



Capitol Region Watershed District

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Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, April 2, 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 Piram)

A) Attendance

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

Others Present

Mark Doneux, CRWD
Anna Eleria, CRWD
Forrest Kelley, CRWD
Dawn Nelson, CRWD
Ryan Johnson, RCD

David MacMillan,
Ramsey County Attorney
Todd Shoemaker, Wenck
Jerome Wagner, CAC
John Johnson, Metro Land
Survey and Engineering
Jake Roe, Metro Land Survey
and Engineering

B) Review, Amendments and Approval of the Agenda

Manager Piram asked for additions or changes to the agenda. Administrator Doneux requested moving Action Item I) Cost Share Funding for McCarrons Shoreline Restoration to follow permit applications. Administrator Doneux requested discussing a Special Board Meeting in April and adding Unfinished Business C) Loeb Lake Management Plan.

The Board adopted the changes to the April 2, 2008 Agenda by consensus.

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

Jerome Wagner distributed and discussed a map of the bedrock geology of the Capitol Region Watershed District.

III. Permit Applications

A) Permit # 08-008 Roseville Roundy's Rainbow Foods (Kelley)

Forrest Kelley reviewed CRWD Permit # 08-008 Roseville Rainbow Foods. The applicant is Roundy's, the Engineer is DP Engineering, Inc. The project is demolition, site grading and reconstruction of a Rainbow Foods store, parking lot and stormwater management facilities. The project is located on the northeast corner of Larpenteur and Fernwood Avenues. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 7.8 acres of disturbed area, 6.4 acres of proposed impervious surface and the proposed stormwater management is an underground infiltration system. 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 approve the permit with two conditions. Manager Piram asked if the nine foot pipe underground infiltration trench is the same size as the pipe at Arlington Hamline. Mr. Kelley said Arlington Hamline have ten foot pipes.

Motion 08-04-01: *Approve permit # 08-008 Roseville Rainbow Foods subject to two conditions.*

- 1. Receipt of \$31,800 surety and maintenance agreement.*
- 2. Submit a copy of the NPDES permit application.*

Deneen/Piram

Unanimously approved

B) Permit # 08-010 Midway Center (Kelley)

Forrest Kelley reviewed CRWD Permit # 08-010 Midway Center. The applicant is RK Midway, LLC, the Engineer is Metro Land Surveying and Engineering. The project is demolition of the existing building and construction of two new buildings, a parking lot and stormwater management facilities. The project is located at 1574 University Avenue, East of Snelling Avenue near the Rainbow Foods 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 2.1 acres of disturbed area, 1.75 acres of proposed impervious surface and the proposed stormwater management is underground storage and an EcoStorm Plus filtration structure. Mr. Kelley said the stormwater standards for rate and water quality are met. The volume control standard is met through alternative compliance. Alternative compliance sequencing has been requested due to contaminated soils adjacent to the site. Mr. Kelley said the flooding and erosion control standards are also met. The staff recommendation is to approve the permit with three conditions.

Motion 08-04-02: *Approve permit # 08-010 Midway Center subject to three conditions.*

- 1. Receipt of \$8,750 surety and maintenance agreement.*
- 2. Include on the "Detail Sheet" specific details for inlet protection and silt fence installation.*
- 3. Provide plans to justify the rooftop storage used in the HydroCAD calculations.*

Thienes/Deneen

Unanimously approved

C) Permit Program/Rules Update (Kelley)

Mr. Kelley said the next meeting will have three permits on the agenda. The Mississippi Riverfront Improvement Project will remove cemented rip rap from the river bank which will require flood plain and erosion control permits. The other two applicants are Trader Joes and Children's United Hospital.

Action Item

D) Approve Matching Cost Share Funding for McCarrons Shoreline Restoration (Doneux)

Administrator Doneux reminded the Board that the Ramsey Conservation District (RCD) completed an assessment of McCarrons shoreline last fall. Administrator Doneux said on November 15, 2007 a Clean Water Legacy Grant request in the amount of \$240,000 was submitted to BWSR. On February 1, 2008 we were notified that we were not awarded a grant however later in February Tom Petersen was notified that the RCD would receive a \$50,000 grant for Lake McCarron's Shoreline Restoration work. Administrator Doneux recommended the Board authorize up to \$20,000 in 2008 for matching Cost-Share funds. In a meeting with Tom Petersen and Ryan Johnson it was discussed that \$40,000 of the \$50,000 state grant would go towards project costs. The other \$10,000 would be for design costs and administration. It was also recommended to fund the project with 50% state funds, 25% CRWD grant and 25% landowner cost contribution and/or in-kind support. The RCD/State grant would be at 50% (\$40,000) and CRWD would contribute 25% therefore our contribution would be capped at \$20,000. Administrator Doneux said a mailing is planned to be sent out in April and a public meeting introducing the project will be held in May. High Priority shoreline projects would be given first priority over medium or low projects.

