



Capitol Region Watershed District

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Regular Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, May 20, 2009, 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, Robert Piram)

A) Attendance

Robert Piram
Joe Collins
Seitu Jones
Mike Thienes
Marylyn Deneen

Others Present

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

Melissa Arikian, EOR, Inc.
Jerry Wagner, CAC
Steve Duerre, CAC
David MacMillan,
Ramsey County Attorney
Todd Shoemaker,
Wenck & Associates

B) Review, Amendments and Approval of the Agenda

Manager Piram asked for additions or changes to the Agenda. Mr. Kelley requested adding Permit Application G) Larpenteur Estates Extension Request.

The Board adopted the Agenda as amended by consensus.

II. Public Comment – For items not on the Agenda.

Mr. Wagner said he wanted to make the District aware of the activity at the Rice Street/Highway 36 Interchange. Mr. Wagner said there have been rumors that the City is going to construct a park and ride at that intersection. Mr. Wagner provided a newsletter with information on the project. There is an open house on Wednesday, May 27th from 4:30-6:30 at the Roseville Skating Center. Mr. Kelley said Ramsey County is designing the project and he met with their engineer who has put together preliminary plans that show what is being done for Stormwater. Mr. Kelley said he did explain to them that any wetland fill is highly discouraged. Manager Collins suggested the Board send Ramsey County a letter providing an explanation as to why filling a wetland is discouraged. Mr. Kelley said the county will receive a comment letter on the preliminary plans that were submitted.

III. Permit Applications

A) Permit # 07-005 Goodin Company Permit Close-out (Kelley)

Mr. Kelley said Permit 07-005 Goodin Company has been completed and is ready to be closed out. Mr. Kelley said a final inspection was conducted in spring 2009 and all temporary BMPs have been removed and soils stabilized. Mr. Kelley said construction as-builts were submitted and the BMPS were installed as approved. Mr. Kelley said a Maintenance Agreement for the onsite stormwater management practices was submitted to the District.

Motion 09-05-19: *Approve Certificate of Completion for permit 07-005 Goodin Company and authorize return of \$6,700 surety.*

Jones/Deneen

Unanimously Approved

B) Permit # 09-008 McDonough Homes Phases 5 & 6 (Kelley)

Forrest Kelley reviewed CRWD Permit # 09-008 McDonough Homes Phases 5 & 6. Mr. Kelley said the applicant is St. Paul Public Housing Agency. Mr. Kelley said the project is site regrading, building updates and improvements and stormwater management. Mr. Kelley said this project has 13.47 acres of disturbed area, 5.83 acres of proposed impervious surface and the proposed stormwater management is two underground infiltration trenches and use of the volume bank from a previous construction phase. Mr. Kelley said the staff recommendation is to approve the permit with four conditions.

Motion 09-05-20: *Approve Permit # 09-008 McDonough Homes with four conditions.*

1. *Receipt of maintenance agreement.*
2. *Submit a copy of the NPDES permit application.*
3. *Revise plans or HydroCAD model to correspond:*
 - a. *The HydroCAD model included in the "Stormwater Management Calculations" dated 5/5/09 indicates 6" and 12" orifices that are not shown on the Manhole 1 detail.*
 - b. *The "South Infiltration Basin Notes and Details" indicates an aggregate depth of 9.0 feet. The HydroCAD model included in the "Stormwater Management Calculations" dated 5/5/09 indicates the aggregate depth of 9.5 feet.*
4. *Provide updated plans showing removal of the geotextile fabric from the bottom of the infiltration trench details.*

Deneen/Collins

Unanimously Approved

C) Permit # 09-012 School District Service Facility (Kelley)

Forrest Kelley reviewed CRWD Permit # 09-012 School District Service Facility. Mr. Kelley said the project is reconstruction of the existing parking lot at the school district 625 service facility at 1930 Como Avenue. Mr. Kelley said this project has 1.98 acres of disturbed area, 1.98 acres of proposed impervious surface and the proposed stormwater management is two underground infiltration trenches. Mr. Kelley said the staff recommendation is to approve the permit with two conditions.

