

Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, January 2, 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 6:05 p.m. (President, Robert Piram)

A) Attendance

Robert Piram
 Joe Collins
 Seitu Jones
 Mike Thienes
 Marylyn Deneen

Others Present

Dawn Nelson, CRWD
 Mark Doneux, CRWD
 Bob Fossum, CRWD
 Forrest Kelley, CRWD
 Elizabeth Storey, CRWD
 David MacMillan,
 Ramsey County Attorney

Todd Shoemaker,
 Wenck Associates
 Steve Klein,
 Barr Engineering
 Pam Massaro,
 Wenck Associates

B) Review, Amendments and Approval of the Agenda

Manager Piram asked for additions or changes to the agenda. Administrator Doneux requested moving Unfinished Business VI B: Permit Program Update to Permit Applications III C.

Motion 08-01-01: *To approve the January 2, 2008 Agenda as amended.*

Deneen/Jones
 Unanimously Approved

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

No public comments.

III. Permit Applications

A) Permit #07-025, McDonough Homes (Kelley)

Forrest Kelley reviewed CRWD Permit #07-025, McDonough Homes Site Improvements. Mr. Kelley stated that the Applicant is the St. Paul Public Housing Agency, the Engineer is Sunde Engineering and the project is revitalization of existing building exteriors, site re-grading for drainage and installation of stormwater management facilities. The project is located southwest of the intersection of Biglow Lane and Timberlake Road. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 2.91 acres of disturbed area, 0.90 acres of total impervious surface and the proposed stormwater management is underground infiltration chambers. Mr. Kelley said the stormwater standards for rate, water quality and volume control are met. Mr. Kelley said the flooding and erosion control standards are also met.

Motion 08-01-02: *To approve permit #07-025, McDonough Homes subject to one condition.*

1. *Submit a copy of the NPDES permit application.*

Thienes/Jones
 Unanimously Approved

Mr. Kelley explained that the plans for Permit 07-025, McDonough Homes propose installation of infiltration BMPs to satisfy CRWD Rule requirements. The applicant has proposed to oversize the BMPs to treat more stormwater than is required and requests that the additional volume be placed into a bank. Mr. Kelley explained that St. Paul Public Housing Agency intends to complete additional improvements to the McDonough Homes neighborhood in phases. These phases will be required to comply with CRWD rules. It may be more feasible to install larger stormwater management facilities in selected areas to satisfy CRWD rules on a “campus wide” basis. The applicant has submitted a tentative schedule for completing the remaining improvements and has indicated they are looking into combined locations for stormwater management practices. Mr. Kelley said staff recommends approval of this bank site and believes this is a reasonable approach to achieve our standards on large tracts of land.

Motion 08-01-03: *To approve request from the St. Paul Public Housing Agency to bank an estimated 1,351 cubic feet of volume for the McDonough Homes Project Phase IV with the following conditions:*

1. *Final recorded banked volume will be confirmed by as-built drawings, and*
2. *Review and approval by the Ramsey County Attorney.*

Thienes/Jones

Unanimously Approved

B) Permit #07-028 – St. Thomas Parking Ramp (Kelley)

Forrest Kelley reviewed CRWD Permit # 07-028 St. Thomas Parking Ramp. The applicant is the University of St. Thomas, the Engineer is Ryan and Companies and the project purpose is the construction of a new parking ramp, gymnasium expansion, and stormwater facilities. The project is located at the Southwest quadrant of Cretin and Grand Avenues, on the University of St. Thomas campus. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 3 acres of disturbed area, 2.11 acres of proposed impervious surface and the proposed stormwater management is an underground water quality unit. Mr. Kelley said the stormwater standards for rate, water quality and volume control are met. Mr. Kelley said the flooding and erosion control standards are also met. The staff recommendation is to table the permit with nine conditions. Manager Collins asked if the University owns the land south of the project and why can't they do treatment to the vacant land rather than the tennis courts. Mr. Kelley said the University does own the land south of the project but he has not spoken to the engineering company since providing them our recommendations. Mr. Kelley said Mr. Shoemaker suggested having a meeting with the engineer to discuss options, whether it be a filtration device added to the current design or other stormwater management on the campus.

Motion 08-01-04: *To table permit #07-028 St. Thomas Parking Ramp subject to the following nine stipulations:*

1. *Receipt of surety and maintenance agreement.*
2. *Submit a copy of the NPDES permit application.*
3. *Provide inlet protection for catchbasins in Cretin Avenue that may receive runoff from the disturbed area.*
4. *Include a hood or tee in the sump catchbasins to retain floatable material.*
5. *Consider installation of the ADS water quality unit upstream of the pipe gallery to reduce maintenance costs and frequency.*
6. *Revise plans and/or HydroCAD model so the two correspond:*
 - a) *Indicate the bottom of the ADS pipe gallery either on the utility plan or the cross-section detail.*