Motion 08-04-03: *Authorize up to \$20,000 in 2008 for matching Cost-Share funds for the Lake McCarrons Shoreline Restoration Project subject to the following conditions:*

- 1. The CRWD and the Ramsey Conservation District will enter into a Memorandum of Understanding for the RCD to implement the program,*
- 2. CRWD funds would reimburse the RCD after project completion not to exceed 25% of the total project costs,*
- 3. Landowners would enter into a cost share agreement and a 15 year management plan with the Ramsey Conservation District.*

Thienes/Deneen

Unanimously approved

IV. Special Reports – Draft Strategic Plan (Doneux)

Administrator Doneux noted that a draft Strategic Plan was in the packet for review and comment. Administrator Doneux said the Board will also need to review and comment on the St. Paul Comprehensive Plan – Water Chapter, the Watershed Management Plan as well as the CRWD five year Strategic Plan. The Board agreed a special meeting was needed to cover the major planning efforts in 2008.

Motion 08-04-04: *Approve special meeting on April 22, 2008 at 5:00 p.m. to discuss the CRWD five year Strategic Plan, the Watershed Management Plan and the St. Paul Comprehensive Plan – Water Chapter.*

Thienes/Piram

Unanimously approved

V. Action Items

A) Approve Minutes of the March 19, 2008 Meeting (Nelson)

Manager Piram asked for a motion to approve the March 19, 2008, Regular Meeting Minutes.

Motion 08-04-05: *Approve Minutes of the March 19, 2008 as presented.*

Deneen/Thienes

Unanimously approved

B) Approve Public Meeting Date for Stormwater Pollution Prevention and Protection Plan (Eleria)

Ms. Eleria said in January 2008, CRWD contacted MPCA and learned that although the permit has not yet been reviewed, CRWD is required to implement the SWPPP as submitted and accomplish the outlined goals and activities including preparation of an annual report of progress made-to-date and solicitation and consideration of public input on the SWPPP. CRWD has prepared the draft SWPPP 2007 Annual Report, which summarizes work conducted by CRWD to meet the stormwater program's measurable goals. CRWD now seeks to obtain comments on CRWD's SWPPP after one full year of its implementation from the Board of Managers as well as the general public. The draft 2007 Annual Report and original SWPPP will be made available to the general public for their review and comment through CRWD's website. CRWD staff proposes to hold a public meeting at the May 7, 2008 Board of Managers' meeting to present SWPPP activities accomplished in 2007 and to solicit input on the SWPPP. Ms. Eleria said the Board must annually solicit public input on District stormwater management activities. Ms. Eleria added that the Annual Report needs to be submitted by June to the MPCA. Manager Thienes asked if the CAC would be reviewing the plan. Administrator Doneux said Ms. Eleria will be presenting the plan at the next CAC meeting.

Motion 08-04-06: *Approve a public meeting on Wednesday, May 7, 2008 to present stormwater management activities conducted in 2007.*

Thienes/Deneen

Unanimously approved

Motion 08-04-07: *Approve a public comment period on CRWD's SWPPP to begin on Monday April 7, 2008 and end on Friday, May 9, 2008.*

Thienes/Deneen

Unanimously approved

C) Approve Utility Location Services for the Trout Brook Interceptor with the Saint Paul Regional Water Services (Eleria)

Ms. Eleria said in 2005, the Capitol Region Watershed District (CRWD) entered into an agreement with the City of Saint Paul Department of Public Works for general maintenance and inspection services of the Trout Brook Storm Sewer Interceptor which included the services of locating the interceptor when requested through the "Gopher State One Call" (GSOC) system. The City of Saint Paul ceased providing locating services on December 15, 2007. Since then through an interim agreement with the City of Saint Paul's Board of Water Commissioners, the Saint Paul Regional Water Services (SPRWS) has responded to requests

for locating the utility. CRWD and the Board of Water Commissioners need to enter a formal written agreement for SPRWS to provide locating services of the Trout Brook Storm Sewer Interceptor. Based on input from SPRWS and review by CRWD's legal counsel, staff has prepared a written agreement for locating the stormwater utility that outlines the mutual terms and conditions, promises, covenants, and payments between CRWD and the Board. Ms. Eleria said the initial service term commences on January 1, 2008 and ends on December 31, 2012. The agreement shall automatically be renewed for three additional 5-year terms. Ms. Eleria said the agreement may be terminated upon three months written notice by either party to the other.