Motion 09-05-21: *Approve Permit # 09-012 School District Service Facility with two conditions.*

1. *Receipt of maintenance agreement.*
2. *Revise sump catchbasin depths and elevations. Structure 10 on Sheet C1 indicates a three-foot sump; the detail on Sheet C3 indicates a four-foot sump. Structure 5 on Sheet C1 indicates a three-foot sump; the elevations on the detail on Sheet C3 indicate a three-foot sump but it is labeled as a four-foot sump.*

Collins/Jones

Unanimously Approved

D) Permit # 09-014 Carondelet Village (Kelley)

Forrest Kelley reviewed CRWD Permit # 09-014 Carondelet Village. Mr. Kelley said the project is construction of a new senior housing facility. Mr. Kelley said this project has 7.37 acres of disturbed area, 3.88 acres of proposed impervious surface and the proposed stormwater management is two filtration raingardens and a subgrade filtration trench. Mr. Kelley said the staff recommendation is to table the permit with seven conditions.

Motion 09-05-22: *Table Permit #09-014 Carondelet Village with seven conditions.*

1. *Receipt of \$19,400 surety and maintenance agreement.*
2. *Provide pretreatment of runoff prior to discharge into the east biofiltration basin. Sump catchbasins (two foot depth or greater with hood, elbow, or tee) are recommended at structures 19 and 23.*

3. *Provide erosion control around the biofiltration basins to prevent sedimentation into the bottom of the basin after grading.*
4. *Provide erosion and sediment control along the south edge of the project to prevent sediment migration to the access road and into storm sewer.*
5. *Revise the HydroCAD model accordingly:*
 - a. *Route filtered water to the downstream device rather than using the “discarded” function. This water must be passed downstream in the system since filtration is proposed.*
 - b. *Correct the device routing for the East Biofiltration Basin. Device 2 is the primary outlet.*
6. *Justify pollutant removal performance of the subsurface trench. The detail on Sheet C2 indicates a filter depth of 5.4 inches (224.69 – 224.24 = 0.45 feet) and a filter media of coarse aggregate. This depth and material is unlikely to provide significant total suspended solids and total phosphorus removal. A proprietary filtration device may be more suitable for this application.*
7. *District staff shall be contacted before construction to coordinate plan to avoid or replace groundwater monitoring wells within the construction limits.*

Deneen/Collins

Unanimously Approved

E) Permit # 09-017 Knapp-Raymond (Kelley)

Forrest Kelley reviewed CRWD Permit # 09-017 Knapp-Raymond. Mr. Kelley said the applicant is St. Paul Public Works. Mr. Kelley said the project is reconstruction of residential Streets and utilities. Mr. Kelley said this project has 4.93 acres of total disturbed area, 4.93 acres of proposed impervious surface and the proposed stormwater management is two infiltration trenches beneath the streets and one beneath an alley. Mr. Kelley said the staff recommendation is to approve the permit with one condition.

Motion 09-05-23: *Approve Permit # 09-017 Knapp-Raymond with one condition.*

1. *Specify clean, washed rock for the infiltration trench aggregate backfill.*

Thienes/Jones

Unanimously Approved

Motion 09-05-24: Approve 2,338 cubic feet of Volume Reduction Credits with the following two conditions:

- a. Submittal of As-Built Plans to verify post-construction volume reduction.
- b. Review and approval by the Ramsey County Attorney.

Thienes/Collins

Unanimously Approved

F) Permit # 09-018 Maternity of Mary (Kelley)

Forrest Kelley reviewed CRWD Permit # 09-018 Maternity of Mary. Mr. Kelley said the project is construction of a gym addition to the St. Andrew’s School facility. Mr. Kelley said this project has 1.3 acres of disturbed area, .80 acres of proposed impervious surface and the proposed stormwater management is a raingarden and utilization of existing underground infiltration pipes. Mr. Kelley said the staff recommendation is to approve the permit with four conditions.

