

Capitol Region Watershed District



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Regular Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for Wednesday, June 15, 2011, 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. (President, Bob Piram)

A) Attendance

Robert Piram
Joe Collins (absent w/notice)
Seitu Jones
Mike Thienes
Mary Texer

Others Present

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

Ed Matthiesen,
Wenck Associates
David MacMillan, Ramsey
County Attorney
Jim Mogen, Ramsey County
Attorney

B) Review, Amendments and Approval of the Agenda

Manager Piram asked for additions or changes to the agenda. Administrator Doneux asked to move Unfinished Business VI. I to follow permit updates for discussion while attorney’s MacMillan and Mogen are present at the meeting. Administrator Doneux also asked to add Unfinished Business VI. J to discuss a Villa Park committee.

The Board adopted the Agenda as amended by consensus.

II. Public Comment – For Items not on the Agenda

There were no public comments.

III. Permit Applications

A) 11-016 Oxford Community Center (Kelley)

Forrest Kelley reviewed Permit #11-016 Oxford Community Center. Mr. Kelley said the applicant is the City of Saint Paul and the engineer is Larson Engineering. Mr. Kelley said the project is construction of a new synthetic turf athletic facility. The applicable rules are Stormwater Management (Rule C), Floodplain Management (Rule D) and Erosion Control (Rule F). Mr. Kelley said the project has 3.69 acres of disturbed area and the proposed impervious surface is unknown at this time. The proposed stormwater management is a subsurface drain tile network for the turf system. Mr. Kelley said staff recommendation is to table the permit with five conditions.

Motion 11-06-07: *To table Permit #11-016 Oxford Community Center with five conditions.*

1. *Submit a copy of the NPDES permit.*
2. *Quantify the total area of onsite disturbed impervious area and the required volume reduction.*
3. *Provide volume reduction or submit documentation of the site conditions that prevent infiltration and show eligibility for Alternative Compliance Sequencing.*
4. *Provide a copy of the District Volume Control Worksheet.*
5. *Provide treatment for the impervious areas or calculations documenting compliance with the Water Quality standard.*

Thienes/Texer
Unanimously Approved

B) Permit Program/Rules Update (Kelley)

Mr. Kelley said CRWD and RWMWD staff met last week to discuss the Technical Advisory Committee (TAC) agenda for the June 21st TAC meeting. Mr. Kelley noted that a TAC agenda was included in the Board packet.

Unfinished Business

I) Manager Appointment Process (Doneux)

Administrator Doneux said he received an email letter from Wendy Underwood from Mayor Coleman's office indicating the City of St Paul will begin providing a list of names to the County for appointments for the CRWD Board. Administrator Doneux said historically Ramsey County has appointed Board Managers from their appointment process. Administrator Doneux said he spoke to City staff member Wes Saunders-Pearce, who said the intent is to simply reengage with the process.

Mr. Mogen said his office is having a meeting with City and County staff to clarify what the process will be for the future. Discussion occurred.

IV. Special Reports – 2010 Stormwater Pollution Prevention Program (SWPPP) Annual Report

Ms. Eleria said as a regulated operator of a small municipal separated storm sewer system, Capitol Region Watershed District (CRWD) must fulfill two annual requirements as part of its 5-year stormwater discharge permit: 1) solicit public comment on its Stormwater Pollution Prevention Program (SWPPP) and hold an annual public meeting to present the SWPPP activities and accomplishments made each year and 2) prepare and submit by June 30th a SWPPP annual report that reflects comments and recommended changes made by staff and the public.

Ms. Eleria said on May 23rd, CRWD started a 30-day public comment period on the draft SWPPP Annual Report, which summarizes CRWD's stormwater management activities and accomplishments for 2010.

Ms. Eleria said tonight's public meeting is to present the 2010 report and solicit comments. Ms. Eleria said no comments have been received from the public. The public comment period for the 2010 SWPPP Annual Report ends on Tuesday, June 21, 2011.

