



Capitol Region Watershed District

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Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, April 16, 2008, 6:00 p.m.** at the office of the CRWD, 1410 Energy Park Drive, Suite 4, St. Paul, MN 55108.

I. Call to Order at 6:00 p.m. (President, Robert Collins)

A) Attendance

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

Others Present

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

Jerome Wagner, CAC
David MacMillan,
Ramsey County Attorney
Todd Shoemaker, Wenck

B) Review, Amendments and Approval of the Agenda

Manager Collins asked for additions or changes to the agenda. Administrator Doneux requested moving Unfinished Business A) Education and Outreach Update to follow Action Item F) Manager Deneen requested adding Ramsey Conservation District (RCD) Board Meeting update to general information.

Motion 08-04-14: *To approve the April 16, 2008 Agenda as amended.*

Deneen/Thienes

Unanimously Approved

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

Jerome Wagner distributed a description of the Western Chorus frog. Mr. Wagner said the Chorus frog can be seen and heard beginning April 15th if the temperature is 60 ° F.

III. Permit Applications

A) Permit # 08-005 Rice Street McDonalds (Kelley)

Forrest Kelley reviewed CRWD Permit #08-005, Rice Street McDonalds. Mr. Kelley explained that the applicant requests a 60-day extension for the review period. Mr. Kelley reminded the managers that the application for Permit #08-005, Rice Street McDonalds was received February 12, 2008 and deemed complete February 25, 2008. Mr. Kelley said the applicant has submitted a request for additional time in order to meet the requirements of the regulating bodies and finalize plans. The applicant has been very receptive to staff suggestions and willing to revise plans in order to meet the requirements of CRWD rules.

Motion 08-04-15: Approve a 60-day extension for Permit #08-005, Rice Street McDonalds permit to expire on June 24, 2008.

Jones/Deneen

Unanimously Approved

B) Permit #08-011 Mississippi Riverfront Improvements (Kelley)

Forrest Kelley reviewed CRWD Permit #08-011 Mississippi Riverfront Improvements. The applicant is St. Paul Parks and Recreation, the Engineer is Emmons and Olivier Resources, Inc. The project is removal of grouted rip rap, placement of loose rip rap and installation of an observation deck. The project is located on the west bank of the Mississippi River from Smith Avenue to Market Street. Manager Collins asked why the applicant is removing the grouted rip rap. Mr. Kelley said the grouted rip rap is deteriorating. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 2.0 acres of disturbed area, 2600 square feet (0.06 acres) of proposed impervious surface. Mr. Kelley said there is no stormwater management. A variance has been requested from Rule C for the observation deck impervious. The deck will only receive pedestrian traffic, is relatively small and would cause undue burden to reroute runoff back to the river bank. The staff recommendation is to table the permit with five conditions.

Motion 08-04-16: *Table permit #08-011 Mississippi Riverfront Improvements subject to five conditions.*

1. *Submit calculations to demonstrate the net gain in floodplain storage of 700 cubic yards.*
2. *Provide additional construction sequencing detail.*
3. *Provide inlet protection for existing catchbasins adjacent to the project.*
4. *Clarify location, detail and maintenance of the silt curtain:*
5. *Clarify or revise construction plans:*
 - a. *The scale on many of the sheets does not appear to be correct.*
 - b. *Ensure that all details and detail call-outs correspond. Several detail call-outs refer to details that don't exist. For example, an outline of the concrete cap drainage scuppers is on sheet 8, but there is no detail (01/05/08).*
 - c. *MnDOT payment specifications are used for riprap and granular filter. Revise to use the appropriate material specification.*
 - d. *On sheet 12, two concrete aprons are shown. Specify whether these are to remain or be removed.*
 - e. *Indicate what the circle with the "plus" sign symbolizes in the legend.*
 - f. *Sheet 13 includes a note to "remove anchor." Specify if all anchors are to be removed or just the one.*
 - g. *On sheet 13, indicate what is proposed for the hatched area on both sides of the Sam Morgan Trail. This hatching is not included in the legend, and there is not a label associated with it.*
 - h. *Provide details for the headwalls proposed on sheet 16.*
 - i. *Specify pipe invert elevations for pipes C, E, and D similar to pipe B on sheet 16.*
 - j. *Sheet 20 indicates the engineer is to be notified if the soil design assumption is not accurate. Designate responsibility for notification. Specify if the in-situ density and internal friction angle are to be reassessed.*
 - k. *Cross-sections on sheets 24-28 are shown looking downstream. Cross-sections on sheets 29-36 are shown looking upstream. Revise plans to create consistency in cross sections*

Thienes/Jones

Unanimously approved

C) Permit #08-012 Trader Joe's (Kelley)

Forrest Kelley reviewed CRWD Permit #08-012 Trader Joe's. The applicant is Told Development Company and the Engineer is Alliant Engineering, Inc. The project includes demolition of existing housing, construction of two buildings, a parking lot and stormwater management facilities. The project is located on the southeast corner of Randolph Avenue and Lexington Parkway. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 1.70 acres of disturbed area and the proposed impervious surface is unknown at this time. Mr. Kelley said the proposed stormwater management is an underground infiltration trench and a raingarden.

