

Capitol Region Watershed District

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Annual & Regular Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, December 16, 2009, 6:00 p.m.** at the office of the CRWD, 1410 Energy Park Drive, Suite 4, St. Paul, MN 55108.

Annual Meeting Agenda

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

A) Attendance

Robert Piram	Mark Doneux, CRWD	David MacMillan,
Mike Thienes	Bob Fossum, CRWD	Ramsey County Attorney
Joe Collins	Dawn Nelson, CRWD	Todd Shoemaker,
Seitu Jones (Absent w/notice)	Forrest Kelley, CRWD	Wenck & Associates
Marylyn Deneen	Anna Eleria, CRWD	Jerome Wagner, CAC
	Melissa Baker, CRWD	Daryl Kirschenman,
	Matt Loyas, CRWD	Bonestroo

B) Review, Amendments and Approval of the Agenda

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

The Board adopted the Annual Meeting Agenda as presented by consensus.

II. Year in Review and Acknowledgements (President Piram)

Administrator Doneux gave a presentation highlighting some of the accomplishments for 2009. Administrator Doneux said the second major repair was completed on Trout Brook Storm Sewer System at Maryland Avenue, both on time and on budget. Administrator Doneux said the Education Plan has been completed and is one of a kind. Administrator Doneux said staff researched other organizations to see if they had a similar Plan and did not find one. Manager Piram asked if any organization has conducted an Education survey like the District's. Administrator Doneux said there are similar surveys about behaviors and attitudes overall, but not specifically about water quality protection. Administrator Doneux said the CRWD Monitoring program continues to be a leading urban program and is nationally recognized through presentations at national conferences. Administrator Doneux said staff presented the first CRWD BMP report and was well received. McCarrons Shoreline had 12 plans completed, which included 1,700 linear feet of shoreline and 17,000 sq ft of shoreline area. There were 5 projects completed in 2009. Administrator Doneux noted that the District launched a new website that is more user friendly. The Cleveland Randolph Groundwater Study, the first groundwater study for the District has had a high level of citizen interest and input. Administrator Doneux said the Central Corridor Light Rail Transit is a major project costing around \$1 Billion with a \$6 Million investment in Stormwater and will have over 100 Acres of impervious surface. Administrator Doneux said the 2010 Watershed Management Plan will guide the District for the next 10 years and identifies \$44 million worth of clean water projects. Administrator Doneux said the first formal review draft was completed in October and will continue on throughout 2010. Manager Piram said the

District could not achieve the goals without the staff and the Board appreciates all of their hard work. The Board thanked Administrator Doneux.

III. Election of Officers and Committee Appointments (Mike Thienes and Seitu Jones)

As Nominating Committee, Managers Thienes presented a slate of officers for 2010 and moved its approval.

Motion: 09-12-05: *To elect the officers to serve the Capitol Region Watershed District from December 16, 2009, to the District's Annual Meeting in 2010 as follows:*

*President, Robert Piram
Vice President, Joe Collins
Treasurer, Mike Thienes
Secretary, Seitu Jones
Education/Information, Marylyn Deneen*

Thienes/Collins
Unanimously approved

Motion: 09-12-06: *To appoint committee members to serve the Capitol Region Watershed District from December 16, 2009 to the District's Annual Meeting in 2010 as follows:*

Thienes/Deneen
Unanimously approved

Personnel Committee

December 16, 2009 – Annual Meeting 2010

- 1) Bob Piram
- 2) Joe Collins
- 3) Alternate – Marylyn Deneen

Ramsey Conservation District Board Liaison

December 16, 2009 – Annual Meeting 2010

- 1) Marylyn Deneen
- 2) Alternate – Bob Piram

The Ramsey Conservation District Board Meetings are held during the daytime working hours from 10:00 a.m. to noon.

