: all aye. Motion passed.

**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 seconded 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		

The question was on the adoption of the resolution and there were 6 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Bill Walsh</i>	X	☐	☐
<i>Ed Prudhon</i>	X	☐	☐
<i>Rob Rafferty</i>	X	☐	☐
<i>Sarah Shah</i>	X	☐	☐
<i>Katherine Doll</i>	X	☐	☐
<i>Kanne</i>			
<i>Jim Lindner</i>	X	☐	☐

Adopted this 27th day of August 2025.

BY THE VLAWMO BOARD

Chairperson

Attest: _____

Administrator

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

Sampedro provided an update on a grant application proposal submitted in partnership with the City of Vadnais Heights for a potential regional resiliency partnership project behind the Vadnais Heights City Hall. The Board was initially sent an email about the development of the project's inclusion on the LCCMR's list of projects to recommend to the 2026 legislature for funding.

Sampedro began by giving background information on the proposed project site. Behind City Hall, about 21 acres of City-owned land, was the top recommended area from the 2024 East Vadnais Lake Subwatershed Resiliency Study for where to pursue a flood reduction and water quality improvement project.

Since the study's completion, VLAWMO has worked closely with the City of Vadnais Heights to pursue implementation of the recommended project. Part of this collaborative work has involved supporting the City's efforts to apply to state grant opportunities to help fund feasibility analysis, design, and potential construction.

Sampedro noted the Board's February approval of a letter of support for VLAWMO's partnership with the City of Vadnais Heights on a LCCMR Environment Natural Resources Trust Fund (ENRTF) proposal and to provide a cash match. From there, the City and VLAWMO developed a draft concept and partnered on writing the proposal.

Sampedro shared the draft concept and a drone video created by Nick Ousky, Senior Engineering Technician from the City of Vadnais Heights that was provided with the submitted proposal in hopes that it would help LCCMR members better understand the proposed project area, as well as its proximity to East Vadnais Lake.

Sampedro paused the video to point out the Metro Transit park and ride site, sharing that staff recently met with Metro Transit staff to discuss the possibility of replacing parking spaces with rain gardens and permeable pavement through VLAWMO's grant programs.

Board Chair Lindner asked whether the park and ride is still being used. Sampedro confirmed. Board Chair Lindner added that he knows the park and ride off of Highway 61 is being closed, as ridership is very different than it was pre-pandemic. Sampedro noted that ridership has also decreased at this site.

Director Doll Kanne asked about what kinds of trees are primarily in the area. Sampedro responded that she knows Cottonwood trees and Box Elders are present, but not many high-quality tree species.

Sampedro stated that after the LCCMR ranked all the proposals, they invited top applicants to present their proposals. The City of Vadnais Heights' proposal was one of 124 selected to present. The City's Public Works Director Jim Hauth gave the brief presentation in late June.

Sampedro summarized some of the content the City shared during the presentation to the LCCMR. The goal was to help LCCMR members visualize the project, imagine how the community could utilize the space, highlight the partnerships that have brought the proposal to this point, and tell a compelling story in just five minutes. The LCCMR selected the proposal to move forward through the process.

Sampedro stated that last month, the City was notified that the LCCMR selected this proposal to recommend to the 2026 legislature for funding. This proposal was one of 109 selected to move forward. The LCCMR is currently recommending \$2,842,000 in funding for this project from the ENRTF funding. Sampedro explained that further steps remain before funding is secured. In addition to this funding, the City was awarded \$150,000 from the MPCA for a successful Sewer Overflow and Stormwater Reuse Municipal Grant application for the design of the ponds, another partnership effort with VLAWMO. The current estimated project cost is around four to five million dollars in total, meaning approximately one to two million dollars will be required in a local match.

Sampedro emphasized that all these factors are subject to change if LCCMR funding is officially secured, if unexpected expenses arise, and if additional partners contribute to match funds.

VLAWMO staff recently worked with City of Vadnais Heights staff to develop a draft work plan for the project. This also identified VLAWMO as a project partner providing a cash match. Pending the various factors, VLAWMO could spend approximately \$545,000 over the next four years during the implementation process. This project is currently listed in the 10-year project table included in the most recent draft of the Watershed Management Plan, as well

as the Sucker-Vadnais subwatershed budget. More local partners will also be contacted to discuss the possibility of joining local cash match opportunities.

Sampedro listed next steps for this process, including the City's finalizing of the draft work plan, with VLAWMO assisting as needed; the LCCMR's finalized bill language for 2026 funding recommendation by December of this year; LCCMR staff's presentation of the legislative bill with funding recommendations during the 2026 Legislative Session; and notification of final funding around July 2026.

Director West asked about the process of requesting funding through the legislature. Is there ever an "ask" of other VLAWMO communities to have their legislators support this request of funding? While this project would be beyond her community of the City of White Bear Lake, she wondered if their legislators could potentially support something like this proposal in some way.

Administrator Belfiori responded that the City of Vadnais Heights has worked with SEH, who has a lobbyist, to make sure that any questions surrounding the project proposal would be proactively brought to the City and VLAWMO.

Administrator Belfiori explained that for this proposal, other member communities were not contacted, but if there are future projects within the 10-year WMP that may have shared priorities with other communities, VLAWMO would collaborate with that community and their lobbyist to ensure that any questions relating to said proposals would be brought to VLAWMO and relevant partners as possible.

Director West asked at what point these proposals are voted on. She wondered if and when the representative and senator for our area are informed about these developments.

Administrator Belfiori said he anticipated that the City of Vadnais Heights would be involved.

Director Doll Kanne affirmed that the City of Vadnais Heights has lobbyists. She said she was not yet sure what 2026 priorities will be for the lobbyists. If the City of Vadnais Heights retains the lobbyists and the Council aligns with the priorities of the currently-discussed project, this could perhaps be another priority for 2026.

Board Chair Lindner noted that the drone video and storyboard were telling because they so clearly show the movement of water from one end – its origin near Walmart – to the other end – the water source for over 400,000 people. He said it lends itself well to a public relations opportunity for Walmart if ever they want to pursue a partnership.

Sampedro said staff's initial discussions with Walmart revealed some interest in partnership and marketing opportunities.

Director Prudhon suggested that any spreadsheet must show Walmart as the major contributor to area stormwater runoff given the extent of hard surfaces with their property.

Board Chair Lindner recommended using the video to its full capacity because it tells a great story.

Director Prudhon remarked that Saint Paul Regional Water Services will be gaining a benefit from this sort of project, so they should be involved as well.

Board Chair Lindner shared that there could also be an effort to invite the railroad to participate in some way given that this could benefit them as well. He said this is a great project, and he can imagine it as something future Boards will discuss, providing everything goes as everyone hopes.

Administrator Belfiori thanked the Board for their support of these large scale, higher-impact, higher benefit per dollar projects such as the LCCMR project proposal. None of these proposals VLAWMO is moving toward would be possible without the Board's support. He also thanked the TEC for their leadership and the staff team of VLAWMO.

Chair Lindner said he envisioned a future tour including these higher impact projects such as the LCCMR proposed project with East Vadnais Lake.

Director Doll Kanne stated that she inquired with the Vadnais Heights City Administrator Kevin Watson during the meeting about whether the LCCMR project was slated to be included in the 2026 priorities for the City's lobbyist. She shared the preliminary budget does have the project included and that the lobbyist would continue to lobby for this going into 2026. Director Doll Kanne suggested that VLAWMO staff collaborates with City staff to keep the Board informed of efforts toward moving this project forward.

VII. Discussion/Administration Communication

Chair Lindner asked if there were any anticipated conflicts for the next meeting. Director Doll Kanne answered that she had one potential work conflict but could likely secure an alternate if that were the case.

XI. Adjourn

A motion was made by Director Doll Kanne and seconded by Director West to adjourn at 7:44 pm. Vote: all aye. Motion passed.

TEC Report to Board -October 2025

Programs & Projects	Effort Level	Completion Date	Comments						
	LOW								
	MED								
	HIGH								
Projects				Administration & Operation					
E. Vadnais Lake Subwatershed Resiliency Study		Ongoing	Staff are continuing to work with the City of Vadnais Heights on Phase 2 of the study, including data collection and exploring potential construction of the recommended project from the study, as well as LCCMR work plan changes.	Audit		2025	2 proposals have been received for the biannual solicitation.Staff is currently reviewing proposals.		
Rotary Park partnership		2025-29	Fall invasive species treatment in progress.	Budget		for 2026 budget	The 2026 VLAWMO Budget was approved at the June 25, 2025 Board VLAWMO Board meeting.		
Vadnais Heights Resiliency Study (Whole City)		Ongoing	Staff are continuing to work with the City of Vadnais Heights on a whole-City resiliency study. Public engagement is in progress and a stakeholder kickoff meeting is scheduled for around the end of October.	2026-2036 JPA updated		2026	JPA completed and fully executed.		
MPCA 319 /Wilkinson Lake BMPs		Ongoing	Final report completed and accepted by MPCA for phase 1; planning for phase 2 ongoing.	SSU		For 2026 charges	11,000+ parcels will be considered for certification of charges at the October Board meeting.		
Pleasant Lake Carp Management		Ongoing	Carp Solutions is preparing scope for 2026 work.	2027-2036 Watershed Mgmt. Plan		2026	Comments received from formal review; HEI prepared response table for discussion with BWSR.		
Tamarack Alum Project		2025-26	Phase 3 planned for October; following completion of Phase 3, a new temporary access agreement will be pursued for Phase 4.						
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 and share outreach materials for the fall season.	FINANCIAL SUMMARY as of 10/1/2025					
Communication & Outreach		Ongoing	August held the final Neighborhood Garden Tours of the year, featuring projects that received VLAWMO grant funding. Staff attended the NO Garden Club native plant panel, WBT Celebration Day, and hosted a Blue Thumb Rain Garden Maintenance workshop in September. Outreach materials continue to be updated.	4M Account (1.10)		4M Plus (1.23)		Total	
Website		Ongoing	Current website continues to be updated as needed. Continued design work, layout, and development is underway for the new website.	\$830,242		\$260,984		\$1,091,226	
WAV		Ongoing	WAV members continue to share VLAWMO opportunities with friends and neighbors and support community events such as VH Kids' Day. Volunteer registration is open for WAV planning meeting and cleanup day.						
Cost Share & BWSR WBIF		Ongoing	Site visits have increased as the weather shifts including several project close out visits and site visits from interested attendees from outreach events like the NO Garden Club Pollinator presentation. Staff are continuing tasks for wrapping up 3 WBIF projects (White Bear Lake Sports Center, WBL curb cut rain gardens, and Elmwood Park rain garden) including planning permanent signage and BWSR reporting.						
GIS		Ongoing	Updating online GIS viewer as needed and providing files to partners.	Operations		\$720,733		\$1,065,008	
Monitoring		Ongoing	2025 monitoring season is complete, beginning data analysis and report writing.	CIP		\$311,514		\$1,533,199	
WCA		Ongoing	Administering WCA as needed.	Total		\$1,032,247		\$2,598,207	
						</			

