

Capitol Region Watershed District



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Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, January 16, 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 6:00 p.m. (Vice President, Joe Collins)

A) Attendance

Robert Piram (absent w/notice)
Joe Collins
Seitu Jones (absent w/notice)
Mike Thienes
Marylyn Deneen

Others Present

Dawn Nelson, CRWD
Mark Doneux, CRWD
Bob Fossum, CRWD
Forrest Kelley, CRWD
Elizabeth Storey, CRWD
Pat Conrad, EOR, Inc.

Frank Sprandel, SPARC
David MacMillan,
Ramsey County Attorney

B) Review, Amendments and Approval of the Agenda

Manager Collins asked for additions or changes to the agenda. Administrator Doneux requested adding VI. Unfinished Business B. Subwatershed RFP Process.

The Board adopted the Agenda as amended by consensus.

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

No public comments.

III. Permit Applications

A) Permit #07-027, Larson Greenhouse Site (Kelley)

Forrest Kelley reviewed CRWD Permit # 07-027, Larson Greenhouse Site. Mr. Kelley said the applicant is SPARC and the Contractor is Veit and Company. The project is located on Maryland Avenue, south of Willow Reserve. Mr. Kelley said the project includes demolition of the greenhouse buildings and rough grading and site stabilization. Mr. Kelley said this project has 0.09 acres of disturbed area and there is no proposed impervious surface. Mr. Sprandel, SPARC said the contractor completed the permit packet with the city and was not informed that there was a permit required for CRWD. Manager Deneen asked if the houses were demolished. Mr. Sprandel said both houses were demolished at the same time. Mr. Kelley said there is no requirement for Stormwater management. The staff recommendation is to approve with two stipulations. Mr. MacMillan recommended amending the motion to read that the surety be received as soon as possible but no later than February 15, 2008 due to timing.

Motion 08-01-09: *To approve permit #07-027 Larson Greenhouse subject to the following two stipulations:*

1. *Receipt of \$1,800 Surety as soon as possible, but no later than February 15, 2008.*
2. *All bare soil shall receive both seed and mulch.*

Deneen/Thienes

Unanimously Approved

B) Permit Program/Rules Update (Kelley)

Mr. Kelley said the District has been issuing permits under new Rules since October 1, 2006. Mr. Kelley summarized the 28 permits in 2007 and the two permits in 2006 being a total of 93 acres of disturbance and 65 acres of impervious surface. Mr. Kelley said there is a 215,000 cf of treatment that has been achieved. Mr. Kelley said the District has collected \$39,000 in permit fees and is holding \$170,000 in surety fees. Manager Collins asked Mr. Kelley to explain on the record exactly what Alternative Compliance is and how it affects the Rules. Mr. Kelly said Alternative Compliance was worked into the Rules to provide treatment options for sites that cannot get infiltration because of soil conditions. The alternatives are filtration, banking and Stormwater impact funds. Mr. Kelley said the Rules went out for comment on January 4th. The comment period ends February 19th. Mr. Kelley said the CAC discussed the Rules at their January meeting and will provide their formal comments at the February 13th meeting. The Board thanked Mr. Kelley for the update.

IV. Special Reports – Well Sealing Program Update, Dawn Nelson

Administrator Doneux noted that there has never been a well sealing program update and asked Ms. Nelson to provide an update of the program for the past 6 years. Ms. Nelson said if a well is not in use, contaminated, if the well has been improperly sealed or threatens the quality of groundwater it must be sealed by a licensed well sealing contractor. The 2000 Watershed Plan includes a groundwater protection section to develop a cost-share program with the Ramsey County Soil and Water Conservation District to seal abandoned wells. Ms. Nelson said the only eligibility requirement for the cost share program is that the well be located in the District. Not eligible are wells for monitoring, pollution recovery, observation, testing or dewatering wells and soil borings. Ms. Nelson said wells that have been previously sealed are also ineligible for the program. Ms. Nelson said to find the location of a well is generally a casing sticking up out of the ground. Sometimes sheds or pumps may mark the location of the well. Administrator Doneux added that the wells abandon in St. Paul were abandon so long ago that they were probably cut off below grade, covered and forgotten about therefore no one knows about them. Ms. Nelson described a typical well construction as a drilled hole with a steel casing located at the bottom of the well. The water is pumped into the basement into a pressure tank that distributes the water throughout the house. Ms. Nelson said of the 136 wells sealed since 2002; 73% were located in Roseville, 10% were located in St. Paul, 10% were located in Falcon Heights, 7% were located in Maplewood and the District has yet to receive an application for Lauderdale. Ms. Nelson said over the past 6 years the 136 well applicants have paid \$127,100 with an average of \$935 per well. CRWD has contributed \$53,000 with an average of \$391 per well. Ms. Nelson noted that the most expensive well that the District has provided funding for was \$8,000 due to its depth of 221’ and the fact that it was filled with junk and needed to be cleaned out prior to sealing. Ms. Storey asked what kind of stuff would be put in the wells. Ms. Nelson said residents would fill the well with anything and use it as their personal dumping site. Manager Deneen suggested contacting real estate agents to inform them of our program. The Board thanked Ms. Nelson for her presentation.