Ms. Eleria said the Stormwater Pollution Prevention Program (SWPPP) is a comprehensive and solid management tool for improving water quality. Ms Eleria said the Trout Brook Stormwater is considered an MS4 and a state discharge system. The goals are to reduce discharge of pollutants, protect and improve water quality and comply with water quality requirements of the Clean Water Act. Ms Eleria said the SWPPP has Six Minimum Control Measures (MCM): public education and outreach; public involvement and participation; illicit discharge detection and elimination; construction site runoff control; post-construction stormwater management and pollution prevention/good housekeeping.

Ms. Eleria said the public education and outreach minimum control measure for 2010 included 10 workshops for rain garden, native plant or rain barrels that were presented by District Planning Councils (4, 6, 12, 13 & 16). Municipal Education and Training included a construction site erosion/sediment control training and IDDE training that were both well attended. In November 2010, District staff hosted a snow and ice management training.

Public participation included a 30-day public comment period for the annual SWPPP activities, an annual public meeting and meetings with CAC/TAC. Ms. Eleria said staff request approval of the SWPPP Annual Report. Manager Texer provided some changes to the SWPPP Annual Report.

Motion 11-06-08: *Approve the 2010 Stormwater Pollution Prevention Program Annual Report with the Board's revisions and authorize the Administrator to submit the report to Minnesota Pollution Control Agency.*

Thienes/Jones

Unanimously approved

V. Action Items

A) Minutes of the June 1, 2011 Regular Meeting

Manager Piram asked for additions or changes to the June 1, 2011 Regular Meeting Minutes. Manager Texer provided written changes to Ms. Nelson.

Motion 11-06-09: *Approve Minutes of the June 1, 2011 Regular Meeting Minutes as amended.*

Jones/Texer

Unanimously approved

B) Accounts Payables/Receivables of May 2011

Manager Piram requested approval of the Accounts Payables/Receivables for the month of May 2011.

Motion 11-06-10: *Approve the Accounts Payables for \$154,644.35, the Accounts Receivable for \$15,326.78 and the Budget Report for the month of May 2011 and direct Board President and Treasurer to endorse and disperse checks for payment.*

Thienes/Jones

Unanimously approved

C) Special Project Grant for City of Maplewood (Fossum/Kelley)

Mr. Kelley reminded the Board that the City of Maplewood's Western Hills Street reconstruction permit #11-009 was approved in April 2011. Mr. Kelley said the City of Maplewood bid out the Western Hills Street project this spring with a bid alternate for pervious concrete streets, parking lots, and sidewalks. With bids now opened and a decision to award the alternate, Maplewood is requesting financial assistance to construct the pervious concrete areas included in the bid alternate. Mr. Kelley noted the grant also includes a discussion on the residential raingarden program they have been implementing for more than 10 years. Staff have evaluated several options to determine a cost-share amount with Maplewood, which are consistent with past Special and Stewardship Grant awards. Although both the raingardens and pervious pavement practices go above and beyond the permit requirements, staff recommends that consideration for the special grant focus on the pervious concrete because of the level of innovation and high-cost of the practice. Staff feel that cost-share funding for 50% of the pervious concrete BMPs is appropriate based on past grants and due to the fact that the full 2011 special grants budget has been previously allocated.

Motion 11-06-11: *Approve City of Maplewood 2011 Special Grant request with reimbursement funding for 50% of the cost to construct the Pervious Concrete BMPs in the Western Hills Street Project not to exceed \$35,162.*

Texer/Jones

Unanimously approved

Motion 11-06-12: *Authorize Board President and Administrator to enter into a cost-share agreement subject to the following conditions:*

1. Review and approval of the Cost Share Agreement by the Ramsey County Attorney;
2. CRWD shall review and approve the signage, promotion, and monitoring plan for the project;
3. The project shall be fully functional for no less than 15 years;
4. Maplewood will have two years from the date of the executed cost-share agreement to complete the project and request reimbursement.

5. Any changes to project plans after construction begins must be approved by the CRWD.

Jones/Texer

Unanimously approved

D) Graphic Design Consultant for CRWD Logo (Eleria)

Ms. Eleria said in early May 2011, CRWD's Board of Managers approved the request for proposals (RFP) for a graphic designer to update the existing logo or create a new logo for CRWD.