VLAWMO Finance Summary: October 2025

Oct-25		Actual 10/1/25	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	\$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	\$3,988	\$47,817	\$30,000	\$0	(\$17,817)	\$30,000	159%
5.14	Misc. income - WCA admin & other		\$7,058	\$3,000	\$0	(\$4,058)	\$3,000	235%
5.15	Other Income Grants/loan	\$7,890	\$99,821	\$238,960	\$0	\$139,139	\$238,960	42%
5.16	Transfer from reserves			\$1,180,708	\$180,796	\$1,361,504	\$1,361,504	0%
	TOTAL	\$11,878	\$806,302	\$2,656,371	\$180,796	\$2,030,865	\$2,837,167	30%
EXPENSES								
3.1	Operations & Administration							
3.110	Office - rent, copies, post tel supplies	\$2,211	\$22,361	\$33,851	\$0	\$11,490	\$33,851	66%
3.120	Information Systems	\$1,697	\$9,785	\$33,850	\$0	\$24,065	\$33,850	29%
3.130	Insurance		\$9,693	\$12,000	\$0	\$2,307	\$12,000	81%
3.141	Consulting - Audit	\$271	\$14,316	\$23,000	\$0	\$8,684	\$23,000	62%
3.142	Consulting - Bookkeeping	\$45	\$469	\$1,500	\$0	\$1,031	\$1,500	31%
3.143	Consulting - Legal		\$1,170	\$8,000	\$0	\$6,830	\$8,000	15%
3.144	Consulting - Eng. & Tech.	\$1,932	\$17,106	\$50,000	\$0	\$32,894	\$50,000	34%
3.150	Storm Sewer Utility		\$10,095	\$22,500	\$0	\$12,405	\$22,500	45%
3.160	Training (staff/board)	\$170	\$170	\$18,000	\$0	\$17,830	\$18,000	1%
3.170	Misc. & mileage	\$268	\$2,335	\$7,276	\$0	\$4,941	\$7,276	32%
3.191	Administration - staff	\$36,419	\$390,697	\$470,287	\$13,165	\$92,755	\$483,452	81%
3.192	Employer Liability	\$11,808	\$119,716	\$144,579	\$0	\$24,863	\$144,579	83%
3.2	Monitoring and Studies							
3.210	Lake and Creek lab analysis	\$4,786	\$19,441	\$18,000	\$3,000	\$1,559	\$21,000	93%
3.220	Equipment	\$23	\$53	\$3,000	\$0	\$2,947	\$3,000	2%
3.230	Wetland assessment & management			\$10,000	\$0	\$10,000	\$10,000	0%
3.240	Watershed planning /special study	\$4,505	\$95,711	\$150,000	\$0	\$54,289	\$150,000	64%
3.3	Education and Outreach							
3.310	Public Education	\$250	\$3,347	\$6,000	\$0	\$2,653	\$6,000	56%
3.320	Comm., Outreach & Marketing	\$435	\$4,268	\$20,000	\$5,000	\$20,732	\$25,000	17%
3.330	Community Blue Ed Grant			\$12,000	\$0	\$12,000	\$12,000	0%
Total Core functions: Ops, Monitoring, Education		\$64,820	\$720,733	\$1,043,843	\$21,165	\$344,275	\$1,065,008	68%
Capital Improvement Projects and Programs								
3.4	Subwatershed Activity							
3.410	Gem Lake			\$25,000	\$0	\$25,000	\$25,000	0%
3.420	Lambert Creek			\$160,000	\$0	\$160,000	\$160,000	0%
3.421	Lambert Lake Loan		\$19,284	\$38,568	\$0	\$19,284	\$38,568	50%
3.425	Goose Lake			\$75,000	\$0	\$75,000	\$75,000	0%
3.430	Birch Lake		\$21,193	\$70,000	\$0	\$48,807	\$70,000	30%

3.440	Gulf Black Tam Wilk Amelia		\$93,334	\$375,000	\$100,000	\$381,666	\$475,000	20%
3.450	Pleasant Charley Deep		\$44,547	\$150,000	\$0	\$105,453	\$150,000	30%
3.460	Sucker Vadrnais		\$45,406	\$250,000	\$0	\$204,594	\$250,000	18%
3.48	Programs							
3.480	Soil Health Grant		\$10,309	\$20,000	\$4,524	\$14,215	\$24,524	42%
3.481	Landscape 1		\$1,192	\$50,000	\$26,900	\$75,708	\$76,900	2%
3.482	Landscape 2/BWSR WBF	\$1,600	\$60,843	\$80,000	\$28,207	\$47,364	\$108,207	56%
3.483	Project Research & feasibility			\$5,000	\$0	\$5,000	\$5,000	0%
3.485	Facilities Maintenanc/ Pub. Ditch Main.		\$15,136	\$70,000	\$0	\$54,864	\$70,000	22%
3.5	Regulatory							
3.510	Engineer Plan review		\$270	\$5,000	\$0	\$4,730	\$5,000	5%
	<i>Total CIP & Program</i>	\$1,600	\$311,514	\$1,373,568	\$159,631	\$1,221,685	\$1,533,199	20%
	Total of Core Operations & CIP	\$66,420	\$1,032,247	\$2,417,411	\$180,796	\$1,565,960	\$2,598,207	40%

Fund Balance		9/1/2025	10/1/2025
4M Account		\$964,966	\$830,242
4M Plus Savings		\$260,088	\$260,984
Total		\$1,225,054	\$1,091,226

Restricted funds		10/1/2025
Mitigation Savings		\$0
Term Series		\$300,000

Vadnais Lake Area Water Management Organization
Check Detail September 11 through October 8, 2025

7:56 AM

10/02/2025

	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
	Check	eft	09/11/2025	further		Checking - 1987		-7.00
					Insurance Benefit		-7.00	7.00
TOTAL							-7.00	7.00
	Check	eft	09/12/2025	US Bank		Checking - 1987		-45.05
					3.142 · Bookkeeping help		-45.05	45.05
TOTAL							-45.05	45.05
	Check	eft	09/17/2025	Reliance Standard		Checking - 1987		-428.30
					Insurance Benefit		-428.30	428.30
TOTAL							-428.30	428.30
	Check	eft	09/30/2025	further		Checking - 1987		-7.00
					Insurance Benefit		-7.00	7.00
TOTAL							-7.00	7.00
	Check	6048	10/08/2025	Dawn Tanner		Checking - 1987		-19.60
					3.170 · Misc. & mileage		-19.60	19.60
TOTAL							-19.60	19.60
	Check	6049	10/08/2025	Lauren Sampedro		Checking - 1987		-77.63
					3.170 · Misc. & mileage		-77.63	77.63
TOTAL							-77.63	77.63
	Check	6050	10/08/2025	Brian Corcoran		Checking - 1987		-193.67
					3.170 · Misc. & mileage		-170.80	170.80
					3.220 · Equipment		-22.87	22.87
TOTAL							-193.67	193.67
	Check	6051	10/08/2025	Houston Engineering, Inc		Checking - 1987		-6,436.75
					3.144 · Eng. & Tech.		-1,931.75	1,931.75
					3.240 · Watershed Plan Amendment		-4,505.00	4,505.00
TOTAL							-6,436.75	6,436.75
	Check	6052	10/08/2025	RMB Environmental Laboratories, Inc.		Checking - 1987		-4,786.11
					3.210 · Lake & Creek lab analysis		-637.45	637.45
					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	-76.29	76.29
TOTAL		-4,786.11	4,786.11
Check 6053 10/08/2025 Metro - Inet	Checking - 1987		-1,697.00
	IT Support	-1,697.00	1,697.00
TOTAL		-1,697.00	1,697.00
Check 6054 10/08/2025 HDR Engineering, Inc.	Checking - 1987		-434.58
	3.320 · Marketing	-434.58	434.58
TOTAL		-434.58	434.58
Check 6055 10/08/2025 BWSR	Checking - 1987		-170.00
	3.160 · Training (staff/board)	-170.00	170.00
TOTAL		-170.00	170.00
Check 6056 10/08/2025 Ramsey County	Checking - 1987		-1,600.00
	3.482 · Landscape 2	-800.00	800.00
	3.482 · Landscape 2	-800.00	800.00
TOTAL		-1,600.00	1,600.00
Check 6057 10/08/2025 Press Publications	Checking - 1987		-270.98
	3.141 · Audit	-270.98	270.98
TOTAL		-270.98	270.98
Check 6058 10/08/2025 City of White Bear Lake	Checking - 1987		-47,784.63
	payroll	-36,419.26	36,419.26
	Administration FICA	-2,683.95	2,683.95
	Administration PERA	-2,731.46	2,731.46
	Insurance Benefit	-5,695.04	5,695.04
	Admin payroll processing	-254.92	254.92
TOTAL		-47,784.63	47,784.63
Check 6059 10/08/2025 City of Vadnais Heights	Checking - 1987		-2,210.56
	Rent	-1,815.00	1,815.00
	Phone/Internet/Machine Overhead	-325.00	325.00
	Postage	-21.76	21.76
	Copies	-48.80	48.80
TOTAL		-2,210.56	2,210.56
Check 6060 10/08/2025 Big Wood Brewery	Checking - 1987		-250.00
	3.310 · Public Education	-250.00	250.00
TOTAL		-250.00	250.00

Vadnais Lake Area Water Management Orga
Profit & Loss
September 11 through October 8, 2025

7:59 AM

10/02/2025

Cash Basis

Sep 11 - Oct 8, 25

Ordinary Income/Expense	
Income	
5.1 · Income	
5.13 · Interest	3,987.93
Total 5.1 · Income	3,987.93
6.6.6 · Grants	7,890.14
Total Income	11,878.07
Gross Profit	11,878.07
Expense	
3.1 · Administrative/Operations	
3.110 · Office	
Copies	48.80
Phone/Internet/Machine Overhead	325.00
Postage	21.76
Rent	1,815.00
Total 3.110 · Office	2,210.56
3.120 · Information Systems	
IT Support	1,697.00
Total 3.120 · Information Systems	1,697.00
3.141 · Audit	270.98
3.142 · Bookkeeping help	45.05
3.144 · Eng. & Tech.	1,931.75
3.160 · Training (staff/board)	170.00
3.170 · Misc. & mileage	268.03
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	2,683.95
Administration PERA	2,731.46
Insurance Benefit	6,137.34
Total 3.192 · Employer Liabilities	11,807.67
Total 3.1 · Administrative/Operations	54,820.30
3.2 · Monitoring and Studies	
3.210 · Lake & Creek lab analysis	4,786.11
3.220 · Equipment	22.87
3.240 · Watershed Plan Amendment	4,505.00
Total 3.2 · Monitoring and Studies	9,313.98
3.3 · Education and Outreach	
3.310 · Public Education	250.00
3.320 · Marketing	434.58

Total 3.3 · Education and Outreach	684.58
3.48 · Programs	
3.482 · Landscape 2	1,600.00
Total 3.48 · Programs	<u>1,600.00</u>
Total Expense	<u>66,418.86</u>
Net Ordinary Income	<u>-54,540.79</u>
Net Income	<u><u>-54,540.79</u></u>

