



# Capitol Region Watershed District

1410 Energy Park Dr., Suite 4, St. Paul, MN 55108

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**Meeting Minutes** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, May 21, 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. (President, Robert Piram)

#### A) Attendance

Robert Piram  
Joe Collins  
Seitu Jones  
Mike Thienes  
Marylyn Deneen

#### Others Present

Mark Doneux, CRWD  
Bob Fossum, CRWD  
Anna Eleria, CRWD  
Forrest Kelley, CRWD  
Elizabeth Storey, CRWD  
Pat Conrad, EOR, Inc.

Todd Shoemaker, Wenck  
David MacMillan,  
Ramsey County Attorney  
Brett Emmons, EOR, Inc.  
Jerome Wagner, CAC

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

Manager Piram asked for additions or changes to the agenda. The Watershed Management Plan is moved up the agenda before action item A). David MacMillan was asked to stay for the discussion about action item H) so it was moved to the top of the action items. Manager Jones expressed conflict of interest on action items H) and I). The following items were added to the agenda under unfinished business: C) MAWD Summer Tour and D) Consent agenda.

*The Board adopted the Agenda as amended by consensus.*

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

Jerome Wagner spoke about chorus frogs in various wetlands in the District.

### III. Permit Applications

#### A) Permit #08-009, Larpenteur Estates (Kelley)

Forrest Kelley reviewed CRWD Permit # 08-009 Larpenteur Estates. The applicant is Larpenteur Estates, LLC and the Engineer is Plowe Engineering. The project is demolition of parking garages, construction of new parking garages, repaving a parking lot and utility improvements. The project is located on the southeast corner of Larpenteur and Huron Avenues. 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 and 1.35 acres of proposed impervious surface. The proposed stormwater management is a filtration basin and an EcoStorm Plus filtration device. 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 four conditions.

**Motion 08-05-18:** *To approve permit #08-009 Larpenteur Estates subject to the following four conditions:*

- 1. Receipt of \$6,750 surety and maintenance agreement.*
- 2. Submit a copy of the NPDES permit application.*

3. *Revise the direction of the “galvanized grate” for MH-1 on Sheet C105. The lower end of the grate should be on the basin-side of the outlet structure.*
4. *Revise the EcoStorm Plus details or the HydroCAD model to correspond. The HydroCAD model includes a 5-inch orifice plate in MH-E1, but this is not shown on the “Utility Plan” or the EcoStorm Plus details.*

Thienes/Jones

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. 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 approve the variance request and to approve the permit with no conditions.

**Motion 08-05-19:** *To approve variance request for #08-011 Mississippi Riverfront Improvement Project.*

Deneen/Jones

Unanimously Approved

**Motion 08-05-20:** *To approve permit #08-011 Mississippi Riverfront Improvements subject to no conditions.*

Deneen/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 1.20 acres of proposed impervious surface. Mr. Kelley said the proposed stormwater management is an underground infiltration trench and a raingarden. 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.

**Motion 08-05-21:** *To approve permit #08-012 Trader Joe’s subject to two conditions.*

1. *Receipt of \$7,000 surety and maintenance agreement.*

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

Thienes/Collins

Unanimously Approved

**D) Permit # 08-015 J & J Distributing (Kelley)**

Forrest Kelley reviewed CRWD Permit # 08-015 J & J Distributing. The applicant is J & J Distributing and the Engineer is Westwood Professional Services. The project is installation of filtration basin to comply with

CRWD rules for paving completed without a permit. The project is located at 653 Rice Street, south of the BNSF railroad. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 1.68 acres of disturbed area, 1.68 acres of proposed impervious surface and the proposed stormwater management is installation of one filtration raingarden. 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.