Mr. Kelley said the stormwater standards for rate and water quality are met. The volume control standard is not met. Mr. Kelley said the flooding and erosion control standards are met. The staff recommendation is to table the permit with eight conditions.

Motion 08-04-17: *Table permit #08-012 Trader Joe's subject to eight conditions.*

1. *Receipt of surety and maintenance agreement.*
2. *Submit a copy of the NPDES permit application.*
3. *Clarify the amount of proposed impervious surface. This shall include all newly constructed impervious from the Trader Joe's site, Juno Avenue, reconstructed boulevard sidewalks, and Lexington Parkway turn lane.*
4. *Revise infiltration system to provide volume for the entire site impervious. Rock void space may be included in the volume calculation.*
5. *Provide a typical cross-section of the proposed underground storage chamber. The "Utility Plan" shows the 6-foot pipes separated by 5 feet of rock (approximately 41 feet wide) and 60 feet long.*
6. *Provide temporary erosion control at the curb cut inlets to the rain garden. Biorolls or similar will disperse the energy of runoff entering the rain gardens during initial vegetation establishment.*
7. *Provide a rain garden cross-section detail that includes approximately 20-30% organic leaf compost, 50-60% construction sand, and 20-30% topsoil mixture. (Topsoil should include less than 5% clay.) It is likely that in-situ soils will be highly compacted during construction.*
8. *Provide pretreatment to remove coarse sediment upstream of the underground storage chamber. Sump catchbasins (two foot depth or greater) with hoods or tees on the outlet pipe could be installed for pretreatment.*

Deneen/Jones

Unanimously approved

D) Permit #08-013 United Children's Hospital (Kelley)

Forrest Kelley reviewed CRWD Permit #08-013 United Children's Hospital. The applicant is McGough Construction and the Engineer is Paramount Engineering. The project entails expansion of the United Children's Hospital, new entrance lanes and stormwater management facilities. The project is located on Smith Avenue near Grand Avenue in St. Paul. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 2.0 acres of disturbed area, 1.36 acres of total impervious surface and the proposed stormwater management is an underground Stormfilter filtration vault. Mr. Kelley said the stormwater standards for rate and water quality are met. The volume control standard is not met. Mr. Kelley said the flooding and erosion control standards are met. Mr. Kelley said the staff recommendation is to table the permit with nine conditions.

Motion 08-04-18: *Table permit #08-013 United Children's Hospital subject to nine conditions.*

1. *Receipt of surety and maintenance agreement.*
2. *Submit copy of NPDES Permit*
3. *Clarify the number of cartridges proposed for the Stormfilter unit. Contech drawing 1 in the "Drainage Analysis" shows 11 cartridges; however, the Contech design sheet indicates that 14 cartridges are necessary.*
4. *Clarify pipe sizes shown on the "Utility Plan." For example, one stormsewer pipe line is labeled as 12"D but also has a label of 18" RCP.*
5. *Revise pipe sizes into the pipe chamber. It appears that some pipe sizes and lengths are mislabeled because there are 18" and 12" pipes that flow into a 12" pipe.*
6. *Show inlet protection and rock construction entrance locations. Details for these practices are provided, but their locations are not specified. (Note that off-site catchbasins may need inlet protection due to drainage routes.)*

7. *Include Stormfilter details provided in the "Drainage Analysis" in the project plans. Similarly, include the "hydraulic profile" in the "Drainage Analysis" in the project plans. It may be beneficial to add a cross-section of the "control structure" to address the discrepancy noted below in 7(b)ii.*
8. *Resolve discrepancies between project plans and the HydroCAD model:*
 - a. *The HydroCAD model indicates a 10" orifice on the 12" pipe into the Stormfilter. This is not shown on the "hydraulic profile."*
 - b. *Regarding the "control structure" downstream of the Stormfilter:*
 - i. *"Hydraulic profile" invert = 766.50; HydroCAD invert = 766.97*
 - ii. *"Hydraulic profile" orifice is 0.25'x 8.5'; HydroCAD orifice is 0.25'x 2.33"*
 - iii. *"Hydraulic profile" weir crest is 8.5' high; HydroCAD weir crest is 12' high.*
9. *Run the HydroCAD model for a 1.3" rainfall depth to show that all runoff passes through the filter and not over the weir at 770.33.*