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

7:53 AM

10/02/2025

Accrual Basis

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Aug 1 - Oct 1, 25									
Credit Card Charge	08/04/2025		Ace Hardware	fasteners	US Bank CC	√	3.220 · Equipment	11.71	11.71
Credit Card Charge	08/04/2025		University of Minnesota	Dawn AIS showcase	US Bank CC	√	3.160 · Training (staff/board)	50.00	61.71
Credit Card Charge	08/04/2025		University of Minnesota	Dawn technical writing training	US Bank CC	√	3.160 · Training (staff/board)	440.00	501.71
Credit Card Charge	08/04/2025		Google*SVCAPPS_VLAWM		US Bank CC	√	WEB	42.00	543.71
Credit Card Charge	08/19/2025		mnI	tour host thank you's	US Bank CC	√	3.310 · Public Education	30.00	573.71
Credit Card Charge	08/21/2025		Canva	stickers	US Bank CC	√	3.220 · Equipment	30.40	604.11
Credit Card Charge	08/25/2025		Adobe "Creative Cloud		US Bank CC	√	Software	37.92	642.03
Credit Card Charge	08/26/2025		Gopher Sign Company	Elmwood sign	US Bank CC	√	3.482 · Landscape 2	1,143.30	1,785.33
Credit Card Charge	09/01/2025		hologram	account refill	US Bank CC	√	3.210 · Lake & Creek lab analysis	30.00	1,815.33
Credit Card Charge	09/02/2025		Google*SVCAPPS_VLAWM		US Bank CC	√	WEB	42.00	1,857.33
Transfer	09/20/2025			Funds Transfer	US Bank CC	√	Checking - 1987	-581.63	1,275.70
Aug 1 - Oct 1, 25								1,275.70	1,275.70

To: Board of Directors

From: Phil Belfiori, Administrator

Date: October 15, 2025

Re: **V. A.** Financial Audit Services Proposals and Recommendation

Pursuant to Minnesota Statute 103B, staff noticed and advertised a Request for Proposal (RFP) for Financial Audit services for Fiscal audit years 2025 and 2026. The purpose of the program is to provide an audit of VLAWMO financial statements for fiscal years ending December 31, 2025 and 2026. The advertisement for the RFP was placed in the Legal of MN Cities marketplace from September 2-25th, in the White Bear Press and Vadnais Heights Press on the weeks of September 8 and 15th, 2025 and noticed at the offices and placed on the VLAWMO web page. Closing date to receive proposals was September 25, 2025.

The RFP identified services including development of a report consisting of the Annual Financial Statements and Supplemental Information, report on compliance with requirements applicable to each major program and a report on compliance with applicable laws and regulations. The RFP that was advertised was approved by the VLAWMO Board at the Aug. 27, 2025 Board meeting.

Two proposals were received from Clifton Larson Allen LLP (CLA) and Abdo, Eick & Meyers LLP (Abdo).

The VLAWMO staff (Phil Belfiori and Brian Corcoran) were asked to review all the proposals, score and comment. Scoring was based on the following experience factors: familiarity with VLAWMO, experience, Knowledge or accounting principles /policies, approach in the proposal, cost and personnel.

CLA scored the highest given they have performed well on the work completed under the audit program over the last several years. CLA's electronic interface system for upload and submitting files works well, and have been very responsive with staff and follow-up. CLA is familiar with VLAWMO financial systems and was instrumental with the Dec. 2024 Board approved transition to switch VLAWMO's audit from GAAP to Regulatory Basis to save time, effort and resources while continuing to meet the requirements of State standards. In discussions with Chair Lindner, CLA has also been responsive and good to work in completion of the required annual audit Board chair interview process and in explaining key audit outcomes as part of the pre-Board meeting final draft audit review meeting. The proposed professional fees identified in the CLA proposal came in slightly less than Abdo, Eick & Meyers LLP (for audit year 2025, CLA came in \$225 less than Abdo and for audit year 2026, CLA came in \$400 less Abdo). The overall cost proposed in the proposal by CLA \$16,275 was less than the \$29,900 approved for audit services in the 2026 budget. The December 2024 transition from GAAP to Regulatory Basis was likely the reason for the lower than anticipated cost provided in the proposals.

CLA's proposal can be found at the following link: https://www.vlawmo.org/index.php/download_file/5221/

Abdo, Eick & Meyers LLP's proposal is available for review upon request

Staff Recommendation

Staff recommends Board approve CLA to provide the annual audits of VLAWMO financials for fiscal years ending December 31, 2025 and 2026 consistent with their proposal for services dated September 25, 2025

Requested Board Action

Director _____ moves and _____ seconds to approve CLA to provide the annual audits of VLAWMO financials for fiscal years ending December 31, 2025 and 2026 consistent with their proposal for services dated September 25, 2025

To: VLAWMO Board of Directors

From: Phil Belfiori, Administrator

Date: October 15, 2025

Re: **V. B.** 2026 Employee Health Care & Employee Benefits Package

The purpose of the memo is to provide the VLAWMO Board with an update and consideration of the 2026 health care and benefits package.

Background – 2026 Health Care Plan Selection

As in years past, staff has worked with Ken Carlson from North Risk Partners (VLAWMO health insurance consultant) to identify health insurance benefits options and related projected costs. Ken's research included an analysis of 2026 health insurance programs available for purchase by VLAWMO for 2026. Based on this review, it was determined by Ken Carlson that the same two 2026 United Health Care (UHC) traditional coverage program and HSA coverage program (the same two plan options that were offered in 2025) continue to be the lowest price going into 2026 when compared to equivalent plans for other health insurance companies. This change in premium from 2025 to 2026 was an increase of apx. 12.5 % which was much lower (apx. 10- 30 % lower) than the other equivalent health care benefit policies from Health Partners, Medica and Blue Cross. The cost for the UHC proposed plans for 2026 is roughly equivalent to the increase anticipated for employee benefits in the approved 2026 budget.

Recommendation

Staff is recommending to again offering employees a choice of either the UHC Traditional or HSA Plans for 2026 health Insurance Plan (same health insurance plans that were offered in 2025). These recommended health plans were the lowest cost when compared to other similar plans when analyzed by Ken Carlson. These costs and Ken's analysis is available for Board member review upon request. Staff is also recommending to continue with the same coverage for dental, vision, life and STD benefit programs for 2026. The STD benefit coverage may be slightly revised in 2026 given the new State of Minnesota paid family and medical leave program which starts on Jan. 1, 2026. The above-mentioned recommendations are consistent with and were anticipated in the approved 2026 VLAWMO Budget and the estimated cost for these plans are generally within the budget estimates included in the approved budget.

Requested Board Action

Director _____ moves and Director _____ Seconds to approve the recommended 2026 health insurance plan and benefit package identified in this above memo and begin to implement the process to complete necessary tasks to renew the insurance plans for 2026 as recommended.

To: VLAWMO Board of Directors
From: Dawn Tanner and Phil Belfiori
Date: October 15, 2025

Re: **V. C.:** Consider HEI Phase 1 Engineering Scope for Phase 2, 319 Project

VLAWMO staff, with HEI and partners, have continued to advance designs for the anticipated phase 2 project as part of VLAWMO's participation in the MPCA/EPA 319 Small, Priority Watershed grant program. VLAWMO has not received final notification from MPCA, which is expected to receive funds for this phase of VLAWMO's work once the 2026 federal budget is approved.

Due to weather conditions and a need to be poised to sign a grant contract once one has been prepared by MPCA, VLAWMO requested authorization of the TEC and signature by the Board Chair of the HEI Phase 1 scope of services prior to the October 22, 2025, regular Board meeting. This allowed HEI to continue site investigation, including preparing a wetland delineation during the growing season.

HEI conducted the wetland delineation during the week of October 6, 2025.

Phase 1 work with HEI will continue as VLAWMO prepares project planning in anticipation of receiving a grant contract for the phase 2 project with the MPCA.

HEI's Phase 1 scope includes:

**Regulatory Agency Coordination and Easement and Permit Considerations.
Wetland Delineation**

- Regulating Agencies will be consulted through an early coordination meeting to define permit requirements and limitations. These agencies are anticipated to include:
 - USACE in administration of Clean Water Act (CWA) 404 permitting.
 - MPCA administering 401 water quality certification.
 - VLAWMO administering the Wetland Conservation Act (WCA).
- Determine areas needed for spoil placement, grading, and access based on concept designs previously developed.
- Prepare proposed construction easement map to cover the project footprint.
- Complete one iteration of revisions based on VLAWMO and NOC comments.
- It is assumed no permit applications in this phase
- Complete in-field wetland delineation, and subsequent reporting, specific to those areas anticipated to be adjacent to project components (i.e., potential grading, excavating, or filling and spoiling areas).

- This includes a field review/concurrence meeting with the TEP.

Phase 1 Deliverables

- One virtual early coordination meeting with all anticipated regulating agencies.
- Two virtual meetings with VLAWMO staff and North Oaks Company.
- Brief memo of meeting minutes summarizing regulatory requirements based on early coordination meeting and an easement map.
- Wetland conditions report.

The cost for the phase 1 scope is anticipated to be \$14,000 and will not exceed that amount without prior authorization by VLAWMO. Additional steps are provided as bullet points for phases 2-4 of the engineering development through project completion to help guide VLAWMO's planning and preparation. Costs will be provided when previous phases are completed and as more details are available.

Requested action: VLAWMO staff request that the Board authorize the phase 1 scope with HEI, recognizing that the scope was previously signed and returned to HEI so that the wetland delineation could be completed within the growing season.

Attachment: HEI Scope of services, Task Order No. 2025-02, for Wilkinson Lake BMP Access Road Plunge Pool

SCOPE OF SERVICES



**Task Order No. 2025-02
Vadnais Lakes Area WMO**



Wilkinson Lake BMP Access Road Plunge Pool

Houston Engineering Inc. (HEI) Project No.: R007057-0029

Task Order Purpose:

Following the completion of the Wilkinson lake BMP Deepwater Wetland Restoration, the stability of the Access Road immediately to the north of the wetland has emerged as a priority. The culvert through the Access Road is deteriorating and the culvert projects flow towards the opposite ditch bank at the culvert outlet, causing destabilization of the ditch bank. The project purpose is to assist VLAWMO staff with feasibility, design, and implementation of a project that will foster stabilization and ecological enhancement adjacent to the Access Road. General concepts have been generated prior to this task order, to help determine what might be possible at the site. At this time, the preferred concept to carry forward into feasibility is a plunge pool downstream of the Access Road culvert, including a mini-meander with settlement zones, and berm with an overflow weir. In addition, a 2-stage ditch option upstream of the Access Road could add to the site stability. A multi-phased approach to project design and implementation allows for flexibility as permitting regulations, funding availability, and site requirements come into focus. This Task Order authorizes District staff to execute each phase of the work as additional services following completion of Phase 1. The descriptions of phases outlines the path to project implementation, including general tasks within each phase. However, the scope for Phases 2-4 may also be refined/adjusted as project components and regulatory requirements come into focus. Our anticipated scope and budget for each phase is included for reference and discussion purposes only and is non-binding. This Task Order outlines the cost for Phase 1, with the approximate cost associated with each subsequent phase to be refined following the completion of each previous phase through additional services to this task order. It is understood that project funding for this work incorporates MPCA 319 grant funding, which at this time has not been fully secured. This multi-phased approach is advantageous in allowing adaptability of scope and budget should grant funding be delayed or not approved entirely.