**Motion 08-05-22:** *To approve permit #08-015 J & J Distribution subject to the following two conditions:*

- 1. Receipt of \$8,000 surety and maintenance agreement.*
- 2. Provide documentation that discharge from the basin is acceptable to the adjacent property owner, or demonstrate that discharge from the basin is directed to a public conveyance system.*

Collins/Thienes

Unanimously Approved

**E) Permit # 08-016 Payne Avenue (Kelley)**

Forrest Kelley reviewed CRWD Permit # 08-016 Payne Avenue. The applicant is the City of Saint Paul. The project is reconstruction of Payne Avenue and select utilities. The project is located at Payne Avenue, from Beaumont Street to Bush Avenue. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 3.83 acres of disturbed area, 2.28 acres of proposed impervious surface and the proposed stormwater management is installation of one raingarden and one underground infiltration trench. Mr. Kelley said the stormwater standards for rate and water quality are met. Mr. Kelley said it is unclear if the volume standard is met. Mr. Kelley said the flooding and erosion control standards are met. The staff recommendation is to table the permit with five conditions.

**Motion 08-05-23:** *To table permit #08-016 Payne Avenue subject to the following five conditions:*

- 1. Delineate and show the drainage areas surrounding the project area, including the drainage areas to the proposed trench and rain garden.*
- 2. Demonstrate 90% TSS removal for the project area. It is not known if runoff from the project area north of Minnehaha Avenue is directed to the proposed trench.*
- 3. Include the catch basin hood detail in the project plans. The detail is currently crossed-out on sheet 11.*
- 4. Provide calculations to show how the runoff volume of 8,984 cubic feet was determined for the proposed trench.*
- 5. Provide erosion control from the concrete flume to the bottom of the rain garden.*

Jones/Deneen

Unanimously Approved

**F) Permit # 08-017 Highland Park High School (Kelley)**

Forrest Kelley reviewed CRWD Permit #08-017 Highland Park High School. The applicant is School District 625 and the Engineer is Anderson-Johnson Associates, Inc. The project includes a new entrance to the existing building, parking lot reconstruction and stormwater management facilities. Manager Jones asked if there is currently a raingarden on the site. Mr. Kelley said there is a rate control pond. The project is located on the northwest quadrant of Edgcombe Road and Snelling Avenue. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 2.70 acres of disturbed area and 1.60 acres of proposed impervious surface. Mr. Kelley said the proposed stormwater management is an underground infiltration trench and a raingarden. Mr. Kelley said the stormwater standards for rate, water quality and volume control are not met. Mr. Kelley

said the flooding and erosion control standards are met. The staff recommendation is to table the permit with five conditions.

**Motion 08-05-24:** *To table permit #08-017 Highland Park High School subject to the following five conditions:*

1. *Receipt of \$8,000 surety and maintenance agreement.*
2. *Submit a copy of the NPDES permit application.*
3. *Revise project plans to satisfy CRWD Rule C requirements (select option a or b):*
  - a. *Provide additional stormwater management facilities to achieve the required volume retention and TSS removal standards. Because replacement of the aggregate base is proposed, the area of the reconstructed parking lot must be considered as new impervious surface.*

**OR**

- b. *Revise details 6 and 7 on sheet C2.2 so that only the bituminous surface is proposed to be removed from the parking lot (mill-and-overlay).*
- c. *Regardless whether (a) or (b) above is selected, the parking lot area replaced for stormsewer installation from the building addition to the rain garden must be considered as new impervious surface.*
4. *Submit calculations to demonstrate that runoff from the new impervious surface is filtered for the 1.3-inch rainfall event.*
5. *Submit documentation to justify 30% void space for the proposed sand/compost mix in the rain garden.*

Deneen/Collins

Unanimously Approved

#### **G) Permit # 08-018 United Products (Kelley)**

Forrest Kelley reviewed CRWD Permit #08-018 United Products. The applicant is United Products and the Engineer is LHB. The project includes a new warehouse building, storage lot improvements and stormwater management facilities. The project is located west of Rice Street at 200 West Sycamore Street. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 2.02 acres of disturbed area and 2.02 acres of proposed impervious surface. Mr. Kelley said the proposed stormwater management is underground infiltration pipes. Mr. Kelley said the stormwater standards for rate, water quality and volume control are uncertain due to high groundwater. Mr. Kelley said the flooding and erosion control standards are met. The staff recommendation is to table the permit with five conditions. Manager Collins asked if it is known why the applicant is not banking. Mr. Kelley indicated he wasn't sure why the applicant had not requested banking. Mr. Kelley said the applicant is exceeding the Districts requirements because they are using the volume control BMP to achieve the city's Rate control standard.

