

# Capitol Region Watershed District



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Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, March 5, 2008**, at the office of the CRWD, 1410 Energy Park Drive, Suite 4, St. Paul, MN 55108.

## Board Workshop

- I. **Call to Order at 3:35 p.m.** (Treasurer, Mike Thienes)  
 Manager Thienes called the Board Workshop to order. Manager Thienes stated at this time the Board of Managers will interview consultants for the development of the Watershed Management Plan. Managers in attendance included Joe Collins, Seitu Jones, Marylyn Deneen and Mike Thienes. Other in attendance included Administrator Mark Doneux, Project Manager Bob Fossum and representatives from Wenck & Associates and EOR, Inc. The Board first interviewed Wenck and Associates followed by EOR, Inc. No action was taken during the Board Workshop. The workshop adjourned at 5:30 PM.

## Regular Meeting

- I. **Call to Order at 6:03 p.m.** (Vice President, Joe Collins)

### A) Attendance

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

### Others Present

Dawn Nelson, CRWD  
 Mark Doneux, CRWD  
 Bob Fossum, CRWD  
 Forrest Kelley, CRWD  
 Pat Conrad, EOR, Inc.  
 Brett Emmons, EOR, Inc.

Steve Duerre, CAC  
 Jerome Wagner, CAC  
 David MacMillan,  
 Ramsey County Attorney  
 Todd Shoemaker,  
 Wenck Associates  
 Pam Massaro  
 Wenck Associates

### B) Review, Amendments and Approval of the Agenda

Manager Collins asked for additions or changes to the agenda. There were no additions or changes.

*The Board adopted the Agenda by consensus.*

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

There were no public comments.

## III. Permit Applications

### A) Permit #08-004 – Ashland-Pascal (Kelley)

Forrest Kelley reviewed CRWD Permit #08-004, Ashland-Pascal. Mr. Kelley stated that the Applicant is the City of St. Paul Public Works and the project is reconstruction of select residential streets and stormwater utilities. The project is bound by Dayton to the north, Summit to the south, Snelling to the West and Hamline to the east. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 8 acres of disturbed area, 7.75 acres of total impervious surface and the proposed stormwater management is 2 underground infiltration trenches

with 2 foot sump catchbasins with hoods. Mr. Kelley added that the applicant has requested consideration for the cost cap. 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. Mr. Kelley said the staff recommendation is to approve with no conditions.

**Motion 08-03-01:** *Approve Permit #08-004, Ashland-Pascal with no condition.*

Deneen/Thienes

Unanimously Approved

**B) Permit #08-006, Rice Business Center (Kelley)**

Forrest Kelley reviewed CRWD Permit #08-006, Rice Business Center. Mr. Kelley stated that the Applicant is Corner Kick LLC and the Engineer is McCombs, Frank, Roos and Associates (MFRA). The project is grading a vegetated swale to alleviate flooding, and grading in two separate wetlands to remove accumulated sediment. The project is located on the northwest corner of Rice and Elmer Street. The applicable rules are Erosion Control (Rule F) and Wetland Management (Rule E). Mr. Kelley said this project has 0.18 acres of disturbed area, no impervious surface and there is no stormwater management required. The application is for wetland management and erosion control permits only. Manager Jones asked why the project does not fall under the jurisdiction of the Wetland Conservation Act (WCA). Mr. Kelley said aerial photos from 1940 and 1953 show the whole area as a wetland. A 1974 photo shows the area was filled prior to the WCA. Mr. Kelley said the stormwater standard is not applicable. Mr. Kelley said the wetland management standard is not met. Mr. Kelley said the erosion control standard is met. Mr. Kelley said the staff recommendation is to table with four conditions.

