

Capitol Region Watershed District



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Regular Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, June 2 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 6:04 p.m. (President, Bob Piram)

A) Attendance

Robert Piram
Joe Collins
Seitu Jones
Mike Thienes
Marylyn Deneen

Others Present

Mark Doneux, CRWD
Bob Fossum, CRWD
Forrest Kelley, CRWD
Dawn Nelson, CRWD
Anna Eleria, CRWD

Jerome Wagner, CAC
Todd Shoemaker,
Wenck & Associates
Kevin Lindsey,
Ramsey County Attorney

B) Review, Amendments and Approval of the Agenda

Manager Piram asked for additions or changes to the Agenda. Administrator Doneux pulled permit 10-010 Maryland and Rice Street and replaced it with Hamernick Erosion Control Permit. Administrator Doneux added Action Item J, 2011 Workplan and Budget and Unfinished Business C, Elicit Discharge and Detection Update.

The Board adopted the Agenda as amended by consensus.

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

Jerome Wagner said he ran into Joe Fox who says hello.

III. Permit Applications

A) Permit #10-009 2010 Pavement Replacement: Como Park High School (Kelley)

Forrest Kelley said permit #10-009 Como Park Senior High School was tabled on May 5, 2010. The 60-day Review Period for this permit expires June 19, 2010. Mr. Kelley explained that the Board must act on the permit before this date or the permit will be deemed approved. At the May 19, 2010 Board Meeting, a discussion occurred regarding Manager attendance at the June 16, 2010 meeting. It was determined that a quorum may not be attained and the meeting may either be cancelled or re-scheduled. In order to avoid exceeding the 60-day review deadline, staff requests the Board grant review period extensions for permit 10-009. Mr. Kelley noted that the applicant has been made aware of the extension.

Motion 10-06-01: *To approve 60-Day Review Period Extensions for Permits 10-009.*

Thienes/Deneen
Unanimously Approved

B) Permit #10-017 (Kelley)

Forrest Kelley reviewed CRWD Permit #10-017. The applicant is Hamernick’s Decorating and the consultant is Frerich’s Construction and Larson Engineering. The project is construction of a new carpet and flooring showroom. Mr. Kelley said this project has 1.1 acres of disturbed area and there is no proposed impervious surface, the applicable rule is Erosion Control (Rule F) only. The staff recommendation is to approve the permit with two conditions.

Motion 10-06-02: *To approve permit #10-017 with two conditions.*

- 1. Submit CRWD permit application for Rule C Stormwater Management and Rule G Illicit Discharge and Connection.*
- 2. Installation of storm sewer shall not occur until a Stormwater Management Permit has been approved and issued.*

Thienes/Deneen

Unanimously Approved

C) Permit #10-013 Union Depot (Kelley)

Forrest Kelley reviewed CRWD Permit #10-013 Union Depot. The applicant is Ramsey County Regional Rail Authority and the consultant is MA Mortenson. The project is redevelopment and expansion of the Union Depot to accommodate future bus and rail transit. Mr. Kelley said the applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 19 acres of disturbed area, 8.6 acres of proposed impervious surface and the proposed stormwater management will include a ballast track with filtration, Baysaver swirl separators and an underground filtration system. The staff recommendation is to approve the permit with two conditions.

Motion 10-06-03: *To approve permit #10-013 Union Depot with two conditions:*

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

Collins/Thienes

Unanimously Approved

D) Permit Program/Rules Update (Kelley)

Mr. Kelley said there are 3 permits for the next Board meeting, Wilder Foundation, Front and Victoria Street and a Planned Parenthood medical office on Vandalia and University.

IV. Special Reports

No Special Reports

V. Action Items

Consent Agenda

Manager Piram asked for a motion to approve the June 2, 2010 Consent Agenda as presented.

Motion 10-06-04:

A) Approve Minutes of the May 19, 2010 Regular Meeting as presented.