Citizen Advisory Committee Liaison

December 16, 2009 – Annual Meeting 2010

- 1) Mike Thienes
- 2) Alternate – Seitu Jones
- 3) Alternate – Joe Collins

Minnesota Association of Watershed Districts (State) Liaison:

December 16, 2009 – Annual Meeting 2010

- 1) Mike Thienes
- 2) Alternate – Marylyn Deneen

Finance Committee

December 16, 2009 – Annual Meeting 2010

- 1) Mike Thienes
- 2) Joe Collins

Additional Committees/Liaison Positions

Trout Brook Alignment Committee

December 16, 2009 – Annual Meeting 2010

- 1) Joe Collins
- 2) Bob Piram

Rules Committee

December 16, 2009 – Annual Meeting 2010

- 1) Mike Thienes
- 2) Seitu Jones
- 3) Joe Collins
- 4) Bob Piram
- 5) Marylyn Deneen

Subwatershed Study Committee

December 16, 2009 – Annual Meeting 2010

- 1) Mike Thienes
- 2) Alternate – Joe Collins

Education/Outreach Committee

December 16, 2009 – Annual Meeting 2010

- 1) Seitu Jones
- 2) Bob Piram
- 3) Marylyn Deneen

Special Projects/Grants Committee

December 16, 2009 – Annual Meeting 2010

- 1) Seitu Jones
- 2) Mike Thienes

Manager Thienes recommended discontinuing the Loeb Lake Committee. The Board agreed.

IV. Other Assignments and Duties (Board President)

- A) Administrator Doneux asked for approval of the Bank/Depository for District Funds, Manager per diem and mileage reimbursement rate, designation of the Official newspaper and to adopt the Conflict of Interest Policy. Administrator Doneux noted that the mileage reimbursement has decreased from .55 a mile to .50 a mile in 2010.

Motion: 09-12-07: *To make administrative assignments to serve the Capitol Region Watershed District from December 16, 2009 to the District’s Annual Meeting in 2010 as follows:*

A) Bank/Depository of Funds	
	<u>2010</u>
Bank	US Bank
Depository of Funds	4M Fund

B) Managers Per Diem	<u>2010</u>
Per Diem	\$75/meeting
C) Mileage Reimbursement	<u>2010</u>
Mileage	\$0.50/mile
D) Official Newspaper	<u>2010</u>
Newspaper	St. Paul Pioneer Press
Collins/Thienes	
Unanimously approved	

B) Administrator Doneux noted that the Conflict of Interest Policy is a product of the District's 2004 audit. The Board adopted this policy four years ago and decided it would be adopted and signed annually. The Board Managers signed the Conflict of Interest Policy and returned them to Dawn Nelson.

Motion 09-12-08: Adopt the Conflict of Interest Policy for 2010.
Thienes/Collins
Unanimously approved

V. Annual Meeting Calendar (Board President)

Manager Piram asked for approval of the 2010 CRWD Board of Managers Regular Meeting schedule.

Motion 09-12-09: *To set the regular meetings of the Board of Managers of the Capitol Region Watershed District for 6:00 P.M. at the District office on the 1st and 3rd Wednesday of each month as follows:*

- Wednesday, January 6, 2010
- Wednesday, January 20, 2010
- Wednesday, February 3, 2010
- Wednesday, February 17, 2010
- Wednesday, March 3, 2010
- Wednesday, March 17, 2010
- Wednesday, April 7, 2010
- Wednesday, April 21, 2010
- Wednesday, May 5, 2010
- Wednesday, May 19, 2010
- Wednesday, June 2, 2010
- Wednesday, June 16, 2010
- Wednesday, July 7, 2010
- Wednesday, July 21, 2010
- Wednesday, August 4, 2010
- Wednesday, August 18, 2010 - Public Hearing for Budget & Levy
- Wednesday, September 1, 2010 - Adoption of Preliminary Budget and Levy
- Wednesday, September 15, 2010
- Wednesday, October 6, 2010
- Wednesday, October 20, 2010
- Wednesday, November 3, 2010

Wednesday, November 17, 2010

Wednesday, December 1, 2010

Wednesday, December 15, 2010 – 2010 Annual Meeting, Adoption of Final Budget and Levy
Deneen/Collins

Unanimously approved

V. Public Question and Comment Period

Jerry Wagner provided written comments on Katie Huser's Wetland Assessment Report that was given on November 18th saying that the report gave great detail and good Index of Biological Integrity for 10 selected watershed wetlands in the District. The "Taxa" observed in the wetlands suggested that some wetlands had "better" water than others. Mr. Wagner said he is hoping that staff will continue Katie's valuable work, and even enhance its usefulness by including a few well-known Vertebrate Indicator Species – e.g. chorus frogs, toads, minnows, etc. to the Taxa to better understand water quality through better water balance. Mr. Wagner said some day he would like to see the Board discuss revising the District's mission statement and possible renaming the Capitol Region Watershed District. Mr. Wagner suggested a body of water that is in the District be included in the District's name. Manager Piram thanked Mr. Wagner for his comments.

