



Capitol Region Watershed District

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Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, August 24, 2011, 6:00 p.m.** at the office of the CRWD, 1410 Energy Park Drive, Suite 4, St. Paul, MN 55108.

Regular Meeting Minutes

I. Call to Order at 6:00 p.m. (President, Robert Piram)

A) Attendance

Robert Piram
Joe Collins
Seitu Jones
Mike Thienes (absent w/notice)
Mary Texer

Others Present

Mark Doneux, CRWD
Dawn Nelson, CRWD

Public Attendees

B) Review, Amendments and Approval of the Agenda

Manager Piram asked for additions or changes to the agenda. There were no additions or changes to the agenda.

The Board adopted the Agenda as presented by consensus.

C) Public Comments to the Proposed 2012 Budget and Levy of the Capitol Region Watershed District

Manager Piram, President of the Capitol Region Watershed District Board of Managers, opened the public hearing and explained that the purpose of the hearing is for the Board to hear and accept public comments on the proposed 2012 Budget and Levy. Administrator Doneux noted that no one was present for public comment but the District did receive two emails from residents to be distributed to the Board and recorded.

Greg Blee's statement dated August 24, 2011 requested that the proposed budget have adequate resource to begin a ten year plan to take care of Crosby Lake and to continue to protect the Mississippi River Flood Plain within Crosby Park. Mr. Blee's questioned if a 6.7% Property Tax Levy increase for CRWD is adequate enough to meet the needs of CRWD.

Juliet Branca and Gerald Smith submitted comments via email noting that they are willing to pay higher taxes in order to support and encourage the CRWD to maintain and strengthen the high standards currently in place. Their letter also thanked CRWD for their help in financing the green roof on the new Saint Paul Fire Station; for supporting a green roof on the light rail maintenance facility in Saint Paul; and for being instrumental in making the light rail transit connection between Minneapolis and Saint Paul water resource friendly through strong permitting standards.

The preliminary budget provides \$355,550 for Administration, \$1,227,067 for Programs, \$660,058 for Projects and \$1,613,980 for Capital Improvement Projects. This totals \$3,856,655 for the Preliminary 2012 budget and a resultant tax levy of \$2,493,474 for 2012 which is a 6.65% increase over 2011. Administrator Doneux noted that the Citizens Advisory Committee made a motion supporting and endorsing the budget at their last meeting. Manager Collins asked that it be noted that the funds CRWD budgets also leverages funds from other government agencies for projects.

Motion 11-08-10: *To close the public hearing on the proposed 2012 Budget and Levy.*

Texer/Jones

Unanimously approved

II. Public Comment – There were no public comments.

III. Permit Applications

A) College Park Project Update (Kelley)

Administrator Doneux said the College Park project is an underground infiltration system that is proposed in the Saint Anthony area as a Stormwater Volume bank for the City of St. Paul. Administrator Doneux said staff were concerned that the project was out for bid but the permit application has been received for the September 7th Board meeting.

B) Permit Program/Rules Update (Kelley)

Administrator Doneux said there are some compliance issues with the Como Park Senior High School Parking Lot permit. Staff have been communicating with the School District and copying the City on our concerns about the compliance issues. Administrator Doneux said the District recently informed the School District that the project was not in compliance and that the District will seek a stop work order. The City has asked that they be informed when a stop order was possible prior to it being issued. Discussion occurred.

IV. Special Reports – No Special Reports

V. Action Items

A) Minutes of the August 2, 2011 Special Meeting (Nelson)

Manager Piram requested approval of the August 2, 2011 Special Meeting Minutes.

Motion 11-08-11: *Approve Minutes of the August 2, 2011 Special Meeting Minutes as presented.*

Collins/Jones

Unanimously approved

B) Approve Minutes of the August 3, 2011 Regular Meeting (Nelson)

Manager Piram requested approval of the August 3, 2011 Regular Meeting Minutes.

Motion 11-08-12: *Approve Minutes of the August 3, 2011 Regular Meeting Minutes as presented.*

Jones/Texer

Unanimously approved

C) Accounts Payables/Receivables of July 2011

Manager Piram requested approval of the Accounts Payables/Receivables for the month of July 2011.