Motion 09-05-25: *Approve Permit # 09-018 Maternity of Mary with four conditions.*

1. *Receipt of \$4,000 surety and maintenance agreement.*
2. *Remove the draitile from the proposed infiltration basin. Soil borings indicate that soil permeability is sufficient such that the draitile is not necessary.*
3. *Show the drainage route for roof runoff. It is not clear if runoff is directed to the infiltration basin or the underground storage.*

4. *Revise HydroCAD model or the infiltration basin design so that the basin storage is not exceeded for the 100-year event. The 5/5/09 model indicates a 100-year high water level of 222.88 for the basin. However, the maximum elevation listed in the stage-storage relationship for the basin is 221.50.*

Collins/Jones

Unanimously Approved

G) Permit # 08-009 Larpenteur Estates Permit Extension Request (Kelley)

Mr. Kelley said permit 08-009 Larpenteur Estates was approved on May 22, 2008 with 4 conditions. The permit has not been issued. Mr. Kelley explained that the applicant has submitted an email indicating the project was not constructed in 2008 due to economic conditions. Mr. Kelley said the email requests a one year permit extension that would expire on May 22, 2010.

Motion 09-05-26: *Approve the Requested One-year Permit Extension of 08-009 Larpenteur Estates with the following conditions:*

1. *Existing permit conditions shall be satisfied by Larpenteur Estates Apartments, LLC before the permit is issued.*
2. *All changes to the approved plans shall be submitted to the District.*
3. *Revised plans may require submittal of a new permit application and associated fees at the Board's discretion.*

Deneen/Thienes

Unanimously Approved

H) Permit Program/Rules Update (Kelley)

Mr. Kelley said on April 13, 2009, CRWD staff held a meeting to gather input on the proposed Work Plan for Developing Enhanced Stormwater Management Standards for Sites Disturbing Less than One Acre. Mr. Kelley said the City of St. Paul has submitted two letters with comments on the draft work plan for small sites. Mr. Kelley said the letter dated April 13, 2009 indicates the City of St. Paul's Water Resource Working Group has initiated a similar study to develop standards for stormwater management on small sites and requests that the Board appoint CRWD staff to participate in an interagency working group. Mr. Kelley said the April 30, 2009 letter requests that portions of the CRWD draft work plan be shifted to the interagency working group and provides a list of items to be considered for the scope of work for the proposed small site feasibility study. Mr. Kelley discussed a response letter that staff drafted, requesting clarification and additional information on the proposed interagency working group. Mr. Kelley said this information is needed for the Board of Managers in order to make decisions on how the small sites evaluation process should move forward and what level of coordination with other organizations is appropriate. Manager Collins asked if RWMWD is involved in the Small Sites Work Plan. Mr. Kelley said no. Mr. Kelley said the response staff received from Roseville, Lauderdale, Maplewood and Falcon Heights is that they are already essentially requiring sites to follow the CRWD's Rules.

Motion 09-05-27: Approve letter in response to the City of St. Paul Comments on the draft Small Sites Work Plan

Thienes/Jones

Unanimously Approved

Manager Deneen asked for an update on the City of St. Paul Magnolia - Earl Street project. Mr. Kelley said he met with Barb Mundahl on site and were able to locate some areas for potential BMPs. Mr. Kelley said he expects the city will resubmit their application for the next Board meeting with a couple of changes.