VI. Adjournment of Annual Meeting

Manager Piram called for adjournment of the 2009 Annual Meeting at 6:19 p.m.

Motion 09-12-10: *To adjourn the 2009 Annual Meeting.*

Thienes/Deneen

Unanimously approved

Regular Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, December 16, 2009, 6:20 p.m.** at the office of the CRWD, 1410 Energy Park Drive, Suite 4, St. Paul, MN 55109.

I. Call to Order at 6:20 p.m. (President, Robert Piram)

A) Attendance

Robert Piram
Mike Thienes
Joe Collins
Seitu Jones
Marylyn Deneen

Others Present

Mark Doneux, CRWD
Bob Fossum, CRWD
Dawn Nelson, CRWD
Forrest Kelley, CRWD
Anna Eleria, CRWD
Matt Loyas, CRWD
Melissa Baker, CRWD
Jerry Wagner, CAC

David MacMillan,
Ramsey County Attorney
Todd Shoemaker,
Wenck & Associates
Daryl Kirchenman,
Bonestroo

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.

II. Public Comment – For Items not on the Agenda

There were no public comments.

III. Permit Applications

A) Permit # 09-030 Highway 94 Reconstruction (Kelley)

Forrest Kelley reviewed Permit #09-030 Highway 94 Reconstruction. Mr. Kelley said the applicant is MNDOT and the project purpose is resurfacing and drainage improvements on Highway 94 from 280 to Western Avenue. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said the project has approximately 2 acres of disturbed area and 1 acre of proposed impervious surface. Mr. Kelley said staff recommendation is to table the permit with three conditions. Manager Piram asked when the project is supposed to begin and how long will it take to be completed. Mr. Kelley said the project goes out for bid the end of January and he is not sure how long the project is suppose to take to complete.

Motion 09-12-11: *To table Permit #09-030 Highway 94 Reconstruction subject to the following three conditions:*

- 1. Receipt of maintenance agreement.*
- 2. Submit a copy of the NPDES permit application.*
- 3. Satisfy CRWD volume retention and water quality standards for all new impervious surfaces (where the full aggregate base section will be disturbed and replaced). This applies to the areas of the 3” concrete gutter design special; 3” concrete walk; catchbasin replacement; and storm sewer pipe excavation. Refer to the CRWD sequencing criteria as a guide to satisfy the standards.*

Deneen/Collins

Unanimously Approved

B) Permit #09-031 Wells and Russell Street Reconstruction (Kelley)

Forrest Kelley reviewed CRWD Permit # 09-031 Wells and Russell Street Reconstruction. The applicant is St. Paul Port Authority and the project purpose is the construction to connect Phalen Boulevard to Forest Street on Wells and Russell Street. The project is the former 3M property, east of the Forest Street Bridge, north and south side of Phalen Boulevard. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 13.5 acres of disturbed area, 4.95 acres of proposed impervious surface and the proposed stormwater management is one infiltration basin and one NURP pond. The staff recommendation is to table the permit with 15 conditions.

Motion 09-12-12: *To table permit #09-31 Wells and Russell Street Reconstruction subject to the following fifteen conditions:*

- 1. Receipt of maintenance agreement.*
- 2. Submit a copy of the NPDES permit application.*
- 3. Explain why the two proposed infiltration basins are labeled with a normal water level (NWL) elevation. The calculations indicate water in the northern basin will infiltrate within 48 hours of a storm event such that it will not have a permanent pool of water. Similarly, the project narrative states the basin on Parcel 4 is “designed to NURP standards,” but it is labeled as an “infiltration basin.”*
- 4. Provide pretreatment of runoff for the northern basin (also the Parcel 4 basin if it is designed for infiltration). Pretreatment is necessary to retain coarse sediment and prevent clogging of the infiltration area. Pretreatment may consist of a forebay, sump catchbasin, or swirl separator. Sump catchbasins shall be at least two feet deep, and the outlet pipe shall be fitted with a hood or tee to retain floatable material.*
- 5. Show the alignment of the existing storm sewer from Russell Street to Phalen Boulevard. It appears to end and not connect to other storm sewer at Phalen Boulevard. The same is true for the outlet pipe from the Parcel 4 basin.*