**Motion 08-05-25:** *To table permit #08-018 United Products subject to the following five conditions:*

1. *Receipt of \$10,100 surety and maintenance agreement.*
2. *Submit a copy of the NPDES permit application.*
3. *Provide pretreatment upstream of the underground infiltration system.*
4. *Clarify pipe diameter entering the underground infiltration system from structure STMH 2. The "Storm Sewer Plan" indicates a 21" pipe while the Contech plans indicate a 24" pipe.*
5. *Revise the underground infiltration design to ensure that runoff from the 1-inch storm will infiltrate within 48 hours. The HydroCAD model indicates an infiltration rate of 0.6 in/hr. However, the soil borings indicate silty sand with clay and peat below the bottom of the infiltration system.*

*Consider excavating the undesirable soils to the elevation of the poorly graded sand below and replace with clean sand to achieve the 0.6 in/hr rate. The bottom of the infiltration system should be at least 3 feet above the groundwater elevation.*

Thienes/Jones

Unanimously Approved

#### **H) Permit Program/Rules Update (Kelley)**

Mr. Kelley said the next meeting will have one new project: City House Project located along the river. The tabled projects from tonight's meeting may be on the agenda for the next meeting. The Winnipeg Project may also be on the agenda for the next meeting. Mr. Kelley and Administrator Doneux met with representatives from Sisters of St. Joseph of Carondelet, St. Catherine's and St. Paul Academy to discuss the benefits of the Cleveland-Randolph Groundwater Study. Mr. Kelley said everyone seemed very receptive. Manager Piram asked when the process will begin. Mr. Kelley said it was discussed at the meeting that the partners would need 2-3 weeks to further review their options.

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

#### **V. Action Items**

#### **H) Approve Gordon Parks High School Stewardship (Storey)**

Ms. Storey said on May 6, 2008, CRWD received a Stewardship Grant application from Gordon Parks High School located at 1212 University Avenue in St. Paul. It is the shared goal of the CRWD and Gordon Parks High School staff to create an intern partnership that will bring fresh perspective and increased capacity to the CRWD; and provide District students with the opportunity to examine watershed management careers, and to develop competencies not easily available in the classroom. A well-crafted internship can be a valuable experience that provides motivation and direction. The real-world connection of an internship can get a student more deeply in touch with the value of completing a degree, perhaps more clearly seeing education as a means to a desired end. Elizabeth will serve as primary contact, but interns will divide time equally between staff from four District program areas. Twenty percent of the internship will be spent learning through observation as workplace mentors go through a normal day on the job. Eighty percent of intern time will be spent learning through contribution, i.e. field assistance, helping with program coordination, or event support. Interns will commit to a ten-week period during SPPS summer school, June 16 through August 22. Interns will be paid \$12.00 per hour through stewardship grant funds. Manager Jones has volunteers at Gordon Parks High School; he expressed a conflict of interest and requests to abstain. Manager Collins supports the grant however he is concerned about the students' safety during monitoring especially at the Saint Anthony site. Manager Collins said he would like Attorney MacMillan to review the cooperative agreement. Mr. MacMillan discussed the kinds of liability and said he will review the grant agreement. Discussion occurred.

