

# Capitol Region Watershed District



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**Regular Meeting Minutes** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, January 20, 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

Dawn Nelson, CRWD

Forrest Kelley, CRWD

Anna Eleria, CRWD

Elizabeth Beckman, CRWD

Tom Petersen, RCD

## **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.**

## **III. Permit Applications**

### **A) Permit Program/Rules Update (Kelley)**

There were no permit applications on the Agenda. Permit Program and Rules update is the Special Report.

## **IV. Special Reports – Permit Program/Rules Update (Kelley)**

Mr. Kelley reminded the Board that CRWD has been issuing permits under Rules since October 1, 2006. Mr. Kelley said in 2009, the District received 31 permit applications. The Board approved 27 stormwater management permits, three erosion control permits, and two floodplain management permits. Mr. Kelley explained the table he provided as an excerpt from the permit database summarizing the pertinent information regarding permits processed in 2009. Mr. Kelley provided a presentation on some of the projects approved and inspected in 2009. Manager Collins asked staff if they have received feedback on the permit application process. Mr. Kelley said applicants don't really have any negative comments on the process.

## **V. Action Items**

### **Consent Agenda**

Manager Thienes asked to remove item B. December Accounts Payable from the consent agenda. Manager Collins asked for a motion to approve the January 20, 2010 Consent Agenda as amended.

### **Motion 10-01-07:**

A) Approve Minutes of the January 6, 2010 Regular Meeting as presented.

B) Approve Minutes of the January 14, 2010 Special Meeting as presented.

~~C) Approve Accounts Payables for \$332,330.34 and the Accounts Receivable for \$8,791.19 for the month of December 2009 and direct Board Vice President and Treasurer to endorse and disperse checks for payment.~~

D) Appoint Janna Caywood to CRWD Citizen's Advisory Committee.

E) Authorize the Administrator to advertise and fill the two, full-time temporary Water Resource Technician positions.

Thienes/Jones

Unanimously approved

### **Discussion**

C) Manager Thienes was going to ask a question on the layout of the Accounts Payable spreadsheet but realized the answer before asking the question so no discussion occurred.

**Motion 10-01-08:** *Approve Accounts Payables for \$332,330.34 and the Accounts Receivable for \$8,791.19 for the month of December 2009 and direct Board Vice President and Treasurer to endorse and disperse checks for payment.*

Thienes/Jones

Unanimously approved

### **F) Approve response to comments on 60-day draft of 2010 Watershed Management Plan (Fossum)**

Mr. Fossum reminded the Board of the special meeting on January 14<sup>th</sup> to discuss the draft responses to comments on the 60-day draft of the 2010 Watershed Management Plan and Managers directed staff to make changes. Mr. Fossum said staff have revised the responses to comments as directed by the Managers. Mr. Fossum continued to say that per MN Statute the District must respond to all comments no later than January 23, 2010. The Board and staff reviewed and discussed some final changes in the response to comments.

**Motion 10-01-09:** *Approve response to comments on 60-day draft of the 2010 Watershed Management Plan.*

Thienes/Jones

Unanimously approved

### **G) Accept Engineers Report for the Trout Brook System Repairs (Eleria)**

Ms. Eleria said the Trout Brook Storm Sewer Interceptor (TBI) Repair Project near Maryland Avenue and I-35E in Saint Paul was substantially completed in February 2009 and restoration of the construction area was completed in June 2009. Ms. Eleria said Barr Engineering has prepared a final construction report that summarizes the project accomplishments, timeline and construction difficulties. It also includes a compilation of the project records including applications for payment, change orders, project closeout documentation, record drawings, permits, and photographs. Ms. Eleria reviewed a draft final construction report with the Board. Ms. Eleria said Barr Engineering has indicated that the TBI repair section is in good operating condition as defined by Minnesota Statutes. Ms. Eleria explained that there were two not in good operating condition sections of TBI identified in the transfer agreement with Met Council that have been repaired and are 'in good operating condition,' and Met Council will transfer to CRWD its interest in these sections of TBI and associated property rights by bill of sale and quit claim deed. Ms. Eleria said CRWD's legal counsel has reviewed and approved the bill of sale and quit claim deed.

**Motion 10-01-10:** *Accept the final construction report for the Trout Brook Storm Sewer Interceptor Repair Project – Station 58+00 to Station 112+77.*

Deneen/Jones

Unanimously approved

**Motion 10-01-11:** *Authorize the Board President to execute a bill of sale and quit claim deed for TBI.*

Thienes/Jones

Unanimously approved

**H) St. Paul Regional Water Services Training Agreement (Beckman)**

Ms. Beckman said in November 2009, John Blackstone of St. Paul Regional Water Services (SPRWS) contacted CRWD seeking to collaborate to offer introductory erosion and sediment control training to SPRWS utility installers. Ms. Beckman said the full-day training is scheduled for Thursday, February 25, 2010 at the SPRWS office at 1900 Rice Street in Maplewood. The training will be coordinated by John Chapman of the University Of Minnesota Department Of Biosystems Engineering. Course material to be presented by University of Minnesota Extension instructors will include introductory information on water quality, erosion and sediment control, dewatering, and other water quality protection practices specific to utility repair and installation. Ms. Beckman said Forrest Kelley will present information about CRWD Watershed Rules and their applicability to the work of SPRWS. Ms. Beckman said CRWD will reproduce printed training materials, provide refreshments, and pay the coordination fee, which is \$2,000 independent of the number of attendees.

