

# Capitol Region Watershed District



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Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, July 23, 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  
Marylyn Deneen

#### Others Present

Mark Doneux, CRWD  
Bob Fossum, CRWD  
Dawn Nelson, CRWD  
Anna Eleria, CRWD  
Forrest Kelley, CRWD  
Elizabeth Storey, CRWD  
Camilla Correll, EOR, Inc.  
Gary Oberts, EOR, Inc.

Pam Massaro, Wenck  
Todd Shoemaker, Wenck  
Joe Bischoff, Wenck  
Kathy Kelly, Gordon Parks  
David MacMillan,  
Ramsey County Attorney  
Brittney Adams, GPHS Intern  
Matthew Allison, GPHS Intern

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

Manager Piram asked for additions or changes to the agenda.

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

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

There were no public comments.

### III. Permit Applications

#### A) 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 filtration 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 applicant did modify the system to reflect the soil boring report as requested. Mr. Kelley said he had a conversation with the engineer who said there is a potential addition to the project. The applicant may add an additional building that would disturb less than one acre. Mr. Kelley said it is stated in the District Rules that the addition would be considered part of a common plan development and would have to meet the Rules. Mr. Kelley said it is only a possibility at this time so he recommended that the Board add a condition stating that any plan changes or revisions to the plan would have to be resubmitted and approved by the Board. Mr. Kelley said the applicant would like to move forward as proposed at this time. Mr. Kelley said if there are any changes, it would be a permit amendment. Manager Jones clarified that it would be an amendment and not a new

permit. Mr. Kelley said it would be under one acre of disturbance so it would not be a stand alone project therefore it would be an amendment to the current permit. The staff recommendation is to approve the permit with two conditions.

**Motion 08-07-14:** *To approve permit #08-020 Town and Country Club subject to the following two conditions:*

- 1. Receipt of \$4,400 surety and maintenance agreement.*
- 2. All development plan additions or revisions shall be submitted to the District for review and approval.*

Jones/Collins

Unanimously Approved

#### **B) Permit # 08-021 St. Paul College (Kelley)**

Forrest Kelley reviewed CRWD Permit #08-021 St. Paul College. The applicant is St. Paul College and the Engineer is Pierce, Pini and Associates. The project involves construction of a new building entrance and drive way. The project is located at 235 Marshall Avenue. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 2.0 acres of disturbed area and 0.87 acres of proposed impervious surface. Mr. Kelley said the applicant originally proposed two filtration raingardens and underground rate control pipes. However the applicant resubmitted a plan proposing a perforated pipe gallery to achieve the standards. 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 08-07-15:** *To approve permit #08-021 St. Paul College subject to four conditions.*

- 1. Receipt of signed maintenance agreement.*
- 2. Provide pretreatment to remove solids before discharging into the infiltration chamber. Sump catchbasins at least two feet in depth with a tee or elbow to retain floatable material at the outlet pipe are recommended.*
- 3. State the length of the 96" diameter pipe on the project plans. It is noted as 100 feet in the HydroCAD model but not on the project plans.*
- 4. Revise the Mannings n value for the infiltration chamber outlet pipes to 0.024, or provide documentation showing the proposed pipes have smooth interior walls. The HydroCAD model indicates Mannings n values of 0.010 and 0.012 for the outlet pipes (typical of smooth plastic or concrete), but the pipes are shown on the plans as corrugated plastic and metal.*

Deneen/Collins

Unanimously Approved

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

Mr. Kelley said he spoke to Tina Carstens from Ramsey Washington Metro Watershed District to discuss the schedule for the 2008 Technical Advisory Committee (TAC) meeting for Rules. Manager Piram asked Mr. Kelley if he had any changes or revisions to the Rules. Mr. Kelley said he has made some notes but nothing definite. Mr. Kelley said there have not been any new permit applications for the next Board meeting.