B) Approve First Covenant Church Stewardship Grant with reimbursement funding not to exceed \$450 subject to the following conditions:

- 1. CRWD and First Covenant Church 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.*

Thienes/Jones

Unanimously approved

Discussion

C) Authorize Administrator to fill vacant Water Resource Technician position (Doneux)

Administrator Doneux said at the October 7, 2010 Board meeting the Board authorized staff to advertise and fill the vacant Water Resource Technician position. Administrator Doneux said Carrie Robertson was offered and accepted the position and began work with the District in January. Carrie has recently accepted a

position with the Minnesota DNR in Grand Rapids as a hydrologist. Administrator Doneux noted that Carries last day was June 1st. This departure leaves the District with a vacancy for a Water Resource Technician position. Administrator Doneux noted that a position description was included in their packet and that the position description was developed from tasks included in existing Capitol Region Watershed District staff positions.

Motion 10-06-05: *Authorize the Administrator to advertise and fill the vacant Water Resource Technician position.*

Thienes/Jones

Unanimously approved

D) Approve Gordon Parks High School Grant (Beckman)

Administrator Doneux said on May 6, 2010, CRWD received a Stewardship Grant application from Gordon Parks High School located at 1212 University Avenue in St. Paul. It is the shared goal of the CRWD and Gordon Parks High School staff to create an intern partnership that will bring fresh perspective and increased capacity to the CRWD, to assist CRWD field staff with increased summer workload, to provide District students with the opportunity to examine watershed management careers, and to develop competencies not easily available in the classroom. Administrator Doneux said the Interns will work primarily with Field Operations staff each morning 8am to 12pm Tuesdays through Thursday, June 29 through August 12, with July 5 and the week of July 19th as school release days. Interns will gain understanding of the effects of nonpoint source pollutants on surface water quality, and the importance of pollution prevention. Interns will assist with raingarden maintenance, and field work associated with monitoring flow and collecting water samples. The staff recommendation is to approve the Gordon Parks High School Internship grant request with reimbursement funding not to exceed \$2,000.00.

Motion 10-06-06: *Approve the Gordon Parks High School intern Stewardship Grant with reimbursement funding not to exceed \$2,000.00 for two interns during 2010 St. Paul Public School Summer School subject to the following conditions:*

1. *The CRWD and Gordon Parks High School – St. Paul Public Schools must approve and enter into Cooperative Agreement;*
2. *Any changes to the program description must be approved by the CRWD; and*
3. *The project must be completed by December 31, 2010.*

Deneen/Jones

Unanimously approved

E) Approve letter to DNR regarding Aquatic Invasive Species (Doneux)

Manager Thienes explained CAC Member Bill Barton has requested the District ask for action in controlling and preventing the spread of invasive Asian carp into the upper Mississippi River basin. Mr. Barton has discussed this concern with the CAC at their March, April and May 2010 meetings. Manager Thienes noted that he has been communicating with Bill Barton and staff to create an appropriate resolution for the CAC to consider. It was noted that Bill Barton and the committee passed a motion to forward to the Board of Managers for consideration and adoption. Manager Thienes said after much discussion a CAC motion was made, amended and passed at the May 12th meeting. The motion was as follows; “Therefore be it resolved The Capitol Region Watershed District Citizen’s Advisory Committee recommends that the Board of Managers of the Capitol Region Watershed District, via letters, request State and Federal Officials and Agencies to identify actions necessary to ensure halting the spread of invasive Asian carp above Mississippi River Lock & Dam #2 (Hastings). Manager Deneen disagreed that this was something the District should not be involved in. Manager Collins suggested adding a statement in the letter that Board and Staff feel this poses a threat to water quality.

Motion 10-06-07: *Approve letter to State and Federal Officials and Agencies to identify actions necessary to ensure halting the spread of invasive Asian carp above Mississippi River Lock & Dam #2 (Hastings).*

Thienes/Collins/Jones/Piram

Deneen opposed

F) Williams St. Pond Engineering (Fossum)