SCOPE OF SERVICES



**Task Order No. 2025-02
Vadnais Lakes Area WMO**



Wilkinson Lake BMP Access Road Plunge Pool

Professional Services Rendered:

Phase 1: Regulatory Agency Coordination and Easement and Permit Considerations.

Wetland Delineation.

- Regulating Agencies will be consulted through an early coordination meeting to define permit requirements and limitations. These agencies are anticipated to include:
 - USACE in administration of Clean Water Act (CWA) 404 permitting.
 - MPCA administering 401 water quality certification.
 - VLAWMO administering the Wetland Conservation Act (WCA).
- Determine areas needed for spoil placement, grading, and access based on concept designs previously developed.
- Prepare proposed construction easement map to cover the project footprint.
- Complete one iteration of revisions based on VLAWMO and NOC comments.
- It is assumed no permit applications in this phase
- Complete in-field wetland delineation, and subsequent reporting, specific to those areas anticipated to be adjacent to project components (i.e. potential grading, excavating, or filling and spoiling areas).
- This includes a field review/concurrence meeting with the TEP.

Phase 1 Deliverables

- One virtual early coordination meeting with all anticipated regulating agencies.
- Two virtual meetings with VLAWMO staff and North Oaks Company.
- Brief memo of meeting minutes summarizing regulatory requirements based on early coordination meeting and an easement map.
- Wetland conditions report.

Phase 2: Feasibility Design [anticipated scope]

- Perform H&H modeling to ensure design does not create adverse upstream impacts.

SCOPE OF SERVICES



Task Order No. 2025-02
Vadnais Lakes Area WMO



Wilkinson Lake BMP Access Road Plunge Pool

- Generate 60% design plans, including Civil 3D corridor for project components including earthwork, berm, channelization, and spoil.
- Create visualizations of project components through 2D/3D renderings, including architectural sketches of the project.
- Use these visualizations to engage landowners through public outreach and “town-hall” style meetings.
- Refine the design to incorporate staff and stakeholder input, in 90% plans, including a preliminary opinion of probable construction cost.

Phase 2 Deliverables [anticipated]

- Architectural renderings / visualizations.
- Landowner meeting(s) assume 2 in-person.
- 60% and 90% plans.
- Meetings (virtual) with VLAWMO staff and North Oaks Company.
- Permit considerations and application assistance.

Phase 3: Final Design and Construction Documents and Bidding [anticipated scope]

- Generate Construction ready plans, including technical specifications.
- Coordinate with VLAWMO throughout.
- Compile Bid Package.
- Post project on Quest CDN and facilitate bid opening.
- Complete bid recommendation.

Phase 3 Deliverables [anticipated]

- Final Plans and Specifications Bid Package.
- Bid Recommendation.
- Meetings (virtual) with VLAWMO staff.

SCOPE OF SERVICES



**Task Order No. 2025-02
Vadnais Lakes Area WMO**



Wilkinson Lake BMP Access Road Plunge Pool

Phase 4: Construction Management and Observation and Record Drawings [anticipated scope]

- Coordinate contract documents.
- Lead an on-site Pre-construction meeting.
- Perform construction observation, including contractor meetings on-site.
- Complete as-built survey and record drawings.

Phase 4 Deliverables [anticipated]

- Contract Documents
- Staking
- Record Drawings
- Meetings

Schedule and Compensation:

We estimate a cost of **\$14,000** for services described within **Phase 1** of this task order. HEI shall not exceed this amount without prior authorization from VLAWMO. Subsequent phases will not proceed until initiated by Additional Services Request, which may modify the scope and budget of each phase.

Assumptions:

The estimated compensation for the execution of the phases identified within the "Professional Services Rendered" section of this Task Order is based upon the following assumptions:

1. Additional survey collection will not be needed for Phase 1.
2. Excessive permitting application revisions and repetitive coordination with agency staff will be considered out of scope. More discussion on permit requirements can shape the path for subsequent phases following early coordination meeting.
3. The level of public engagement expectation within each phase should be discussed up front with VLAWMO staff, as this will affect the time commitment from HEI staff

SCOPE OF SERVICES



Task Order No. 2025-02
Vadnais Lakes Area WMO



Wilkinson Lake BMP Access Road Plunge Pool

and subsequent cost. We thoroughly look forward to attending and leading public meetings, just need to know commitment level expectation.

4. Construction observation and coordination is heavily dependent on contractor performance, and additional time required due to contractor performance may need to be billed on an hourly basis.

SIGNATURES:

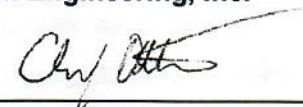
The services described by this Task Order are being provided in accordance with the Professional Services Agreement between the Vadnais Lakes Area Water Management Organization and Houston Engineering dated May 6, 2021. This Task Order shall be effective **September 1, 2025** as authorized by the signatures of representatives of the Vadnais Lakes Area Water Management Organization and Houston Engineering, Inc.

VLAWMO

By: 
Name: Phil Belfiori
Title: Administrator
Date: 10/7/25


James Linder
Board chair
10-7-25

Houston Engineering, Inc.

By: 
Name: Chris Otterness
Title: Principal/ Client Manager
Date: October 6, 2025

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To: VLAWMO Board of Directors
From: Phil Belfiori
Date: October 15, 2025
Re: **V. D.** : Fully signed and executed VLAWMO JPA

Since the update memo provided in the consent agenda packet for the Aug. 27, 2025 VLAWMO Board meeting, staff have received all six of the member community's signed and executed VLAWMO JPA's (including the signed JPA and corresponding City/Township resolution approving the JPA). On September 10, 2025 staff received an email from VLAWMO Attorney Troy Gilchrist identifying that the six signed JPAs and the resolutions "appear in order" and directing staff to assemble the signature pages of the JPA into a single document and provide each of the member communities a copy. Based on this direction from the VLAWMO attorney, staff then sent the **attached** fully signed and executed VLAWMO JPA to the member communities. The attached VLAWMO JPA is now executed and approved with a duration as identified in Section VII through December 31, 2036.

Attachment:

- Fully signed and executed VLAWMO JPA.

**VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION
JOINT POWERS AGREEMENT**

THIS JOINT POWERS AGREEMENT (“**Agreement**”) is made and entered into by and between the participating units of local government of the Cities of Gem Lake, Lino Lakes, North Oaks, Vadnais Heights, and White Bear Lake and the Township of White Bear (individually a “**Member**” and collectively the “**Members**”).

RECITALS

- A. The Vadnais Lake Area Water Management Organization (“**VLAWMO**”) was organized in 1983 and is located in the northeast metro area within Ramsey and Anoka counties.
- B. VLAWMO is responsible for an approximately 24.2 square mile watershed that encompasses the City of North Oaks, along with portions of the Cities of White Bear Lake, Gem Lake, Vadnais Heights, Lino Lakes, and White Bear Township and includes 17 lakes, 1 creek, and over 1000 wetlands as shown on the map maintained by VLAWMO.
- C. Local government units in the metropolitan area are required by the Metropolitan Water Management Program (Minn. Stat. §§ 103B.201 to 103B.255) (“**Act**”) to plan for and manage surface water.
- D. Under the Act, one of the options available to local government units to satisfy its requirements is to adopt a joint powers agreement pursuant to Minn. Stat. § 471.59 to establish a watershed management organization to jointly plan for and manage surface water within a watershed.
- E. The Members elected to exercise their authority under the Act to adopt a joint powers agreement establishing VLAWMO to cooperatively manage and plan for the management of surface water within the watershed.
- F. The original joint powers agreement has been updated over time and the term of the current joint powers agreement expires on December 31, 2026.
- G. VLAWMO is funded in large part by storm sewer utility fees certified to the respective County Auditors and imposed by the Counties on properties within the watershed as authorized by special legislation adopted by the Minnesota Legislature in 2008 (2008 Minn. Laws Chap. 366, Art. 6, Sec. 47).
- H. The Members previously acted pursuant to their authority to establish the “Vadnais Lake Area Water Management Organization Board of Directors” (“**Board**”) and said Board is hereby reaffirmed as the entity charged with the authority and responsibility to manage VLAWMO.
- I. VLAWMO has also established a Technical Commission that performs a variety of functions to assist with VLAWMO’s operations and assist with developing VLAWMO’s annual budget.

- J. The Board has previously acted to adopt a Watershed Management Plan for the watershed and has regularly updated the Watershed Management Plan in accordance with Minn. Stat. § 103B.231, Minn. R., chap. 8410, and such other law as may apply.
- K. The Members desire to enter into this Agreement to reaffirm VLAWMO and the Board in furtherance of its efforts to continue working cooperatively to prepare and administer a watershed management plan to manage surface water within the watershed in accordance with the Act and Minn. R., chap. 8410.

AGREEMENT

In consideration of the mutual promises and agreements contained herein, the Members mutually agree as follows:

SECTION I ESTABLISHMENT AND GENERAL PURPOSE

- 1.1 Reaffirming the Establishment. The Members hereby reaffirm and ratify the establishment and continued operation of the “Vadnais Lake Area Water Management Organization” pursuant to the Act and such other laws and rules as may apply.
- 1.2 General Purpose. The general purpose of this Agreement is to continue VLAWMO and its work on behalf of the Members to cooperatively adopt, administer, and update as needed the Watershed Management Plan, and to carry out the purposes identified in Minn. Stat. § 103B.201 and the other provisions of the Act. The plan and programs shall operate within the boundaries of VLAWMO as identified in the official map filed with the Minnesota Board of Soil and Water Resources. The most current version of the official map defining the boundaries of the Watershed is incorporated herein by reference. The boundaries of the Watershed are subject to change utilizing the procedure set out in Minn. Stat. § 103B.225 as may be needed to better reflect the hydrological boundaries of the Area.

SECTION II DEFINITIONS

- 2.1 Definitions. The definitions contained in Minn. Stat. § 103B.205 and Minn. R., part 8410.0020 are hereby adopted by reference, except that the following terms shall have the meanings given them in this section.
 - (a) “Agreement” means this Agreement developed pursuant to Minn. Stat. §§ 103B.211 & 471.59 and which reestablishes and continues the Vadnais Lake Area Water Management Organization.
 - (b) “Alternate Commissioner” means the person appointed by a Member to serve as its alternate to represent the Member on the Technical Commission in the absence or disability of its appointed Commissioner.

- (c) “Alternate Director” means the person appointed by a Member to serve as its alternate to represent the Member on the Board in the absence or disability of its appointed Director.
- (d) “Area” means the boundaries of the Vadnais Lake Area Watershed as set forth on the official map incorporated herein by reference.
- (e) “Board of Directors” or “Board” means the governing board of VLAWMO consisting of one elected official from each of the Members which are parties to this Agreement.
- (f) “Capital Improvement” means a physical improvement that has an extended useful life. A capital improvement is not directed toward maintenance of an in-place system during its life expectancy. A study or a research project do not constitute a capital improvement that must be included in the Watershed Management Plan.
- (g) “Capital Improvement Program” means an itemized program for at least a five-year prospective period, and any amendments to it, subject to at least biennial review, setting forth the schedule, timing, and details of specific contemplated capital improvements by year, together with their estimated cost, the need for each improvement, financial sources, and the financial effect that the improvements will have on the local government unit or watershed management organization.
- (h) “Commissioner” means a person appointed by each Member to the Technical Commission.
- (i) “Director” means the elected official appointed by each Member as its representative on the Board of Directors.
- (j) “Governing Body” means the city council of a Member city or the town board of the Member town.
- (k) “Local Water Management Plan” means a plan adopted by the each of the Members pursuant to Minn. Stat. § 103B.235 and Minn. R., part 8410.0160.
- (l) “Member” means each of the cities and the town that are parties to this Agreement.
- (m) “Special Legislation” means 2008 Minn. Laws Chap. 366, Art. 6, Sec. 47.
- (n) “Storm Sewer Utility” or “SSU” means the public utility established by VLAWMO pursuant to the Special Legislation. The Board establishes and certifies to the County for collection within the Area a Storm Sewer Utility fee for the management of surface water.

