

Capitol Region Watershed District

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

Phone: (651) 644-8888 Fax: (651) 644-8894 www.capitolregionwd.org

Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, July 9, 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
Dawn Nelson, CRWD
Katie Huser, CRWD
Forrest Kelley, CRWD
Camilla Correll, EOR, Inc

Todd Shoemaker, Wenck
David MacMillan,
Ramsey County Attorney
David Arbeit, CAC
Jonathon Kusa, HR Green
Mark Gehringer, HR Green

B) Review, Amendments and Approval of the Agenda

Manager Piram asked for additions or changes to the agenda. Administrator Doneux requested moving Unfinished Business A. Draft 2009 Work Plan, Budget and Levy and the Watershed Management Plan discussion to follow Action Item E.

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 #07-012, Concordia University (Kelley)

Forrest Kelley reviewed Permit Amendment # 07-012 Concordia College. Mr. Kelley said Permit 07-012 was approved by the Board of Managers on May 2, 2007. Installation of the Stormwater facilities is complete. The applicant proposes to discharge the runoff from the increased impervious surface to the infiltration system. The applicant is planning to demolish two additional homes and construct a new parking lot which will increase the imperious surface by 486 square feet. Staff recommends approval with one condition.

Motion 08-07-01: *To amend current permit # 07-012 Concordia University subject to one condition.*

1. Provide complete plans and/or details to verify dimension, outlet devices and elevations in the HydroCAD model.
 - a. The 6/25/08 HydroCAD model contains outlet devices and elevations that do not correspond with the approved plans dated 5/11/07.
 - b. The North Tank width is shown in the previously approved plans and HydroCAD model with a 9-foot width. The 6/25/08 HydroCAD model indicates a 10-foot width.
 - c. Details for Manholes 19 and 20 are provided in the 6/25/08 “Stormwater Management Calculations.” The approved plans dated 5/11/07 do not have manhole numbers 19 and 20.

Thienes/Deneen

Unanimously Approved

B) 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, 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 no conditions.

Motion 08-07-02: *To approve permit #08-016 Payne Avenue with no conditions:*

Deneen/Jones

Unanimously Approved

C) 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 is 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 proposed stormwater management is filtration raingardens and underground rate control pipes. Mr. Kelley said the stormwater standards for rate, water quality and volume control are not met. Mr. Kelley said the flooding standard is also not met. The staff recommendation is to table the permit with nine conditions. Manager Collins asked if the pipe gallery that is placed in the ground will fill up with water. Mr. Kelley said the system is used for rate control, it will fill up and slowly meter out stormwater at a designated rate.

Motion 08-07-03: *To table permit #08-02 St. Paul College subject to nine conditions.*

1. *Receipt of surety and maintenance agreement.*
2. *Submit a copy of the NPDES permit application.*
3. *Provide inlet protection for the catchbasins in Marshall Avenue.*
4. *Justify that infiltration of runoff from the 1-inch storm is not feasible on the site. The soil report indicates acceptable soils for infiltration are located approximately 9-10 feet below the ground service.*
5. *Demonstrate that 90% TSS removal for the project area. Currently, runoff from the proposed circle drive receives no water quality treatment.*
6. *Include runoff from the existing building into the HydroCAD model. Sheet C300 indicates the existing rain leader is to be connected to CB B.*
7. *Revise the HydroCAD model accordingly:*
 - a. *Discharge from the three proposed filtration basins is routed first through 12- or 15-inch orifices are the stormsewer pipes through the project area. If so, the routing order must be reversed so discharge from the basins is routed through the 27-inch orifices and then to the stormsewer pipes.*
 - b. *Revise the routing direction for the underground storage. Currently, the two outlet pipes are entered as "primary" and "secondary" even though both pipes flow to the same location. The 3- and 15-inch outlet pipes should both be selected as "primary."*
8. *Increase the 3-inch outlet pipe from the underground storage to a 4-inch pipe. Pipe diameters less than 4-inches have an increased risk of clogging.*
9. *Increase the freeboard between the West Basin 100-year high water level and the low opening to at least 2.0 feet.*

Jones/Thienes

Unanimously Approved

D) Permit # 08-022 Smith Avenue Parking Lot (Kelley)

Forrest Kelley reviewed CRWD Permit #08-022 Smith Avenue Parking Lot. The applicant is St. Paul Housing and Redevelopment Authority and the Engineer is Larson Engineering. The project is re-grading of existing Smith Avenue gravel parking lot for a media staging area for the Republican National Convention. The applicable rule is Erosion Control (Rule F). Mr. Kelley said this project has 1.37 acres of disturbed area and 1.37 acres of proposed impervious surface. Mr. Kelley said there is no proposed stormwater management. Mr. Kelley said erosion control standard is met. The staff recommendation is to approve the permit with no conditions. Manager Jones asked if the inlet filters will remain there and if the applicant will mark the parking spaces on the gravel. Mr. Kelley said the inlet filters will remain but does not think the applicant will mark the parking spaces immediately but may after the convention.