Mr. Fossum said at the April 1, 2009 Board meeting the Managers adopted McCarrons Subwatershed 4 Study. All projects contained in the study have been included in the capital improvement section of the District's draft 2010 Watershed Management Plan. Mr. Fossum noted the pages of the McCarrons Subwatershed 4 Study relative to Williams St. Pond were included in the Board packet. Mr. Fossum said the District has been approached by Ramsey Conservation District regarding grant funding that is available in 2010 for BMP construction projects in Ramsey County. These projects would need to be completed the end of 2010. Staff has considered all projects in the short-term and long-term work plan and have identified the Williams Street Pond Retrofit Project in Roseville as the best candidate for these funds. Staff met with Roseville's City Engineer and the City is supportive of this effort. The project site is entirely contained within an easement with the City of Roseville. Mr. Fossum said staff does not recommend a full RFQ process for this work based on the aggressive timeline to obtain grant funding and lack of complexity. Staff did request quotations for this work from two firms, EOR, Inc. and Wenck Associates. Both firms submitted quotations at approximately \$25,000. Mr. Fossum said staff ranked both firms equally in terms of cost, experience, and qualifications to complete the scope of work. Mr. Fossum said staff recommends contracting with Wenck Associates as they have not completed a construction project with the District to date and this would allow the District to gain experience with another engineer firm for construction projects.

Motion 10-06-08: *Approve the scope and budget with Wenck Associates for the Williams St. Pond Retrofit Project for an amount not to exceed \$25,000, and authorize the Board President to execute a contract, subject to the review and approval of the Ramsey County Attorney.*

Collins/Jones

Unanimously approved

G) Approve Request for Qualifications for Crosby Lake Management Plan Engineering Consultant (Eleria)

Ms. Eleria said the work plan for the Crosby Lake Management Plan was finalized and approved by Minnesota Pollution Control Agency (MPCA) in mid-May. Capitol Region Watershed District is now seeking engineering services for the development of the management plan. Ms. Eleria explained that the engineering consultant for the Crosby Lake Management Plan will focus on three work plan elements: 1) data and information compilation and evaluation; 2) watershed data analysis; and 3) management plan development. CRWD staff anticipates a budget of \$40,000 for engineering work. Interested engineering consulting firms must submit a Statement of Qualifications (SOQ) no later than Monday, June 21st. A RFQ committee comprised of two Board of Managers, CRWD staff and possibly other key partners will review SOQs and recommend a firm to provide engineering services to the full Board at the July 7th meeting. Ms. Eleria asked the Board for two managers to be on the committee. Managers Piram and Collins will sit on the committee.

Motion 10-06-09: *Approve Request for Qualifications for Engineer for Crosby Lake Management Plan.*

Collins/Jones

Unanimously approved

H) Approve Request for Proposals for Crosby Lake Management Plan Citizen Involvement Consultant (Eleria)

Ms. Eleria said the District is seeking a community outreach consultant for assistance in engaging citizens in the development of the management plan. Ms. Eleria explained that the community outreach consultant for

the Crosby Lake Management Plan will organize a citizen's advisory group interested in protecting and improving Crosby Lake that will include CRWD residents, frequent visitors to the park or other interested citizens. The consultant will assist the group in developing their own set of management goals and initiatives that will be considered by CRWD and where appropriate incorporated into the final management plan. A minimum of three meetings will be convened with the group. CRWD staff anticipates a budget of \$5,000 for community outreach services. Interested consultants must submit a proposal no later than Monday, June 21st. CRWD staff will review the proposals and recommend a consultant to provide outreach services to the full Board at the July 7th meeting.

Motion 10-06-10: *Approve Request for Proposals for Community Outreach Consultant for Crosby Lake Management Plan.*

Collins/Jones

Unanimously approved

I) Approve Response to Comments on 45-day Draft Watershed Management Plan (Fossum)

Mr. Fossum said at the September 22, 2009 special Board meeting the Managers authorized the start of the formal review process and distribution of the draft 2010 Watershed Management Plan (WMP) to the required review agencies, CAC, TAC, and the Community Group. The Managers conducted the required public hearing for the 2010 Watershed Management Plan at February 3 meeting. At the March 25, 2010 Board Meeting the Managers authorized distribution of the 45-day review draft to all interested parties. Mr. Fossum said comments were received from BWSR, MPCA, CAC, Met Council, City of St. Paul, and MN DNR. Mr. Fossum reviewed the draft responses to all comments with the Managers.