- (o) “Technical Commission” or “TEC” means the commission established herein that is composed of technically skilled persons, appointed by each Member.
- (p) “Vadnais Lake Area Watershed” or “Watershed” means the area contained within a line drawn around the extremities of all terrain whose surface drainage is tributary to Vadnais Lake as shown on the official watershed map incorporated herein by reference.
- (q) “VLAWMO” means the “Vadnais Lake Area Water Management Organization” that is reestablished and continued pursuant to this Agreement.
- (r) “Watershed Management Plan” means a plan adopted by VLAWMO pursuant to Minn. Stat. § 103B.231.

SECTION III ORGANIZATION OF VLAWMO

- 3.1 Board of Directors. The governing body of VLAWMO shall be the “Vadnais Lake Area Water Management Organization Board of Directors.” The Board of Directors is comprised of a total of six (6) Directors. The parties hereby reaffirm the establishment and continued operation of the Board of Directors, which shall carry out the purposes and have the powers as provided in this Agreement.
- 3.2 Appointment of Directors. Each Member shall appoint one representative to serve as the Member’s Director on the Board. The appointment process shall comply with the requirements in Minn. Stat. § 103B.227, subs. 1 and 2.
- 3.3 Appointment of Alternate Directors. Each Member may appoint one representative to serve as the Member’s Alternate Director on the Board. A Member’s Alternate Director may attend the meetings of the Board, but shall only be counted as part of the quorum and be allowed to vote on matters before the Board in the absence of the same Member’s Director.
- 3.4 Eligibility to Serve. Each Member shall determine the eligibility or qualification standards for its Director and Alternate Director appointments. Only current elected officials on the governing body of the Member are eligible to serve as a Director or Alternate Director.
- 3.5 Terms of Office. Directors and Alternate Directors serve three-year terms of office, which shall commence from the date of their appointment and will continue until their successors are selected. Each Member shall notify VLAWMO Administrator of its appointments.
- 3.6 Removal. Directors and Alternate Directors shall serve at the will and consent of the Members that appointed them. If a Member removes a Director or Alternate Director, it shall provide VLAWMO written notice within 10 days of the removal. The governing body of the Member shall act within 90 days to appoint an elected official to fill the vacancy and shall promptly provide VLAWMO written notice of such appointment.

- 3.7 Vacancies. A Member shall notify VLAWMO in writing within 10 days of the occurrence of a vacancy in its Director or Alternate Director positions. VLAWMO will notify BWSR of the vacancy within 30 days of receiving the notice of a vacancy as required by Minn. Stat. § 103B.227, subd. 1. The Member shall comply with the requirements of Minn. Stat. § 103B.227, subd. 2 and appoint someone to fill the vacancy. The Member shall promptly notify VLAWMO of the appointment in writing. The appointed person shall serve the unexpired term of the position.
- 3.8 Appointment of Technical Commission Commissioners. Each Member to this Agreement shall appoint one Commissioner, and may also appoint one Alternate Commissioner, to serve on the Technical Commission. A Member shall promptly appoint someone to fill a vacancy in its Commissioner or, if applicable, Alternate Commissioner positions.
- 3.9 Compensation. Directors, Alternate Directors, Commissioners, and Alternate Commissioners shall serve without compensation and without an expense allowance from VLAWMO. A Director or Alternate Director may be reimbursed for out-of-pocket expenses incurred on VLAWMO business with the approval of the Board. A Member may compensate its Director, Alternate Director, Commissioner, and Alternate Commissioner for their service, in the discretion of the Member.
- 3.10 Annual Meeting; Election of Officers. At a meeting of the Board held no later than April of each calendar year, also known as the Annual Meeting, the Board shall elect from among the Directors a Chair, Vice Chair, a Secretary-Treasurer, and such other officers as it deems necessary to conduct its meetings and affairs. An Alternate Director may not serve as an officer of VLAWMO.
- 3.11 Duties of Board Officers.
- (a) Chair. The Chair shall preside over meetings of the Board, sign checks, and review audits. In the absence of the Chair, the Vice Chair shall perform the Chair's duties. In the absence of the Chair or Vice Chair, the Secretary-Treasurer shall serve as the presiding officer at the Board meeting. The Chair shall retain all rights of a Director to speak, make motions, and vote on matters coming before the Board.
 - (b) Vice Chair. The Vice Chair shall preside at meetings when the Chair is absent and shall automatically be promoted to complete the annual term of the Chair if the elected Chair resigns or is removed from the Board.
 - (c) Secretary-Treasurer. The Secretary-Treasurer shall maintain a record of the proceedings of the Board, be responsible for the custody of the Board's records, see that notices are duly given, and complete such other duties as the Board may assign. The Secretary-Treasurer shall also be responsible for all monies of VLAWMO and shall periodically report the fiscal condition of VLAWMO to the Board. The Secretary-Treasurer may delegate one or more of its duties to another officer or the VLAWMO Administrator. If the duties of the Secretary-Treasurer are delegated to

another person, the Secretary-Treasurer shall supervise the performance of those duties.

- 3.12 Quorum. A majority of the Directors shall constitute a quorum at all Board meetings. No business or decision of the Board may be made without a quorum.
- 3.13 Meetings. Regular meetings of the Board shall be held on a schedule adopted by the Board. All meetings of the Board are subject to the Minnesota Open Meeting Law. Notice of the time and place of each meeting shall be sent to all Members and public notice shall be provided as required by Minn. Stat. § 13D.04. Board meeting agendas shall be posted on VLAWMO's website. Meetings shall be conducted in accordance with the most current version of Robert's Rules of Order, or such other rules as may be adopted by the Board.
- 3.14 Voting. Each Director shall have one (1) vote in all matters coming before the Board. Approval of all matters, except capital improvement projects, will be determined by a simple majority of Directors present and voting at the meeting. The Board must approve a capital improvement project by a two-thirds vote of the Directors present and voting at a meeting before a contract may be let to construct the project.
- 3.15 Committees. The Board may establish such committees and subcommittees as it deems appropriate. At least one Board member shall be appointed as the Chairperson of each committee and all committees shall regularly report their activities to the Board.
- 3.16 Public Participation. The Board may appoint such committees and subcommittees composed of citizens as needed to provide for public participation and input in watershed activities and the responsibilities of VLAWMO. Such citizen committees shall be advisory.

SECTION IV POWERS AND DUTIES OF THE BOARD OF DIRECTORS

- 4.1 Policies and Procedures. The Board shall adopt rules and regulations as it deems necessary to carry out its duties and the purpose of this Agreement. Such rules and regulations may be amended from time to time in either a regular or special meeting of the Board. No such amendment shall be adopted unless the language of the proposed amendment is included in the packet for the meeting at which it is considered. These rules and regulations, after adoption, shall be recorded in the VLAWMO policy book.
- 4.2 Watershed Management Plan (Plan). The Board shall adopt a water management plan, as required by the Act. The Plan shall be subject to the appropriate governmental unit review as required by the Act.
- 4.3 Data. The Board, in order to give effect to the purposes of the Act, may:
- (a) Acquire and record appropriate data within the Area; and

- (b) Establish and maintain devices for acquiring and recording hydrological or other data within the Vadnais Lake Area Watershed.
- 4.4 Studies. VLAWMO is authorized to conduct studies as it deems appropriate to carry out its purposes and to further the goals of the Watershed Management Plan. Nothing in this Agreement limits the authority of Members to conduct separate or concurrent studies on any matter under study by VLAWMO. The Member shall make every effort to coordinate its studies with VLAWMO in order to maximize the use of resources.
- 4.5 Transfer of Drainage System. VLAWMO shall have the authority to accept the transfer of drainage systems in the watershed, to repair, improve, and maintain the transferred drainage systems, and to construct all new drainage systems and improvements of existing drainage systems in the watershed. All such activities and projects shall be carried out in accordance with the powers and procedures set forth in the Act and must be in conformance with the Watershed Management Plan.
- 4.6 Storm Sewer Utility Fee. VLAWMO is authorized pursuant to the Special Legislation and this Agreement developed pursuant to Minn. Stat. 103B.211 to establish and impose on nonexempt properties within the Area a storm sewer utility fee pursuant to Minn. Stat. § 444.075 to pay for the management of water within the watershed. The storm sewer utility fee shall be approved by the Board and, as required by the Special Legislation, certified to the County Auditors in Anoka County and Ramsey County by November 30th each year to be placed on property taxes payable in the following year.
- 4.7 Capital Improvements.
- (a) Authority. VLAWMO is authorized to undertake, construct, and maintain capital improvements within the Area and may cooperate with one or more Members in the construction and maintenance of such improvements.
- (b) New Capital Improvements. A proposed new capital improvement may be initiated by VLAWMO, the TEC, or by one or more Members. If the Board agrees to include the proposed capital improvement in its Capital Improvement Program, it will undertake the process to include it in the Watershed Management Plan, its budget, and to work cooperatively with the affected Member as needed to complete the Capital Improvement.
- (c) Costs. VLAWMO may use funds budgeted by the Board for the capital improvement, as well as any funds received from grants and any other outside funding sources. If VLAWMO works cooperatively with one or more Members to construct a capital improvement, the parties will enter into a cooperative agreement that identifies the responsibilities and cost share of each party toward the project, including associated engineering, planning, legal, and administrative costs.

- (d) County Levy. Nothing in this Agreement limits the authority of VLAWMO to undertake capital improvements and to certify the costs to the County for collection in accordance with Minn. Stat. § 103B.251.
- 4.8 Water Conveyances. The Board may order any Member to construct, clean, repair, alter, abandon, consolidate, reclaim or change the course of terminus of any ditch, drain, storm sewer, water course, natural or artificial, that affects the Watershed in accordance with its adopted plans.
- 4.9 Watershed Operations. The Board may order any Member to acquire, operate, construct or maintain dams, dikes, reservoirs and appurtenant works in accordance with adopted plans.
- 4.10 Storm and Surface Waters. The Board shall regulate, conserve and control the use of storm and surface water within the Vadnais Lakes Area Watershed pursuant to its Watershed Management Plan.
- 4.11 Entrance upon Land. To the extent permitted by law, or with the owner's permission, the Board or its designated representatives may enter upon lands within or outside the Watershed to make surveys and investigations to accomplish the purposes of VLAWMO and the Act.
- 4.12 Legal and Technical Assistance. The Board may obtain and provide legal and technical assistance as it determines is needed, including in connection with its on-going operations and projects, any litigation, and on such other matters as the Board may request.
- 4.13 Permits. VLAWMO shall cooperate with appropriate local, state, and federal agencies in obtaining required permits and shall review permits issued by local units of government to accomplish the purposes identified in Section I of this Agreement.
- 4.14 Office. VLAWMO shall maintain an office within the Area. All notices to VLAWMO shall be mailed or delivered to such office.
- 4.15 Insurance and Liability. VLAWMO may contract for or purchase such insurance as the Board deems necessary for its protection. The Members agree as follows with respect to the liability of VLAWMO and the Members:
- (a) VLAWMO is a separate and distinct public entity to which the Members have transferred all responsibility and control for action taken pursuant to this Agreement.
 - (b) VLAWMO shall defend and indemnify the Members, and their officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of the acts or omissions of the Board in carrying out the terms of this Agreement. This Agreement does not constitute a waiver on the limitations of liability set forth in Minn. Stat. § 466.04.