Motion 11-08-13: *Approve the Accounts Payables for \$276,675.73, the Accounts Receivable for \$1,149,448.58 and the Budget Report for the month of July 2011 and direct Vice President and Secretary to endorse and disperse checks for payment.*

Texer/Jones

Unanimously approved

D) 2011 Work Plan and Budget Update

Administrator Doneux said the Board adopted the Final 2011 Budget and Levy on December 15, 2010. The adopted Work Plan and Budget provided funding for a variety of projects that were both anticipated in our 2010 Watershed Management Plan and expected to occur in 2011. During the Work Plan and Budget development process, the City of Saint Paul provided positive comments and recommendations to better coordinate joint projects. Specifically, the City provided a list of City initiatives and discussed them with the

Board during the August 9, 2010 Budget Workshop. Administrator Doneux said during 2011 a number of major projects have begun. Not all of the projects coincide with the 2011 Work Plan and Budget. Administrator Doneux reviewed a series of budget amendments for CRWD 2011 Work Plan and Budget that shows 2011 projects and funding sources. Administrator Doneux noted that the draft budget amendments also break down the projects by funding source. Several projects are funded by a fund transfer, while others are new projects that are funded by fund balance or partner funds. There are two main issues driving these budget amendments. The first issue is to correct coding of the BWSR Clean Water Legacy Grant. During the audit it was detected that this grant was incorrectly coded in 2010 operations and must be coded to capital. The second issue is to formally establish project budgets for new projects or projects that require a fund transfer. While this has not been done in the past, it is an accounting best practice that is now necessary with the new project number system currently in use for 2011.

Motion 11-08-14: Adopt 2011 Budget Amendments as follows:

2010 Budget Amendments - Fund Transfer

Fund #	Fund Name	Project #	Project Name	Activity	Adopted Revenue	Budget Change	Amended Revenue	Funding Source	Note
430	Mississippi River Subwatershed	11880	Central Corridor Light Rail Transit	Additional BMPs Phase I & II	\$0	\$598,500	\$598,500	330-11620	2010 Revenue Fund Transfer from Operations to CIP

2011 Budget Amendments - Fund Transfer

Fund #	Fund Name	Project #	Project Name	Activity	Adopted Budget	Budget Change	Amended Budget	Funding Source	Note
325	Ecosystem Restoration	11602	Wetland Reestablishment	Victoria Park Wetland Restoration Study	\$0	\$60,000	\$60,000	405-11701 Como Pool	Fund Transfer
440	Special Projects	11910	2011 Special Grants	City of Maplewood Pervious Concrete	\$178,960	\$35,000	\$213,960	405-11701 Como Pool	Fund Transfer
325	Ecosystem Restoration	11601	Stream Corridor Restoration	Trillium Site Water Feature Feasibility Study	\$30,650	\$115,170	\$145,820	325-11600 \$30,590 11850 \$31,810 11851 \$52,770 Total=\$115,170	Fund Transfer
330	Mississippi River Subwatershed	11625	St. Anthony Hill Subwatershed	Blair Griggs RSVP Study	\$0	\$18,350	\$18,350	225-11302 Technical Resource-Strategic Project Preparation	Fund Transfer, Contract Amendment for 2010 Project Carry over
330	Mississippi River Subwatershed	11626	Mississippi River Blvd Subwatershed	Prior Goodrich RSVP Study	\$0	\$10,000	\$10,000	228-11330 Future Trends-Innovative BMPs	Fund Transfer, Contract Amendment for 2010 Project Carry over

2011 Budget Amendments - New Projects

Fund #	Fund Name	Project #	Project Name	Activity	Adopted Budget	Budget Change	Amended Budget	Funding Source	Note
317	Crosby Lake Subwatershed	11635	Highland Ravine	Highland Ravine Feasibility Study	\$0	\$20,000	\$20,000	225-11302 Technical Resource-Strategic Project Preparation	2010 Project Carryover - Add to Operations Fund Balance
405	Como Lake Subwatershed	11702	Como 7 Subwatershed	Gottfried's Pit Improvement Project	\$0	\$60,000	\$60,000	Partner Funding	2010 Project Carryover Add to CIP Budget
413	Lake McCarron's Subwatershed	11755	Lake McCarron's Subwatershed 4	William's Street Pond	\$0	\$150,000	\$150,000	Roseville-\$30,000, RCD-\$37,500, CIP, Fund Balance \$82,500	2010 Project Carryover Add to CIP Budget
						\$230,000			