Motion 10-06-11: *Approve response to comments on 45-day review draft of 2010 WMP.*

Collins/Jones

Unanimously approved

J) 2011 Workplan & Budget (Doneux)

Administrator Doneux said each year the Board of Managers must establish a plan of work for the upcoming year, establish a budget based upon the work plan, and establish a levy for the budget. Administrator Doneux reviewed the proposed 2011 Work Plan and Budget Schedule with the Board. Administrator Doneux noted that staff recommends two special meetings for budget workshops in July. The Board agreed separate meetings to discuss only the budget was a good idea.

VI. Unfinished Business

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

Mr. Fossum said the project has started.

B) Municipal staff & contractor workshops (Beckman)

Administrator Doneux explained that in addition to resident homeowners, CRWD Education and Outreach Plan prioritizes as target audiences for best management practices training 1) municipal staff, and 2) landscape maintenance contractors. Through training, city staff and equipment operators can maintain safety while reducing the effects of harmful pollutants. Phil Belfiori has asked CRWD to partner with the city of St. Paul to provide IDDE (Illicit Discharge Detection and Elimination) training in June or July. The training will be presented by the University of Minnesota Extension and will focus on types and sources of illicit discharges, field identification and inspection. Mr. Belfiori will invite water resource working group members, building inspectors, and members of St. Paul fire and police departments. The training is \$35 per person, and will be held at CRWD. Cost may be shared St. Paul Public Works – Sewer Utility. Fortin Consulting of Hamel, MN co-developed Minnesota Pollution Control Agency's best practices training materials for Winter Parking Lot & Sidewalk Maintenance and Winter Road Salt Application. Fortin coordinates technical experts to carry out training for municipal staff and private contractors. Training

sessions are part of a regional effort by several organizations who will jointly advertise a comprehensive list of fall training opportunities in the Metro. Proposed training dates at CRWD office are November 3, 2010 for Winter Road Certification Training and November 4, 2010 for Winter Parking Lot Maintenance. Holding training sessions on subsequent days reduces cost and streamlines planning. Fortin Consulting charges \$1,500 per training which includes two instructors. A strategy to increase attendance at Winter Parking Lot and Sidewalk training is to target and recruit property owners and managers of large parking areas identified by GIS mapping.

C) Elicit Discharge Detection and Elimination (Doneux)

Administrator Doneux said staff had a meeting with Bruce Elder last week. Mr. Elder said there were cross connections at a restaurant that was causing the elicit discharge and was able to stop the discharge.

VII. General Information

A) Administrator's Report

Administrator Doneux gave the Administrators Report and noted the following events and announcements:

- 1) The Education and Outreach Program Activity Report for June is included in the packet.
- 2) There will be a tour of the Watershed with the CAC on Wednesday, June 9th from 5:30 – 9:00 PM.
- 3) Administrator Doneux will be out of the office from June 16th – June 29th. Anna Eleria will be Acting Administrator during that time.
- 4) The 2010 MAWD Summer Tour will be held at the Nine Mile Creek Watershed District from June 24 – 26th. Registration is \$100 and is due June 18th.
- 5) The Association of Minnesota Counties (AMC), Minnesota Association of Watershed Districts (MAWD) and the Minnesota Association of Soil and Water Conservation Districts (MASWCD) will be holding a “Water Management Summit” for local governments on Monday, July 12th from 9:30 AM – 3:30 PM at the Kelly Inn in St. Cloud. Ray Bohn of MAWD has asked that each watershed district send at least one Board member and the Administrator to attend.
- 6) The start up for the 2011 Work Plan and Budget process will be delayed until July. The Board of Managers will likely need to schedule 1 or 2 special meetings to review and comment on the draft budget this summer.

VIII. Meeting Agenda Review

Wednesday, June 16, 2010 Regular Meeting Agenda Review

The June 16th meeting is rescheduled to Monday June 14th at 6:00pm.

CAC/Board Watershed Tour, Wednesday, June 9, 2010 5:30-9:00pm

Managers Deneen and Thienes said they will attend the Tour.

IX. Adjournment – 7:32 p.m. adjourned by consensus.

Respectfully submitted,

Dawn Nelson

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