Ms. Eleria said CRWD staff distributed the RFP to eight freelance graphic designers and design firms on May 20th. The District received proposals from six designers/design firms, which include: 1) Christopher Harrison Design; 2) Scales Advertising; 3) Charles Ross Group, LLC; 4) The Design Company; 5) Donovan Design and 6) LaBreche. Ms. Eleria said the estimated budget for this work ranges from \$1,200 to \$9,100.

Ms. Eleria said the CRWD Logo Design committee is comprised of two Board Managers, Seitu Jones and Mary Texer, as well as two staff members, Anna Eleria and Mark Doneux. Ms. Eleria said the committee met earlier today and the consensus of the committee was to interview Charles Ross Group and The Design Company.

Motion 11-06-13: *Approve the graphic design firm of either Charles Ross Group or The Design Company pending staff interview; staff will select the graphic designer with a contract not to exceed \$7,000.*

Texer/Jones

Unanimously approved

VI. Unfinished Business

A) 2012 Annual Work Plan and 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 which the Board did at the June 1st meeting by adopting the 2012 Work Plan and Budget schedule. Administrator Doneux noted that the July 27th budget workshop will be rescheduled in early July.

Administrator Doneux reviewed draft 2012 Work Plan documents with the Board. Administrator Doneux noted that the work plan goals are substantially the same as 2011. Administrator Doneux said there were no changes to the Mission, Vision or Strategic Goals. Administrator Doneux reviewed the preliminary budget summaries with the Board noting that 2011 was the first year the District had project-level detail for the Budget. There are 30 funds with 90 unique projects and each project fund has a project number and budget number. Administrator Doneux explained that the Board and staff will be able to track project expenses to the budget. Administrator Doneux said 2012 budget documents are intended as a starting point for discussion amongst the board. Administrator Doneux told the Board that staff will prepare and deliver the 2012 preliminary budget books before the July 6th Board meeting and confirmed that everyone is still available for the July 11th Budget workshop.

B) Central Corridor Light Rail Transit Stormwater BMPs Update (Eleria)

Ms. Eleria said in early March 2011, CRWD commenced the design and engineering work for the second phase of green infrastructure practices in the Central Corridor Light Rail Transit (CCLRT) project area. The second phase of green infrastructure practices will include stormwater planters and rain gardens at five sites located in the boulevards of streets adjacent to University Avenue. This second set will complement CRWD's four side street green infrastructure practices that will be constructed in 2011 and 2012 by Met Council.

Ms. Eleria said Barr Engineering has completed an assessment of eight potential sites for construction of stormwater planters or rain gardens in streets adjacent to University Avenue. The eight sites were reviewed for a variety of factors including volume reduction/water quality treatment potential, soil conditions, utility conflicts, existing trees, future redevelopment, and education/visibility. Ms. Eleria explained that the sites were classified into one of three qualitative tiers that represent suitability for green infrastructure practices.

Ms. Eleria said five sites—Pillsbury NW, Griggs NW, Oxford SE, Marion SW and Marion SE—were determined to be either highly or moderately suitable for infiltration or filtration of stormwater runoff. CRWD staff and Barr Engineering presented the findings of the assessment to the City of Saint Paul, who provided a few comments on several of the sites. The City also gave approval to CRWD to move ahead with design and engineering of green infrastructure practices at these five sites.

C) Crosby Lake Management Plan Update (Eleria)

Ms. Eleria said in late summer 2010, CRWD began developing a lake management plan for Crosby Lake with financial support from Minnesota Pollution Control Agency through a Clean Water Fund grant, which has a deadline of June 30, 2013. Ms. Eleria said CRWD contracted with Wenck Associates for technical assistance and plan preparation and MN Waters for citizen outreach and engagement. In 2010, the lake and watershed data gathering and analysis work was completed and two meetings for each advisory group, technical and citizen, were conducted in 2010.