6. *Revise SWPPP "Site Data" to correspond with information presented in the narrative and calculations.*
7. *Provide an exhibit clearly showing the proposed impervious surface areas. The total amount of impervious as a result of the Wells and Russell Streets realignment is not clear. Similarly, the proposed 0.27 acres of proposed impervious noted in the project narrative could not be confirmed on the plans.*
8. *Label storm sewer structures on the Utility Plan for Parcel 4.*
9. *Provide details for each basin outlet control structure. Ensure the details correspond with the outlet devices indicated in the HydroCAD model.*
10. *Show or describe excavation of existing fill and replacement with sandy soil for the northern infiltration basin. The project narrative states this will occur but no direction was located on the project plans.*
11. *Revise subwatershed maps or the HydroCAD model to correspond for easy cross-referencing. Pond 20 is listed in the HydroCAD model but is not shown on the subwatershed or project plans.*
12. *Provide topography for Subwatersheds 1S, 3S, and 20S to confirm subwatershed boundaries and the impervious area within each.*
13. *Revise HydroCAD model so that connected impervious areas are modeled separately from pervious areas.*
14. *Clarify the design infiltration rate. The project narrative states 0.6 in/hr were assumed, but the HydroCAD model indicates a rate of 0.8 in/hr.*
15. *Clearly show the soil boring locations and labels. The labels provided on the AET soil boring map (Figure 3) are not legible.*

Thienes/Piram

Unanimously Approved

C) Permit Program/Rules Update (Kelley)

Mr. Kelley said it is time for an annual TAC meeting to discuss rules. Mr. Kelley said staff have met and discussed a request from the City of St. Paul to provide volume banking credits and infiltration credits for volume achieved during a storm event. Staff should also have the Small Sites Study completed prior to the TAC Meeting. Mr. Kelley said he and Tina Carstens will meet with Wenck and Associates to discuss the science and engineering aspects prior to conducting a TAC meeting because these will be questions asked.

IV. Special Reports – 2009 Monitoring Season Update – Matt Loyas, Water Resource Technician

Administrator Doneux introduced Matt Loyas who provided a year-in-review of the District's monitoring activities throughout the 2009 season. Mr. Loyas said in March to November of 2009, Capitol Region Watershed District monitored 34 sites that included full water quality stations, water level stations, flow stations, and rain gauges. Mr. Loyas said staff collects a variety of data on rainfall, subwatershed outlets, best management practices, and storm ponds during monitoring season. For most monitoring sites, CRWD collected a greater amount of data at a higher efficiency than in previous seasons. Mr. Loyas described substantial events, unique problems and plans for future monitoring.

V. Action Items

Consent Agenda

Manager Piram asked for a motion to approve the December 16, 2009, Consent Agenda as provided.

Motion 09-12-13:

- A) *Approve Minutes of the December 1, 2009 Regular Meeting*

- B) *Approve Accounts Payables for \$136,879.95 and the Accounts Receivable for \$49,882.10 for the month of November 2009 and direct Board President and Treasurer to endorse and disperse these checks for these payments.*
- C) *Approve the Ryden Stewardship Grant with reimbursement funding not to exceed \$230.00 subject to the following conditions:*
 - 1. *The CRWD and Elaine Ryden must approve and enter in a Cooperative Agreement;*
 - 2. *Any changes to project plans must be approved by the CRWD; and*
 - 3. *All conditions must be met and the project completed within one year after project approval.*
- D) *Approve the Amendment with TKDA, Inc. Authorization #6, which increases the total compensation amount not to exceed \$64,600 for Trout Brook Engineering Services*
Thienes/Collins
Unanimously approved