IV. Special Reports – Wetland Management Plan Update, Bob Fossum

Mr. Fossum reviewed the outline/framework of the CRWD Wetland Management Plan with the Board. Mr. Fossum explained that the District's Wetland Management Plan, as drafted, has three distinct components: Wetland Protection, Wetland Improvement, and Wetland Creation. The Wetland Protection component would identify methods to protect the wetlands that currently exist in the District; this is largely a regulatory approach. The Wetland Improvement component looks at improving existing wetlands in the District that are degraded to varying degrees. The plan identifies methods to improve the quality of District wetlands. The Wetland Creation component identifies areas of the District where wetlands could be created. Mr. Fossum said the analysis was originally developed by Ramsey Conservation District and looks at areas that were historically wetlands and provides a ranking system to prioritize wetland creation opportunities. Mr. Fossum said EOR, Inc. has completed an initial draft of the Wetland Management Plan with the exception of the functions and value assessment that is needed for the wetland improvement component of the plan. Mr. Fossum said the City of St. Paul through its wetland management plan has completed this assessment and will be providing this information to the District to complete the categorization of existing wetlands within the District. Mr. Fossum said upon receipt of this assessment from the City, EOR, Inc will finalize the draft plan and bring it to the Board for review at a later meeting.

V. Action Items

Consent Agenda

Manager Piram asked for a motion to approve the May 20, 2009, Consent Agenda.

Motion 09-05-28:

- A) *Approve Minutes of the April 28, 2009 Special Meeting as presented.*
- B) *Approve Minutes of the May 6, 2009 Regular Meeting as presented.*
- C) *Approve Accounts Payables for \$133,644.84 and the Accounts Receivable for \$863,672.45 for the month of April 2009.*
- D) *Approve Rudolph Stewardship Grant with reimbursement funding not to exceed \$649.00 subject to the following conditions:*
 - 1) *CRWD and Sarah Rudolf 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.*
- E) *Approve Aurandt Stewardship Grant with reimbursement funding not to exceed \$300.00 subject to the following conditions:*
 - 1) *CRWD and Robert Aurandt 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.*
- F) *Approve Wensman Stewardship Grant with reimbursement funding not to exceed \$85.00 subject to the following conditions:*
 - 1) *CRWD and Robert Stephen Wensman 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.*
- G) *Approve Drummond - Gehrt Stewardship Grant with reimbursement funding not to exceed \$85.00 subject to the following conditions:*
 - 1) *CRWD and Robert Janet Drummond and Michael Gehrt 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.*
- H) *Approve the St. Anthony Park Community Council Stewardship Grant rain barrel project with reimbursement funding not to exceed \$630.00 subject to the following conditions:*

- 1) *CRWD and St. Anthony Park Community Council must approve and enter into a Cooperative Agreement;*
- 2) *Any changes to program changes must be approved by the CRWD; and*
- 3) *All conditions must be met and the project completed within one year after project approval.*

Thienes/Jones

Unanimously approved

Discussion

I) Approve 2010 Work Plan and Budget Schedule (Doneux)

Administrator Doneux said the Board of Managers annually establish and approve the upcoming years work plan and budget. Administrator Doneux discussed the proposed work plan and budget calendar for the upcoming year that will provide the Managers input and allow for better planning of the work plan and budget. Manager Piram asked that staff include a copy of the strategic plan in the June 3rd Board packet. Administrator Doneux said staff will do that.

Motion 09-05-29: *Adopt 2010 Work Plan and budget schedule.*

Jones/Collins

Unanimously approved

J) Approve Revised Stewardship Grant Program Policies (Eleria)

Ms. Eleria said as a result of recent grant application requests, CRWD staff discussed with the Board two possible revisions to the Stewardship Grant Program policies that are currently beyond the scope of existing grant policies. Ms. Eleria said the recommended changes include increasing the maximum grant award to \$10,000 for homeowner associations, businesses and other organizations and funding planning, engineering or design projects. Ms. Eleria noted that the Board directed staff to revise the Stewardship Grant Program Summary and Application to reflect these new policies and bring it back to the Board for approval. Ms. Eleria discussed the revised Stewardship Grant Program Summary and Application with the Board.

