

Capitol Region Watershed District



1410 Energy Park Dr., Suite 4 St. Paul, MN 55108
Phone: (651) 644-8888 Fax: (651) 644-8894 www.capitolregionwd.org

Regular Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, August 4, 2010, 6:00 p.m.** at the office of the CRWD, 1410 Energy Park Drive, Suite 4, St. Paul, MN 55108.

I. Called to Order at 6:01 p.m. (President, Bob Piram)

A) Attendance

Robert Piram
Joe Collins
Seitu Jones
Mike Thienes
Marylyn Deneen

Others Present

Bob Fossum, CRWD
Anna Eleria, CRWD
Dawn Nelson, CRWD
Forrest Kelley, CRWD
Elizabeth Beckman, CRWD

Kevin Lindsey,
Ramsey County Attorney
Todd Shoemaker,
Wenck & Associates
Sarah Cziok, LaBreche

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 provided by consensus.

II. Public Comment – For items not on the Agenda.

There were no public comments.

III. Permit Applications

A) Permit # 10-021 Suite Living (Kelley)

Forrest Kelley reviewed CRWD Permit # 10-021 Suite Living. The applicant is Suite Living and the project is construction of a new senior facility on the NW corner of Dale Street and Larpenteur Avenue. Mr. Kelley said the applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Flood Control (Rule D). Mr. Kelley said this project has 1.1 acres of disturbed area, 0.56 acres of proposed impervious surface and the proposed stormwater management will include underground filtration trenches and surface filtration raingardens. The staff recommendation is to table the permit with 8 conditions.

Motion 10-08-01: *Table permit # 10-021 Suite Living subject to the following eight conditions:*

1. *Receipt of \$2,800 surety and maintenance agreement.*
2. *Show silt fence on Sheet C3; where off-site runoff is expected.*
3. *Provide a detail with elevations and dimensions if a weir is proposed for MH #1. A line resembling a weir is shown on Sheet C4.1, but there is no detail and there is not one indicated in the HydroCAD model.*
4. *Provide elevations for the Triton system detail on Sheet C7.2.*
5. *Provide drainage area maps for existing and proposed conditions.*
6. *Clarify the outlet elevation for the Triton system. The outlet elevation in HydroCAD is 914.33 but is 915.50 on sheet C4.1.*

7. *Increase the storage volume to at least 2,377 cubic feet to satisfy the volume retention requirement. Ensure that sufficient runoff (up to the 2-inch rainfall depth) is directed to each facility to maximize the storage capacity provided.*
8. *Provide pretreatment for runoff directed to the Triton system. A sump catchbasin with a tee section could be used at CB #2.*
Collins/Deneen
Unanimously Approved

B) Permit #10-022 Hamline University Center (Kelley)

Forrest Kelley reviewed CRWD Permit # 10-022 Hamline University Center. The applicant is Hamline University and the project is construction of a new building, underground parking and associated utilities. Mr. Kelley said the project is located on the Hamline University Campus, Ne corner of Snelling and Englewood. Mr. Kelley said the applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Flood Control (Rule D). Mr. Kelley said this project has 3.5 acres of disturbed area, 1.11 acres of proposed impervious surface and the proposed stormwater management will include underground infiltration. The staff recommendation is to table the permit with 7 conditions.

Motion 10-08-02: *Table permit #10-022 Hamline University Center subject to the following seven conditions:*

1. *Receipt of \$5,445 surety and maintenance agreement.*
2. *Clarify “new” impervious from “reconstructed” impervious surface. The CRWD volume retention rule applies to all impervious surface constructed as a result of the project: new or reconstructed. Similarly, clarify between typical impervious surface and pervious pavement. Pervious pavement is not included in the area subject to the volume retention rule.*
3. *Revise invert elevations for outlet structure MH C on Sheet C300. It appears that the elevations are switched for the N and SW pipes.*
4. *Revise detail 23 on Sheet C400. The “flow in” invert is 921.33 on the detail and 921.23 on Sheet C300.*
5. *Provide a plan or map(s) showing the existing and proposed drainage areas.*
 - a. *The current HydroCAD calculations include only the area within the project boundary. Additional drainage area may be directed to the storm sewer system that is outside of the project boundary.*
 - b. *Separate the drainage area to structures MH M, CB L, and MH G since drainage to these structures is not directed to the underground infiltration trench.*
6. *Add length and width dimensions to the plan sheets for the underground infiltration trench that correspond to the HydroCAD model. The area is approximately 20’ x 94’ (1,880 sf) on Sheet C300 and 11’ x 159’ (1,749 sf) in the HydroCAD model.*
7. *Clarify the proposed length of the 84” perforated pipe. The length is 159 ft in the HydroCAD model and measures approximately 100 ft on Sheet C300.*