Discussion

E) *Appoint 2010 Citizen’s Advisory Committee (Doneux)*

Administrator Doneux said at the December 9th CAC meeting committee members reviewed and discussed attendance for 2009. It was noted that regular attendance is a requirement of being a member of the Citizen’s Advisory Committee as well as that under state statute the Board of managers must annually appoint the Citizen’s Advisory Committee. It was the consensus of the committee to send a letter to 4 committee members who have failed to attend more than four consecutive (unexcused) regular meetings in 2009 as stated in the By-Laws and ask their intentions of remaining on the committee. The Committee is not recommending reappointment of those 4 members at this time. Administrator Doneux said the Board of Managers must annually appoint the Citizen Advisory Committee members. In order to maintain an orderly CAC roster and fully comply with state statute the Citizen’s Advisory Committee submitted a recommended roster to the Board of Managers.

Motion 09-12-14: *Reappoint the recommended Citizen Advisory Committee Members for 2010.*

Thienes/Collins
Unanimously approved

F) *Approve Financing Plan and Authorize Bidding for Gottfried’s Pit Lift Station Improvements (Fossum)*

Bob Fossum said during the past several months District staff and consultants have been working on the Gottfried’s Pit Improvement plans. The project includes replacement of pumps at the Pit and installation of 630 feet of new forcemain under Larpenteur Ave and south to the cul de sac on Huron St. in St. Paul. Mr. Fossum noted that at the November 4th Board meeting the Managers approved the cooperative construction agreements with Falcon Heights, Roseville, St. Paul and Ramsey County. The Board also approved the geotechnical work needed for the project at the November 4th meeting.

Administrator Doneux stated that on January 4, 2007, the Capitol Region Watershed District issued \$1,555,000 Tax Supported Bonds, Series 2007A. The bonds were issued to finance improvements to the Arlington Pascal Stormwater Project. After construction of the Arlington Pascal Stormwater Project, there remains approximately \$294,000 in the construction fund. In reading the closing documents it indicates that "Upon completion of the Project and the payment of the costs thereof, any surplus may be transferred by the Board of Managers to any other public use authorized by law in the manner provided by Minnesota Statutes, Section 475.65, or otherwise shall be transferred to the 2007 Bonds Debt Service Account."

The Board of Managers must pass a resolution specifically directing the expenditure of the surplus bond funds to be used for a capital improvement project from the watershed management plan. The Watershed

Management Plan references this project in two areas: both are under the Utilizing Urban BMPs and Retrofitting. The two capital projects are listed as “*Flooding and water quality BMPs and retrofitting solutions - \$200,000*” and “*Gottfried’s Pit - \$120,000*”.

Mr. Fossum said the City of Falcon Heights approved the cooperative construction agreement on November 18th. It is anticipated that the City of Roseville will approve the cooperative construction agreement on December 21st. With these two approvals and the District’s contribution, 99% of the financing for the project is secured. District staff are working to finalize the remaining financing with Ramsey County and would anticipate the County contribution being approved prior to awarding the bid.

Mr. Fossum continued to say that American Engineering Testing, Inc. completed the two soil borings for the project on November 25th and they will be included in the bid documents.

Mr. Fossum introduced Daryl Kirchenman from Bonestroo. Manager Collins asked how long the pumps last. Mr. Kirchenman said the pumps can last 20 years.

Motion 09-12-15: *Authorize Resolution 2009-12-15 - Directing surplus funds from the Series 2007A Bonds to the Gottfried’s Pit Lift Station Improvement project.*

WHEREAS, the District adopted its first watershed management plan on December 14, 2000; and

WHEREAS, the approved and adopted Como Lake Strategic Management Plan (CLSMP) documents for necessary stormwater improvements have been identified in the “Como 7 Subwatershed”; and

WHEREAS, stormwater improvements have been identified in the “Como 7 Subwatershed Analysis” report dated November 2, 2003 and prepared by Emmons & Oliver Resources, a copy of which is incorporated herein by reference; and

WHEREAS, the Capitol Region Watershed District constructed stormwater improvements in association with the Arlington Pascal Residential Street Vitality Program; and