Motion 09-05-30: *Approve the new policies of CRWD's Stewardship Grant Program as described in the 2009 Stewardship Grant Program Summary and Application.*

Collins/Thienes

Unanimously approved

K) Approve Gordon Parks High School Stewardship Grant (Storey)

Ms. Storey said on May 6, 2009, CRWD received a Stewardship Grant application from Gordon Parks High School located at 1212 University Avenue in St. Paul. It is the shared goal of the CRWD and Gordon Parks High School staff to create an intern partnership that will bring fresh perspective and increased capacity to the CRWD; and provide District students with the opportunity to examine watershed management careers, and to develop competencies not easily available in the classroom. A well-crafted internship can be a valuable experience that provides motivation and direction. The real-world connection of an internship can get a student more deeply in touch with the value of completing a degree, perhaps more clearly seeing education as a means to a desired end. Ms. Storey will serve as the primary contact, but the interns will work primarily with Field Operations staff each afternoon Monday through Thursday, 12:30 – 4:30pm, June 22 through August 7, 2009. The Interns will gain understanding of the effects of nonpoint source pollutants on surface water quality, and the importance of pollution prevention. Ms. Storey said the interns will assist with raingarden maintenance, and field work associated with monitoring flow and collecting water samples. Manager Jones said one of the 2008 interns Brittney Adams is a strong supporter for Capitol Region Watershed District.

Motion 09-05-31: *Approve the Gordon Parks High School intern Stewardship Grant with reimbursement funding not to exceed \$2,000.00 for two interns during 2009 summer school subject to the following conditions:*

- 1) *The CRWD and Gordon Parks High School – St. Paul Public Schools must approve and enter into Cooperative Agreement;*
- 2) *Any changes to the program description must be approved by the CRWD; and*
- 3) *The project will be completed by December 31, 2009.*

Deneen/Thienes

Unanimously approved

L) Approve Water Resource Technician Position (Doneux)

Administrator Doneux said the District received a request from the current Water Resource Technician for a change in duties and responsibilities. Administrator Doneux said the Personnel Committee has met twice and has met with the incumbent to review and consider the request. The Personnel Committee, in considering this request, considered several options. The conclusion of the Committee is to recommend establishing a new, part-time, temporary Water Resource Technician. Administrator Doneux noted that the establishment of this position is not required by the District however the new position would address some unmet needs of the District. Administrator Doneux explained that the new part-time, temporary Water Resource Technician position workload will consist of assisting with the analysis of stormwater runoff data, perform analysis of data beyond current, annual reporting requirements, conduct Water Quality Modeling, review and summarize stormwater research, provide technical input into District's education programming and summarize current stormwater research and make recommendations to incorporate findings into CRWD projects and permit requirements. Administrator Doneux said the proposed position would be funded from contractual services in the 2009 budget. The position would be funded through December 31, 2010. Administrator Doneux said it is anticipated that the transfer would be completed by June 1, 2009 and the current Water Resource Technician position would be vacant and need to be filled.

Motion 09-05-32: *Approve the establishment of the Part Time, Temporary Water Resource Technician position and accept transfer to the position. Authorize staff to advertise and fill the vacant Water Resource Monitoring Technician position.*

Thienes/Collins

Unanimously approved

VI. Unfinished Business

A) 2010 WMP Update (Fossum)

Mr. Fossum said staff will be mailing the next draft Implementation Section tomorrow for the special meeting on May 27th. Manager Thienes asked if the meeting could be changed to 5:30. It was the consensus of the Board to change the meeting start time to 5:30. Manager Jones said he would need leave by 6:30.

B) CCLRT Stormwater Workshop Update (Doneux)

Administrator Doneux said the CCLRT Stormwater Workshop is scheduled for Thursday, June 25, 2009. Administrator Doneux said the workshop will be from 8:00am – 2:00pm at the Central Corridor Resource Center formerly used as the Lexington Library. Administrator Doneux said the Metropolitan Council created a website that lists all the prime documents for stakeholders to review. Manager Piram asked if there is an invitation list. Administrator Doneux said he provided a list to the City of St. Paul staff that are sending out the invitations. Manager Piram asked if the CRWD CAC was invited. Administrator Doneux said yes.