**Motion 08-05-26:** *Approve the Gordon Parks High School intern Stewardship Grant with reimbursement funding not to exceed \$2,400.00 for two interns during 2008 summer school subject to the following conditions:*

- 1) The CRWD and Gordon Parks High School – St. Paul Public Schools must approve and enter into Cooperative Agreement in such agreement that includes liability insurance information and subject to approval by Ramsey County attorney;*
- 2) Any changes to the program description must be approved by the CRWD; and*
- 3) The project will be completed by December 31, 2008.*

Thienes/Piram

Approved by Collins, Thienes and Piram

Abstained by Deneen and Jones

**K) Adopt 2010 Watershed Management Planning Process and Agreement (Fossum)**

Bob Fossum opened the discussion with a review of the revised scope, workplan and budget. Mr. Fossum said the latest draft budget is unchanged from the last version the board reviewed with one exception. The estimated cost of work item 2.2.k (Convert Como Lake Plan to TMDL) has been revised to \$16,162 (from \$26,226) which results in a revised total consultant budget of \$382,933. Mr. Fossum said starting from the revised consultant quote of \$382,933; staff would suggest funding the cost of the following two concurrent studies from other areas of the Budget: Work Item 2.2.j--P-8 Model Update (\$19,862) and Work Item 2.2.c--Wetland Management Plan (\$12,160). Funding for these 2 tasks was provided for in the 2008 budget. The P8 Model update is connected with Trout Brook Fund # 320 and Other Subwatershed Planning Fund # 330. The Wetland Plan would be the next logical step in Rule Revisions Fund # 207. With the alternatives listed above the revised contractual services quote for the WMP would be \$350,911. Mr. Fossum further explained that if the Managers desire to maintain the proposed scope and budget; staff have identified two financing options for the funding shortfall in 2008. They are as follows:

1. Fund the 2008 WMP costs from fund balance and restore the fund balance with the 2009 budget.
2. Put a freeze on all Special Grants (Fund #440) for the remainder of 2008. The fund's approved 2008 budget is \$100,000, and currently we have committed approximately \$25,000 of those funds (State Fair Raingarden and Highland Park Parking Area). The remaining amount (\$75,000) in #440 would cover the funding gap. Currently, all potential special projects that staff have been discussing with our partners would be considered for funding in 2009 or beyond.

Administrator Doneux said that staff authorization for subsequent steps would be initiated upon review and approval of a revised Workplan. Manager Deneen asked the EOR staff how staff's time is planned for projects. Mr. Conrad said staff schedules are planned in 3 month blocks. Manager Collins recommending taking funds from 2009 and 2010. Administrator Doneux stated that some of the concurrent studies could be funded through the existing 2008 budget. The Managers directed staff to conduct periodic reviews with EOR and quarterly reviews with managers to work through the work plan and attempt to reduce the budget throughout the duration of the project schedule.

**Motion 08-05-27:** *Adopt the 2010 Watershed Management Plan workplan, budget, schedule, and financing for a total project budget of \$413,811.*

Collins/Thienes

Unanimously approved

**Motion 08-05-28:** *Approve the scope, budget and schedule with EOR, Inc. for the 2010 Watershed Management Plan for an amount not to exceed \$350,911, and authorize the Board President to execute a contract, subject to the review and approval of the Ramsey County Attorney.*

Collins/Piram

Unanimously approved

Manager Jones left the meeting.

**A) Approve Minutes of the May 7, 2008 Meeting (Nelson)**

Manager Piram asked for a motion to approve the May 7, 2008, Regular Meeting Minutes.

**Motion 08-05-29:** *Approve Minutes of the May 7, 2008 as presented.*

Thienes/Deneen

Unanimously approved

**B) Approve Accounts Payable/Receivables for April 2008 (Nelson)**

Manager Piram asked for a motion to approve the Accounts Payables for \$130,154.43 and the Accounts Receivable for \$1,002,447.02 for the month of April 2008.