Collins/Jones
Unanimously Approved

C) Permit #10-023 Beacon Bluff – Parcel 6 (Kelley)

Forrest Kelley reviewed CRWD Permit # 10-023 Beacon Bluff. The applicant is St. Paul Port Authority and the project is erosion and sediment control for site demolition and soil remediation. Mr. Kelley said the applicable rules are Stormwater Management (Rule C) and Erosion Control (Rule F). Mr. Kelley said this project has 2.1 acres of disturbed area, .083 acres of proposed impervious surface and the proposed stormwater management will include surface ponding. The staff recommendation is to approve the permit with no conditions.

Motion 10-08-03: *Approve permit #10-023 Beacon Bluff – Parcel 6 with no conditions.*

Jones/Deneen

Unanimously Approved

D) Permit #10-024 Pelham Business Center (Kelley)

Forrest Kelley reviewed CRWD Permit #10-024 Pelham Business Center. The applicant is St. Paul Port Authority and the consultant is SEH, Inc. The project is erosion control for demolition and site remediation at an existing warehouse facility. The project is located at Pelham Blvd and Wabash Avenue near highways 280 and 94. Mr. Kelley said the applicable rule is Erosion Control (Rule F). Mr. Kelley said this project has 5.2 acres of disturbed area. Mr. Kelley said there is no impervious surface and no stormwater management is required. The staff recommendation is to approve the permit with 1 condition.

Motion 10-08-04: *Approve permit #10-024 Pelham Business Center with one condition:*

1. *Provide plans signed by a professional engineer per CRWD Rule C and the Minnesota Board of AELSLAGID.*

Collins/Jones

Unanimously Approved

E) 90-day Moratorium on Incidental Wetland Permit Application (Kelley)

Mr. Kelley said the District adopted Wetland Management Rule E on September 6, 2006. Revisions were made to the buffer requirements in 2008. Because 98% of the pre-settlement wetlands have been filled, and the remaining wetlands have generally been altered, the CRWD wetland rule was written to provide protection to all wetland areas within the District. This protection was incorporated into CRWD Rule by referencing the Minnesota Wetland Conservation Act (WCA), and eliminating exemptions and other activities that are allowed for under the State Rule. Mr. Kelley said in August 2009, revised WCA Rules were adopted by the State of Minnesota. Many of the revisions dealt with re-structuring and clarifying sections of the Rules and are generally consistent with previous editions. However, there are a number of wording changes that affect how CRWD Wetland Rule E is applied towards wetlands within the District. The most significant change is the re-classification of incidental wetlands from an exemption to “non-regulated” wetlands. This change creates a potential loop-hole in the authority CRWD has to require permits for impacts to wetlands that exist due to activities taken for a purpose other than creation of wetland. Staff recommends a minor Rule amendment to eliminate ambiguity within the Rule and a 90-day moratorium on decisions on all permit application that propose impacts to incidental wetlands.

Motion 10-08-05: Adopt Resolution 10-08-05 approving a 90-day moratorium on incidental wetland permit applications and direct staff to draft a process to amend CRWD Wetland Management Rule E within 90-days.

Jones/Deneen

Unanimously Approved

F) Permit Program/Rules Update (Kelley)

There was no permit program/rules update.

III. Special Reports – Stop the Rain Drain Program, Elizabeth Beckman & Sarah Cziok

Ms. Beckman said at the February 17, 2010 Board Meeting, CRWD Managers approved the selection of LaBreche Communications to assist staff in the development and promotion of a downspout redirection campaign, which was called for in the 2009 CRWD Education and Outreach Plan. In April, staff from CRWD and LaBreche met with residents of St. Paul District Planning Councils 7 and 14 to develop a program name and visual identity, and to identify communications tactics. Staff continues work with

LaBreche Communications and citizens from Districts 7 and 14 to implement the Stop the Rain Drain campaign in summer 2010. Ms. Beckman said the Conservation Corps of Minnesota and Iowa will complete technical assistance work in September 2010. Ms. Beckman noted that included in the Board packet is the implementation plan for the 2010 Stop the Rain Drain campaign and that staff are seeking 1) Board endorsement of Phase 2 plan and budget, and 2) authorization to enter into agreement with LaBreche to complete material design and promotion for Phase 2 of the campaign. Ms. Beckman introduced Sara Cziok. Ms. Cziok provided a presentation on the campaign website Stop the Rain. Ms. Beckman explained the next steps include plans to request authorization from the Board at their August 18 meeting to enter into an agreement with Conservation Corps of Minnesota and Iowa for downspout redirection work to be completed in September. Ms. Beckman noted that pending Board approval, CRWD has the option to extend the work by Conservation Corps crews into October 2010.