WHEREAS, the Capitol Region Watershed District, issued \$1,555,000 of Tax Supported Bonds, Series 2007A (the “Bonds”), to finance improvements for the Arlington Pascal Stormwater Improvement Project in the District; and

WHEREAS, after construction of the Arlington Pascal Stormwater Project, there remains approximately \$94,000 in the construction fund, and

WHEREAS, upon completion of the Project and the payment of the costs thereof, any surplus may be transferred by the Board of Managers to any other public use authorized by law in the manner provided by Minnesota Statutes, Section 475.65, and

WHEREAS, the CRWD Watershed Management Plan references this project as a capital improvement project as “*Flooding and water quality BMPs and retrofitting solutions*”, and “*Gottfried’s Pit*”; and

WHEREAS, these stormwater improvements for the Gottfried’s Pit Stormwater Lift Station were included in the “*Como 7 Subwatershed Analysis*” but not constructed; and

WHEREAS, the Gottfried’s Pit Stormwater Lift Station is in the City of Roseville and is a facility jointly owned and operated by Ramsey County, the City of Roseville and the City of Falcon Heights; and

WHEREAS, Capitol Region Watershed District has prepared plans and specifications for the above described improvement; and

WHEREAS, Capitol Region Watershed District is planning to construct these improvements to the Gottfried's Pit Lift Station; and

WHEREAS, the "Como 7 Subwatershed Analysis" report has identified these stormwater improvements to be paid for jointly by the partners under the following formula: the City of Roseville-60.14%, the City of Falcon Heights-31.23%, the City of Saint Paul-6.41% and Ramsey County-2.22%; and

WHEREAS, the engineers estimate for this project is \$508,000 and the respective City Council's have approved the necessary access and cooperative construction agreements; and

THEREFORE BE IT RESOLVED, that the CRWD Board of Managers direct the surplus funds from the Series 2007A Tax Supported Bonds in the amount of \$294,000 to the Gottfried's Pit Lift Station Improvement project.

Thienes/Collins
Unanimously approved

Motion 09-12-16: *Authorize bidding for the Gottfried's Pit Lift Station Modification Project subject to the approval of the contract documents by the Ramsey County attorney.*

Thienes/Collins
Unanimously approved

G) Adopt Final 2010 Budget and Levy (Doneux)

Administrator Doneux explained to the Managers that they are required to adopt the final 2010 Budget and Levy and certify the Levy with Ramsey County no later than December 30, 2009. Administrator Doneux noted that it is the same amount that was approved for the preliminary levy in September. Administrator Doneux explained that the total tax levy would be \$1,772,764, which is a 4.8 percent higher than 2009. The Final 2010 Budget would be \$2,658,160.

Motion 09-12-17:

WHEREAS, At the June 3, 2009 Board meeting, the draft 2010 Work Plan was reviewed, and

WHEREAS, At the July 1, 2009 Board of Managers meeting a preliminary budget and levy along with a draft capital improvement program was reviewed and discussed, and

WHEREAS, A Board workshop was held June 29, 2009 to review the 2010 Budget and Levy, and

WHEREAS, at the CRWD Board of Managers meeting on July 15, 2009 the Preliminary 2010 Budget and Levy was reviewed, amended and approved for distribution for Public Review and Comment, and

WHEREAS, on August 12, 2009 the Citizens' Advisory Committee reviewed and recommended adoption of the budget and levy as presented; and

WHEREAS, a duly noticed Public Hearing was held on August 19, 2009 at 6:00 PM at the office of the Capitol Region Watershed District with comments provided by the Citizens Advisory Committee on the budget, and

WHEREAS, the Board of Managers adopted and certified a preliminary budget and levy of Operations Budget of \$1,832,764 and a Capital Improvement Budget of \$825,396 for a total budget of \$2,658,160 and Certified Levy of \$1,772,764 for 2010 at the September 2, 2009 meeting, and

THEREFORE BE IT RESOLVED, that the CRWD Board of Managers approve and adopt the Final Operations Budget of \$1,832,764 and a Capital Improvement Budget of \$825,396 for a total budget of \$2,658,160 and Certified Levy of \$1,772,764 for 2010.

