

# Capitol Region Watershed District



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**Regular Meeting Minutes** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, February 3, 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 6:00 p.m.** (Vice President, Joe Collins)

**A) Attendance**

Robert Piram (absent w/notice)  
Joe Collins  
Seitu Jones  
Mike Thienes  
Marylyn Deneen

**Others Present**

Mark Doneux, CRWD  
Bob Fossum, CRWD  
Forrest Kelley, CRWD  
Dawn Nelson, CRWD  
Elizabeth Beckman, CRWD  
Anna Eleria, CRWD  
Melissa Baker, CRWD

Jerome Wagner, CAC  
Todd Shoemaker  
Wenck & Associates  
Pat Conrad, EOR, Inc.  
David MacMillan,  
Ramsey County Attorney  
Christine Baumler, U of M/  
Public Art St. Paul

**B) Review, Amendments and Approval of the Agenda**

Manager Collins 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 was no public comment.

**III. Permit Applications**

**A) Permit # 10-001 Samuel H. Morgan Trail (Kelley)**

Forrest Kelley reviewed Permit #10-001 Samuel H. Morgan Trail. Mr. Kelley said the applicant is the City of Saint Paul and the engineer is TKDA. Mr. Kelley said the project is reconstruction of a bituminous pedestrian and bike trail along Shepard Road. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said the project has 8.5 acres of disturbed area and 3.5 acres of proposed impervious surface. Mr. Kelley said staff recommendation is to approve the permit with no conditions.

**Motion 10-02-01:** *To approve Permit #10-001 Sam Morgan Trail with no conditions.*

Deneen/Jones

Unanimously Approved

**B) Permit Program/Rules Update (Kelley)**

Mr. Kelley provided a Cleveland Randolph Groundwater Study update. Mr. Kelley said staff mailed out a follow-up survey to residents who indicated willingness to have the elevation of their basement floors surveyed. The survey provided instructions on how to measure the depth of their basement. Mr. Kelley explained that after the surveys have been returned and the data compiled, a survey crew from Wenck

Associates will send crews out to collect outside ground surface elevations near the basement windows. This information, combined with the data provided in the follow-up survey, will help determine potential areas of concern. Mr. Kelley said upon completion of the project, a final report will be available for the public.

Mr. Kelley said the District did receive final plans for Central Corridor Light Rail. Staff have not been notified of a start date for the permit. Manager Collins asked if there are any preliminary comments. Mr. Kelley said staff is in the process of reviewing the preliminary plans.

#### **IV. Special Reports**

##### **A) Public hearing – 2010 Watershed Management Plan, Bob Fossum**

Manager Collins, Vice 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 2010 Watershed Management Plan 60-day review draft. Bob Fossum explained that tonight's public hearing is the last element of the first review cycle. Mr. Fossum reviewed the draft 2010 WMP and the plan preparation process. Mr. Fossum said there will be a 45 day review period, then the Plan will be submitted to BWSR for approval and then the Board will adopt the Plan. Mr. Fossum discussed the themes, plan components and the key implementation activities. Vice President Collins asked for public comment. Jerome Wagner stated that vertebrates should be included on the Districts wetland inventory. There were no other public comments. Vice President Collins closed the Public Hearing.

#### **V. Action Items**

##### **Consent Agenda**

Manager Collins asked for a motion to approve the February 3, 2010 Consent Agenda as presented.

##### **Motion 10-02-02:**

**A) Approve *Minutes of the January 20, 2010 Regular Meeting as presented.***

Thienes/Jones

Unanimously approved

##### **Discussion**

##### **B) District 13 Rain Barrel Stewardship Grant (Beckman)**

Ms. Beckman said on January 5, 2010 CRWD received a Stewardship Grant application from the District 13 Union Park Community Council with a request for funds to hold a rain barrel workshop for 35 residents and/or business owners of District 13. Ms. Beckman said the Union Park staff proposes to hold a rain barrel workshop in which attendees will construct 35 rain barrels, one per participant. They will offer the program first to 35 participants on a waiting list from their first rain barrel workshop held in spring 2009. The planning council will contract with Verde Strategies to conduct a workshop; and to provide workshop supplies including rain barrel materials. Workshop attendees will pay a participation fee of \$25, and construct their own barrel with materials provided by Verde. The use of these rain barrels will reduce runoff, improve water quality, and reuse rain water. The total project cost is \$2,240.00. Ms. Beckman said staff recommends approval of the District 13 Community Council Stewardship Grant project with reimbursement funding not to exceed \$1,200.00 from fund 210 Stewardship Grants for which the 2010 budget is \$35,000.