### **IV. Special Reports –**

#### **A) Gordon Parks High School Intern Update – Elizabeth Storey**

Ms. Storey introduced the two GPHS students, Brittney Adams and Matthew Allison, who served as interns at CRWD from June 16 through July 23. Brittney said she had a lot of fun and learned a lot during her internship. Brittney said her favorite assignment was wearing waders and going into the wetland with Katie Huser. Brittney said she learned a lot about the permitting and rules from Forrest Kelley. She learned the most about raingardens because that is what the interns did the most. Brittney said GPHS will be planting

raingardens at the school this spring. Manager Collins asked Brittney if she was interested in pursuing a career in the environmental field. Brittney said every summer she participates in something environmental and it is something she enjoys but she wants to study forensic science. Matthew said he just recently graduated from GPHS. Matthew said he enjoyed the most learning about how infiltration systems are constructed and why they are important. Kathy Kelly said she was very proud of both of the students. Ms. Kelly thanked the Board and staff for giving both of the students and GPHS this opportunity. Manager Jones noted that this program exists from an idea that Katie Huser spoke about during the District's strategic planning process. Ms. Huser had said that her first experience with water resources was shadowing someone on the job. Manager Jones continued to say that two days after interning with the District, Brittney was able to explain to her class what a raingarden is. Ms. Kelly added that this experience has created an excitement amongst the staff at GPHS. Manager Piram said that is exactly what we wanted to happen. Manager Thienes said in the future the Board may want to consider having a teacher intern or shadow also. The Board thanked the interns for all of their hard work.

### **B) Update on Loeb Lake Area Management Plan – Anna Eleria**

Ms. Eleria said since late May, Wenck Associates has been developing a management plan for Loeb Lake and Willow Reserve in Saint Paul. The scope of work for the project includes: 1) review existing data collected by CRWD staff and determine data gaps; 2) obtain additional water quality and hydrologic information by developing water budgets for Loeb Lake and Willow Reserve and a lake response model for Loeb Lake; 3) identify management concerns, goals, objectives and implementation activities; 4) conduct a workshop with the Loeb Lake Area Advisory Group to present the draft plan and receive comments; and 5) prepare the final management plan. Over the past two months, Wenck has accomplished the first two project tasks, data review and further data analysis, which has enabled them to quantify the relative contributions of the different pollutant sources and better understand current and future conditions of the lake and watershed. Their analysis of water quality data indicates that Loeb Lake has good water quality; the major source of nutrient loading to the lake originates from the subwatershed while internal nutrient loading in the lake is minimal; and the small pond located on the southeast side and connected to Loeb Lake provides a significant amount of water quality treatment. They also identified this year's algal bloom as filamentous green algae that are likely driven by the internal nutrient loads. Wenck is now focusing its efforts on identifying management goals and objectives and implementation activities and preparing the draft management plan. The draft plan will be presented to and reviewed by the Advisory Group, CRWD staff and Board of Managers in August. Wenck anticipates completing the project by their original proposed deadline of September 30, 2008. Todd Shoemaker and Joe Bishoff reviewed the preliminary findings, data analysis, and modeling with the Managers. The Manager's had questions about the historical setting of the Loeb Lake area and suggested discussing the resource with Jerome Wagner and getting his memories of the lake in year's past. Manager Jones asked how non-fish aquatic life, such as amphibians would be incorporated into the plan. Mr. Bishoff said the shoreland inventory and restoration would help address those types of biota. Mr. Shoemaker suggested preliminary implementation activities to consider for the Loeb Lake Area Management Plan. The Manager's discussed these proposed activities.

## **V. Action Items**

### **Consent Agenda**

Manager Piram asked for a motion to approve the July 23, 2008, Consent Agenda. Administrator Doneux requested pulling action item F and Manager Deneen asked to pull action item D for discussion.