Motion 08-04-08: *Authorize Board President and Administrator to execute an agreement with the City of Saint Paul's Board of Water Commissioners for locating the Trout Brook Storm Sewer Interceptor.*

Thienes/Piram

Unanimously approved

D) Approve Agreement for Safety Program Audit (Eleria)

Ms. Eleria said based on the nature of work and operations at CRWD including entry into storm sewers, working in roadways, inspection of construction sites, and use of hand tools, CRWD developed a safety program in 2007 to ensure safe conditions for employees at the office and in the field during working hours. The health and safety program's guidelines and rules are listed in CRWD's safety manual that was developed in-house by staff. Ms. Eleria said the existing safety manual is divided into four sections: 1) office safety; 2) vehicle safety; 3) field safety; and 4) confined space entry program. After a year of implementation and the expansion of CRWD staff and programs, it is necessary to conduct a professional audit of CRWD's safety program to ensure the highest level of safety for employees and comply with federal OSHA (Occupational Safety and Health Administration) regulations. CRWD staff has solicited a proposal for the audit from Wenck Associates. Wenck Associates proposes to review and compare CRWD written procedures and observed practices with required or recommended standards from OSHA and other guideline setting bodies. Based on the document review and on-site assessment, Wenck will prepare a technical memorandum of findings and recommendations for updating CRWD's safety program and manual. The total cost for the labor and expenses associated with the safety program audit is \$2,564. CRWD and Wenck Associates plan to conduct the audit in mid to late April depending on the schedule of field activities.

Motion 08-04-09: *Authorize Board President to execute an agreement with Wenck Associates to perform a safety program audit at a cost not to exceed \$2,564 and to complete it by Monday, April 28, 2008.*

Deneen/Piram

Unanimously approved

E) Approve Ramsey County GIS User Group Memorandum of Agreement (Doneux)

Administrator Doneux reminded the Board that every three years the members of the Ramsey County Geographic Information Systems (GIS) Users Group enter into Joint Powers Agreements. These agreements define the group's structure and organization. Through this agreement and by paying the annual fee, the CRWD gains the benefits of receiving the Ramsey County digital data base map, attribute data base and the physical features file. In 2005 when the Joint Powers Agreements for this period (2006-2008) were being distributed for signing, the CRWD did not receive an updated agreement. To officially be registered as a member and pay the standard annual member rate we must enter into the Joint Powers Agreement.

Motion 08-04-10: *Approve the Board President to execute the Joint Powers Agreement with the Ramsey County GIS Users group for a term ending December 31, 2008.*

Thienes/Deneen

Unanimously approved

F) Approve appointment of Rebecca Forman to Citizen's Advisory Committee (Doneux)

Administrator Doneux said on March 13, 2008 CRWD received an application from Rebecca Forman who lives in the Como Neighborhood. Ms. Forman is currently completing her PhD in Water Resources at the University of Minnesota and is an Environmental Scientist at Braun Intertec, Inc.

Motion 08-04-11: *Appoint Rebecca Forman to the Citizen's Advisory Committee.*

Thienes/Deneen

Unanimously approved

G) Approve annual appointment of Citizen's Advisory Committee (Doneux)

Administrator Doneux said there was discussion at the March CAC meeting about attendance. It was noted that regular attendance is required of members of the Citizen's Advisory Committee as well as that under state statute the Board of managers must annually appoint the Citizen's Advisory Committee. Administrator Doneux said this has not been the practice in years past. In order to maintain an official CAC roster and fully comply with state statute it was recommended that the Citizen's Advisory Committee forward a recommended roster to the Board of Managers for adoption each year. After this initial adoption process the Board will move the annual appointments to the Board of Managers annual meeting.