**Motion 08-03-02:** *To table permit #08-006, Rice Business Center subject to four conditions.*

1. *Receipt of surety and maintenance agreement.*
2. *Provide calculations or show that the proposed discharge from the southeast basin is less than or equal to the existing discharge. Details of the existing structure were not provided, so it's not known how the proposed discharge compares to existing.*
3. *Show the location for site construction access. A rock construction entrance is indicated in the legend, but it is not shown on the plan sheets.*
4. *Clearly demonstrate that average buffer widths of 25 feet (minimum width of 12.5 feet) are provided.*

Jones/Deneen

Unanimously Approved

**C) Permit #08-007, Earl McLean (Kelley)**

Forrest Kelley reviewed CRWD Permit #08-007, Earl McLean. Mr. Kelley stated that the Applicant is the City of St. Paul Public Works Department and the project is the reconstruction of select residential streets and stormwater utilities. The project is bounded by Mounds Blvd to the west, Pacific Ave to the north, Etna Street to the east and Burns Ave to the south. The project is in both Capitol Region Watershed District and Ramsey Washington Metro Watershed District. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 15.1 acres of disturbed area, 15.1 acres of total impervious surface and the proposed stormwater management is 5 underground infiltration trenches with 2 foot sump catchbasins with hoods. 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. Mr. Kelley said the staff recommendation is to approve with one condition. Mr. Kelley said a condition will be included in the permit requiring approval from both watershed districts before any modifications to the approved plans are implemented.

**Motion 08-03-03:** *To approve permit #08-008, Earl McLean subject to one condition.*

1. *Provide documentation of permit application approval from the Ramsey Washington Metro Watershed District.*

Thienes/Deneen  
Unanimously Approved

**D) Watershed District Rules (Kelley)**

Mr. Kelley reviewed the comments on the proposed revised Rules, responses and proposed Rule revisions with the Managers. Mr. Kelley explained that the next steps for the rules are to adopt the amended rules by resolution and then follow up with the amended resolutions for Fees and Sureties, Stormwater Impact Fund and the Cap on Costs for Linear Projects. Staff believes the documents are ready and recommend adoption by the Board of Managers.

**Motion 08-03-04:** *To adopt the Resolution Response to Comments, Updated SONAR; and approving the Amended Watershed District Rules;*

Jones/Deneen  
Unanimously Approved

**Motion 08-03-05:** *Approve the Resolution Amending Fees and Sureties;*

Thienes/Jones  
Unanimously Approved

**Motion 08-03-06:** *Approve the Resolution Amending Stormwater Impact Fund; and*

Thienes/Jones  
Unanimously Approved

**Motion 08-03-07:** *Approve the Resolution Amending a Cap on Costs for Linear Projects*

Deneen/Jones  
Unanimously Approved

**IV. Special Reports – No Special Report**

**V. Action Items**

**A) Approve Minutes of the February 20, 2008 Meeting (Nelson)**

Manager Collins asked for a motion to approve the February 20, 2008 Regular Meeting Minutes.

**Motion 08-03-08:** *Approve Minutes of the February 20, 2008 as presented.*

Jones/Thienes  
Unanimously approved

**B) Approve Selection of Watershed Management Plan Consultant (Fossum)**

Mr. Fossum reminded the Managers that EOR, Inc and Wenck Associates were the firms selected to be interviewed. The two firms were interviewed during the Board workshop earlier in the day prior to the regular Board meeting. Mr. Fossum said based on their proposals and the interviews the Board should consider selecting one of the two firms to assist in the completion of the 2010 Watershed Management Plan. Manager Thienes said the decision was difficult because both firms are very qualified with excellent experience. His general comments were that both firms had excellent prior experience, were technically competent, and had a good discussion of TMDLs and the plan updates/amendment process as well as a good stakeholder input process.

Manager Thienes continued to state that he felt EOR, Inc. was somewhat better in the following areas:

1. More robust community engagement process, especially with underrepresented populations.
2. More detailed in the approach to completing the plan
3. Included the forward thinking elements of the plan

4. More distributed workload amongst the personnel proposed

Manager Jones agreed stating that stakeholder input will be important for the plan. Manager Collins agreed with the other managers stating both firms were very well qualified but EOR, Inc. had a good approach and new ideas. Manager Thienes said it was with consensus of the Board that EOR, Inc. be to assist with the Watershed Management Plan.