- A) Approve Minutes of the July 9, 2008 Regular Meeting (Nelson)**
- B) Approve Accounts Payables for \$224,249.42 and the Accounts Receivable for \$13,173.80 for the month of June 2008. (Nelson)**
- C) Approve Bremer Stewardship Grant (Eleria)**
- D) Approve Freschi Stewardship Grant (Eleria)**

- E) **Appoint Paul Kammueler to the Citizen's Advisory Committee (Doneux)**
- F) **Approve Computer Service Agreement with Escape Key Computing (Doneux)**

**Motion 08-07-16:**

- A) *Approve Minutes of the July 9, 2008 Regular Meeting as presented.*
- B) *Approve June 2008 Accounts Payable/Receivable and June Budget Report and direct Board President and Treasurer to endorse and disperse these checks for these payments.*
- C) *Approve the Bremer Stewardship Grant with reimbursement funding not to exceed \$551.25 subject to the following conditions:*
  - 1. *The CRWD and Andrew Bremer 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.*
- E) *Approve Paul Kammueler to the Citizen's Advisory Committee.*

Collins/Thienes

Unanimously approved

*D) Approve the Freschi Stewardship Grant*

Manager Deneen said she did not understand Mr. Freschi's stewardship grant application. Ms. Eleria said the application was confusing to her at first as well and explained that the smaller raingarden was designed by Ryan Johnson from Ramsey Conservation District (RCD). The larger raingarden was designed by a landscaper. Ms. Eleria said CRWD staff and Ryan Johnson believe that treatment of the first inch of rainfall is adequate water quality treatment of runoff from the residence therefore staff recommend approval for the raingarden designed by RCD.

**Motion 08-07-17:**

*Approve the Freschi Stewardship Grant with reimbursement funding not to exceed \$511.25 subject to the following conditions:*

- 1. *The CRWD and Jim Freschi 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*

Deneen/Jones

Unanimously approved

*F) Approve Service Agreement with Escape Key*

Administrator Doneux said Escape Key have been the Districts computer consultant for the past five years. The agreement has been on an hourly basis and Escape Key is trying to migrate their clients to a flat monthly fee. Administrator Doneux said unlimited server support and support for the computer network are included. Escape Key will also provide the service and technology to remotely access the computers for updates. Administrator Doneux said he researched other options. The City of Roseville provides IT computer support and server support to several north metro suburbs. Escape Key provides more flexibility with less cost.

**Motion 08-07-18:**

*Approve computer service agreement upgrade with Escape Key Computing, subject to the review and approval of the Ramsey County Attorney.*

Collins/Piram

Unanimously approved

## **For Discussion**

### **G) Approve Final Design of new CRWD website (Eleria)**

Ms. Storey said several design concepts for the home page have been created by Thunder Communications, our website designer, and have been reviewed and commented on by the staff website design subcommittee. The design concepts were narrowed down to three for presentation to staff, CAC members, and the Board of Managers for their review and comment. Various parties have offered comments on the design, including colors, layout, organization, and content, of the home page for CRWD's new website. Overall, the black header design concept with a landscape photo and an abbreviated version of CRWD's mission statement across the top was preferred over the blue header design concept because of its uniqueness, visually appealing and eye-catching design. Most commenter's also liked a background color for the website. The website subcommittee has taken these comments as well as others into consideration and is recommending one design concept for approval from the Board of Managers. Ms. Storey said the original goal was to have the website up and running by August 1<sup>st</sup> but is being pushed back to later this fall. Manager Jones commented that the website was nice and clean.