**Motion 08-05-30:** *Approve April 2008 Accounts Payable/Receivable and April Budget Report and direct Board President and Treasurer to endorse and disperse these checks for these payments.*

Thienes/Deneen

Unanimously approved

**C) Approve Monetary Limits of Municipal Tort Liability (Doneux)**

Administrator Doneux said in the past five years the Board has voted to not waive the tort liability limits. Administrator Doneux met with Mark Lenz, the District's Insurance agent. Mr. Lenz reviewed the options regarding whether or not to waive tort liability limits, as the District has done in the past. Administrator Doneux recommended that the District NOT waive the monetary limits on municipal tort liability. Administrator Doneux also recommended that the District purchase an insurance rider for accident coverage for volunteers.

**Motion 08-05-31:** *Accept the LMCIT liability coverage and NOT Waive the Monetary Limits on municipal tort liability and to purchase an insurance rider for accident coverage for volunteers.*

Thienes/Collins

Unanimously approved

**D) Approve Management Representative Letter for 2007 Annual Audit (Doneux)**

Administrator Doneux said each year the District must send a letter to the State Auditor in connection with our audit of the financial statements. The purpose of the audit is so that the State Auditor can express an opinion as to whether the financial statements present fairly, in all material respects, the financial position of the Capitol Region Watershed District and the results of its operations in conformity with generally accepted accounting principles. The letter to the State Auditor is one component of the audit, along with all of the financial statements prepared by our accountant and our legal counsel. The District must confirm that we are responsible for the fair presentation in the financial statements of financial position and results of operations of the Capitol Region Watershed District in conformity with generally accepted accounting principles. We are also responsible for adopting sound accounting policies, establishing and maintaining internal control, and preventing and detecting fraud.

**Motion 08-05-32:** *Authorize Board President, Treasurer and Administrator to sign and submit the representation letter to the State Auditor.*

Thienes/Collins

Unanimously approved

**E) Approve Dunne Stewardship Grant (Storey)**

Ms. Storey said on April 29, 2008, CRWD received a Stewardship Grant application from James Dunne for a raingarden to be located on his property at 1884 Huron Avenue in Roseville. The proposed raingardens will total 160 ft<sup>2</sup> with a drainage area totaling approximately 720 ft<sup>2</sup>. During a 1" rain event the garden will infiltrate approximately 60 ft<sup>3</sup> of runoff. Staff recommends approval of funding for the Dunne raingarden not to exceed \$560.00.

**Motion 08-05-33:** *Approve the Dunne Stewardship Grant raingarden project with reimbursement funding not to exceed \$560.00 subject to the following conditions:*

1. *The CRWD and James Dunne 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.*

Collins/Thienes

Unanimously approved

**F) Approve Hintze Stewardship Grant (Storey)**

Ms. Storey said on May 1, 2008, CRWD received a Stewardship Grant application from Elfrieda Hintze for three raingardens to be located on his property at 391 Sandhurst Circle in Roseville. The proposed raingardens will total 100 ft<sup>2</sup> with a drainage area totaling approximately 300 ft<sup>2</sup>. During a 1” rain event the garden will infiltrate approximately 25 ft<sup>3</sup> of runoff. Ramsey Conservation Staff intern will assist Mrs. Hintze with the installation of her garden. Staff recommends approval of funding for the Schmidt raingardens not to exceed \$250.00

**Motion 08-05-34:** *Approve the Hintze Stewardship Grant raingardens project with reimbursement funding not to exceed \$250.00 subject to the following conditions:*

- 1) *The CRWD and Elfrieda Hintze 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.*

Collins/Deneen

Unanimously approved

**G) Approve Keithahn Stewardship Grant (Storey)**

Ms. Storey said on April 28, 2008, CRWD received a Stewardship Grant application from Connie Keithahn for two raingardens to be located on her property at 686 Clear Avenue East in St. Paul. The proposed raingardens will total approximately 100 ft<sup>2</sup> with a roof drainage area of 600 ft<sup>2</sup>. During a 1” rain event the garden will infiltrate approximately 48 ft<sup>3</sup> of runoff. Staff recommends approval of funding for the Keithahn raingarden not to exceed \$300.00

**Motion 08-05-35:** *Approve the Keithahn Stewardship Grant raingarden project with reimbursement funding not to exceed \$300.00 subject to the following conditions:*