- b) *Label the elevation of the invert on the 72” storm system outlet detail.*
 - c) *Clarify the slope of the pipe gallery: the plan states 0%, but the HydroCAD indicates 0.1%.*
 - d) *Review pipe gallery storage calculation in the HydroCAD model. The model indicates 461 feet of 24” pipe will be used for storage. However, there is only one 24” pipe that is 48 feet long on the utility plan.*
 - e) *Proposed subcatchment 1 in the HydroCAD model includes 37,650 square feet. The proposed drainage area map indicates that it also includes 2,360 square feet of impervious surface.*
7. *Consider installing a manhole at the north end of the ADS pipe gallery where the 18” pipe joins the gallery.*
 8. *Provide complete HydroCAD model results for existing and proposed conditions. Of the subcatchments and ponds listed in the HydroCAD summary, several were not included in the detailed results listing.*
 9. *Revise the stormwater management design to include some level of infiltration or filtration. Per CRWD rules:*
 - a) *First, the applicant shall comply or partially comply with the volume reduction standard to the maximum extent practicable on-site through alternative volume reduction methods as listed in the application guidance materials or as approved by the District. Filtration of runoff is an acceptable alternative, but runoff from the 1.3-inch storm must be filtered.*
 - b) *Second, for the remaining volume reduction required to fully meet the standard, the applicant shall comply or partially comply with the volume reduction standard at an offsite location or through the use of qualified banking credits as determined by Rule C – 3.c.4.*
 - i. *Volume reduction may be accomplished at another site outside of the project area or through the use of banked credits as long as it yields the same volume reduction benefit, and is approved by the District. When possible, offsite compliance and banking credits shall be achieved in the same drainage area or sub-watershed as the project site.*
 - c) *Third, as a last alternative, for the remaining volume reduction required, the applicant shall pay into the District’s Stormwater Impact Fund to cover the cost of implementing equivalent volume reduction elsewhere in the watershed. The*

Collins/Deneen

Unanimously Approved

C) Approve Distribution of Revised Rules for 45 Day Review (Kelley)

Mr. Kelley noted that the only difference between the Rules at today’s meeting compared to the version of Rules at the December 19 meeting are the clarifications in the flood control table. Mr. Kelley explained that if the Board authorizes distribution of the draft rules for a 45 day comment period, the comment period would end February 19th. Mr. Kelley continued to say that staff requests that the Board set the Public Hearing for February 6th. Manager Piram asked for a change to the wetland Rule. Manager Piram recommended changing the minimum wetland setback from 12.5” to 25” on page 25 under Criteria. Manager Piram would like the sentence to read, “A minimum buffer of 25 feet of permanent non-impacted vegetative ground cover abutting and surrounding a wetland is required.” Manager Piram asked Ramsey County Attorney, David MacMillan about the word change and Mr. MacMillan said it would be okay to make the change now for public review and comment. Manager Piram stated the need for this change is based on recent experience with wetland permits.

Manager Collins said when staff sends the draft rule revisions out for public comment to include the Cottage Wetland permit applicant and SPARC. Administrator Doneux said the Manager Piram’s change would not affect the existing Cottage Wetland permit unless the applicant changed their plans.

Motions 08-01-05: *Authorize distribution of the draft Rules revisions as amended per discussion for a 45-day review and comment period and set a Public Hearing for 6:00pm on Wednesday, February 6, 2008.*

Piram/Collins
Unanimously approved

IV. Special Reports – 2007 Education and Outreach Program Update, Elizabeth Storey

Elizabeth Storey was present to give an update to the Board on Education and Outreach activities in 2007. Ms. Storey said she visited 17 Classrooms from 9 schools providing classroom presentations, field trips, technical advice and resource assistance. Ms. Storey said she has coordinated 7 workshops for raingardens, native landscaping, green roof, and rain barrels totaling 153 participants. Ms. Storey explained that the Watershed Partners have monthly meetings to share updates and networking. There are monthly educational presentations with guest speakers. The Watershed Partners participated in the Target Environment Fair with 1500 participants. Ms. Storey said she participated in the WaterShed Partners Media Group in which she assisted in the planned redesign of their website. Ms. Storey said she and Dawn Pape of Rice Creek Watershed District wrote a nomination for the Blue Thumb Partnership. Blue Thumb is the winner of the 2007 MN Great! Award for government partnerships. Ms. Storey noted that Blue Thumb currently has 27 partners. The primary goal is to get the word out about native planting, raingardens and shoreline stabilization. Ms. Storey explained that Eco Education is a program that works with high school students and encourages the students to initiate and lead their own environmental improvement projects. Ms. Storey said a 10th grade science class from Twin Cities Academy wanted to discuss water so she took them on a field trip around the District. A few of the students participated in a discussion on a radio show in December. Ms. Storey said for 2008 she would like to hold a brainstorming meeting with community members in late January. The meeting will lead staff in creating an education plan. Ms. Storey discussed alternatives to the Como Lake Water Fest being held in June, summer evening programs, Paint the Pavement, and other workshops. Manager Collins said he agrees with having the Como Lake Water Fest during the school year. Manager Jones said the work Ms. Storey has done with Twin City Academy is what was discussed during the strategic planning for the Education Program. Administrator Doneux said the statistics that Ms. Storey put together are amazing. Administrator Doneux said he felt Ms. Storey has taken the Education Program to a whole new level and is looking forward to strategic planning and moving forward in 2008. The Board thanked Ms. Storey for her presentation and great work.