**Motion 10-01-12:** *Authorize the Administrator to enter in an agreement with the University of Minnesota for an Erosion Control Workshop at the St. Paul Regional Water Services Office.*

Deneen/Jones

Unanimously approved

**I) Authorize 2010 Ramsey Conservation District Agreement**

Administrator Doneux said the Ramsey Conservation District (RCD) has provided varying levels of technical assistance to the CRWD. In the past a service agreement has been signed defining the technical assistance requested. Administrator Doneux said CRWD staff has discussed and reviewed the anticipated technical assistance needs for 2010 with the RCD staff. Technical assistance will include: General GIS Services, Stewardship, Partner and Special Grant assistance, Education and Outreach and Lake McCarron Shoreline Restoration. Descriptions of the technical assistance that are to be provided are found in Appendix A of the service agreement. Estimated costs for technical assistance are found in Appendix B. The total 2010 service agreement is for the amount not to exceed \$30,000. Administrator Doneux noted in 2009, the RCD had an approved agreement for \$41,720. Due to additional work on McCarrons Lake and the increase in Stewardship Grant designs, expended an additional \$7,135.75. Administrator Doneux said staff would recommend amending the 2009 RCD Service Agreement to a final total of \$48,855.75.

**Motion 10-01-13:** *Approve a final 2009 Contract Amendment with the Ramsey Conservation District for an amount of \$7,135.75 for a total of \$48,855.75.*

Thienes/Jones

Unanimously approved

**Motion 10-01-14:** *Authorize Administrator and Board President to execute the 2010 Ramsey Conservation District Service Agreement for an amount not to exceed \$30,000 subject to review by the Ramsey County Attorney.*

Thienes/Jones

Unanimously approved

**VI. Unfinished Business**

**A) City of Saint Paul Water Resource Work Group Update (Doneux)**

Administrator Doneux said the District received a letter from the City of Saint Paul on December 4, 2009 outlining and describing a Water Resource Management Interagency Collaboration Process for Proposed Projects. Administrator Doneux noted that Manager Piram, Manager Collins and himself met with Nancy Homans, Anne Hunt and John Maczko from the City on January 6, 2010. Staff also met with the Water Resource Work Group on January 12<sup>th</sup>. Administrator Doneux discussed the reformatted 2010 CRWD Work Plan and the 2010 Work Plan Highlights that staff discussed with the WRWG.

**B) Central Corridor Light Rail Transit Stormwater Update (Staff)**

Administrator Doneux noted staff is still reviewing the City's request to increase their stormwater volume credit for their part of the tree trench along University Avenue. Administrator Doneux noted that in early January 2010, CRWD received comments from the City of Saint Paul on the revised plans for additional stormwater best management practices (BMPs) in the Central Corridor Light Transit (CCLRT) area. These revised plans addressed the first set of comments received from the City and Met Council. Administrator Doneux said CRWD and its consultant engineers have addressed the City's comments and prepared the final set of plans and special provisions, which were submitted to Met Council on Monday, January 11<sup>th</sup>. Enclosed are CRWD's letters to the City and Met Council as well as the full set of final green infrastructure plans.

## **VII. General Information**

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

Administrator Doneux noted

- 1) CRWD Office will be closed Monday, January 18<sup>th</sup> for Dr. Rev. Martin Luther King Jr. Holiday.
- 2) Metro MAWD will meet at the District Office on Tuesday, January 19<sup>th</sup> at 7:00 PM.
- 3) Reminder: The Minnesota Chapter of the American Council of Engineering Companies Award Banquet is Friday, January 22<sup>nd</sup> from 6:00-9:00 PM at the Minnesota Valley Country Club in Bloomington.
- 4) The RCD has recently lost two staff positions due to lack of funding. Paul Erdman and Geoff Nash are no longer with the RCD. The work load in their respective program areas, Weed Management and Groundwater Management, is to be determined and/or will be filled by existing staff.
- 5) The City of Maplewood recently adopted a Wetland Management Plan. City staff provided a full color copy, including a map, to District staff.
- 6) Melissa Baker will be presenting the District's BMP Performance Assessment and Cost Benefit Analysis at the Minnesota Erosion Control Association Annual Meeting in St. Cloud in March.
- 7) The CRWD has been requested to present two professional papers, one on our monitoring program and one on our BMP program at the National Water Monitoring Conference in Denver, Colorado this April.
- 8) Carrie Robertson has accepted the position of Water Resource Technician. This position is Matt Loyas' previous position. Carrie has three years experience in water resources working with most recently with the Scot County Watershed Management Organization. Carrie will start on January 25<sup>th</sup>.

### **B) CAC Update (Manager Thienes)**

Manager Thienes said Forrest Kelley provided the committee with the same Permit Program update he presented tonight and an update on the Cleveland Randolph Groundwater Study.

## **VIII. Meeting Agenda Review**

Wednesday, February 3, 2010 Regular Meeting Agenda Review

**IX. Adjournment** – 7:15 p.m. adjourned by consensus.

Respectfully submitted,

Dawn Nelson

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