Ms. Eleria said originally, CRWD anticipated completing the Crosby Lake Management Plan by May 2011. However for a couple of reasons, there have been delays in its completion. First, the Wenck project manager had a medical condition that limited his availability for work for the first four months of 2011. Throughout that time, CRWD staff was given periodic updates of the project manager's availability for work and the project schedule. Second, CRWD staff received a draft management plan for review in late April. CRWD staff made a variety of comments and identified one significant issue to resolve in the plan before it would be ready for review by CRWD's Board of Managers. Ms. Eleria said CRWD and Wenck staff have had several discussions and resolved the issue in early June.

Ms. Eleria said Wenck is now incorporating the changes and additions to the draft management plan, which should be completed by the end of June. CRWD staff anticipates presenting the draft management plan to the Board at the July 6th meeting and receiving Board comments. Also at that time, CRWD staff will request authorization from the Board to hold a 30-day public comment period on the draft plan. The last advisory group meetings will be held in late July/early August to present the draft plan and receive public comments.

D) Highland Ravine Update (Eleria)

Ms. Eleria said staff is contracting design services with Shawn Tracy for conceptual plans for Ravine stabilization. Staff anticipate having something prepared for a public meeting by the July 20th Board meeting.

E) Trillium Site Hydrology Study (Fossum)

Mr. Fossum said the second work group meeting was held this afternoon at the District. Staff will mail the meeting details next week.

F) Blair Griggs Boulevard Tree Trench Update (Fossum)

Mr. Fossum noted that the Board held a Special Meeting on April 18th to discuss with the City of St. Paul the Blair-Griggs Tree Trench project. At that meeting, City of St. Paul representatives indicated that they would not be bidding the Blair-Griggs Tree Trench System because it was too expensive and not appropriate for a residential street project.

Mr. Fossum said since the April 18th Board meeting the City has decided to bid the Blair-Griggs Tree Trench system as an alternative within the Blair-Griggs RSVP project. The City received three bids for the project and the Tree Trench System items have been enclosed. Mr. Fossum said Dan Haak indicated that the final decision on whether the City will accept the alternate bid and construction of the Tree Trenches will be made by Rich Lallier, Public Works Director and John Mazcko, City Engineer.

The Managers reviewed an offer from the City of St. Paul that would have the District paying for installation of the tree trench system and the replacement of sewer services and the City receiving the volume credits. The Managers noted that the offer was in conflict with District policy of not paying for BMPs required under the Rules and not allowing for consideration of costs that are not directly linking to a stormwater BMP. The Managers discussed a counteroffer of splitting the costs and credits of the tree trench system at a 50% level with the City and directed staff to discuss this offer with City staff.

G) William Street Pond Update (Kelley)

Mr. Kelley said the contractors dredging material is so wet that the landfill will not accept the material. Ramsey County has offered one of their maintenance sites to haul the material and store it for a period of time to dry out and then deliver it to the landfill.

H) City of Saint Paul CCLRT Green Infrastructure Project (Doneux)

Administrator Doneux said the City has submitted a draft RFP to the District for comments due by June 24th. Administrator Doneux said the project will be similar to the workshop the District held in 2009.

I) Manager Appointment Process (Doneux)

Moved to follow permits.

J) Villa Park (Fossum)

Mr. Fossum said the proposals for the Villa Park Restoration Feasibility Engineering are due on Monday, June 20th. Mr. Fossum asked two Board managers to be a part of the Committee that could participate in a meeting during the week of June 27th. The committee would make a recommendation to the full Board at the July 6th Board meeting. Managers Thienes and Texer agreed to be on the committee and meet Monday June 27th at 5:00 pm.

VII. General Information

A) CAC Update (Thienes)

Manager Thienes said Forrest Kelley took the Committee on a tour of four projects, including Front/Victoria RSVP – Street Reconstruction BMPs, Pervious Pavers, Infiltration Trench; Gottfrieds Pit – Stormwater Flood control project; Williams Street Pond – Innovative stormwater BMPs; and Hwy 36/Rice Street – Permit site, stormwater BMPs, large-scale erosion control. The tour was well attended and everyone said they enjoyed it.

B) Administrator’s Report (Administrator Doneux)

There was no Administrators Report

VIII. Wednesday, July 6, 2011 Regular Meeting Agenda Review

IX. Adjournment – 8:29 p.m. adjourned by consensus.

Respectfully submitted,

Dawn Nelson

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