**Motion 10-02-03:** *Approve the Union Park – District 13 Community Council Stewardship Grant project with reimbursement funding not to exceed \$1,200.00 subject to the following conditions:*

- 1) CRWD and Union Park Community Council must both approve of and enter into Cooperative Agreement; and*
- 2) All conditions must be met and the project completed within one year after project approval.*

Deneen/Thienes

Unanimously approved

**C) Stormwater BMP Performance Assessment and Cost-Benefit Analysis (Baker)**

Ms. Baker discussed the key findings of the report with the Managers and provided an overview of future work topics. Ms. Baker said CRWD, in partnership with cities and others, has been designing and implementing stormwater best management practices (BMPs) throughout the watershed district to minimize the impacts of stormwater runoff and improve the water quality of CRWD water resources. Ms. Baker explained that the CRWD also operates and maintains select BMPs and assesses their effectiveness in stormwater volume reduction and pollutant removal. The Stormwater BMP Performance Assessment and Cost-Benefit Analysis presents actual 2007 and 2008 monitored, modeled, and projected performance results and also maintenance data and analysis on the 18 Arlington Pascal Stormwater Improvement Project BMPs. Ms. Baker said monitoring results for the Villa Park Wetland System are also presented. The four main objectives of this report were to; describe the BMPs built and why they were built; determine the pollutant removal amounts and efficiencies (performance) of the BMPs; determine the costs to construct, operate, and maintain the BMPs; and to estimate the costs to remove pollutants. Ms. Baker said Staff has completed a final draft of the performance analysis which incorporated peer review comments. Ms. Baker noted that the comments did not result in significant changes to the overall content of the report which was presented to the board on October 21, 2009, but resulted in further clarification within the Executive Summary of the report. The peer review comments also resulted in a framework of future work topics for staff to further explore for the next version of the report. Administrator Doneux noted that Melissa Baker will be presenting this report to the 22nd Annual Erosion Control & Stormwater Management Conference & Trade Show in St. Cloud in March and the National Water Monitoring Conference in Denver, Colorado. The Board thanked Ms. Baker for her presentation.

**Motion 10-02-04:** *Approve Stormwater BMP Performance Assessment and Cost-Benefit Analysis.*

Thienes/Deneen

Unanimously approved

**D) Contract Amendment for P-8 Modeling with EOR, Inc. (Fossum)**

Mr. Fossum reminded the Board that at the May 21, 2008 Board Meeting the Managers adopted the 2010 Watershed Management Plan workplan, budget, schedule, and financing plan. Mr. Fossum said additionally, the Managers approved the scope, budget and schedule with EOR, Inc. for the 2010 Watershed Management Plan. As part of the WMP update, the District's P8 Model was updated. On June 4, 2008 the Board approved the scope and budget with EOR, Inc. for the P8 Model Update for an amount not to exceed \$20,000. Mr. Fossum said completion of work element #6, Calibrate Model with WQ Monitoring Data proved more difficult than originally estimated. Calibration differed from the original understanding of the scope for the reasons detailed in the enclosed memo from EOR, Inc. Mr. Fossum said staff believes the additional work to calibrate the P8 model was justified and results in a more accurate model for District use. Staff recommends a contract amendment of \$2,400 for this work.

