



Capitol Region Watershed District

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Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, June 18, 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 6:03 p.m. (President, Robert Piram)

A) Attendance

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

Others Present

Mark Doneux, CRWD
Bob Fossum, CRWD
Dawn Nelson, CRWD
Anna Eleria, CRWD
Forrest Kelley, CRWD
Elizabeth Storey, CRWD
Jim Herbert, Barr

Rebecca Kluckhohn, Wenck
David MacMillan,
Ramsey County Attorney
Shirley Reider, CAC
Mary Jane Reagan, RCD
Wayne Hanson, Citizen

B) Review, Amendments and Approval of the Agenda

Manager Piram asked for additions or changes to the agenda. Administrator Doneux requested adding General Information E) Mississippi River Shoreline Protection Project.

The Board adopted the Agenda as amended by consensus.

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

There were no public comments.

III. Permit Applications

A) 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. The project is located on the northwest quadrant of Edgumbe 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 a 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 five conditions. Manager Jones asked if the bedrock is shallow. Mr. Kelley said the main issue was the tight soils. Manager Jones suggested the next time a school is requesting a permit or grant that they involve the students. Manager Jones said Highland missed an opportunity to work with and include the students. Administrator Doneux said District staff has been working with the Facility Maintenance staff from St. Paul Public Schools to incorporate projects into school curriculum.

Motion 08-06-10: *To approve permit #08-017 Highland Park High School subject to the following five conditions:*

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

2. *Provide silt fence around the east pond to prevent erosion of soil into the basin during construction.*
3. *Specify the soil mixture for the proposed filtration basin. Detail 12 on Sheet C2.2 identifies "prescribed topsoil" but additional topsoil detail is not provided in the plans.*
4. *Provide a planting plan for the basin bottoms.*
5. *Label or identify the 100-year elevation (857.3) of the two basins on the grading plan.*

Jones/Deneen

Unanimously Approved

B) Permit # 08-020 Town and Country Club (Kelley)

Forrest Kelley reviewed CRWD Permit #08-020 Town and Country Club. The applicant is Town and Country Club and the Engineer is Sunde Engineering. The project is the Town and Country maintenance facility, located on the southwest corner of the golf course near Otis Avenue. The project consists of demolition and reconstruction of turf maintenance facilities and access roads. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F), Floodplain Management (Rule D) and Wetland Management (Rule E). Mr. Kelley said this project has 1.47 acres of disturbed area and 0.88 acres of proposed impervious surface. Mr. Kelley said the proposed stormwater management is an underground infiltration system. 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 also not met. Manager Collins asked if the water stays on the property. Mr. Kelley said yes. The staff recommendation is to table the permit with nine conditions.

Motion 08-06-11: *To table permit #08-020 Town and Country Club subject to the following nine conditions:*

1. *Receipt of surety and maintenance agreement.*
2. *Submit a copy of the NPDES permit application.*
3. *Specify inlet protection devices at storm sewer catchbasins. Include a typical detail in the plan set.*
4. *Show the edge of new bituminous at the northeast corner of the project area. The edge of new bituminous is shown at the western edge of the project using "Note 2" on the "Grading, Drainage, Utility and Erosion Control Plan."*
5. *Demonstrate at least 90% TSS removal for the project area. The impervious area within proposed drainage area 4 is not directed to a stormwater treatment facility. Therefore, it is not know if 90% TSS removal is achieved.*
6. *Provide soil borings to justify that infiltration is feasible and that an infiltration rate of 0.6 in/hr is appropriate.*
7. *Increase the amount of volume retention to include all new impervious surfaces. The CRWD volume retention standard applies to all new impervious surfaces, not just to the increase in impervious surface.*
8. *Revise the MH 4 dimensions o the "Grading, Drainage, Utility and Erosion Control Plan" or in the HydroCAD model so they correspond. The manhole width and height do not correspond between the two.*
9. *Provide documentation to evaluate and justify the jurisdictional wetland status of the ponds and creek adjacent to the project. If they are determined to be wetland, a 25-foot buffer must be established adjacent to each.*

Deneen/Jones

Unanimously Approved

D) Permit Program/Rules Update (Kelley)

Manager Deneen asked about the Cleveland Randolph Groundwater Study. Mr. Kelley said there is indication from the Sisters of St. Josephs and St. Paul Academy that they are still on board. Staff is still waiting to hear from the College of St. Catherine.