Motion 08-04-12: *Reappoint the following Citizen Advisory Committee Members, David Arbeit, William Barton, Bill Downing, Steven Duerre, Joe Fox, Bruce Holdhusen, Jerry Kafka, Michael MacDonald, Ms. Judith Monson, Shirley A. Reider, Shannon Skally, Travis Thiel, Michelle Ulrich, Jerome Wagner and Brandon Wiarda.*

Thienes/Deneen

Unanimously approved

H) Approve Ahern/Braveheart Stewardship Grant (Doneux)

On March 25, 2008, CRWD received a Stewardship Grant application from Michaela Ahern and Kyle Braveheart for two raingardens to be located at their home located at 864 St. Paul Avenue in St. Paul. Administrator Doneux said staff recommends approval of funding for the Ahern/Braveheart raingardens not to exceed \$444.00.

Motion 08-04-13: *Approve the Ahern Stewardship Grant raingarden project with reimbursement funding not to exceed \$444.00 subject to the following conditions:*

- 1. The CRWD and Michaela Ahern 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.*

Deneen/Piram

Unanimously approved

VI. Unfinished Business

A) Trout Brook Interceptor – Maryland Avenue Repair Update (Eleria)

Ms. Eleria said for the past six weeks, Barr Engineering has been conducting a Feasibility Study and the Geotechnical Investigation for Trout Brook at Maryland Avenue. Phase I, the environmental assessment has been complete which includes reviewing maps, a site visit and interviews with people who are familiar with the area. The assessment showed that there are not any recognized environmental concerns in the area. However, the report does identify potential impacts that could exist due to historical site uses at adjacent properties. This information will be incorporated into the overall Feasibility Study.

B) Education Outreach Program Update (Doneux)

Administrator Doneux explained that the Media Action Group, a subcommittee of Blue Thumb partners, has built relationships with Belinda Jensen and Bobby Jensen and anticipates a Blue Thumb segment on KARE-11 television in early June. This committee has also developed an outdoor advertising opportunity for

partners to sponsor 15 metro billboards at a greatly reduced cost that will be displayed mid-April through mid-May. The District's promoting the Blue Thumb website and links to CRWD's cost-share grant information. Administrator Doneux explained that website hits will be measured before and after the billboard posting. Elizabeth Storey will also ask new stewardship grant applicants where they learned about District programs.

C) Loeb Lake (Eleria)

Ms. Eleria said staff has begun the process of developing a management plan for Loeb Lake and Willow Reserve in Saint Paul. To date, several tasks of the scope of work for the management plan have been accomplished including: 1) creation of an advisory group comprised of members from Saint Paul, Ramsey County, district councils, public, and CRWD's Board and CAC; 2) development and adoption of a work plan and timeline for the project; 3) acquisition of existing data and identification of data gaps on water quality, lake levels, fisheries, and other pertinent information; and 4) a natural resource inventory and habitat assessment of Willow Reserve. Ms. Eleria said the remaining project tasks include reviewing all available data, identifying and prioritizing management concerns, defining management goals and objectives, determining implementation activities, evaluating citizen and government roles, and preparing the management plan. Originally, CRWD anticipated that staff would complete the entire project. However due to staffing constraints and the need to complete this subwatershed plan for the development of the 2010 Watershed Plan, it is recommended that a consultant be hired to complete the remaining tasks and that selection of the consultant be based on the proposals recently submitted for the watershed plan and other subwatershed plans. Ms. Eleria said staff have put together four options to select a consultant for the preparation of the Loeb Lake Area Management Plan; staff could issue an RFP for the Loeb Lake Management Plan; staff could review the recent proposals and recommend one consultant for the Board of Managers to approve; staff could review these proposals and recommend up to three qualified consultants for the Board of Managers to select from; or the consultant committee comprised of managers and staff could review the proposals and recommend one consultant for the full Board to approve. Manager Piram expressed concern about hiring a consultant without soliciting interest from all. Manager Thienes suggested sending a letter to the consultants to see if they are interested in being in the group of consultants being considered. The RFP committee agreed to meet on April 10th to review the existing proposals and make a recommendation to the Board for the April 16th meeting.

VII. General Information

A) Administrators Report (Doneux)

Administrator Doneux said he spoke to the sewer utility manager about the Cleveland/Randolph groundwater study, the city of St. Paul will contribute 25% of the project cost. Administrator Doneux announced that Forrest Kelley is a certified inspector for erosion control sites. Administrator Doneux said he attended a Lexington Larpenteur node study on March 27th.

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

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

Respectfully submitted,

Dawn M. Nelson