- (c) Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any Member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.
 - (d) To the fullest extent permitted by law, action by the Members to this Agreement are intended to be and shall be construed as a “cooperative activity,” and it is the intent of the Members that they shall be deemed a “single governmental unit” for purposes of liability, as set forth in Minn. Stat. § 471.59, subd. 1a, and provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts and omissions of another Member. The Members are not liable for the acts or omissions of another Member to this Agreement except to the extent they have expressly agreed in writing to be responsible for the acts or omissions of the other Members.
 - (e) Any excess or uninsured liability shall be borne equally by all the Members, but this does not include the liability of any individual officer, employee or volunteer that arises from his or her own malfeasance, willful neglect of duty, or bad faith.
- 4.16 Financial Records. The Board shall maintain the books and accounts of VLAWMO consistent with generally accepted accounting principles.
- 4.17 Audit. The Board shall annually cause an independent certified audit of the books and accounts of VLAWMO.
- 4.18 Claims. To the extent required by Minnesota Statutes, VLAWMO shall be responsible for damages caused by it. All Minnesota Statutes governing notices of claims and limits on municipal liability shall be applicable to VLAWMO. To the extent permitted by Minnesota Statutes, VLAWMO shall be treated as a single municipal entity for municipal liability purposes.
- 4.19 Employees. The Board may employ or subcontract with such persons or entities as it determines are needed to fulfill defined responsibilities of VLAWMO with the approval of the Board.
- 4.20 Contracts. The Board may make such contracts and enter into such agreements as necessary to fulfill its obligations under this Agreement. Any such contract or agreement shall be in accordance with the Uniform Municipal Contracting Law and other applicable laws.
- 4.21 Annual Report to Members. The Board shall make and file a report with the administrator of each Members at least once each year that includes the following information:
- (a) The financial condition of VLAWMO;
 - (b) The status of all VLAWMO projects and work; and

(c) The business transacted by VLAWMO and other matters which affect the interests of VLAWMO.

4.22 Records. VLAWMO's books, reports and records shall be available for and open to inspection at reasonable times.

4.23 Planning.

(a) Watershed Management Plan (Plan). VLAWMO shall prepare and/or update a watershed management plan as required by the Act. The Plan, either a new one or an updated one, shall be recommended to the Board for approval. The Plan shall be compliant with Minn. Stat., chap. 103B and applicable Minnesota Rules. The Plan shall be subject to the appropriate governmental unit review as required by the Act.

(b) Local Water Management Plan. As provided in Minn. Stat. § 103B.235, once VLAWMO adopts a new or revised watershed management plan, each Member and any other local government unit within the Area shall review its local water management plan for changes needed for it to be consistent with the new or revised Watershed Management Plan. Each local water management plan shall be consistent with the Plan and state law. After consideration, but before adoption of a new or revised local water management plan, each Member shall submit its water management plan to the Board. The Board shall within sixty (60) days approve or disapprove the plan or parts thereof. If the Board fails to complete its review within the prescribed period, and unless an extension is agreed to by the Member, the local plan shall be deemed approved consistent with applicable state laws.

4.24 Other Powers. The Board may exercise such other powers necessary and incidental to the implementation of the purposes set forth herein as authorized by the Members.

4.25 Special Tax District. Nothing in this Agreement limits the authority of a Member to establish a special tax district pursuant to its authority under Minn. Stat. 103B.245 or such other law as may apply.

4.26 Amendments to this Agreement. The Board may recommend changes in this Agreement to the Members. This Agreement may be amended only by the agreement of all of its Members.

SECTION V RESPONSIBILITIES AND DUTIES OF TECHNICAL COMMISSION

5.1 Establishment. The Board has established, and shall maintain, a Technical Commission ("TEC") that provides technical expertise for the planning and operation of VLAWMO programs and projects. Each Member shall appoint one Commissioner, and may appoint one Alternate Commissioner, to serve on the TEC. Each Member shall determine the eligibility or qualification standards for its TEC appointments, following guidelines

promulgated by the Board. The VLAWMO Administrator shall serve as a non-voting member of the TEC.

- 5.2 Duties and Responsibilities. The TEC, through the VLAWMO Administrator and other VLAWMO employees, shall administer the day-to-day operations of VLAWMO and shall review VLAWMO expenditures. The TEC has the authority to review and approve VLAWMO's monthly expenditures and may approve capital improvements in accordance with a policy adopted by the Board. The Board may assign additional duties and responsibilities to the TEC as it may determine are appropriate.
- 5.3 Technical Commission Officers. At the first meeting of the TEC each calendar year the Commissioners shall appoint from among its members a Chair, Vice-Chair, Financial Officer, and Liaison to the Board. The TEC shall assign duties to the officers as it deems appropriate. An Alternate Commissioner may not serve as an officer of the TEC.
- 5.4 Meetings. Regular monthly meetings of the TEC shall be held on a day and time selected by the Commissioners. All meetings of the TEC are subject to the Minnesota Open Meeting Law. Notice of the time and place of each meeting shall be sent to all Commissioners, and provided to the public requesting this information, and follow notice requirements outlined in Minn. Stat. § 13D.04. Meetings shall be conducted in accordance with the rules adopted by the TEC or, if a specific set of rules has not been adopted, then the latest version of Roberts Rules of Order. Each Commissioner shall have one vote. A majority of the Commissioners present shall constitute a quorum at all TEC meetings. In the absence of a quorum, a scheduled meeting shall be opened, re-scheduled, and adjourned.

SECTION VI FINANCING VLAWMO

- 6.1 Annual Budget. The annual VLAWMO budget, which includes both operational costs and capital improvement costs, shall be developed and approved as provided in this section.
 - (a) Staff Prepares Draft. VLAWMO staff shall work with the appropriate Member staff to prepare a preliminary draft long range budget, which shall include the proposed budget for the upcoming year and the proposed SSU rates.
 - (b) Budget Subcommittee Recommendation. VLAWMO staff shall present the preliminary draft budget to the budget subcommittee. The budget subcommittee is responsible for reviewing and making a recommendation to the Board regarding the proposed budget and the SSU rates.
 - (c) Budget Approval. The Board shall consider the annual budget as recommended by the budget subcommittee and act on it. A majority vote of Directors present and voting is required to approve the annual budget. The Board may modify the annual budget proposed by the budget subcommittee. This review and approval of the annual budget

typically occurs at the June Board meeting, but can occur at a different meeting as the Board may determine is appropriate.

- (d) SSU Rate Approval. The Board shall consider and act to approve the SSU rates. This review and approval typically occurs at the August Board meeting, but can occur at a different meeting as the Board may determine is appropriate.
- (e) SSU Charge Certification. The Board shall act by November 1st each year to certify the SSU charges to the County Auditors for collection on the upcoming year's property taxes.
- (f) Budget Adjustments. Before December 31st each year, the Board shall consider and make such adjustments to the annual budget as may be needed to allocate funds being carried over into the following year.
- (g) Work Plan. Included with the annual activity report required by Minn. R., part 8410.0150 shall be a work plan specifying the activities planned to be undertaken and a summary of the budget for the current year.

6.2 Funding. The annual budget is funded by one or more of the following:

- (a) The primary source of funding for the annual budget is the SSU charges imposed on properties within the Watershed each year pursuant to the Special Legislation.
- (b) Member contributions toward specific capital improvement projects.
- (c) VLAWMO may also receive grants to help fund specific capital improvements.
- (d) If the funds collected from the SSU charges and grants are not sufficient to fully fund an approved budget, the Board may exercise any other authority available to it under law to fund the budget including, but not limited, Member assessments.

6.3 Member Assessments.

- (a) Authorized. A Member assessment may be imposed to cover an anticipated shortfall in VLAWMO's annual budget. A Member assessment amount shall be calculated using the formula set out in this section. At least 10 days prior to the meeting at which the Board considers acting on a proposed Member assessment, VLAWMO shall provide each Member written notice of the proposed Member assessment that identifies the amount to be paid by each Member. Members shall be given an opportunity to be heard at the meeting before the Board acts on the Member assessment. A Member assessment must be approved by at least a majority of the full Board by no later than July 1st for collection in the following year. If approved, VLAWMO shall notify each Member in writing of the approved Member assessment amount.

- (b) Formula. To the extent a Member assessment is established, it shall be calculated based upon the following formula:
 - (1) Forty percent (40%) based upon the assessed valuation of all real property of each government unit within the Area;
 - (2) Forty percent (40%) based upon the total area of the property within each governmental unit with the Area; and
 - (3) Twenty percent (20%) based upon the population of each governmental unit within the Area.
- (c) Payment. Each Member shall pay its Member assessment amount: (1) no later than January 31st in the year in which it is due; or pay one-half (1/2) of the assessment by January 31st of the year due and pay the second one-half (1/2) of the assessment by August 31st of the year due. If a Member fails to pay its assessment by the applicable due dates, it will be required to pay a one percent (1%) per month service on the unpaid amount due.

6.4 Capital Improvement Program and Funding.

- (a) Preparation. Each year the Board shall prepare a Capital Improvement Program and budget for Capital Improvements anticipated to be started or completed in the following year as described in the Watershed Management Plan. Each proposed Capital Improvement shall be specifically identified and its estimated cost and time for completion shall be provided. Only Capital Improvements included in the Watershed Management Plan, or its amendments, may be included in the capital improvement budget.
- (b) Funding. Capital Improvements may be funded by a combination of funds budgeted by VLAWMO as part of its annual budget, grants received by VLAWMO, and expenditures made directly by one or more Members. For jointly funded projects, VLAWMO shall agree in writing with the Members making direct contributions toward the Capital Improvement the amounts of funding and the responsibilities toward constructing and maintaining the Capital Improvement.

6.5 Governmental Unit Financing. Members may establish a watershed management tax district in the Area for the purpose of paying costs of the engineering and planning required to develop a watershed management plan for the Area. After the plan is adopted and approved, a tax district may be established for the purpose of paying capital costs of projects described in the plan (including normal and routine maintenance of projects). If required, the tax district shall be established by ordinance adopted after a hearing by a local government unit, following provisions of Minn. Stat., chap. 103B.

6.6 Reserve Funds. The Board may accumulate reserve funds for the purposes herein mentioned and may invest funds of the Board not currently needed for its operations in the

manner and subject to the laws of Minnesota applicable to statutory cities. Any and all reserve funds must be clearly indicated on the annual financial audit provided to the Members.