V. Action Items

A) Approve Minutes of the January 2, 2008 Meeting (Nelson)

Manager Collins asked for a motion to approve the January 2, 2008, Regular Meeting Minutes.

Motion 08-01-10: *Approve Minutes of the January 2, 2008 as presented.*

Thienes/Deneen

Unanimously approved

B) Approve Accounts Payable/Receivables for December 2007 (Nelson)

Ms. Nelson noted that the engineer made an error on the Bolander final payment. It was discovered after the Board packet was mailed but the AP has been amended and the actual amount to Bolander is

\$57,467.82. Ms. Nelson said the Accounts Payable for December 2007 is \$220,948.64 rather than \$223,530.18.

Motion 08-01-11: *To approve the December 2007 Accounts Payable/Receivable and October Budget Report and direct Treasurer and Board Vice President to endorse and disperse checks for these payments as amended.*

Thienes/Deneen
Unanimously approved

C) Project WET Teacher Workshop (Storey)

Ms. Storey explained that Project WET (Water Education for Teachers) is a nonprofit water education program. The mission of Project WET is to reach children, parents, educators, and communities of the world with water education. The program facilitates and promotes awareness, appreciation, knowledge, and stewardship of water resources through the dissemination of classroom-ready teaching aids. In Minnesota, Project WET is sponsored by the Minnesota Department of Natural Resources Waters Division. Since 1995 Project WET has trained hundreds of educators through its network of facilitators. A typical workshop lasts 6 hours, during which attendees are exposed to the Project WET Curriculum and Activity Guide through hands-on activities. Ms. Storey said on February 29, 2008 CRWD will host a Project WET workshop for up to 30 metro teachers. A substitute teacher stipend will be awarded for up to 15 CRWD classroom teachers. Participant teachers will each cover the \$30 cost of the workshop. Ms. Storey said this is a great opportunity to interact with the teachers from the District.

Motion 08-01-12: *To authorize Project WET Workshop not to exceed \$1,800.00.*

Deneen/Thienes
Unanimously approved

Ms. Storey continued to say that due to the need of an Education and Outreach Plan, she has asked Erin Bowley to facilitate two meetings of stakeholders to come together and gather ideas in charting an event schedule for 2008. Ms. Storey said the first meeting is January 23rd from 2 – 4 p.m. and the second meeting will be January 29th from 6:30 – 8:30 p.m. Ms. Storey distributed a copy of the letter that was mailed January 10th to invite the community to attend.

Ms. Storey noted that the Watershed Partners sent a thank you to the District for allowing them to use the District office as a meeting place.

Ms. Storey said she had posters to be distributed to coffee shops, libraries, grocery stores, etc., anywhere that will allow posting notices. Manager Collins recommended speaking to the food coop and request putting the flyer in their newsletter.

D) Arlington Pascal Model Update and Operation Plan (Fossum)

Mr. Fossum said the request tonight is for an approval of a contract with EOR, Inc. to update the XP-SWMM Computer Model that was originally created for Como 7 and create an Operations Plan for the Como Golf Course Pond. During discussions with St. Paul Parks and Public Works staff in the planning for the Como Golf Course Pond project it was agreed that an operation and maintenance plan for the pond would be needed. The plan would outline what operation and maintenance would need to occur at various times or during specific flow conditions and who would complete them.

Mr. Fossum said one of the key issues for the operations is how to manage high waters and drawdown time in the pond, and in order to have an accurate picture as to what this entails we need to update the XP-SWMM Model. Mr. Fossum reminded the Board that EOR, Inc. developed the XP-

SWMM model in 2003 and designed the Como Golf Course Pond in 2005-2006 and is the most familiar with the project. Additionally, they have nearly all of the information and data needed to completed the project already assembled. Therefore, staff feels that EOR, Inc. would be the best firm to complete the model update and operation & maintenance plan and requested a proposal from them. The proposal is enclosed. Mr. Fossum noted that Staff has reviewed multiple drafts of the proposal and are now recommending approval of the scope and budget as discussed.