Thienes/Jones

Unanimously approved

E) Permit Program/Rules Update (Kelley)

Mr. Kelley said the next meeting will have two permits on the agenda. The Rice Street Bridge is an erosion control permit. The other applicant is J and J Distributing Facility. Mr. Kelley said he and Mark Doneux met with representatives from Met Council to discuss the Central Corridor Project and how the stormwater will be dealt with. Mr. Kelley said there was discussion of Met Council providing the Board with a presentation on the Central Corridor at a future Board meeting.

IV. Special Reports – City of Saint Paul Comprehensive Plan – Surface Water Management Section of the Water Chapter (Fossum)

Administrator Doneux explained that staff would like to review the plan with the Manager's and discuss the preliminary review and comments and approving a formal comment letter at the April 22nd Board meeting. Mr. Fossum said the City of St. Paul is in the process of updating their Comprehensive Plan. For the first time, the Comprehensive Plan will include a Water Chapter. A task force was created to assist city staff in drafting the plan. The first meeting of the Water Comprehensive Plan Task Force was March 12, 2007. Numerous meetings have taken place since then. The Managers reviewed an earlier draft of the Water Chapter at the November 20, 2007 Board meeting. During the month of April, the City is hosting a series of open houses on the revised comprehensive plan to introduce the public to the plan and get input. After the open houses city staff will make changes to the draft plan and then submit a formal plan to the City's Planning Commission in early summer. During the summer, the planning commission will review and hold public hearings on the draft plan. During the fall, the City Council will review the draft plan. The City must adopt a new Comprehensive Plan by the end of 2008. City of St. Paul planning staff has indicated early comments have a better chance of being incorporated into the plan. There will be other opportunities for the District to comment as the plan moves through the Planning Commission and City Council review process. Staff has begun a review of the water chapter of the Comprehensive Plan. Mr. Fossum said staff intends to draft 2 comment letters for the manager's consideration: 1) a longer, detailed staff level comment letter addressing many issues, 2) a shorter board/council level comment letter address 2-5 key issues for the City to consider. Staff has organized the comments into a table before drafting the actual letter as a way to organize the comments. Staff has started with the surface water management section (Section 2) of the Water Chapter, as it is the most pertinent to CRWD. Staff reviewed the major policies and preliminary comments with the Board.

V. Action Items

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

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

Motion 08-04-19: *Approve Minutes of the April 2, 2008 as presented.*

Deneen/Thienes

Unanimously approved

B) Approve Accounts Payable/Receivables for March 2008 (Nelson)

Manager Collins asked for a motion to approve the Accounts Payables for \$128,437.58 and the Accounts Receivable for \$35,758.37 for the month of March 2008.

Motion 08-04-20: *Approve March 2008 Accounts Payable/Receivable and March Budget Report and direct Board Vice President and Treasurer to endorse and disperse these checks for payment.*

Thienes/Deneen

Unanimously approved

C) Approve Trudeau Stewardship Grant (Storey)

Ms. Storey said on March 17, 2008, CRWD received a Stewardship Grant application from Lise Trudeau for two raingardens to be located at her home at 1277 Minnehaha Avenue in St. Paul. After reviewing the application, staff recommended changes to the proposed plan. The City of St. Paul discourages raingarden installations in boulevards under 10' wide. Additionally, the City discourages water discharge onto a sidewalk. Staff suggests lowering the soil level 4" in each boulevard section, and installing native plantings instead of raingardens. Staff recommends a grant of \$665.00. During a 1" rain event the gardens will infiltrate approximately 103 ft³ of runoff. Staff recommends approval of funding for the Trudeau gardens not to exceed \$665.00.

Motion 08-04-21: *Approve the Trudeau project with reimbursement funding not to exceed \$665.00 subject to the following conditions:*

1. *The CRWD and Lise Trudeau must approve and enter into Cooperative Agreement;*
2. *Any changes to garden plans must be approved by the CRWD; and*
3. *All conditions must be met and the project completed within one year after project approval.*

Thienes/Collins

Unanimously approved

D) Approve International Academy Project Grant (Storey)

Ms. Storey said on April 3, 2008, CRWD received a Stewardship Grant request to fund a water education project at International Academy, a St. Paul Public School located at 631 North Albert Street. International Academy houses a Limited English Achievement Program (LEAP) for students ages 12 to 21 years old. LEAP is an intensive English language learning program that includes reading, writing, math, science and history. All teaching is done in English with first language support available at all times. The water education project offers 36 students in a Level 5 Writing Class the opportunity to explore differing cultural values and practices concerning water, and learn about water issues in a way that encourages stewardship of a precious natural resource.