V. Action Items

A) Approve Minutes of the December 19, 2007 Meeting (Nelson)

Manager Piram asked for a motion to approve the December 19, 2007, Regular Meeting Minutes as corrected with the removal of the word wake from page 9.

Motion 08-01-06: *Approve Minutes of the December 19, 2007 as amended.*

Jones/Collins
Unanimously approved

B) Approve Distribution of Revised Rules for 45 Day Review (Kelley)

Moved to III Permit Applications C.

C) Approve Selection of Consultant and Authorize Contract for the Trout Brook Storm Sewer Maryland Avenue Feasibility Study (Doneux)

Administrator Doneux said an RFP was prepared and submitted to Barr Engineering Company and TKDA, Inc. The proposals were due December 28th and mailed separately from the Board packet. Administrator Doneux said the Trout Brook Committee of Manager Piram, Manager Collins and

Administrator Doneux reviewed the proposals this afternoon prior to the Board meeting. The two proposals were reviewed against the following criteria: Experience with related projects, Qualifications of involved Personnel, Understanding of the Scope and Total Cost. Administrator Doneux said both proposals were very well prepared. Manager Piram said he compared the scope of work and compared where they were putting their efforts. When making these comparisons Barr Engineering stood out. Manager Collins said when he read the proposals, they looked similar but there was a significant difference in the fee and he could not correlate the difference. Administrator Doneux noted that the proposal does not include the Geotechnical exploration work that is required. Administrator Doneux said once a plan is created the contract will need to be amended to include the Geotechnical exploration work.

Motion 08-01-07: *Authorize the Board President to execute an agreement with Barr Engineering for the Trout Brook Storm Water Interceptor Maryland Avenue Repair Feasibility Study consistent with their proposal.*

Jones/Thienes
Unanimously approved

D) Adopt Personnel Committee Report (Piram/Collins)

Manager Piram reported that the District Administrator's Performance Review included 48 items for review. With the scale used by the Committee, Administrator Doneux received points that worked out to a score of 4.8 out of 5.0. Manager Piram said that the Personnel Committee is recommending that the Administrator's salary be increased by 4.9 percent.

Motion 08-01-08: *It is the recommendation of the Personnel committee to increase the Administrators salary 4.9 percent effective January 1, 2008.*

Piram/Deneen
Unanimously approved

VI. Unfinished Business

A) Watershed Management Plan Process (Fossum)

Mr. Fossum said the content of Watershed Management Plans and process for their review, approval, and adoption are set forth in MN Stat. 103B.231. Mr. Fossum said it will take six months to get through the formal review process. Mr. Fossum reviewed the generalized flow chart and time line. Mr. Fossum said staff must have a draft plan ready to submit to BSWR and other agencies for the preliminary review by February 2009 for the 2010 timeline for approval and adoption. Mr. Fossum reminded the Board that the budget and levy for 2010 need to reflect the Watershed Plan recommendations that will be adopted in late 2009. Manager Collins asked what the Boards involvement will be and if there will be separate meetings. Mr. Fossum said there will be separate meetings and workshops from regular Board meetings. Manager Collins asked if there should be a subcommittee. Administrator Doneux said there would be components that would require subcommittees. Manager Deneen asked if BSWR still have staff to assist with the process. Mr. Fossum said he is scheduling a meeting with BSWR staff to discuss the structure of the plan. Manager Jones noted that the plan from BSWR says the task on the timeline needs approximate dates listed. Mr. Fossum said the first few meetings are the detailed work plan. Manager Piram asked if the District should hire a consultant. Mr. Fossum said we will need consultant involvement – the sooner the better. Manager Deneen asked how a consultant is found. Mr. Fossum said staff will send out a Request For Qualifications (RFQ) first and then a Request for Proposal (RFP). Administrator Doneux said comments and input from Phil Belifori at the City of St. Paul will help.

VII. General Information

A) Administrators Report

Administrator Doneux noted that it is both Elizabeth Storey and Forrest Kelley's one year anniversary with the District. Administrator Doneux reminded the Board that the District is having a St. Catherine's area groundwater meeting at the District Office on Friday at 2:00 p.m. Administrator Doneux reminded the Board that in Manager Piram's absence from January through March there will be 4 board managers and three managers are needed for a quorum. Administrator Doneux thanked the Board and personnel committee for their comments during his review. Administrator Doneux said he has a great Board and a great staff which makes his job both easier and enjoyable.

VIII. Wednesday, January 16, 2008 Regular Meeting Agenda Review

IX. Adjournment – The meeting was adjourned at 7:38 p.m. by consensus.

Respectfully submitted,

Dawn M. Nelson

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