



Capitol Region Watershed District

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Regular Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, June 1, 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 6:14 p.m. (President, Bob Piram)

A) Attendance

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

Others Present

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

Ed Matthiesen,
Wenck Associates
David MacMillan,
Ramsey County Attorney
Brian Tourtelotte,
City of St. Paul
Mike Kimble,
City of St. Paul

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 provided by consensus.

II. Public Comment – For Items not on the Agenda

There was no public comment.

III. Permit Applications

A) Permit #11-014 AGAPE School (Kelley)

Forrest Kelley reviewed CRWD Permit #11-014 AGAPE School. The applicant is the St. Paul Public Schools and the project is reconstruction of a parking lot and renovation of the existing building. Mr. Kelley said the applicable rules are Stormwater Management (Rule C) and Erosion Control (Rule F). Mr. Kelley said this project has 1.6 acres of disturbed area, 1.29 acres of proposed impervious surface and the proposed stormwater management will include underground infiltration chambers. The staff recommendation is to approve the permit with 4 conditions. Mr. Kelley added that the engineer indicated that the Public School District would like to request banking for the excess volume, however, staff have not received a formal request.

Motion 11-06-01: *To approve Permit #11-014 AGAPE School with four conditions.*

1. *Submit a copy of the NPDES permit.*
2. *Revise plan detail 8-C500 for sump catch basin to include hooded outlet.*
3. *Revise the underground storage system on sheet C300 to include site specific invert elevations.*
4. *Provide plans signed by a professional engineer per the Minnesota Board of AELSLAGID.*

Collins/Texer

Unanimously Approved

B) Permit # 11-015 Hazelden Campus (Forrest Kelley)

Forrest Kelley reviewed CRWD Permit #11-015 Hazelden Campus. Mr. Kelley said the applicable rule is Erosion Control (Rule F). Mr. Kelley said this project has 4 acres of disturbed area. Mr. Kelley said there is no proposed impervious surface at this time. Mr. Kelley noted that a Stormwater Management permit will be required for activity outside the scope of the Erosion and Sediment Control permit. The staff recommendation is to approve the permit with 5 conditions.

Motion 11-06-02: *To approve Permit # 11-015 Hazelden Campus with 5 conditions.*

1. Receipt of \$8,000 surety
2. Submit a copy of the NPDES permit.
3. Provide the following items on the SWPPP
 - a. Proposed site grading plan
 - b. Inlet protection for all catch basins in Drake Street near the construction entrance
 - c. Specification for seeding and stabilization practices to be used throughout the site
 - d. Areas of vegetation to be preserved during construction
 - e. Details for proposed erosion and sediment control practices
 - f. Remove all notes or references to gravel parking areas or other impervious surfaces.
4. Submit documentation of approvals from the MPCA for the proposed remediation.
5. Evaluate moving the pond outlet to discharge to the low spot south and west of the property.

Texer/Collins

Unanimously Approved

C) Permit Program/Rules Update (Forrest Kelley)

Mr. Kelley said there will be one permit at the next meeting for Oxford Community Center who is proposing an artificial turf field east of Lexington Pkwy. Mr. Kelley noted that the TAC Rules meeting that was scheduled for June 7th has been moved to June 21st.

IV. Special Reports – No Special Reports

There was no special report.

V. Action Items

A) Minutes of the May 18, 2011 Regular Meeting

Manager Piram requested approval of the May 18, 2011 Regular Meeting Minutes.

Motion 11-06-03: *Approve Minutes of the May 18, 2011 Regular Meeting Minutes as presented.*

Texer/Thienes

Unanimously approved

B) Special Grant to City of St. Paul (Fossum)

Mr. Fossum said the 2011 budget provides \$150,000 in budget category 440—Special Projects. At the April 20, 2011 Board meeting the Managers approved two \$50,000 grants: One for the Swede Hollow Stream Restoration Feasibility Study and the other for Macalester College Fine Arts Building Parking Lot Tree Trench System. Mr. Fossum said the Managers delayed decision on a third \$50,000 grant for the Payne-Maryland Development: Stockholm Tree Planting Engineering Design pending submittal of additional information about the project. Mr. Fossum said District staff have discussed with St. Paul Parks staff the additional information that was needed and St. Paul Parks has submitted a letter detailing this information.

Mr. Fossum introduced Brian Tourtelotte and Mike Kimble from St. Paul Parks to review the project, grant request and answer any questions.

Mr. Tourtelotte thanked the Board for considering this project and noted that he is excited for the project. Mr. Tourtelotte said the Payne Maryland Project envisions a partnership of public and private entities joined together to develop a community center which will offer community programs and services in unique sharing of facilities and staff. Mr. Tourtelotte said the entities include the City of St. Paul Parks and Recreation and Public Libraries and the Payne Maryland Partnership (PMP). The PMP originally included members representing Arlington Hills Lutheran Church, Bradshaw Celebration of Life Centers and Merrick Community Services (MCS). Mr. Tourtelotte said MCS has made public their intent to withdraw from PMP and the Payne Maryland Project. Mr. Tourtelotte added that PMP is in the process of interviewing other social service agencies for involvement in the project and are particularly conscious of the opportunities for providing shared and complementary programs among the agencies.