Motion 10-08-06: Authorize staff to implement Phase 2 of the Stop the Rain Drain campaign for an amount not to exceed \$42,570;

Jones/Collins

Unanimously Approved

Motion 10-08-07: Authorize the Board President to enter into agreement with LaBreche for an amount not to exceed \$9,675.

Jones/Deneen

Unanimously Approved

V. Action Items

Consent Agenda

Manager Piram asked for a motion to approve the August 4, 2010 Consent Agenda as presented.

Motion 10-08-09:

A) Approve Minutes of the July 7, 2010 Regular Meeting

B) Approve Minutes of the July 14, 2010 Special Meeting

C) Approve Minutes of the July 21, 2010 Regular Meeting

D) Approve Minutes of the July 26, 2010 Special Meeting

E) Approve Data Distribution Agreement with the City of Saint Paul

F) Approve Hable/Anderson Stewardship Grant with reimbursement funding not to exceed \$480 subject to the following conditions:

1. CRWD and Rachel Hable and Seth Anderson must approve and enter into a Cooperative Agreement;
2. Any changes to project plans must be approved by CRWD; and
3. All conditions must be met and the project completed within one year after project approval.

G) Approve Miersch Stewardship Grant Stewardship Grant with reimbursement funding not to exceed \$310 subject to the following conditions:

1. CRWD and Jeffrey Miersch must approve and enter into a Cooperative Agreement;
2. Any changes to project plans must be approved by CRWD; and
3. All conditions must be met and the project completed within one year after project approval.

H) Approve Kivimagi Stewardship Grant with reimbursement funding not to exceed \$250 subject to the following conditions:

1. CRWD and Cadi Kivimagi must approve and enter into a Cooperative Agreement;
2. Any changes to project plans must be approved by CRWD; and
3. All conditions must be met and the project completed within one year after project approval.

I) Approve Greiling Stewardship Grant with reimbursement funding not to exceed \$430 subject to the following conditions:

1. CRWD and Ben Greiling must approve and enter into a Cooperative Agreement;
2. Any changes to project plans must be approved by CRWD; and
3. All conditions must be met and the project completed within one year after project approval.

Collins/Jones

Unanimously approved

Discussion

J) Engineering Consultant Services Agreement for Crosby Lake Management Plan (Eleria)

Ms. Eleria said in early July 2010, Capitol Region Watershed District's Board of Managers approved Wenck Associates as the engineering consultant for the Crosby Lake Management Plan (CLMP). Wenck Associates will be assisting CRWD in assessing the conditions of the lake and watershed modeling and in preparing the lake management plan. Ms. Eleria said District staff has prepared a draft consultant services agreement with Wenck Associates for the Board's review. The agreement outlines the scope of services and the terms and conditions for Wenck's work on this project. The cost of their services shall not exceed \$40,000 and their work should be completed by June 30, 2011. Ms. Eleria noted that Richard Brasch, originally assigned as the project manager, is leaving Wenck Associates in early August. Wenck proposes to replace him with Joe Bischoff who is an aquatic ecologist/limnologist with over 13 years of experience in lake diagnostic studies and management plans including involvement in the Loeb Lake and Willow Reserve Management Plan. CRWD staff believes that Mr. Bischoff is well-qualified to serve as CLMP project manager and recommends that the Board approve the consultant services agreement with Wenck Associates.

Motion 10-08-10: Approve the consultant services agreement with Wenck Associates for engineering services for the Crosby Lake Management Plan.

Collins/Jones

Unanimously approved

K) Approve Community Outreach Services Agreement for the Crosby Lake Management Plan

Ms. Eleria said in early July 2010, Capitol Region Watershed District's Board of Managers approved MN Waters as the community outreach consultant for the Crosby Lake Management Plan (CLMP). MN Waters was selected out of six firms to assist CRWD in engaging citizens in the development of the lake management plan. Ms. Eleria said District staff have prepared a draft consultant services agreement with MN Waters. The agreement outlines the scope of services and the terms and conditions for MN Waters' work on this project. The cost of their services shall not exceed \$5,000 and their work should be completed by June 30, 2011.