Expenditures			
	2011 Adopted Budget	2011 Budget Amendment	Amended 2011 Budget
Operations	\$1,914,380	\$20,000	\$1,934,380
CIP	<u>\$1,533,700</u>	<u>\$210,000</u>	<u>\$1,743,700</u>
Total	\$3,448,080	\$230,000	\$3,678,080
Revenue			
	2011 Adopted Budget	2011 Budget Amendment	Amended 2011 Budget
Operations	\$1,914,380	\$20,000	\$1,934,380
CIP¹	<u>\$1,533,700</u>	<u>\$246,141</u>	<u>\$1,779,841</u>
Total	\$3,448,080	\$266,141	\$3,714,221
Fund Balance			
	2011 Adopted Fund Balance	2011 Fund Balance Amendment	Amended 2011 Fund Balance
Operations	\$670,352	-\$20,000	\$650,352
CIP²	<u>\$2,289,596</u>	<u>-\$82,500</u>	<u>\$2,207,096</u>
Total	\$2,959,948	-\$102,500	\$2,857,448

1 - Amended Revenue - CIP, \$178,641 for Gottfried's Pit from Roseville, Falcon Heights & Ramsey County + \$67,500 for Williams Street Pond from Roseville & Ramsey Conservation District

2- Amended Fund Balance for CIP of \$82,500 is District's contribution to Williams Street Pond

Collins/Texer
Unanimously approved

VI. Unfinished Business

A) Neighborhood Stabilization Program (Doneux)

Administrator Doneux said he and Anna Eleria met with staff from PED to learn about the Neighborhood Stabilization Program (NSP). Administrator Doneux explained that the NSP is a federally funded program where the City received a HUD grant to acquire foreclosed homes, rehabilitate them and then the homes are put back on the market to be sold to first time home buyers. There are about 300 homes in the program. PED staff asked if the City could partner with the District to incorporate rain gardens and other water improvement projects to retain stormwater on site during the rehabilitation process. Administrator Doneux said he and Anna saw four properties that are part of the program and staff is in the process of developing basic rain garden plans for those properties. Each property will be given a basic plan and funding to include a rain garden and possibly a rain barrel to be included during the landscaping rehabilitation. Manager Collins said when rehabilitated homes are sold, the City provides a home owner's manual with the home. Manager Jones asked who would develop the rain garden plans. Administrator Doneux said Shawn Tracy is currently lined up to design them but he probably will not have time to design 300 plans. Manager Texer said it would be a great intern position. Manager Texer suggested implementing the Stop the Rain Drain program into the NSP. Dawn Nelson suggested that the City and PED be reminded of the District's well sealing program so when the homes are rehabilitated they can also qualify for a grant to seal the wells. Discussion occurred.

B) Visual Identity Questionnaire (Doneux)

Administrator Doneux said in early May 2011, CRWD's Board of Managers approved the request for proposals (RFP) for a graphic designer to update our existing logo or to create a new logo for CRWD. At the June 15th meeting the Board approved a consultant agreement with the Charles Ross Group, LLC. Administrator Doneux said the consultant is now on board and has started work on the project. The first phase of the project is to better define the problem. The Charles Ross Group plans to do this in two steps; define the existing communication problem(s) between CRWD and our key audience(s), and determine the graphic elements necessary to solve the problem(s) (i.e., identity, business card, brochure, etc.) Administrator Doneux said as part of the first step Charles Ross has asked that we complete five short briefing questions also known as a visual identity questionnaire. Administrator Doneux told the Board that they could submit their answers Monday August 29th when Anna Eleria returns from a conference.

C) Crosby Lake Management Plan (Eleria)

Administrator Doneux said the final meeting was held and there was also a mid project audit which was reviewed and approved by the MPCA.

D) Highland Ravine Update (Eleria)

Administrator Doneux said earlier this year the District completed the Highland Ravine Study and held two public information meetings. Following those informational meetings the Board requested staff to generate approximate cost estimates for both engineering and construction of the proposed improvements. Staff has developed cost estimates based on the costs provided in the Highland Ravine Study, estimates from Shawn Tracy and by using best professional judgment. Administrator Doneux said while a single dollar estimate is provided for each item, the costs should be considered plus or minus 25%. Formal, detailed estimates have not been generated for these projects. Administrator Doneux discussed the cost estimates for the Highland Ravine project and the next steps. Administrator Doneux said there are on-going issues with Deer Park and thinks it would be a good idea to complete an engineering design to improve Deer Park. Managers Piram and Texer discussed their expectations from the two Public meetings they attended. Manager Collins suggested staff bring a formal recommendation to the Board at the next meeting. Manager Piram suggested not delaying a recommendation any longer because it delays the whole project. Administrator Doneux said he believes the Deer Park Storm Sewer Plan would get the most work done for the least cost at this time. Administrator Doneux said he will provide the Board with a proposal and timeline for the Gully work at the next meeting. Discussion occurred.