Ms. Storey said the play will be shared with the International Academy-LEAP community at the May 2008 Arts Festival, and at a St. Paul public elementary school. Friends of the Mississippi River will coordinate storm drain stenciling with the students in the school neighborhood. The stenciling project also involves distribution of pollution prevention information to the surrounding community.

Motion 08-04-22: *Approve the International Academy-LEAP water education project grant request with reimbursement funding not to exceed \$1,800.00 subject to the following conditions:*

1. *The CRWD and St. Paul Public Schools must approve and enter into Cooperative Agreement;*
2. *Any significant grant-funded programming changes will be approved by CRWD staff; and*

3. *All conditions must be met and the project completed within one year.*

Deneen/Collins

Unanimously approved

E) Approve Backberg Stewardship Grant (Storey)

Ms. Storey said on January 30, 2008, CRWD received a Stewardship Grant application from Kathy & Brian Backberg for two raingardens to be located at their home located at 2111 Commonwealth Avenue in St. Paul. During a 1" rain event the garden will infiltrate approximately 80 ft³ of runoff. Staff recommends approval of funding for the Backberg raingardens not to exceed \$520.00.

Motion 08-04-23: *Approve the Backberg stewardship grant with reimbursement funding not to exceed \$520.00 subject to the following conditions:*

1. *The CRWD and Kathy & Brian Backberg must approve and enter into Cooperative Agreement;*
2. *Any changes to raingarden plans must be approved by the CRWD; and*
3. *All conditions must be met and the project completed within one year after project approval.*

Thienes/Deneen

Unanimously approved

F) Approve Bridges Stewardship Grant (Storey)

Ms. Storey said on March 31, 2008, CRWD received a Stewardship Grant application from Melissa Bridges for three raingardens to be located on her property at 2117 Commonwealth Avenue in St. Paul. During a 1" rain event the garden will infiltrate approximately 174 ft³ of runoff. Staff recommends approval of funding for the Bridges raingardens not to exceed \$730.00

Motion 08-04-24: *Approve the Bridges Stewardship Grant raingarden project with reimbursement funding not to exceed \$730.00 subject to the following conditions:*

1. *The CRWD and Melissa Bridges must approve and enter into Cooperative Agreement;*
2. *Any changes to raingarden plans must be approved by the CRWD; and*
3. *All conditions must be met and the project completed within one year after project approval.*

Thienes/Deneen

Unanimously approved

G) Approve Selection of Consultant for Loeb Lake Management Plan (Eleria)

Ms. Eleria said at the April 2, 2008 Board of Managers' meeting, the Board directed the consultant selection committee of Managers Deneen and Thienes to review and discuss the qualifications of the engineering consulting firms that submitted proposals for the Watershed Management Plan and subwatershed studies over the past several months. The committee was directed to select and recommend a firm to the Board for the development of the Loeb Lake Area Management Plan. Manager Deneen said the consultant selection committee met and discussed the qualifications of the seven consulting firms and immediately narrowed the list down to the top three candidates from the Watershed Management Plan - EOR, Wenck Associates, and Barr Engineering Co. The committee then determined that EOR, while highly qualified, was removed from further consideration for this project because of their existing commitments on other major CRWD projects. Manager Thienes said that of the two remaining firms, Wenck Associates is the best candidate for the Loeb Lake plan for several reasons: 1) strong personnel expertise in shallow lake management work; 2) previous experience in management plan development; and 3) familiarity with CRWD and the Willow Reserve.

Motion 08-04-25: *Approve Wenck Associates for the Loeb Lake Area Management Plan as recommended by the consultant selection committee, subject to the following conditions:*

1. *Submission from Wenck Associates a letter of interest that outlines their staff resources and availability and a proposal describing the scope of work, project costs, and schedule;*
2. *Final approval of an agreement by the Board of Managers.*

Thienes/Deneen
Unanimously approved

H) Approve appointment of Ole Olmanson to Citizen's Advisory Committee (Doneux)

Administrator Doneux said on April 7, 2008 CRWD received an application from Ole Olmanson to join the Citizen's Advisory Committee.