- 6.7 Gifts; Grants; Loans. VLAWMO may, within the scope of this Agreement, accept gifts, apply for and use grants or loans of money or other personal property from the United States, the State of Minnesota, a unit of government, or other governmental unit or organization or any person or entity for the purposes described herein; may enter into any reasonable agreement required in connection therewith, shall comply with any laws or regulations applicable thereto, and may hold, use, and dispose of such money or personal property in accordance with the terms of the gift, grant, loan, or agreement related thereto.
- 6.8 Disbursements. VLAWMO disbursements on budget items shall be reviewed and approved by the Technical Committee. A report of all disbursements shall be sent to the Board's Secretary-Treasurer and the TEC's Finance Officer for review and a copy provided to the Board. Checks issued by VLAWMO shall be signed by the VLAWMO Administrator and the Board Chair. The Secretary-Treasurer shall maintain a bond in the amount of at least \$10,000. VLAWMO will be responsible for paying the premium on said bond.
- 6.9 Revenue Bonds to Secure MPCA Loan. VLAWMO is given express authority to issue revenue bonds in a principal amount not to exceed \$800,000 (the "Bonds") to secure the Loan to finance the Project. The term "Bonds" shall also include bonds issued to refund and refinance the Bonds. As provided in Minn. Stat. § 471.59, subd. 11, the Bonds shall be revenue obligations of VLAWMO which are issued on behalf of the Members, and shall be issued subject to the conditions and limitations set forth in Minn. Stat. § 471.59, subd. 11. The Bonds shall be payable solely from VLAWMO's revenues including its storm water utility fees. VLAWMO may not pledge to the payment of the Bonds the full faith and credit or taxing power of the Members. No bonds, obligations or other forms of indebtedness other than the Bonds may be issued by VLAWMO without the prior consent of the Members.

SECTION VII DURATION OF THIS JOINT POWERS AGREEMENT

- 7.1 Duration of Agreement. Each Member agrees to be bound by the terms of this Agreement until December 31, 2036, and that it may be continued thereafter at the option of the Members. This Agreement shall be in full force and effect upon the filing of certified copy of the resolution approving said Agreement by each Member.
- 7.2 Termination of Agreement. This Agreement may be terminated prior to December 31, 2046, by the unanimous consent of the Members. If the Agreement is to be terminated, a notice of the intent to dissolve VLAWMO shall be sent to the Board of Water and Soil Resources and to Ramsey and Anoka Counties at least 90 days prior to the date of dissolution.

- 7.3 Dissolution. In addition to termination as provided above, any Member may petition the Board of Directors to dissolve this Agreement. Upon ninety (90) days' notice in writing to the clerk of each Member, the Board of Water and Soil Resources, and to Anoka and Ramsey County, the Board shall hold a hearing and upon a favorable vote by a majority of all eligible votes of then existing Board members, the Board may by resolution recommend that VLAWMO be dissolved. Said resolution shall be submitted to each Member and if ratified by three-fourths of the governing bodies of all eligible Members within sixty (60) days, said Board shall dissolve VLAWMO allowing a reasonable time to complete work in progress, pay any outstanding obligations, and to dispose of personal property owned by VLAWMO.
- 7.4 Assets. Upon a set of findings and order for dissolution of VLAWMO by the State Board of Water and Soil Resources, all personal property of VLAWMO shall be transferred, either jointly or severally, to the Members after all VLAWMO's obligations are paid. The Board may determine to allocate and transfer VLAWMO assets to members in accordance with the formula set out herein for determining Member assessments.

SECTION VIII MISCELLANEOUS PROVISIONS

- 8.1 Adoption of Agreement. This Agreement shall be in full force and effect upon the filing of a copy of the resolution approving said Agreement by all six members. Said resolutions shall be filed with the Chair. VLAWMO shall provide each a Member a fully executed copy of this Agreement.
- 8.2 Dispute Resolution. The Members agree that any dispute related to this Agreement that cannot be resolved by discussions among the Board and a Member shall be submitted to mediation. The mediation shall be conducted in accordance with a process agreed to by the parties involved in the dispute. If the parties are not able to mutually agree on a mediator, each party shall provide a list of two mediators to VLAWMO. The Chair shall select the mediator from the combined list. If, however, the Chair is from a Member that is a party to the dispute, then the Vice-Chair shall select the mediator from the combined list. Each party to the mediation shall be responsible for its own costs in mediation and shall share equally in the costs of the mediator and all other costs of mediation. If the dispute is not resolved in mediation, the parties may agree to submit the dispute to binding arbitration or any party may pursue any options available to it under law to seek a resolution of the dispute.
- 8.3 Data Practices. VLAWMO shall comply with the requirements of Minn. Stat., chap. 13, the Minnesota Government Data Practices Act (“**MGDPA**”). Any entity with which VLAWMO contracts is required to comply with the MGDPA as provided in Minn. Stat. § 13.05. The contractor shall be required to notify the Board if it receives a data request and to work with VLAWMO to respond to it.
- 8.4 Amendments. The Board may recommend changes and amendments to this Agreement to the governing bodies of the Members. Amendments will only take effect if adopted by all

governing bodies of the Members. Adopted amendments shall be evidenced by appropriate resolutions or certified copies of meeting minutes of the governing bodies of each party filed with the Board and shall, if no effective date is contained in the amendment, become effective as of the date all such filings have been completed.

- 8.5 Waiver. The delay or failure of any party of this Agreement at any time to require performance or compliance by any other party of any of its obligations under this Agreement shall in no way be deemed a waiver of those rights to require such performance or compliance.
- 8.6 Headings and Captions. The headings and captions of these paragraphs and sections of this Agreement are included for convenience or reference only and shall not constitute a part hereof.
- 8.7 Entire Agreement. This Agreement, including the recitals and the official boundary map (which are incorporated in and made part of this Agreement), contains the entire understanding of the Members concerning the subject matter hereof. This Agreement supersedes and replaces the prior joint powers agreement among the Members regarding VLAWMO and such prior agreement is hereby terminated. Any outstanding obligations of the Members under the prior agreement are not affected by the termination and shall be continued under this Agreement.
- 8.8 Examination of Books. Pursuant to Minn. Stat. § 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices of the Board are subject to examination by the State.
- 8.9 Governing Law. The respective rights, obligations, and remedies of the Members under this Agreement and the interpretation thereof shall be governed by the laws of the State of Minnesota which pertain to agreements made and to be performed in the State of Minnesota.
- 8.10 Counterparts. This Agreement shall be executed in several counterparts and all so executed shall constitute one Agreement, binding on all of the Members hereto. Each party to the agreement shall receive a fully executed copy of the entire document following adoption by all Members.
- 8.11 Notice. To the extent this Agreement requires a notice to be mailed to a Member, the notice requirement may be satisfied by VLAWMO emailing the notice to its primary contact for the Member.
- 8.12 Statutory References. All references to statutes in this Agreement include any amendments made thereto and any successor provisions.

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, have caused this Agreement to be executed in accordance with the authority of Minn. Stat. §§ 103B.211 and 471.59.

Adopted on the 11 of August 2025.


Mayor

Pg. 48

CITY OF GEM LAKE

Adopted on the 19 of August 2025.

BY THE CITY COUNCIL


Mayor

Attest: 
Clerk

CITY OF VADNAIS HEIGHTS

Adopted on the 19th of August 2025.

BY THE CITY COUNCIL

Attest:


Clerk
Mayor

WHITE BEAR TOWNSHIP

Adopted on the Sept 18 2025.

BY THE TOWN BOARD

Ed Paudmon
Chairperson

Attest: [Signature]
Clerk

CITY OF WHITE BEAR LAKE

Adopted on the 26th of August 2025.

BY THE CITY COUNCIL



Mayor

Attest: Cathy Lovendyke
Clerk

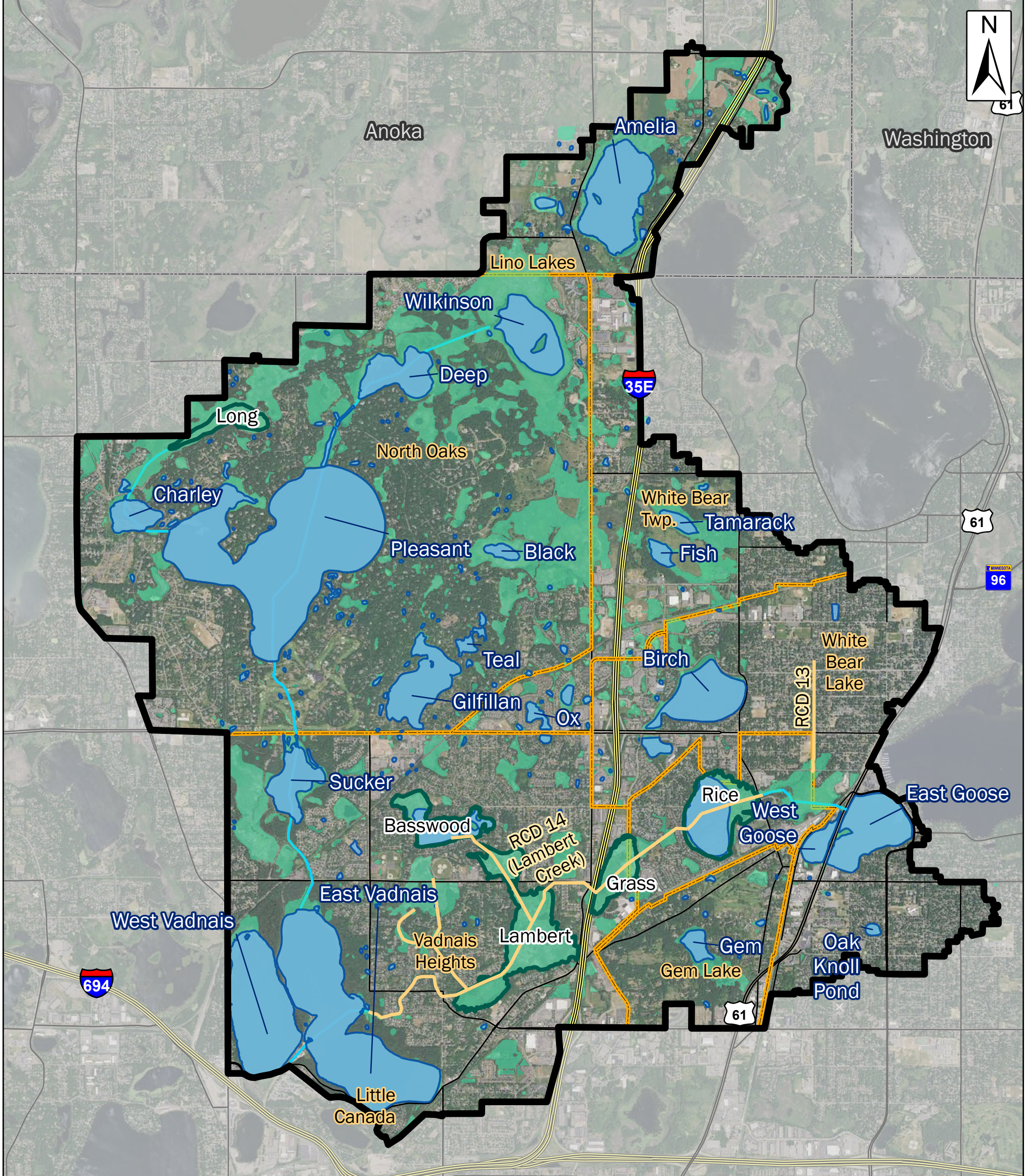
CITY OF NORTH OAKS

Adopted on the 14th of August 2025.