Motion 11-08-15: *Authorize staff to proceed with the Deer Park Storm Sewer design and engineering plan for the Deer Park Storm Sewer not to exceed \$10,000.*

Collins/Texer/Jones
Piram opposed

E) Trillium Site Water Features Study Update (Doneux)

Administrator Doneux said there was a Technical Advisory Committee meeting and the focus of the meeting was to review the preferred water sources and preliminary design of Trillium Water Resource Features.

F) Trout Brook Interceptor/35E Reconstruction Project Update (Doneux)

Administrator Doneux said MN/DOT met with Burlington Northern who asked that our pipe under the Cayuga Bridge be relocated at their cost by the end of next year. Administrator Doneux said the District will design and manage the construction of any relocation project.

G) Como Park Golf Course Pond Maintenance Update (Doneux)

Administrator Doneux said the District is committed to maintain the Como Park Golf Course Pond. When the pond was built, netting was put down to keep the muskrats out and the netting has lifted up and needs to be repaired. Administrator Doneux said there are also pieces of the fairway that are not draining and the grass is dying. District Staff will work with Parks Staff to make necessary repairs.

VII. General Information

A) CAC Update

Manager Piram said Administrator Doneux reviewed the 2012 Work Plan, Budget and Levy with the committee.

B) Administrator's Report (Doneux)

Administrator Approved Agreements

- 1) Inez & Tim Bersie-Mize, Stewardship Grant Rain garden, \$250
- 2) Kiki Gore, Stewardship Grant Permeable paver driveway, \$1000
- 3) Ken and Deborah Jopp, Stewardship Grant Rain garden, \$225
- 4) Cindy Bielke and Steve Green, Stewardship Grant Two rain gardens, \$500
- 5) Rae Eden Frank, Stewardship Grant Rain garden, \$275
- 6) Marco Inc., Consultant Services Grant Service agreement for HP Laserjet C5500, \$330/month, three years
- 7) Barr Engineering, TBI Work Order No. 1 Amendment No. 2
Original agreement approved November 11, 2009; amendment to increase cost of general engineering services from \$15,000 to \$30,000
- 8) Barr Engineering, TBI Work Order No. 2 Amendment No. 3
Original agreement approved February 19, 2010; amendment for additional tasks not to exceed \$4,420 for a total of \$114,342; the amendment also extends the project deadline from March 31, 2011 to December 31, 2011

General updates including recent and upcoming meetings and events

1) August-September Meetings and Events

Aug 18 – Trillium Work Group Meeting #3, 9:00 AM at CRWD

Aug 24 – Board Meeting – 2012 Budget and Levy Public Hearing, 6:00PM at CRWD

Sept 5 – Labor Day Holiday – CRWD office is closed

- 2) Villa Park kick-off meeting at Roseville City Hall August 4th.
- 3) Crosby Lake Management Plan Meeting was held Monday, August 8th at CRWD office.
- 4) CRWD Water Monitoring Seasonal Intern Freya Rowland's last day with the District was Tuesday, August 9th. She begins a full-time position with Mississippi WMO.
- 5) Daniel Durnahm and Destiny Vang, students from Gordon Parks High School, completed their internship with us on Thursday, August 11th.
- 6) Bob Fossum celebrated his 7th Anniversary with the District on August 16th.
- 7) Crosby Lake Mid-Project Review with MPCA took place Tuesday, August 16th.
- 8) Trillium Work Group Meeting #3 met Thursday, August 18th.
- 9) StormCon national conference for stormwater management takes place August 21st-25th in Anaheim, California. Staff members Anna Eleria, Bob Fossum and Forrest Kelley will be attending. Anna will present "Green Infrastructure for the Central Corridor Light Rail Transit in Minnesota" and Forrest will present "Estimating the Effect of Infiltration on Groundwater Levels: Cleveland Randolph Groundwater Study."
- 10) Anna Eleria and Administrator Doneux conducted NSP home site visits on August 12th.
- 11) CRWD is co-sponsoring the upcoming Clean Water Summit 2011. The summit will be held on Thursday, September 8th at the MN Landscape Arboretum in Chanhassen. This year's conference theme is trees and their role in stormwater management. Keynote speakers include David Nowak with the USDA Forest Service and Gary Johnson, U of M Professor of Forestry. Also Greg Reese, the City's Forester, will be serving on a city discussion panel in the afternoon.

VIII. Wednesday, September 7, 2011 Regular Meeting Agenda Review

There was no discussion.

IX. Adjournment – The meeting was adjourned at 8:02 p.m. by consensus.

Respectfully submitted

Dawn Nelson

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