Motion 08-04-26: *Appoint Ole Olmanson to the Citizen's Advisory Committee.*

Jones/Thienes
Unanimously approved

I) Adopt 2009 Work Plan and Budget Schedule (Doneux)

Administrator Doneux said the Board of Managers must annually establish and approve the upcoming years work plan and budget. Staff has developed a proposed work plan and budget for the upcoming year.

Motion 08-04-27: *Adopt 2009 Work Plan and Budget Schedule as presented.*

Deneen/Collins
Unanimously approved

VI. Unfinished Business

A) Education Outreach Program Update (Storey)

Ms. Storey said Project NEMO is a nationally recognized educational program directed toward decision makers that addresses the relationship between land use and natural resource protection. Part of this national network, Northland NEMO is a collaborative of organizations in Minnesota and Wisconsin working together to provide these education tools and resources to local communities. In October 2007 The Mississippi Watershed Management Organization and Northland NEMO (Nonpoint Education for Municipal Officials) collaborated to hold an interactive, education-based riverboat tour called *A View from the Big River*. Aboard the Mississippi Queen departing from Boom Island and locking through Upper St. Anthony Falls, forty program participants played a land use and BMP board game, were led in an aerial map activity referring to the local landscape, and were also given time to make new connections and experience being on the river. Goals of the *View* interactive exercises are to increase knowledge of how local development and municipal operations affect water quality; and to provide explanation of clean water regulation and how to address them. Louise Watson of Ramsey Washington Metro Watershed District approached CRWD and the City of St. Paul Sewer Utility with the idea of co-hosting a similar educational excursion for officials from our combined watershed municipalities. The invitee list would include elected and appointed officials, members of city staff, planning commissions, and community leaders. Total cost would be approximately \$3,500, including the use of the boat to be shared between RWMWD and CRWD. The event would tentatively be held in mid September. Ms. Storey indicated staff plan to proceed with the project and will let the Board know when a date has been confirmed.

In other Education and Outreach news Ms. Storey said there are two evenings scheduled in June for Bugs Night Out where an adult may bring one or two children from ages 6 to 11 to learn about bugs. Ms. Storey said there are also two separate dates scheduled for fishing lessons that will be led by the Minnesota DNR MinnAqua Staff. Ms. Storey said the District has a volunteer by the name of Barbara Leary. Administrator Doneux said recently staff were checking the trenches and noticed that paint had been dumped in the catchbasins. Administrator Doneux added that he asked Ms. Storey to mail a notice to the surrounding neighborhood informing the residents that this occurred as is not allowed.

VII. General Information

A) CAC Update (Manager Thienes)

Manager Thienes said Anna Eleria presented the Trout Brook Interceptor Stormwater Pollution Prevention Plan (SWPPP) to the CAC at the April 9th meeting. Manager Thienes noted that the meeting was very well attended.

B) Administrators Report (Doneux)

Administrator Doneux said staff will provide a proposal to the Board at the next meeting for consideration to hire a consultant to update the District website. Administrator Doneux noted that Dawn Nelson has maintained the website since 2006 but staff felt that the website is ready for a new look. Administrator Doneux said St. Paul Parks and Recreation are having a Grand Re-opening at the 3rd and 11th fairways at the Como Golf Course Friday, May 2nd, the ceremony begins at 10:00 a.m. Manager Deneen asked Administrator Doneux to explain the Larpenteur/Lexington Node study he attended March 27th. Administrator Doneux said a Node study is an evaluation of a particular location. In this case the study is looking at land use, change traffic and streetscaping at the Larpenteur and Lexington intersection. Administrator Doneux said the safety audit is ongoing. The field audit will be conducted next Monday, weather permitting. Administrator Doneux noted that staff will request a 30-day extension on the Trout Brook Feasibility Study at the next Board meeting.

Manager Deneen reported that the Ramsey Conservation District (RCD) has received a Cooperative Weed Management Grant. There was discussion concerning future plans to be developed using the grant. Manager Deneen said the RCD Supervisors signed the Amended Powers Agreement establishing association with the Metropolitan Soil and Water Conservation Districts. The RCD will host the 7 County Metro SWCD Summer Tour. Plans were discussed. Manager Deneen said the RCD staff reported on their monthly projects and interviewing for the summer student interns. Manager Deneen continued to say that the staff expressed their appreciation of the CRWD and RCD cooperation on the Lake McCarrons project.

VIII. Wednesday, May 7, 2008 Regular Meeting Agenda Review

IX. Adjournment – The meeting was adjourned at 8:35 p.m. by consensus.

Respectfully submitted,

Dawn M. Nelson

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