1. *The CRWD and Connie Keithahn 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.*

Collins/Thienes

Unanimously approved

**I) Approve Greater Frogtown Community Development Corporation (GFCDC) Stewardship Grant (Storey)**

Ms. Storey said on May 5, 2008, CRWD received a Partner Grant application from Jill Henricksen of Greater Frogtown Community Development Corporation (GFCDC) for a project to be located at the District 7 planning council property at 533 North Dale Street in St. Paul. The site is the former Dale Street Greenhouse and is a demonstration project that will include a large raingarden, a rain barrel system, and educational murals that will have accompanying curricula with water quality education themes. Educational information presented alongside native plants will give community members a lasting impression. Since 533 N. Dale Street is a destination for community residents, landlords, and business owners seeking resources or attending community meetings for both GFCDC and the District 7 Planning Council, the proposed demonstration project will be experienced by many people. A project design and budget were created thanks to Tory Christenson of Kestrel Design Group. The proposed raingardens will total 420 ft<sup>2</sup> with a drainage area totaling approximately 2,000 ft<sup>2</sup>. During a 1” rain event the garden will infiltrate approximately 158 ft<sup>3</sup> of runoff. Staff recommends approval of funding for the Frogtown Community Development Corporation

Partner Grant project not to exceed \$5,080.00. Manager Deneen asked if the GFCDC owned the property and Ms. Storey said yes.

**Motion 08-05-36:** *Approve the Greater Frogtown Community Development Corporation Partner Grant project with reimbursement funding not to exceed \$ 5,080.00 subject to the following conditions:*

- 1. The CRWD and Greater Frogtown Community Development Corporation must approve and enter into Cooperative Agreement;*
- 2. Any changes to project plans must be approved by the CRWD; and*
- 3. All conditions must be met and the project completed within one year after project approval.*

*Collins/Thienes*

*Unanimously approved*

**J) Approve Agreement for Loeb Lake Management Plan (Eleria)**

Ms. Eleria said at the May 7<sup>th</sup> Board of Managers' meeting, Wenck Associates expressed their interest in writing to be the consultant for the development of the Loeb Lake Area Management Plan, which satisfied one of the conditions required for their final approval. The remaining conditions are the review and approval of the project scope of work by staff and then approval of the contract agreement by the Board of Managers. Wenck Associates has prepared and submitted a scope of work that outlines the tasks, deliverables, costs and schedule to complete the Loeb Lake Area Management Plan. Ms. Eleria said Wenck Associates will conduct the following tasks to complete the plan: 1) Obtain additional data and information that includes development of water budgets for Loeb Lake and Willow Reserve and a lake response model for Loeb Lake; 2) Identify management concerns, goals, objectives and implementation activities; 3) Conduct a workshop with the Advisory Group to present the draft plan and receive comments; and 4) Prepare final plan that reflects input from staff, managers and the advisory group. The Wenck project team will consist of Todd Shoemaker, project manager and water resource engineer, Joe Bischoff, aquatic ecologist and technical lead, and Ed Matthiesen, project supervisor and water resource engineer, as well as other support staff. Wenck anticipates that the project will be completed by September 30, 2008 at a cost of \$19,975. Discussion occurred.

**Motion 08-05-37:** *Approve the contract agreement with Wenck Associates to conduct the Loeb Lake Area Management Plan at a cost of \$19,975, subject to the following condition:*

- 1) Review and approval of the agreement by the Assistant Ramsey County Attorney.*

*Collins/Deneen*

*Unanimously approved*

**VI. Unfinished Business**

**A) City of Saint Paul Stormwater Pollution Prevention Program Annual Report (Eleria)**

Ms. Eleria said the District received a letter from the City of Saint Paul in regards to their permit for the Stormwater Pollution Prevention Program Annual Report for 2007. The public hearing was held May 19<sup>th</sup> for comments. Ms. Eleria said the three key issues that District staff asked the City to review were 1) discharge and improper disposal; 2) the City provide a schedule of more frequent cleaning of the catchbasins; and 3) increase the number of times street sweeping is provided. Ms. Eleria will provide a copy of the street sweeping report for Manager Deneen.