Thienes/Collins

Unanimously approved

H) Approve Metro State Stewardship Grant (Eleria)

Anna Eleria said staff received a Stewardship Grant application from Metropolitan State University for an educational sign to be installed at their main parking lot located off Maria Avenue in Saint Paul. This past summer, Metropolitan State University completed construction of an underground infiltration system in their main parking lot. The University is now seeking a Stewardship Grant to support the construction of an educational sign that will provide details about their parking lot's stormwater system and offer tips on how the public can help protect their water resources. The sign will be 2 x 3 feet and made of aluminum. It will be highly visible since it will be located next to a crosswalk for the parking lot, which has capacity for 500 cars. Manager Piram said it is a nice sign.

Motion 09-12-18: *Approve Metropolitan State University Stewardship Grant with reimbursement funding not to exceed 50% of the actual project costs or \$2,000, whichever is less, and subject to the following conditions:*

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

Deneen/Collins

Unanimously approved

I) Approve Personnel Committee Recommendations (Managers Piram/Collins)

Manager Piram said the personnel committee has a few recommendations for the Board to consider.

Personnel Committee

Manager Piram said the District should be consistent with the other government units specifically Ramsey County and the City of St. Paul who are limiting their salary increases.

Motion 09-12-19: *To limit salary increases in 2010 to a maximum of 3 percent.*

Collins/Piram

Unanimously Approved

Manager Piram reported that the Board members provided their evaluations and the Administrators performance review has been conducted. Manager Piram said with the scale used by the Committee, Administrator Doneux received a score of 4.8 out of 5.0. Manager Piram said that the Personnel Committee is recommending that the Administrator's salary be increased by 3 percent.

Motion 09-12-20: *To increase the Administrators salary 3 percent effective January 1, 2010.*

Collins/Deneen

Unanimously Approved

Administrator Doneux distributed a job classification spreadsheet to the Board. Administrator Doneux said he has requested that the Personnel Committee consider a job classification change for Dawn Nelson from Grade 6 Administrative Assistant III to Grade 7 Administrative Assistant IV Office Manager. Manager Piram said the Personnel Committee recommends the Grade change.

Motion 09-12-21: *To approve job classification change for Dawn Nelson from Grade 6 Administrative Assistant III to Grade 7 Administrative Assistant IV Office Manager and approve job description.*

Deneen/Collins

Unanimously Approved

VI. Unfinished Business

A) 2010 Watershed Management Plan Update (Fossum)

Mr. Fossum provided a brief summary of the public input process and the meetings. Mr. Fossum said the 60 day comment period ends December 24, 2009. The staff and Board have 30 days from the 24th to respond to all comments. Mr. Fossum said staff will provide a copy in the January 6th Board packet of all comments submitted.

B) Central Corridor Light Rail Transit (Staff)

Administrator Doneux said the Project is going out to bid in February and will be awarded in April which means the Board may see a permit request in January.

Ms. Eleria provided an update on additional BMPs. Ms. Eleria said staff received comments from Met Council and the City of St. Paul on the first draft of the BMP plan. The second draft will be completed by December 22.

VII. General Information

A) CAC Update (Manager Collins)

Manager Collins said the meeting was to discuss comments on the Watershed Management Plan. The Committee suggested looking at the impact of large projects on water quality as a goal.

B) Administrators Report

Administrator Doneux reported that the District has a new receptionist, Camille Logan began working December 7th and will work Mondays, Wednesdays and Thursdays 10 to 4. Administrator Doneux said the City of St Paul requested that District projects on City land or right of way go through the Water Resource Working Group. Their next meeting is January 12th. Manager Collins asked if we have consensus on their projects. Administrator Doneux said the Board authorized staff to send out the announcement for the 2010 special project grant and requested to postpone soliciting for grant proposals until staff learn the status on the BSWR grant for the CCLRT project. Administrator Doneux announced that Bill Downing resigned from the CAC. Manager Piram asked staff to have a Letter of Appreciation for the next meeting. Administrator Doneux thanked the Board for their kind words during his review and he thanked the staff for all their hard work.

VIII. Wednesday, January 6, 2010 Regular Meeting Agenda Review

IX. Adjournment – 7:59 p.m. adjourned by consensus.

Respectfully submitted,

Dawn Nelson