Mr. Kelley introduced Rebecca Kluckhohn from Wenck Associates who is attending in Todd Shoemaker’s absence while he is on vacation. Mr. Kelley said there are two permits on the next agenda; Payne Avenue has resubmitted and St. Paul College Campus.

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

Ms. Storey gave a presentation highlighting activities that have been completed thus far in 2008. Ms. Storey said staff have helped promote and create materials for a May meeting with Lake McCarrons homeowners interested in lakeshore restoration cost-share grants; made appearances at meetings or otherwise made connections with seven district planning councils; facilitated the processing of 20 stewardship grants; and completed a partnership with St. Paul Public Schools Service Learning coordinating field experiences for groups who were part of the “Runoff and Get It Done!” project. Ms. Storey said the District has hosted two raingarden workshops. Ms. Storey said she has attended several District Council meetings. Met with District Council staff and Board and discussed the work of CRWD. Ms. Storey said the water bottle education project at Grand Ole Days went well. Ms. Storey said the kids were not shy and approached people of all ages. The kids received 379 pledges to restrict bottled water use. Ms. Storey said in regards to the 2008 Education and Outreach Work Plan she has not had the time to do the required analysis and planning to put the work plan together. Ms. Storey said she will work on the Education and Outreach Work Plan and it will coincide with the 2010 Watershed Management Plan public involvement process. Ms. Storey said she will work with a consultant to assist her and there should be a plan to adopt the end of September. Ms. Storey said the District has received 20 stewardship grants so far this year. Manager Piram asked if the fishing event was held at Loeb Lake. Ms. Storey said she cancelled the event due to lack of interest. Ms. Storey said the District now has four volunteers assisting with various programs. The Board thanked Ms. Storey for her presentation.

V. Action Items

Consent Agenda

Manager Piram asked for a motion to approve the June 18, 2008, Consent Agenda.

- A) Approve Minutes of the June 4, 2008 Regular Meeting (Nelson)**
- B) Approve Accounts Payables for \$199,335.76 and the Accounts Receivable for \$69,561.88 for the month of May 2008. (Nelson)**
- C) Approve Permit #08-016 Payne Avenue 60 Day Extension (Kelley)**
- D) Approve Duffy Stewardship Grant (Storey)**

Motion 08-06-12:

- A) Approve Minutes of the May 21, 2008 Regular Meeting as presented.*
- B) Approve May 2008 Accounts Payable/Receivable and May Budget Report and direct Board President and Treasurer to endorse and disperse these checks for these payments.*
- C) Approve Permit #08-016 Payne Avenue 60 Day Extension.*
- D) Approve the Duffey Stewardship Grant with reimbursement funding not to exceed &600.00 subject to the following conditions:*
 - 1. The CRWD and David Duffey must approve and enter in a 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/Deneen
Unanimously approved

For Discussion

E) Approve Flynn Stewardship Grant (Storey)

Ms. Storey said on May 28, 2008, CRWD received a Stewardship Grant application from Kevin Flynn for a green roof to be installed on his property at 2199 Pinehurst in St. Paul. The proposed green roof is one feature of the remodel of an existing home in St. Paul's Highland neighborhood. The property will house both the Flynn-Nelson family and their architecture practice, EcoDEEP. The Flynn-Nelsons will seek Minnesota Greenstar Gold level certification for their home since it incorporates renewable energy systems, nontoxic building materials, and innovative stormwater management techniques in the landscape. The cost of this initial installment of green roof is \$11,587; the grant request is for \$2,000 to help fund the cost of the system. The total roof area is 1,667 ft² and would produce 1,041 gallons (139 ft³) of runoff in a 1" storm. According to the plan, 52% of the roof will be planted for a total green roof area of 876 ft². Approximately 218 gallons (30 ft³) could be stored in the green roof. Total capture could be as much as 90%, depending on saturation of the soil medium. Mr. Flynn also plans to monitor and maintain records of the roof's performance. Manager Piram said he read that the applicant said he may need to replace plants every year. Mr. Kelley said he should not have to replace plants on a yearly basis.

Staff recommends approval of the Flynn Stewardship Grant with reimbursement funding not to exceed \$2,000.00. The grant will help fund the three sections of green roof totaling 775 ft².