Motion 10-08-11: Approve the consultant services agreement with MN Waters for community outreach services for the Crosby Lake Management Plan.

Collins/Deneen

Unanimously approved

L) Approve Johnson Stewardship Grant (Eleria)

Ms. Eleria said the District has received a Stewardship Grant application from Margaret Johnson for a boulevard raingarden located at 2331 Standish Street in Saint Paul. Ms. Johnson is proposing to construct a 350-square foot raingarden in her boulevard to capture stormwater runoff from nearly the full length of half her street and neighboring properties. The raingarden entails two cells divided by a short sidewalk that will be connected by a drain tile. There will also be a sediment forebay for pretreatment of stormwater to remove

coarse sediment and debris before it enters into the raingarden. Over 850 cubic feet of rainwater will infiltrate into the ground during a one-inch storm. Ms. Eleria noted that this project is similar to Steve Mitrione's Stewardship Grant for a boulevard raingarden that was approved for \$3,100 by CRWD's Board of Managers in April 2010. Although the funding cap for single-family homeowners is \$2,000, CRWD staff recommends funding for the Johnson project not to exceed \$2,500 because the project is larger in scale than the typical single-family homeowner project treating street runoff and runoff from her neighbor's property.

Motion 10-08-12: Approve the Johnson Stewardship Grant with reimbursement funding not to exceed \$2,500 subject to the following conditions:

1. CRWD and Margaret Johnson must approve and enter into a Cooperative Agreement;
2. Margaret Johnson must obtain an encroachment permit and sidewalk permit from the City of Saint Paul before construction commences;
3. Any changes to project plans must be approved by CRWD; and
4. All conditions must be met and the project completed within one year after project approval.

Jones/Collins

Unanimously approved

M) Approve 2010 Subwatershed Studies

Mr. Fossum said on July 27, 2010, District staff met with City staff to discuss upcoming partnership opportunities. At the meeting City staff requested that the District complete subwatershed studies to help inform BMP placement decisions within the RSVP projects for 2011. City of St. Paul Councilmember Russ Stark (Ward 4) has indicated a desire to do enhanced stormwater management within the Residential Street Vitality Projects (RSVP) in 2011 within his ward. Mr. Fossum said two 2011 RSVP areas within ward 4 have been identified as being located within the Saint Anthony Park Subwatershed #29 and the Central Mississippi River Blvd Subwatershed. To complete subwatershed analysis studies for use in the design of the 2011 RSVPs, the studies would need to be largely completed by November 1, 2010. With this short timeline, staff are recommending that these projects be authorized to two firms who have previously successfully completed subwatershed analysis projects for the District. Staff are recommending foregoing a formal RFP process as there is not time within the schedule to complete it. The District is not required to formally request proposals for professional service contracts under \$50,000. Mr. Fossum said these two subwatershed studies were not included in the 2010 workplan or budget. Staff feel that the District needs to take advantage of this opportunity to complete subwatershed studies that will immediately result in BMP implementation. Mr. Fossum explained the funds that staff propose to finance these projects.

Motion 10-08-13: Authorize staff to negotiate a detailed scope of work with EOR, Inc. and H.R. Green Co. for the Saint Anthony Park Subwatershed #29 analysis and the Central Mississippi River Blvd Subwatershed Analysis and authorize Board President and Administrator to execute agreements for individual contract amounts not to exceed \$30,000, subject to the review and approval of the Ramsey County Attorney.

Thienes/Collins

Unanimously approved

VI. Unfinished Business

A) Gottfried's Pit Lift Station Improvement Project Update (Fossum)

Mr. Fossum updated the Board on the the Gottfried's Pit Lift Station Improvement Project and indicated that the project is on schedule and on budget

B) 2010 Watershed Management Plan (Fossum)

Mr. Fossum noted that he and Managers Jones, Deneen, and Collins had attended the Metropolitan Watershed Planning Subcommittee meeting at BWSR earlier in the day. At the meeting, the District's WMP was recommended for approval by the full BWSR board. The District's plan will be on the BWSR agenda on August 25th for approval. Staff will then bring the plan to the September 1, 2010 Board meeting for formal approval.

VII. General Information

B) Education and Outreach Program Update (Beckman)

An Education and Outreach Program update was included in the Board packet.

VIII. Meeting Agenda Review

Monday, August 9, 2010 – 2011 Budget Workshop Agenda Review

Wednesday, August 18, 2010 – Regular Meeting Agenda Review

IX. Adjournment – 7:20 p.m. adjourned by consensus.

Respectfully submitted,

Dawn Nelson