



Capitol Region Watershed District

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Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, October 1, 2008, 6:00 p.m.** at the office of the CRWD, 1410 Energy Park Drive, Suite 4, St. Paul, MN 55108.

Regular Meeting Minutes

I. Call to Order at 6:02 p.m. (President, Robert Piram)

A) Attendance

Robert Piram
Joe Collins
Seitu Jones (arrived 6:15)
Mike Thienes
Marylyn Deneen

Others Present

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

Jerome Wagner, CAC
Pat Conrad, EOR, Inc.
Camilla Correll, EOR, Inc
Roy Weitzell,
Watermark Initiative, LLC
Sarah Stai, Westwood
Professional Services, Inc.
Aaron Malinik, Westwood
Professional Services, Inc.

B) Review, Amendments and Approval of the Agenda

Manager Piram asked for additions or changes to the agenda. Administrator Doneux requested adding Unfinished Business D Cleveland/Randolph Groundwater Study Update. Manager Deneen gave Dawn Nelson a written summary of the Ramsey Conservation District Meeting on September 30, 2008 to add to the minutes.

The Board adopted the Agenda as amended by consensus.

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

Mr. Wagner spoke about a meeting he attended in Minneapolis.

III. Permit Applications and Program Updates

A) Permit Program/Rules Update (Kelley)

Mr. Kelley said a notice has been sent out for the 2008 Joint Technical Advisory Committee meeting on Rules scheduled at 9:00 am on Tuesday October 7, 2008 at the CRWD office. Mr. Kelley said the notification requests that TAC members submit to the Districts topics of discussion for the meeting no later than September 26, 2008. Mr. Kelley noted that no suggestions have been submitted so far. Mr. Kelley said the two issues he had included examining the wording in the expiration section that came up during the Cottage Ave Wetland permit and also the negative banking. Mr. Kelley said staff did contact the City of St. Paul to find out how many projects go through site planning that are under an acre and see how many more permits that would mean for the District. Mr. Kelley said staff will provide the Board with more details on possibly changing the 1-acre to .5 acre and an TAC meeting update at the October 15 Board meeting.

IV. Special Reports – Education & Outreach Plan Development, Sarah Stai, Westwood Professional Services, Inc.

Elizabeth Storey introduced Sarah Stai and Aaron Malinik from Westwood Professional Services, Inc. Ms. Stai explained that her presentation would be interactive with the Board throughout and would require input

from the Board during the presentation. Ms. Stai explained that the Education and Outreach Plan will be based on five basic steps. Ms Stai said we will clarify the goal(s) of CRWD's education and outreach efforts and establish objectives. Objectives will be specific, measurable, action-oriented, relevant, and time-bound (SMART) and will be developed to facilitate adaptive management. The next step is to analyze the target audience. The previously identified target audiences (homeowners, youth, and community groups) may be broken down into smaller subgroups so that the objectives can be carried out with maximum focus. Some basic data about target audiences will be collected and incorporated into the plan. Ms. Stai said the third step is to create and format the Message. The fourth step is to implement programs, events, and activities. The last step is to evaluate outcomes. Manager Deneen said awareness is so important. That is what she wants our message to be. Manager Jones said residents are unclear what happens to runoff and where it ends up. There is a difference between public education and public information and we need to figure out a way to reach everyone. Ms. Stai shared a video of the City of San Diego's outreach plan. Ms. Stai said San Diego has been doing outreach for ten years and is a highly urbanized area like CRWD. The managers agreed that a workshop is necessary to discuss more thoroughly the vision for the education plan. Ms. Stai will communicate with Elizabeth Storey to schedule a workshop the end of October. The Board thanked Ms. Stai for her presentation.

V. Action Items

Consent Agenda

Manager Piram asked for a motion to approve the October 1, 2008, Consent Agenda.