Mr. Tourtelotte said the design development and construction document phases of the project are anticipated to commence by mid June 2011. The project design and contracting procedures are anticipated to require approximately 10 months and construction start of the new facility is expected in May 2012 with completion in June 2013 and occupancy by August 2013. The Board thanked the City for attending the meeting and providing more information.

Motion 11-06-04: Approve City of St. Paul 2011 Special Grant request for an amount not to exceed \$50,000 for Payne-Maryland Development: Stockholm Tree Planting Engineering Design and direct staff to develop the appropriate agreements for the project for Board approval.

Thienes/Collins

Unanimously approved

C) 2010 Annual Report (Beckman)

Ms. Beckman said all metropolitan watershed management organizations are required to annually submit an Activity Report, Financial Report and Financial Audit. Ms. Beckman noted that Connie Lanphear of C Lanphear Design designed the draft Annual Report. The Managers had a several minor revisions. Manager Texer requested seeing another draft before approval. Ms. Beckman said she will bring the annual report back for approval at the next Board meeting.

D) Contract Amendment with EOR for Highland Ravine Study (Eleria)

Ms. Eleria said in late October 2010, CRWD's Board of Managers approved a scope of work and budget with EOR for the Highland Ravine Stabilization/Restoration Feasibility Study. The goals of the study were to understand local hydrology and assess flooding, erosion and sedimentation, and water quality issues in this area. In addition, the study would recommend potential solutions for addressing the identified issues and provide a cost/benefit analysis.

Ms. Eleria said EOR completed the Highland Ravine Study in late March 2011. A public meeting to present the ravine assessment work and recommendations for resolving the identified issues was held in late April. Ms. Eleria noted that this was the last deliverable from EOR for this study.

In early May, EOR submitted a letter to CRWD requesting partial payment for the budget over-run with this study. EOR has spent 145 more hours on this study and incurred expenses 2.5 times greater than the approved, original budget of \$10,000. Because they accept responsibility for some of the budget over-run, they are seeking payment of 70% of the total over-run hours (109 hours), which equals \$11,775. The reasons EOR claims for the budget over-run include two additional meetings than originally proposed, more time needed to assemble data, additional modeling work than originally anticipated, and numerous revisions to the study report.

Ms. Eleria said District staff have reviewed EOR's letter and determined the number of additional hours per task that in our review are justified for reimbursement, which ranges from 16% to 50% of the actual hours.

Ms. Eleria distributed a spreadsheet with a breakdown of EOR's time and noted that staff recommends reimbursing EOR a portion of their request equal to \$4,860. Manager Thienes recommended reimbursing only 40 hours. Manager Texer recommended including a letter that states in the future if anything arises that will affect the project, including a change in personnel the District is to be notified immediately.

Motion 11-06-05: *Approve contract amendment with EOR, Inc. for the Highland Ravine Stabilization/Restoration Feasibility Study in an amount not to exceed \$4,320.*

Thienes/Piram/Texer

Collins Opposed

E) 2012 Work Plan and Budget Schedule (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 2012 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. Budget workshops were tentatively scheduled for Monday July 11th and July 27th.

Motion 11-06-06: *Adopt 2012 Work Plan and Budget Schedule as amended with workshop dates.*

Thienes/Collins

Unanimously approved

VI. Unfinished Business

A) Central Corridor Light Rail Transit (CCLRT) Stormwater BMP's Update (Eleria)

Ms. Eleria said District staff and Barr Engineering has completed the first task, site feasibility and evaluating eight candidate sites for infiltrating stormwater.

B) Trillium Site Hydrology Study (Fossum)

Mr. Fossum noted that he included a copy of the information that was mailed to the Trillium Site work group in the packet for the Boards information. The second meeting is scheduled for June 15th at 9:00am.

C) Villa Park Wetland Restoration Project Update (Fossum)

Mr. Fossum provided a schedule for the Villa Park Wetland Restoration Project.

D) Stop the Rain Drain Program Update (Beckman)

Ms. Beckman said at the May 18, 2011 meeting, Board Managers approved a 2011 Stop the Rain Drain implementation plan, but expressed concerns about overall project cost and the use of contractors to complete the work.

Ms. Beckman explained that upon further reflection and in light of Board feedback staff proposes a less costly version of SRD that allows the program to gain momentum with less risk. Staff can easily generate interest from homeowners using advertising, nondaily newspaper inserts and our relationships with St. Paul District Planning Councils, but considerable staff time is required to weed out ineligible projects from respondents. Ms. Beckman said it is agreed staff time devoted to SRD must be reduced. In 2010, only one-third of homeowners who responded to program promotion had a viable project.