Motion 08-01-13: *To authorize Board Vice President to execute a contract with EOR, Inc. for the Arlington Pascal XP-SWMM model update and Como Golf Course Pond Operation and Maintenance Plan for an amount not to exceed \$15,000, subject to the review and approval by the Ramsey County Attorney's Office.*

Deneen/Thienes
Unanimously approved

E) Approve Contract for Macroinvertebrate Monitoring (Doneux)

Administrator Doneux said the Macroinvertebrate study was started by former staff Sarah Roley. The original plan was to have District staff conduct the macroinvertebrate identification. Administrator Doneux stated that there is insufficient staff time to complete the work this winter so he directed staff to solicit proposals to complete the work. Katie Huser spoke to Dr. Len Ferrington at the University of Minnesota who provided a proposal for \$5,000. Administrator Doneux explained that this \$5,000 is not a new expense. Staff conducting the work would have cost \$3,500 to \$4,500.

Motion 08-01-14: *To approve the Wetland IBI macroinvertebrate identification by University of Minnesota Entomologist Dr. Ferrington's lab not to exceed \$5,000.*

Thienes/Deneen
Unanimously approved

F) Watershed Management Plan RFQ (Fossum)

Mr. Fossum discussed the process staff will go through to get a selection of consultants for the Watershed Management Plan RFQ (Request for Qualifications). The committee will select a list for the Board to interview from 3:30 – 5:30 on March 5th and the Board will announce the firm of their choice later in the evening at the Board Meeting.

Motion 08-01-15: *To approve consultant selection process for developing 2010 WMP Project and authorize distribution of the Watershed Management Plan RFQ.*

Thienes/Jones
Unanimously approved

G) Authorize Full Time Positions (Doneux)

Administrator Doneux said staff are seeking authorization to advertise and fill the 2 intern positions that were provided for in the 2008 Budget and Workplan. Administrator Doneux said staff would like to begin the process by advertising immediately, Administrator Doneux said there is also a career fair on February 6th at the University. Administrator Doneux noted the only change in the position description from previous years of intern descriptions is the official classification is full-time temporary which means 8 hours a day, 40 hours a week but the position is temporary or seasonal.

Motion 08-01-16: *Authorize the Administrator to advertise and fill the two, full-time, temporary Water Resource Technician positions.*

Deneen/Collins
Unanimously approved

VI. Unfinished Business

A) Draft Strategic Plan (Doneux)

Administrator Doneux said Ms. Barbara Deming, from the Management, Analysis and Development Division of the State Department of Administration has documented the strategic planning materials (condition assessment, stakeholder meeting summaries) for our review. The next step is to review the draft Strategic Plan and have more discussions on strategies and action steps between the Board and staff. Administrator Doneux said in addition, we need to identify any missing elements of the plan and begin to clarify our vision for the watershed management plan. We also need to create short statements and longer descriptions for each vision element. Administrator Doneux said he will speak to Ms. Deming on how to proceed. Manager Deneen said she read the draft plan and is concerned about the meaning of Como Lake as an accomplishment on page 2. Manager Deneen asked about the Study on Street Sweeping that was talked about a couple of years ago. Administrator Doneux said we should follow up with Ramsey Washington Metro Watershed District and the City of St. Paul and see where they are with the study. Administrator Doneux said a session either during a board meeting or separate from a board meeting to review and identify what is missing from the draft plan.

B) Subwatershed RFP's (Doneux)

Bob Fossum reviewed the Subwatershed RFP (Request for Proposals) process with the Board. An RFP committee has been set up and will meet on Tuesday, January 29th. So far six firms have expressed interest.

VII. General Information

A) Administrators Report

Administrator Doneux said the Water Resource Specialist position has been filled by Anna Eleria from Charles River Watershed Association in Boston. Ms. Eleria will begin February 19th. Administrator Doneux said he had a meeting with Tom Petersen, Ramsey Conservation District (RCD) to discuss updating the County groundwater plan. The RCD will be requesting \$10,000 over 2 years and a letter supporting the update. Administrator Doneux noted that the Public Hearing for proposed Rules revisions is on February 6th. Administrator Doneux reminded the Board that the office is closed January 21st for Martin Luther King Day.

B) CAC Update (Manager Thienes)

Manager Thienes said Administrator Doneux presented the CAC with the Year in Review and Forrest Kelley reviewed the draft Rule revisions.

VIII. Wednesday, February 6, 2008 Regular Meeting Agenda Review

IX. Adjournment – The meeting was adjourned at 7:14 p.m. by consensus.

Respectfully submitted,

Dawn M. Nelson