**Motion 08-07-19:** *Approve the final design for the CRWD's new website.*

Jones/Deneen

Unanimously approved

### **H) St. Paul Regional Water Services National Pollutant Discharge Elimination System Permit (Kelley)**

Mr. Kelley said the SPRWS McCarrons treatment plant provides drinking water to the City of St. Paul and 14 surrounding communities. Water is pumped from the Mississippi River in Fridley through the Rice Creek Chain of Lakes and then piped to the plant located at 1900 Rice Street in Maplewood. The raw water is then processed to meet drinking water standards and distributed for use through an extensive network of pipes. Washwater and excess portable water are then discharged to the open channel portion of Trout Brook and eventually to the District's Trout Brook Interceptor. The McCarrons plant operates under a NPDES/State Disposal System (SDS) permit issued by the MPCA. The current permit is scheduled to expire in December of 2008 and a draft reissued permit is currently open for public comment. The permit sets water quality standards for the plant discharge to surface waters and requires monitoring of many constituents. The capping of the Sandy Lake lime sludge storage area is also included in provisions of the permit. District staff have reviewed the draft reissued permit and prepared a comment letter to the MPCA for the Boards review. Discussion occurred. Manager Piram requested clarification on the impact the permitted flows have on the Trout Brook System. Mr. Kelley indicated that he would need some time to research that issue. The Managers indicated they were not comfortable moving forward with the comment letter until this issue is clarified. The Board directed staff to bring this back at the next meeting for review and approval and to request the necessary extensions to the comment period with MPCA.

**Motion 08-07-20:** *Table the comment letter regarding NPDES/SDS permit for the St. Paul Regional Water Services.*

Jones/Piram

Unanimously approved

### **I) Approve Education Plan RFP – (Storey)**

Ms. Storey distributed a draft frame work for an Education Plan to the Board. Ms Storey said strategies and activities suggested in the Education Plan should be based on research and best practices in environmental education, specifically working with diverse audiences in urban areas. Ms. Story said to complete the Education Plan, a consultant is sought who; understands research, best practices, and effective work with our audiences; can help staff integrate evaluation of the program into on-going activities; can evaluate current CRWD Education program activities; and will make recommendations resulting in a complete Education Plan. Manager Deneen suggested including pamphlets on keeping street gutters clean and educating shop

owners on keeping parking lots clean. Administrator Doneux added that items 1 and 2 are complete and the consultant will review those two areas. Item 3 will be amended to include the items that Ms. Storey has just outlined. Administrator Doneux said the RFP committee for the Education Plan will consist of Manager Thienes and Manager Deneen.

**Motion 08-07-21:** *Approve RFP for Development of Education Plan as amended.*

Deneen/Thienes

Unanimously approved

## **VI. Unfinished Business**

### **A) 2010 Watershed Management Plan - Public Involvement Process (Fossum)**

Mr. Fossum said on July 9th, the Managers reviewed a portion of the public involvement process/framework. Specifically a potential Community Group recruitment list was reviewed and discussed by the Managers. Many tasks in Work Area 3 of the WMP workplan are currently taking place, specifically tasks 3.2.d-h. They all relate to development of the Public Involvement Process. The Public Involvement Process has 3 major groups offering input throughout the process: Technical Advisory Committee (TAC), Citizen Advisory Group (CAC), and the Community Group. Activities occurring with each group are as follows; 2010 WMP announcement letter was sent to TAC on June 14<sup>th</sup>, the CAC will be reviewing the 2010 WMP process and defining their involvement at their August meeting. The Community Group has two major workplan sub-categories where tasks are currently occurring. The sub-categories are the District Councils, and Environmental/Planning Commissions and the Previously Uninvolved Groups indicated on the Community Group Roster reviewed at the last board meeting. Staff is in the process of giving presentations to all District Councils and Commissions. Staff is maintaining a list of District Council/Commission Meetings that includes the time, location and number of attendees at each meeting. The list was distributed to the Managers. Mr. Fossum said he and Camilla Correll, EOR, Inc. attended the District 6 Community Council meeting last night and Administrator Doneux and Pat Conrad, EOR, Inc. attended the Lauderdale City Council meeting. Manager Collins asked what questions the Lauderdale City Council asked. Administrator Doneux said they were very interested in CRWD and wanted to learn more about what we do and thanked us for attending the meeting. The Council asked about public involvement and watershed education. Manager Piram requested a list of the Council meetings so the Managers may attend also. Mr. Fossum said he will distribute an updated schedule at every Board meeting. Manager Jones asked if anyone has volunteered to be on the Community Group. Mr. Fossum said yes people are volunteering. A Community Group Recruitment Roster will continue to change as the proposed process described in the flow chart is completed. Staff have preliminarily assigned each group to one of the categories. Some entities could likely be in both categories. Staff are intending to send a letter to all organizations on the roster on July 25th and follow up with phone calls to some of the organizations on the list there after. The Managers agreed that this approach is worth a try. Mr. Fossum said a draft letter from Manager Piram to Legislators in the District announcing our 2010 Watershed Management Plan Process is included in the packet.