Motion 08-06-13: *Approve the Flynn Stewardship Grant with reimbursement funding not to exceed \$2,000.00 subject to the following conditions:*

1. *The CRWD and Kevin Flynn 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/Jones

Unanimously approved

F) Approve Trout Brook Storm Sewer Interceptor Repair – Feasibility Study Report (Eleria)

Ms. Eleria said Barr Engineering prepared and submitted the Trout Brook Storm Sewer Interceptor (TBI) Repair Feasibility Study Report, which described the results of the visual inspection and internal survey, structural and geotechnical assessment, environmental assessment and hydraulic/hydrologic model review of a 680-foot reach of TBI. In addition, Barr Engineering provided a list of viable repair options to repair/replace the two sags in this reach and recommends Option #3B, replace a 200-foot section of TBI at Sag 1 under L'Orient Street bridge and repair and stabilize the foundation of another 200-foot section at Sag 2 under Maryland Avenue. This option offers TBI the most structural support to resist future settlement without fully replacing it and minimizes the likelihood of any major future repairs once the initial repairs and replacement work is completed. Ms. Eleria said there was a stakeholders meeting yesterday, with Ramsey County, Met Council, the City of St. Paul and MNDOT. All agencies showed support for option 3b. Met Council said they believe it is a viable option and will provide concept approval in writing. Manager Deneen asked if anyone knows when Trout Brook was built. Administrator Doneux said the plans indicate construction was in 1927 & 1928. Manager Piram asked when the sediment removal will happen. Mr. Herbert said this summer if the weather cooperates or during the initial phase of construction. Ms. Eleria said upon acceptance of the report by the Board, the final report including the appendices will be printed, bound and submitted to CRWD and partnering agencies.

Discussion occurred.

Motion 08-06-14: *Accept the Trout Brook Storm Sewer Interceptor – Maryland Avenue to L'Orient Street Repair – Feasibility Study Report dated June 12, 2008.*

Jones/Piram

Unanimously approved

G) Approve Preliminary and Final Design for Trout Brook Interceptor Repair – (Eleria)

Ms. Eleria distributed a revised Preliminary and Final Design Phase Scope of Services for the Trout Brook Interceptor (TBI) Repairs to the Board. Ms. Eleria also distributed a schedule for the remainder of 2008.

Ms. Eleria said on June 4, 2008, the Board of Managers concurred with Barr Engineering’s recommendation (Option #3B) to replace a 200-foot section of TBI at Sag 1 under the L’Orient Street bridge and to repair and stabilize the foundation of another 200-foot section of TBI at Sag 2 under Maryland Avenue. Barr was then directed to prepare the scope of services for the preliminary and final design of this selected repair/replacement option. The enclosed scope of services outlines the tasks, budget, and schedule associated with repairing/replacing TBI from I-35E to just north of Maryland Avenue. Designs, plans and specifications will be prepared for the following items: 1) repairs for TBI; 2) 200-foot tunnel replacement at Sag 1; 3) 200-foot foundation support for Sag 2; 4) storm sewer access improvements; and 5) grading improvements. Barr will also prepare a final opinion of construction costs, bidding drawings and specifications and environmental permits. The total design project costs are estimated to be \$228,330 and work to be completed by October 2008. CRWD staff have reviewed the scope of services including the costs of several tasks, the proposed tight work schedule and Barr staffing allocations and Barr’s ability to complete design and bidding documents by early October, which is necessary to ensure an adequate amount of time is allotted for bidding, contracting and construction. Manager Collins asked if Ramsey County Public Works is involved. Administrator Doneux said yes.

***Motion 08-06-15:** Approve the scope of services and budget with Barr Engineering for the preliminary and final design of the Trout Brook Storm Sewer Interceptor Repairs near Maryland Avenue and I-35E for an amount not to exceed \$228,330, and authorize the Board President to execute a contract, subject to the review and approval of the District’s legal counsel.*

Jones/Collins

Unanimously approved

VI. Unfinished Business

A) 2007 Annual Report (Storey)

Ms. Storey distributed copies of the draft 2007 Annual Report to each Board Member and asked that they return their comments to her by Friday June 27th. Administrator Doneux added that staff expects to have the audit at the next Board meeting and the Board will be able to adopt the Annual Report with the audit included. Ms. Storey noted that the consultant who lays out the newsletters is the same consultant who laid out the Annual Report. The Board agreed that the outline of the report is very nice.