**B) City of Falcon Heights Comprehensive Plan Update (Fossum)**

Mr. Fossum said District staff recently met with the City of Falcon Heights staff to discuss their Comprehensive Plan that will include a water chapter. Mr. Fossum said the Board can expect a draft plan for review and comment this summer. Mr. Fossum said the cities of Lauderdale and Maplewood will have draft Local Water Plans this year. The City of Roseville is in the process of revising their Comprehensive Plan.

**C) MAWD Summer Tour – June 19<sup>th</sup> to 21<sup>st</sup>.**

Manager Deneen reported that this year’s MAWD Summer tour will be held at Bois de Sioux Watershed District. Managers Collins and Thienes will not be able to attend. The hotel registration deadline is June 5th; registration for the tour is due on June 11th.

**D) Consent Agenda**

Manager Thienes said he would like to streamline the agenda, keep meetings moving and save time for big items like WMP and Budget. Manager Thienes recommends the following be placed on consent agenda: Tabled development projects, Minutes, Accounts payable, Stewardship grants and other administrative items. The Managers discussed that they will try a consent agenda and the following items could be placed on a consent agenda: Minutes, Accounts payable, Stewardship grants under \$1,000 and other administrative items. The Board agreed that all Permits should be individually reviewed and discussed. The consent agenda would become action item A) and it will be determined if one is necessary on a meeting-by-meeting basis.

**Motion 08-05-38:** *Develop a consent agenda for regular meetings that would include minutes, accounts payable, stewardship grants and other administrative items.*

Collins/Thienes

Approved by Collins, Thienes, and Deneen

Opposed by Piram

**VII. General Information**

**A) CAC Update (Manager Thienes)**

Manager Thienes gave an update on the science project by Jesse Acosta, a 9<sup>th</sup> grade high school student. Manager Thienes reported that Jesse has won numerous awards and he will be competing in a national science competition later this year.

**B) Administrators Report (Doneux)**

Administrator Doneux discussed the July meetings. Administrator Doneux said currently the first July meeting is July 2<sup>nd</sup> and July has five Wednesdays. Administrator Doneux proposes the meetings shift by one week to July 9<sup>th</sup> and July 23<sup>rd</sup>.

**Motion 08-05-39:** *Move the July Board of Managers meetings to July 9<sup>th</sup> and July 23<sup>rd</sup>, subject to verification by Manager Jones and CAC members.*

Collins/Piram

Unanimously approved

Administrator Doneux gave an update on McCarrons Lake Shoreline Restoration Grant Program Meeting. Administrator Doneux said 17 residents attended including staff from the CRWD and Ramsey Conservation District.

Managers Collins and Deneen attended the International Academy event. Manager Deneen stated that the students were very appreciative of the District’s support. She also submitted a program on the event and the following statement. Manager Deneen said the students of the International Academy, LEP presented. The students were from 3 countries; Hmong, Berma and Somalia. The students spoke about how difficult it was to have drinking water and all the uses of water. These stories were shown with shadow puppets. The audience saw a video of the students tour the St. Paul Region Water Treatment Facility. The students said it was difficult to see so much clean water! The students also said it was great to see where the clean water comes from. Manager Deneen added that the last part of the play, the students were in a circle and told the

audience where they came from before moving to St. Paul. Manager Deneen said the teachers thanked her and the CRWD for its support to their project.

Administrator Doneux said the Website redesign questionnaire for Board of Managers is due the end of next week. Managers Collins and Thienes requested that the questionnaire be emailed to them.

**VIII. Wednesday, June 4, 2008 Regular Meeting Agenda Review**

**IX. Adjournment** – The meeting was adjourned at 8:14 p.m. by consensus.

Respectfully submitted,

Dawn M. Nelson

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