**Motion 10-02-05:** *Approve contract amendment with EOR, Inc. for the P8 Model Update for an amount not to exceed \$2,400, for a total contract amount of \$22,400.*

Jones/Deneen

Unanimously approved

**E) Public Art St. Paul Watershed Artist-in-Residence (Beckman)**

Ms. Beckman said during the CRWD strategic planning process in December 2007, involvement in the development of a public art plan was established as a District goal. Public art has value for advancing improved water quality goals since artists are members of interdisciplinary teams when designing capital projects for watersheds. Ms. Beckman said resulting art works can educate and inspire the public, clean water, or mitigate pollution. One effective means of meeting the District's goal to participate in public art

planning is to partner with Public Art St. Paul in the development of a Public Art Plan. Established in 1987, Public Art Saint Paul (PASP) brings artists and communities together, and also supports artists working in the public realm. CRWD and Ramsey Washington Metro Watershed District (RWMWD) Board Managers approved funding for a spring collaboration with PASP to host a project kick-off presentation by Cliff Garten, and a watershed public art plan workshop. These events were held on May 19, 2009 and June 11, 2009 respectively. Ms. Beckman said on January 22, 2010, PASP submitted a grant request to fund a Public Artist Residency, the first phase of the Capitol Region and Ramsey Washington Metro Watershed District's public art initiative. This collaboration will ultimately result in a public art plan and policy for both watershed districts. The broad goal of the residency is to identify opportunities for public art in Capital Improvement Projects and public education initiatives of the watershed district. With guidance from CRWD Manager Seitu Jones, Christine Baumler was selected as the first watershed artist-in-residence based upon her strong portfolio of environmental work on water quality issues in Minnesota and around the world. Ms. Baumler will work with both watershed districts to explore their watershed management plans, understand their mission and strategic activities, and identify opportunities for public art in response to goals proposed at the June 2009 workshop. Resulting project and research proposals will be presented to the watershed districts for review. Ms. Beckman noted that work will begin in January 2010 and continue through fall. A residency oversight panel representing the program will meet as needed to review findings and recommendations, and the overall demonstration project and research proposals will be presented to the watershed districts in December 2010. Ms. Beckman said the budget for the artist residency is \$12,000 which includes; the Artist fee, \$5,000, demonstration project artist fees, \$6,000 (\$3,000 per proposal) and PASP administration and contingency, \$1,000. Ms. Beckman said other income sources are PASP, \$8,000 and RWMWD, \$2,000. PASP requests \$2,000 from CRWD to fund the overall residency cost. Manager Jones said Ms. Baumler will shadow staff and attend various meetings to learn more about the Districts. Ms. Baumler said she is excited to have this opportunity and looks forward to working with the Watershed Districts.

**Motion 10-02-06:** *Approve the Public Art St. Paul Artist in Residency grant not to exceed \$2,000.00 subject to the following conditions:*

1. *The CRWD and Public Art St. Paul must approve and enter into Cooperative Agreement;*
2. *Any changes to project plans must be reviewed by CRWD; and*
3. *All conditions must be met and the project completed by December 31, 2010.*

Jones/Deneen

Unanimously approved

## **VI. Unfinished Business**

### **A) 2010 Watershed Management Plan Update (Fossum)**

Mr. Fossum said on May 21, 2008 the Managers adopted the 2010 Watershed Management Plan workplan, budget, schedule, and financing for a total project budget of \$413,811. The Managers also approved the scope, budget and schedule with EOR, Inc. for the 2010 Watershed Management Plan for an amount not to exceed \$350,911. Mr. Fossum said the 2010 WMP has been drafted and staff has completed the first 60-day review and comment period. Remaining work on the plan prior to adoption by the board includes revisions for the 45-day review draft. Receiving and responding to comments from the 45-day review period, and revisions for the final 90-day BWSR review. Staff believes that the current remaining budget for EOR, Inc of \$4,324 will not be adequate to complete the revisions listed above. Mr. Fossum explained that staff are working to estimate the remaining consultant time needed and analyzing the CRWD staff time available to complete the plan. Mr. Fossum said staff intends to request a contract amendment at a future meeting. Mr. Fossum said staff would like to continue the recent discussions on a District financing plan to be included in Plan. Mr. Fossum noted that staff have reviewed the financing section of the Ramsey Washington Metro Watershed District's 2006 Watershed Management Plan as a possible approach for the District's 2010 WMP. Mr. Fossum said if the Board agrees staff would draft similar elements for CRWD's plan.