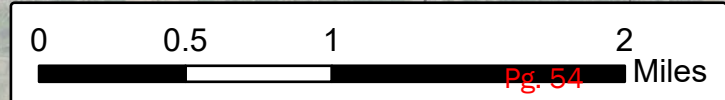
BY THE CITY COUNCIL

Krista Wolter
Mayor

Attest: Kevin Kress
Clerk



- | | |
|-------------------------|--|
| 2022 Lakes | US Highway |
| Public Drainage Systems | State Highway |
| Streams and Ditches | County Roads |
| Cities | 2021 National Wetland Inventory Wetlands |
| Interstate | |



To: VLAWMO Board of Directors
From: Dawn Tanner
Date: October 15, 2025
Re: VI. A. 1.: Deep-Water Wetland Project Update

VLAWMO staff worked with Vacker Sign to design and provide an education sign for the deep-water wetland. NOC staff built a viewing platform with benches so that people walking the trails can stop, view the sign, and have a comfortable place to watch birds and other wildlife activity at the deep-water wetland. The fall foliage and late-blooming forbs make the viewing platform especially inviting this month. The viewing platform is also situated nearby the newly-completed boardwalk, where residents have easy access to walk and explore the natural environment and especially wetland habitat.

Education sign completed design

Wilkinson Lake Deep-Water Wetland Restoration

(Constructed 2023-2024)

Wetlands improve water quality, provide flood control, and are important wildlife habitat. They also slow water down and remove pollutants.





Pre-construction

During construction

Post-construction

Constructed wetlands like this one are an important tool toward improving Wilkinson Lake. This wetland area receives water from 3,115 upstream acres and includes communities, highways, and roads. Water flows into Wilkinson Lake and becomes part of the drinking water chain for St. Paul and surrounding communities.

Making it happen



Site excavation based on engineering plans



Native aquatic plants added to provide habitat and remove pollutants

Look for these residents




Fledged immature Bald eagle siblings Sandhill crane



River otter

Look for these plants






Allegheny monkeyflower Blackberries
Black-eyed susans Obedient plant

Project partners:




The project was funded as part of the Small, Priority Watershed grant program that is administered by the Minnesota Pollution Control Agency (MPCA) with funds from the Environmental Protection Agency (EPA).

Project partners: VLAWMO, North Oaks Company, Minnesota Land Trust, Ramsey County Soil and Water Conservation Division, St. Paul Regional Water Services

Project designed by: Houston Engineering, Inc.

Education sign and viewing platform installation at the deep-water wetland



To: VLAWMO Board of Directors

From: Dawn Tanner

Date: October 15, 2025

Re: **VI. A. 2.:** Tamarack Lake Alum Project Update
(and potential payment request walk-up from Lake Restorations, Inc. (LRI))

Tamarack phase 2 alum was completed in April. Following successful completion and payment of phase 2, an amendment was authorized for phase 3 of the project at the June Board meeting. The approved cost for phase 3 with LRI was \$27,380. At that time, the Board was notified that phase 3 was anticipated to be completed in October. Project partners were also notified, and that coordination continues.

At the time of packet preparation, Lake Restoration, Inc. (LRI) has begun the phase 3 alum application. The application started on October 13 and is anticipated to be completed by October 24, dependent upon weather.

Barr Engineering is conducting oversight, real-time monitoring during application, and inspection. VLAWMO staff collected pH and TP monitoring data a week prior to phase 3 and will continue post application for a duration that will be advised by the project engineer, depending upon the pH response.

A pay request is not included in the packet due to timing constraints. If a pay request is received, reviewed, and approved for payment by the project engineer and recommended to VLAWMO for payment in time to be walked up at the Board meeting, a pay request for phase 3 will be provided at that time.

LRI staging area in the prairie at Tamarack Nature Center	LRI loading product to the dock using dollies to transfer on the boardwalk
	
LRI crew conducting the phase 3 alum application	Native Sago pondweed growing in Tamarack Lake
	

Requested action: VLAWMO staff request that the Board authorize and sign the pay request if it has been received and recommended for payment by the Board meeting.

Date: October 15, 2025

To: Board of Directors

From: Phil Belfiori, Administrator

Re: **VI.B.1.** Storm Sewer Utility Certification to Ramsey and Anoka Counties

This is the final step in our annual process to complete the Storm Sewer Utility for 2026. The Budget with its anticipated income from the SSU was set in June that drove the rates for residential and non- residential properties which were approved VLAWMO Board pursuant to resolution 07-2025 at the August 2025 meeting. Below is the summary of Board approved 2026 SSU Rates from the August 2025 Board meeting:

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		

Since the August VLAWMO Board meeting, Staff has been working with our SSU consultant and the counties to review property divisions and other updates since then. The charges to each non- exempt parcel are now ready to be certified as we do each October.

Please note the Parcel lists for each county will be sent as a separate attachment /separate file which will only be included in the electronic packet as they are very lengthy. The Resolution for Certification and 2 page summary table are included in both the hard copy and electronic packet.

Staff Recommendation.

Approve of Resolution 08-2025 certifying the VLAWMO storm sewer utility charges to the county auditor to be assessed on real estate taxes payable in 2026.

Requested Board Action

Move by Director _____, Second by _____ to approve **Resolution 08-2025** certifying the VLAWMO storm sewer utility charges to the county auditor to be assessed on real estate taxes payable in 2026.

Attachments:**In Board meeting packet (electronic and hard copies):**

- Summary of pay 2026 Divisions for each County and broken down by City– 2 pages
- Resolution 08-2025

In separate attachment /file as sent as part of the electronic packet only:

1. **Storm Water Utility Certification lists Ramsey and Anoka County –171 pages. (168 pages for Ramsey and 3 pages for Anoka) Noted as Attachment 1 and 2.**



Vadnais Lake Area Water Management Organization
Parcels to be certified to Anoka and Ramsey Counties
For Taxes Payable in 2026

City Name	Land Use Description	Parcel Count	Annual Fee
ANOKA COUNTY			
Lino Lakes	Residential 1-3 units	79	\$ 5,868.12
	Residential 4 or more units	0	-
	Commercial	0	-
	Industrial	0	-
	Institutional	3	1,161.04
	Airports / Golf Course	0	-
	Agricultural	18	7,159.65
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	0	-
	Wetlands / Lakes / Streams	0	-
	Other Exempt	0	-
	Manual Override	16	-
Total Lino Lakes		116	\$ 14,188.81
Total Anoka County		116	\$ 14,188.81
RAMSEY COUNTY			
Gem Lake	Residential 1-3 units	186	\$ 13,816.08
	Residential 4 or more units	0	-
	Commercial	13	13,538.49
	Industrial	4	1,397.38
	Institutional	1	1,046.68
	Airports / Golf Course	8	4,378.11
	Agricultural	1	472.15
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	0	-
	Wetlands / Lakes / Streams	0	-
	Other Exempt	2	-
	Manual Override	0	-
Total Gem Lake		215	\$ 34,648.89
North Oaks	Residential 1-3 units	2,049	\$ 152,199.72
	Residential 4 or more units	7	7,314.13
	Commercial	16	13,629.82
	Industrial	0	-
	Institutional	5	24,815.72
	Airports / Golf Course	1	13,324.75
	Agricultural	2	1,358.86
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	0	-
	Wetlands / Lakes / Streams	15	-
	Other Exempt	134	-
	Manual Override	99	-
Total North Oaks		2,328	\$ 212,643.00

City Name	Land Use Description	Parcel Count	Annual Fee
Vadnais Heights	Residential 1-3 units	3,648	\$ 270,973.44
	Residential 4 or more units	16	14,486.64
	Commercial	82	67,511.76
	Industrial	23	27,760.97
	Institutional	17	22,680.75
	Airports / Golf Course	0	-
	Agricultural	4	480.76
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	8	-
	Wetlands / Lakes / Streams	2	-
	Other Exempt	36	-
	Manual Override	114	-
Total Vadnais Heights		3,950	\$ 403,894.32
White Bear Lake	Residential 1-3 units	3,026	\$ 224,771.28
	Residential 4 or more units	37	32,045.26
	Commercial	125	66,180.25
	Industrial	39	39,743.69
	Institutional	78	57,676.70
	Airports / Golf Course	0	-
	Agricultural	0	-
	Parks / Cemeteries / Vacant Land	2	-
	Road / Railroad Right of Way	6	-
	Wetlands / Lakes / Streams	1	-
	Other Exempt	28	-
	Manual Override	38	-
Total White Bear Lake		3,380	\$ 420,417.18
White Bear Township	Residential 1-3 units	1,596	\$ 118,550.88
	Residential 4 or more units	1	1,412.24
	Commercial	27	31,262.69
	Industrial	70	95,259.15
	Institutional	9	9,474.82
	Airports / Golf Course	0	-
	Agricultural	3	973.78
	Parks / Cemeteries / Vacant Land	4	-
	Road / Railroad Right of Way	12	-
	Wetlands / Lakes / Streams	2	-
	Other Exempt	72	-
	Manual Override	49	-
Total White Bear Township		1,845	\$ 256,933.56
Total Ramsey County		11,718	\$ 1,328,536.95
Total VLAWMO		11,834	\$ 1,342,725.76

RESOLUTION 08-2025

A RESOLUTION CERTIFYING STORM SEWER UTILITY CHARGES TO THE COUNTY AUDITOR TO BE ASSESSED ON REAL ESTATE TAXES PAYABLE IN 2026.

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

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

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

1. Attachments 1 and 2 attached hereto and made a part thereof by reference is a list of parcels of real property lying within the VLAWMO limits of which have surface water runoff and on which there are service charges payable in 2026.
2. The Board hereby certifies said list and requests the Ramsey County Auditor and Anoka County Auditor to include in the real estate taxes/assessments due the amount set forth in Attachments 1 and 2 with taxes/assessments due and payable in 2026.
3. The VLAWMO Administrator is directed to tender a certified copy of this Resolution to the Ramsey and Anoka County Departments of Property Records and Revenue.

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

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Andrea West</i>	☐	☐	☐
<i>Ed Prudhon</i>	☐	☐	☐
<i>Rob Rafferty</i>	☐	☐	☐
<i>Sara Shah</i>	☐	☐	☐
<i>Katherine Doll-Kanne</i>	☐	☐	☐
<i>Jim Lindner</i>	☐	☐	☐

James Lindner, Chair

Date

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

I, the undersigned, Administrator of the Vadnais Lake Area Water Management Organization, hereby certify that I have carefully compared and attached the foregoing extract of minutes of a regular meeting of the Board of Directors of said watershed held on the 22nd day of October 2025, with the original thereof on file in my office.

WITNESSED BY the Watershed Administrator this 22nd day of October 2025.

Phil Belfiori, Administrator