Motion 08-10-01:

- A) Approve Minutes of the September 17th Regular Meeting*
- B) Approve the Madsen Stewardship Grant with reimbursement funding not to exceed \$175.00 subject to the following conditions:*
 - 1. CRWD and Stacia Madsen must approve and enter into a Cooperative Agreement; and*
 - 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.*
- C) Approve Leiste and Tio Stewardship Grant with reimbursement funding not to exceed \$188.00 subject to the following conditions:*
 - 1. CRWD, Sara Madsen and Fred Tio must approve and enter into a Cooperative Agreement; and*
 - 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.*
- D) Approve Merck Stewardship Grant with reimbursement funding not to exceed \$605.00 subject to the following conditions:*
 - 1. CRWD and Neill Merck must approve and enter into a Cooperative Agreement; and*
 - 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.*

Jones/Deneen

Unanimously approved

E) Approve Temporary Construction Easements for the Trout Brook Interceptor – Maryland Avenue Repairs (Eleria)

Ms. Eleria said prior discussions with Shidler/West have been focused on CRWD granting Shidler/West future rights to develop on the 25-foot TBI easement and a compensation fee for land use and legal services. Late last week, Shidler/West have begun backing off their development right request and CRWD staff believe that they are considering the temporary construction easement request without this right. Ms. Eleria said the final total compensation fee has yet to be determined. Ms. Eleria explained that if CRWD does not reach an agreement with Shidler/West by early November, the repair project will proceed without working on their property. In anticipation of this outcome, Barr Engineering is designing sheet piles that will be

placed along the boundary of the TBI easement and Shidler/West property to prevent construction work encroaching upon their property.

Ms. Eleria said the real estate asset management department of Sears Holdings Corporation has reviewed and tentatively approved the easement agreement including a rental fee for access and use of their property. The agreement is now being reviewed by their legal department. CRWD staff anticipates securing the temporary construction easement from Sears Holdings Corporation by mid-October.

Motion 08-10-02: *Approve the temporary construction easement agreement with Shidler/West Finance Partners V not to exceed \$25,000, subject to the approval of the Ramsey County Attorney.*

Collins/Jones

Unanimously approved

Motion 08-10-03: *Approve the temporary construction easement agreement with Sears Holdings Corporation not to exceed \$40,000, subject to the approval of the Ramsey County Attorney.*

Deneen/Jones

Unanimously approved

Ms. Eleria reported that staff has received approval from Karen Kushner, Ramsey County Attorney for the language used in the contract for the liquidated damages. Ms. Eleria said the contract bidding for the project is scheduled to begin on October 6, 2008 and will be out for bid for three weeks. Barr Engineering and staff will open the bids on Friday, October 24th. The Board will approve the Bid award at the November 5th Board Meeting.

F) Approve Contract Amendment for Como BMP Effectiveness Assessment (Doneux)

Administrator Doneux said staff have completed the 2007 stormwater monitoring report and are also working on completing a BMP Performance and Effectiveness Assessment. Due to the surveying and modeling necessary to complete the assessment staff have requested a proposal from EOR, Inc. to conduct the field and computer analysis. EOR, Inc. will survey each of the eight raingardens. The effectiveness of each of the 8 raingardens will be assessed in terms of volume, TP and TSS removal for the 2007 monitoring period. A P8 Model will be constructed for each of the raingardens that will simulate the hydrology and water quality treatment provided. The 2007 rainfall data will be used in the simulation. A manual adjustment will be made to account for the curb-cut delivery efficiency. The model will be calibrated with observational input from District staff. The deliverables will include a summary of the 2007 Monitoring period including the volume, TP and TSS removed by the raingardens and a calibrated P8 Model for future assessment by District staff. The assessment is estimated to cost \$4,228. Administrator Doneux said staff is recommending amending the existing engineering contract for the Como Golf Course Pond Operation and Maintenance Plan to expedite this work. Manager Piram requested that the water infiltrated be calculated in gallons so the average person could understand the report. Administrator Doneux said we will use both calculations. Manager Piram said he has received many compliments for the Como Park Golf Course Project.