C) Website Update (Eleria)

Ms. Eleria reviewed the new website with the Board. Ms. Eleria said the redesign of the website will improve its functionality, organization and usefulness for visitors to the site. Ms. Eleria explained some of

the new links on the website including a link to the Ramsey County website so individuals can look up their address to verify they are in the District.

VII. General Information

A) CAC Update (Thienes)

Manager Thienes said Administrator Doneux provided a presentation on the 2008 Monitoring Report. Forrest Kelley provided an update on the permit program. The Committee was asked to consider rescheduling the November CAC meeting because of Veteran's Day but a date was not set.

B) Art and the Watershed Lecture by Cliff Garten

Administrator Doneux said the Art and the Watershed Lecture by Cliff Garten was yesterday. Manager Jones said there were a lot of water resource representatives in attendance. Manager Jones said Administrator Doneux represented the District very well. Manager Deneen said the speaker was great but sometimes it was hard to hear. Manager Collins said the event was great.

C) Administrators Report (Doneux)

Administrator Doneux gave the Administrator's Report and noted the following events and announcements:

- 1) Reminder: Art and the Watershed Workshop, Thursday, June 11, 8:00am – 2:00pm, location to be determined. The lecture and workshop is the result of a Stewardship Grant to Public Art St. Paul. A copy of the event flyer is on the display table in the lobby.
- 2) Special Board meeting, Wednesday, May 27th, 5:00 PM to review draft Implementation Section.
- 3) Administrator Doneux will be out of the office on vacation the weeks of July 13th and August 2nd.
- 4) The Central Corridor Light Rail Transit Stormwater Workshop will be held Thursday, June 25th from 8:00 AM – 2:00 PM at the Central Corridor Resource Center, 1080 University Avenue.
- 5) In a recent State of Minnesota Department of Revenue Audit it was determined that the District underpaid sales tax from 2005-2008. The amount underpaid including interest and penalty was \$4,585.62. The issue arose primarily from vendors sending incorrect invoices as well as new City of Saint Paul and County Transit sales taxes. This adjustment will be put on the accounts payable for May. A procedure was put in place to track sales tax on a monthly basis and then make one, end of year payment, if necessary, to the Minnesota Department of Revenue.
- 6) Manager Thienes may be absent from the June 17th Board meeting.
- 7) The office will be closed on Monday, May 25th for the Memorial Day Holiday.
- 8) The District's 5 year lease expires October 2011.

D) Ramsey Conservation District (RCD) Board Meeting (Deneen)

Manager Deneen provided Dawn Nelson with a written summary of the May 11, 2009 RCD meeting. At that meeting Deb Bloom, City of Falcon Heights requested both technical and cost-share assistance for the installation of a City of Falcon Heights City Hall raingarden. The Supervisors encumbered BWSR cost-share for the cost-share for the construction of the City Hall raingarden to cover the RCD technical and administrative costs in the amount of \$2,393.70. Ms. Bloom also requested that the Bennet Lake cost-share

project be extended from April 27th to September 15th, 2009. The Supervisors approved the request. Linda Peterson, Board of Water and Soil Resources approved the use of Metro WCA funding to RCD expenditure policy. Melissa Wohlers, Natural Resource Conservation Service (NRCS), explained the NRCS priorities and guidelines for the 2009 funding. There was discussion about the Supervisors daily per diem and the budget for 2009.

VIII. Meeting Agenda Review

Wednesday, May 27, 2009 Special Meeting – Watershed Management Plan changed to 5:30 pm.

Wednesday, June 3, 2009 Regular Meeting Agenda Review

IX. Adjournment – 7:34 p.m. adjourned by consensus.

Respectfully submitted,

Dawn Nelson

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