B) Draft 2009 Budget (Doneux)

Administrator Doneux said this is the second year that he has involved staff. Staff reviews their individual program activity and develops an estimated budget. Administrator Doneux said the District accountant has also provided assistance to help move things along by entering data into the spreadsheets. Administrator Doneux explained the staffing plan and proposed staff cost. Administrator Doneux explained that the preliminary 2009 budget documents are intended as a starting point for discussion amongst the board. Administrator Doneux said the first meeting of July, the Board will review the draft budget book and the second meeting in July the Board will finalize the preliminary budget and levy for public comment. Administrator Doneux reviewed the Program Budget Detail. Manager Deneen asked where the funds would come from for salary increases. Administrator Doneux said increases and the funds for an additional employee have been included in the budget. Manager Collins noted the \$10,000 for the rain barrel program. Administrator Doneux said he added the \$10,000 because the Cities do not have rain barrel programs. Administrator Doneux said he feels there is enough interest in the community that he wanted to get a dollar amount into the budget for a rain barrel program. Manager Collins asked when Parks and Recreation will harvest Como Lake. Administrator Doneux said it was usually around the time the District had the Como

Lake Water Festival in June. Administrator Doneux said staff will find out. Administrator Doneux noted that the Trout Brook BMP includes the cost for construction and contingency and the overall design cost. Administrator Doneux said staff added a line item for legal notices for \$7,000. Administrator Doneux said the Board should know that it cost the District \$5000 to publish the budget for the public hearing in the paper. Staff will ask the District attorney what is required and research an alternative this year. Administrator Doneux said in summary to achieve all of the items in the work plan would require a budget of just over \$4.8 million dollars and a levy of \$1.7 million. This would increase the levy 10%. Manager Collins suggested a reduction in the levy to 5%. Administrator Doneux said despite the staff's busy schedules they all contributed in the development of the budget and thanked them.

C) 2010 Watershed Management Plan (Fossum)

Mr. Fossum said staff is getting organized and still planning the stakeholder recruitment process.

D) Local Planning Update (Staff)

Mr. Fossum said the Lauderdale local Watershed Management Plan will be on the agenda for approval for the next Board meeting. Mr. Fossum said he has a meeting tomorrow with the City of Roseville and the City of Falcon Heights for their local Watershed Management Plans.

VII. General Information

A) CAC Update (Thienes)

Manager Thienes is not in attendance for an update.

B) Memo Chapter MAWD (Collins & Thienes)

Manager Collins said there was discussion about the State Constitutional Amendment for the Clean Water Legacy Act.

C) Website Update (Eleria)

Ms. Eleria presented a variety of home pages for the Board to review. Ms. Eleria said the pages were similar with different color schemes. Ms. Eleria explained that the home page picture will change with 4 or 5 different photos. Ms. Eleria explained the different navigation bars and drop down menus. Ms. Eleria said staff and the CAC have reviewed the draft pages and have voiced a variety of comments and opinions. Manager Jones said he liked the black title bar and maybe add the wave to it. Manager Collins said he likes the photo.

D) Administrator's Report (Doneux)

Administrator Doneux said the District will be purchasing a plotter that was in the 2008 budget.

E) Mississippi River Shoreline Protection Project (Doneux)

Administrator Doneux said he was contacted by Representative Hausman's office to attend a meeting to find local matching funds for a federal grant for the Mississippi Riverfront protection project. Administrator Doneux explained that at the end of the legislative session, the funds were pulled out of the State Bonding Bill for the project. Senator Hausman is having a meeting tomorrow and Administrator Doneux and Manager Piram are going to attend.

Manager Deneen provided written comments about the Ramsey Conservation District monthly meeting that took place on June 17th. Manager Deneen noted that several Watershed Management Organizations have signed agreements with the Conservation District to provide cost share assistance to their citizens with shoreline restoration projects. Tom Petersen had a meeting with Ken Moon, MPCA to discuss Ramsey Conservation District partnering for a Pilot Weed Inspection Management program of industrial areas.

VIII. Wednesday, July 9, 2008 Regular Meeting Agenda Review

IX. Adjournment – The meeting was adjourned at 8:47 p.m. by consensus.

Respectfully submitted,

Dawn M. Nelson

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