Motion 08-10-04: *Approve Contract Amendment with EOR, Inc. for Como BMP Effectiveness Assessment not to exceed \$4,300.*

Jones/Deneen

Unanimously approved

VI. Unfinished Business

A) 2010 Watershed Management Plan Update (Fossum)

Administrator Doneux said staff would like feedback from the Board on their thoughts on the kickoff event. Manager Piram suggested CRWD have a contract with a greenhouse to produce the raingarden plants. Administrator Doneux said the District purchases plants from the Departments of Corrections. Manager

Deneen said staff did a great job and thanked EOR, Inc. for their contributions. Manager Collins asked how many guests. Administrator Doneux said he counted 60 guests and the beginning of the presentation. Manager Thienes said he had hoped for better attendance.

Mr. Fossum said Area 3 of the WMP workplan has been largely completed and involved developing the Public Involvement Process. The largest effort in Work Area 3 was determining the Community Group which included identifying and engaging previously un-involved groups in CRWD activities, specifically the 2010 WMP. The Community Group Recruitment Process has been largely completed with some lessons learned and next steps that need to be discussed. District Staff, EOR and Watermark Initiatives have developed a summary memorandum detailing the Community Group Recruitment Process for discussion. Some previously uninvolved individuals/groups have verified their willingness to participate in our 2010 WMP process. However, as detailed in the Community Group Recruitment Summary Memorandum other previously uninvolved groups will need additional facilitation before they are able to engage in the WMP planning process or CRWD in general. The additional effort that is proposed should be considered both as part of the 2010 WMP process and in reference to the CRWD activities in general. Staff have some concern about the ability of the District to achieve the level of effort recommended and will discuss this issue with the Managers. Staff is requesting guidance on this additional facilitation and based on Board direction, staff intend to come back to the Board at the October 15th meeting with a more definitive plan to move forward with the public input process. Manager Deneen suggested when someone volunteers to have a second person to attend with them. Manager Jones said when folks do attend we should have specific goals for them.

B) Special Projects and Grants (Fossum)

Mr. Fossum said in 2009 \$220,000 was budgeted for the Special Projects and Grants fund. Mr. Fossum said the District has been made aware of two projects. The first project is the City of Falcon Heights is going to repave the parking lot at City Hall and would like to do it with pervious pavement. The project would be under 1 acre and therefore not require a permit from the District. The second project is the City of St. Paul is constructing a new fire station on W. 7th St. The project is over 1 acre and will require a permit. The City is considering a demonstration green roof that would exceed our rule requirements. Mr. Fossum said the District desires a formal process and approach to considering grant funding for special projects. Staff have consulted with neighboring Watershed Districts for comparable grant programs. Staff will draft a process similar to the adjacent watershed districts and will bring back a draft solicitation and selection process for the Boards review at a future meeting.

C) Local Planning Update (Staff)

No Update

D) Cleveland/Randolph Groundwater Study Update (Doneux)

Administrator Doneux reminded the Board that the College of St. Catherine's decided not to participate in the Study. Administrator Doneux said he and Forrest Kelley met with Scott Seldan from St. Paul Academy. Mr. Seldan wanted to meet to reaffirm the goals of the study and the involvement expected from the Academy. After two weeks, Administrator Doneux contacted Mr. Seldan who said St. Paul Academy has decided to also pull their funding from the study. However the Academy will allow the District access to their property. Administrator Doneux suggested rethinking the study. Staff will bring back a revised Work Plan for the Board to consider.

VII. General Information

A) Administrators Report (Doneux)

Administrator Doneux reminded the Managers to bring their calendars to the October 15th meeting to schedule an Education and Outreach Plan Workshop.

B) Ramsey Conservation District Update (Deneen)

Manager Deneen provided Dawn Nelson with a written summary of the September 30th RCD meeting. Supervisor Wilkinson said she appreciated the information she received at the CRWD WMP Kickoff event and she enjoyed Steve Wises' presentation. Geoff Nash reported that the ground water plan meeting was well attended. Ryan Johnson reported that he has communicated with two landowners that they would like to plan this fall for the McCarrons cost-share program.

VIII. Wednesday, October 15, 2008 Regular Meeting Agenda Review

IX. Adjournment – The meeting was adjourned at 8:27 p.m. by consensus.

Respectfully submitted,

Dawn M. Nelson