Ms. Beckman said in an effort to reduce staff time, staff had proposed training and registering contractors, then allowing homeowners to contact them directly. But after consideration of Board feedback, it seems problematic to rely heavily on contractors to identify viable projects from among interested homeowners

since contractors have expressed concern about the time it takes to visit properties that won't necessarily result in work.

Another issue is that due to the wide range of garage conditions and drainage scenarios, many homeowners have difficulty fully understanding project eligibility descriptions over the phone, and/or they do not have access to the internet to view our example images of eligible projects. In effect, homeowners can't be relied upon to assess the eligibility of their own garage.

As a more cost effective alternative to the contractor driven approach, staff proposes to use MN GreenCorps Member Kat McCarthy in 2011 to identify project garages that can be served using simple elbow redirection. After determining a garage is eligible, Kat will reach out to the homeowner with a flyer/doorhanger, then a US Mail postcard. Interested homeowners will then contact CRWD, and staff will arrange for the redirection work to be completed by a contractor or handyperson at \$75 per project. Ms. Beckman noted that using the time of the District's GreenCorps Member reduces the time spent on nonviable projects, and serving homeowners with simple redirection projects increases the treatment area at a reduced cost.

A less costly start to the program in 2011 also seems wise due to the compressed timeline due to staff winter 2011 leave of absence and the fact that contractors indicated spring is a less desirable time for training, when winter is best. This program format also allows CRWD to retain more control which gives the program greater long term viability. CRWD won't be dependent upon contractors to decide whether or not to participate in subsequent years. We will offer work to interested contractor(s) and continue to use them as long as they provide quality work consistent with our program goals.

The contractor will install rain barrels purchased by the homeowner who may then request a \$50 reimbursement from CRWD. Homeowners interested in installing gutters themselves will be reimbursed \$4 per linear foot subject to CRWD approval after completing reimbursement paperwork and providing before and after photos.

A final note about cost, SRD program expenses are comparable other programs. Since these projects intercept runoff flowing directly into the street, the treatment amount for dollar spent is higher than for a backyard rain garden surrounded by turf, for instance, which is a common stewardship grant project.

The Board agreed that utilizing GreenCorps Member Kat McCarthy's time for this program is a very good idea.

VII. General Information

A) Administrators Report

Administrator Approved Agreements

- 1) Barr Engineering Company \$9,765 – Work Order #4 – Field Investigation-Survey Outlet Structures

The Capitol Region Watershed District (CRWD) developed a XP-SWMM model for the Trout Brook Interceptor (TBI). The model is in the process of being updated and calibrated to 2007-2010 flow monitoring and pond level data along the TBI. During the course of updating and calibrating the TBI XPSWMM model, several locations were identified where collection of additional information about current conditions is recommended. The additional information would improve the accuracy of the model in the surveyed areas and aid in the calibration of the model. This work, while directly supporting the model accuracy, will provide long term benefit by providing the District with accurate as-built conditions of the TBI. Consistent with the CIP for the TBI, having accurate, up to date drawings of the major control structures will aid in

long-term maintenance and operation of the system. The projects includes surveying four TBI Junction Structures, survey six lake/pond outlet structures and develop CADD drawings for each of these structures.

General updates including recent and upcoming meetings and events

- 1) June Meetings and Events
June 1st Board meeting – Managers Jones was absent
June 15th – Trillium Site Work Group Meeting # 2, 9:00 – 11:00 AM, CRWD Office
June 15th Logo Design Committee (Managers Texer and Jones), 5:00 PM
June 15th Board Meeting – Manager Collins will be absent
June 16th – MNDOT – Cayuga/35E Project Managers Meeting, 10:00 AM, Waters Edge
June 21st – Bug’s Night Out, 5:00 PM, Como Lake Pavilion
June 21st – Joint Technical Advisory Committee meeting on Rules
- 2) Our former Permit Engineer, Todd Shoemaker is already making a name for himself. I have attached a recent article from the Dubuque, IA Telegraph Herald newspaper highlighting the City’s efforts to reduce sump pump, downspouts and drainage into sanitary sewer.
- 3) The next District 6 Small Area Plan – Industrial Area Steering Committee meeting is June 21st from 4:30 - 6:30. Administrator Doneux has participated in these meetings that will ultimately make industrial zoning recommendations for the overall District 6 Small Area Plan.
- 4) Administrator Doneux gave a presentation on Green Infrastructure at the “Planning and Designing with Nature for Planners and Engineers” workshop on Monday, May 23rd.
- 5) The District is supporting the Ramsey Conservation District in nominating the Lake McCarron’s Neighborhood Association as Lake Association of the Year. The annual award is given out each year by Minnesota Waters.

VIII. Wednesday, June 15, 2011 Regular Meeting Agenda Review

IX. Adjournment – 7:35 p.m. adjourned by consensus.

Respectfully submitted,

Dawn Nelson

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