### **Central Corridor Light Rail Transit Update (Kelley & Eleria)**

Ms. Eleria reported that the state dollars for water quality projects were approved by the Board of Water and Soil Resources. Capitol Region Watershed District was awarded a \$665,000 grant. Administrator Doneux added that it was the largest grant awarded. Ms. Eleria said it was one of forty three projects that were funded.

### **B) 2010 Stewardship Grant – Rain Barrel Program Update (Beckman)**

Ms. Beckman noted that residential rain barrels are becoming popular again. CRWD offers grants to individual homeowners for partial reimbursement of rain barrel purchase costs, and offers rain barrel workshop grants to organizations in order to improve water quality and reduce stormwater runoff. Ms. Beckman said since 2007, CRWD has made rain barrel workshop grants to five St. Paul district planning councils as well as the City of Falcon Heights Environment Committee. The average grant size is approximately \$1,150. Ms. Beckman said to streamline and simplify the grant making process staff proposes changes to the rain barrel grant program. Ms. Beckman said at least six weeks prior to the event date, project leads would submit an application that includes the following information; organization background information; method to be used for barrel distribution; list of project stakeholders; project timeline; and a project evaluation method. Ms. Beckman said after the event, the project lead will submit a list of workshop participants that includes street address, phone number, and email address, a brief written workshop summary, and digital photos of the event. Ms. Beckman explained that the District would remit a \$1,200 reimbursement grant when these materials have been received and reviewed by staff. Manager Collins asked to add other non-profit organizations on the first page under project objective. The Board agreed that that the process made sense and was a good idea.

### **C) Education and Outreach – Communication Consultant Update (Beckman)**

Ms. Beckman said after reviewing ten submissions for the Communication Consultant RFQ, CRWD staff and the Board of Managers Education subcommittee selected three firms to interview which is scheduled for February 10, 2010. The committee will bring a recommendation to the Board at the February 17, 2010 Board meeting.

## **VII. General Information**

### **A) Administrator's Report**

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

- 1) CRWD Office will be closed Monday, February 15<sup>th</sup> for the President's Day Holiday.
- 2) Manager Mike Thienes was elected Chair of the Metro Chapter of the Minnesota Association of Watershed Districts (Metro MAWD). The Metro Chapter will continue to meet at the District Office; the next meeting is set for Tuesday, April 20<sup>th</sup> at 7:00 PM.
- 3) Managers Marylyn Deneen and Joe Collins along with Anna Eleria, Melissa Baker, Forrest Kelley, Dawn Nelson and Mark Doneux attended the Minnesota Chapter of the American Council of Engineering Companies (ACEC) Award Banquet, Friday, January 22<sup>nd</sup> at the Minnesota Valley Country Club in Bloomington. CRWD won two of the nine Grand Awards that were presented that night. CRWD won awards for the Arlington Pascal Stormwater Improvement Project and the Maryland Avenue Repairs of the Trout Brook Stormsewer Interceptor.
- 4) Barr Engineering Company and the CRWD have won an award for the Maryland Avenue Repairs of the Trout Brook Interceptor. The Board is invited to the 46<sup>th</sup> Annual Engineers Week Awards and

Recognition Banquet. The banquet will be held Friday, Feb. 19 at the Minnesota Landscape Arboretum in Chaska. The evening will begin at 5:30 with a networking social and silent auction to benefit our engineering scholarships and MATHCOUNTS program, followed by individual awards and scholarship recognitions, dinner, and the annual Seven Wonders of Engineering Awards presentation. The deadline for reservations is February 12<sup>th</sup>.

Administrator Doneux added that the District held off on sending out invitations to apply for the 2010 special grants until BWSR announced their decision on the state grants. Administrator Doneux said there are some potential projects that the District should consider for 2010

Administrator Doneux noted that staff will be meeting on February 8<sup>th</sup> with the Port Authority.

## **VIII. Meeting Agenda Review**

### **Wednesday, February 17, 2010 Regular Meeting Agenda Review**

**IX. Adjournment** – 7:30 p.m. adjourned by consensus.

Respectfully submitted,

Dawn Nelson

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