**Motion 08-03-09:** *Approve EOR, Inc. as the firm to assist in the completion of the 2010 Watershed Management Plan.*

Thienes/Jones  
Unanimously approved

**Motion 08-03-10:** *Authorize staff to negotiate a detailed scope and budget with EOR, Inc. for the 2010 Watershed Management Plan for subsequent contract approval by the Board of Managers.*

Thienes/Deneen  
Unanimously approved

**C) Approve Consultant Agreements for Como and McCarrons Subwatershed Studies (Fossum)**

Mr. Fossum said the Board previously authorized staff to negotiate a detailed scope and budget with EOR, Inc. for the McCarrons Subwatershed 4 analysis, and with H.R. Green Co. for the Como Subwatershed 3 analysis. Mr. Fossum said staff has worked with both firms to refine a scope and budget for the studies and are requesting approval. Both workplans detail similar processes to complete the studies. Mr. Fossum explained that EOR, Inc grouped the tasks into 4 main categories, while H.R. Green split them into 6 main categories. The total cost for the McCarrons 4 Analysis is \$43,131. The total cost for the Como 3 Analysis is \$49,290. The roughly \$6,000 difference in cost is associated with the development of a detailed runoff and water quality model for each subwatershed. For the McCarron's study, EOR, Inc. will be able to use an XP-SWMM computer model the City of Roseville developed for their Water Management Plan. EOR, Inc. will need to review and modify this model. For the Como study, an XP-SWMM model of the watershed does not exist. H.R. Green will need to develop this model which will require more time. The different level of effort to develop the XP-SWMM model for each study results in the Como 3 Study cost being approximately \$6,000 more than the McCarron's 4 Study. Upon review of and revisions to the scopes and budgets for the two studies staff believe the costs proposed are an accurate estimate of the level of effort needed to complete the studies and are recommending approval.

**Motion 08-03-11:** *Approve the scope and budget with EOR, Inc. for the McCarrons Subwatershed 4 analysis for an amount not to exceed \$43,200, and authorize the Board President to execute a contract, subject to the review and approval of the Ramsey County Attorney.*

Thienes/Jones  
Unanimously approved

**Motion 08-03-12:** *Approve the scope and budget with H.R. Green Co. for the Como Subwatershed 3 analysis for an amount not to exceed \$49,300, and authorize the Board President to execute a contract, subject to the review and approval of the Ramsey County Attorney.*

Thienes/Jones  
Unanimously approved

**VI. Unfinished Business  
Strategic Plan Update (Doneux)**

Administrator Doneux said he collected and reviewed comments from Staff and Board. Administrator Doneux noted that the comments made were mostly editorial in nature and no significant changes were

needed and he directed Barbara Deming to put together a draft strategic plan for review April 2<sup>nd</sup>. Administrator Doneux said Staff and Board still need to develop action plans for the strategies listed. Administrator Doneux suggested he put together action plans for the four remaining strategies for Board and staff to review.

## **VII. General Information**

### **Administrator's Report**

Administrator Doneux said two seasonal Water Resource Technicians have been hired and will attend a Board meeting soon to introduce them selves. The Technicians will work primarily with Melissa Baker and Katie Huser. Administrator Doneux said he will not be at the March 19 Board Meeting. Manager Collins noted that he will also be absent. Administrator Doneux noted Bob Fossum has recently managed the Como Subwatershed 3, McCarrons Subwatershed 4 and the Watershed Management Plan RFP process to Board approval. He also noted that Forrest Kelley in addition to regular permit duties managed the Rule revision process.

## **VIII. Wednesday, March 19, 2008 Regular Meeting Agenda Review**

**IX. Adjournment** – The meeting was adjourned at 7:10 p.m. by consensus.

Respectfully submitted,

Dawn M. Nelson

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