### **B) 2010 Watershed Management Plan – Emerging Trends in Watershed Management (Gary Oberts, EOR, Inc.)**

The CRWD Strategic Plan and the Workplan for the Watershed Management Plan identified the need to consider future trends in watershed management. Themes related to forward thinking approaches and innovation were identified as important. Gary Oberts of EOR, Inc. introduced to the Managers some of the future trends and themes that could be considered as part of the Watershed Management Planning process. Mr. Oberts reviewed the following future trends: Emerging issues, creating a focus on water resources, Communications, Maintaining technical leadership. The Managers indicated support and use of a tag line/theme of “Bringing Water Back to St. Paul”. Manager Jones stated it is important to use information to tell a story that the average citizen can relate to in the hopes of developing a connection and appreciation of water. The Managers suggest using a logo in mailing distributions as a way of differentiating the District’s mailings. Manager Collins suggested a meeting with Anne Hunt of the Mayor’s office to discuss our

planning process and the City of St. Paul's involvement. Mr. Oberts indicated that the next steps would be for staff and EOR, Inc. to work on a framework and process for incorporating the future trends into the Watershed Management Plan.

**C) Lake McCarrons 4 Subwatershed Update (Gary Oberts, EOR, Inc.)**

Gary Oberts said a series of stakeholder input meetings were held during the month of April and at each of the meetings the study was explained and some preliminary issue identification was discussed. Information on the study area was obtained from each interviewee. Many elements of the analysis are underway and/or have been completed. At the mid-point of the McCarrons Sub-watershed #4 Study, some major delineation changes for the contributing subwatershed area have been made based on drainage work within the City of Roseville and a very effective infiltration situation at the MN/DOT Highway 36 storage facility. These changes are expected to markedly reduce the volume of water flowing from this sub-watershed into Lake McCarrons. The primary retrofit treatment facility will be the Williams Street detention pond, which can be easily retrofitted to treat a substantially larger volume of water than it currently treats. Landscaping at the Williams Street Pond could also enhance the aesthetics and inflow channel erosion at the site. Additional treatment could be achieved through the Ramsey Conservation District/CRWD shoreline stabilization cost-share program, the use of pervious pavement at the County's boat launch, and small scale raingarden/bioretention installations. Manager Deneen said she would like to have a tour of this project. Mr. Fossum said he would gladly take any of the Managers out to see the project. Mr. Oberts said the report will be finalized for the Board in September. Discussion occurred. The Managers thanked Mr. Oberts for the update.

**D) Local Planning Update (Staff)**

Administrator Doneux said staff will have a draft comment letter for the St Paul comp. plan at the August 6 Board meeting. Administrator Doneux said there is a meeting at the Planning Commission August 8 at 8:30. Mr. Fossum said it would be appropriate to have a Board member attend that meeting.

**VII. General Information**

**A) CAC Update (Staff)**

The committee discussed the 2009 workplan, budget and levy.

**B) Administrator's Report (Doneux)**

Administrator Doneux suggested combining the watershed kick off meeting and the 10 year anniversary celebration. Manager Deneen suggested having the original CAC members who petitioned to start the CRWD speak. Administrator Doneux said he had met Steve Wise at a RiverFront Corporation meeting last year and thought he would be an ideal guest speaker. Administrator Doneux said he will provide more specifics at the August 6th Board meeting. Administrator Doneux reminded the Board that there is a workshop tomorrow at 5pm to discuss the preliminary budget. Administrator Doneux said the CAC may have a tour the week of August 11 and asked the Board if they would like to attend. The Board said to let them know what day the tour is scheduled for.

**VIII. Wednesday, August 6, 2008 Regular Meeting Agenda Review**

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

Respectfully submitted,

Dawn M. Nelson