Motion 08-07-04: *To approve permit #08-022 Smith Avenue Parking Lot with no conditions.*

Thienes/Jones

Joe Collins abstained

E) Permit Program/Rules Update (Kelley)

Mr. Kelley said one project he has been working with is Total Tool Development located on Concordia Avenue south of I94 and west of Snelling Avenue. The Total Tool Site consists of buildings, concrete slabs, asphalt pavement, and vacant land, including some areas with surface rubble and was previously used as a battery reclaiming facility. Mr. Kelley said there is lead contamination in the soil. The site is enrolled in the Minnesota Pollution Control Agency’s Voluntary Investigation and Cleanup Program. Total Tool contacted Mr. Kelley asking if there were any funds to assist with the clean up. Mr. Kelley said they have not submitted an application. Mr. Kelley said the MPCA has submitted a draft permit for St. Paul Regional Water Services. The Board will need to submit a comment letter by July 23rd.

IV. Special Reports

A) Como Subwatershed #3 Update, Jonathon Kusa, HR Green, Inc.

Bob Fossum introduced Jonathon Kusa from Howard R. Green, Inc. Mr. Kusa provided the Board with an update that included an overview of Project, computer runoff modeling results and the preliminary BMP identification.

B) 2007 Monitoring Report, Katie Huser, CRWD

Ms. Huser reviewed the 2007 draft Monitoring Report. Ms. Huser stated she would review the monitoring locations, monitoring methods, the data analysis, monitoring results, and the proposed 2008 Monitoring. Ms. Huser said 67% of the District is monitored and the data collection for the 2007 season was very successful. Ms. Huser said very little data was missing this season. Ms. Huser said there was a total of 99% of possible data collected this season.

Ms. Huser said after all of the data is gathered staff determine base, storm, and total flow. Some of the parameters sampled for included Total suspended solids (TSS), Total Phosphorus (TP), other nutrients, metals, Chloride and fecal coliform. Flow and concentration data allow for calculation of load (lbs.). Ms. Huser continued to review the data analysis. From the analysis total base and storm flow, flow-weighted concentrations of TP, TSS (mg/L) and the other parameters sampled were determined. Finally, load (lbs) and yield (lbs/acre) were also calculated. Ms. Huser pointed out that while the total discharge from each site was dominated by base flow, loading for TP and TSS were predominately from storm flows. Ms. Huser said staff was also able to calculate metals toxicity. Ms. Huser explained that the 2000 Watershed Management Plan does include information about the P8 Model which predicts TP and TSS loads based on land use in each sub-watershed. Ms. Huser explained the importance of volume reduction saying the pollutant loading is directly related to amount of flow.

Ms. Huser said the Kittsondale Subwatershed had an increase in base and storm flow and high bacteria concentrations. Manager Piram asked why that is. Ms. Huser said it is unknown at this time but it has increased each year since 2005 and needs to be investigated further. Manager Deneen requested adding East and West to the graphs for Kittsondale.

Ms. Huser said St. Anthony Hill sub-watershed water yield is highly disproportionate compared to other sub-watersheds. The Kittsondale sub-watershed exhibited increased flows and higher pollutant loading than 2006 and staff need to investigate Kittsondale's increased flow and poor water quality. Villa Park still is not performing as expected. Staff needs to complete a Villa Park function and operation analysis with additional data collected in 2007. Storm event bacteria levels exceeded the standard watershed wide.

Ms. Huser said Como, McCarrons, Loeb, and Crosby Lake are monitored by Ramsey County Public Works with Bi-weekly or monthly samples. In 2007, there were more storms and therefore more flow than 2006. The CRWD sites were generally more concentrated than the Mississippi River in nutrients, solids, and metals. The CRWD sites contribute more TP and TSS, per acre, than other metro-area tributaries. The sites with highest flows have highest loads, even if the water is relatively clean. The lead and copper concentrations are very high in storm water and there are high bacteria concentrations during storms.

Ms. Huser said the copper, lead and bacteria exceed standards watershed wide and staff need to research the potential sources and management strategies for these metals in storm water.

Ms. Huser wrapped up the presentation by reviewing the 2008 Monitoring Program including Como Golf Course Pond with a full water quality station for the inlet and outlet to monitor the water quality. There will be a level logger station to assess the pond drawdown time.

The managers agreed that the report was easy to read and found the definitions very useful. The Board thanked Ms. Huser for the report and presentation.

V. Action Items

Consent Agenda

Manager Piram asked for a motion to approve the July 9, 2008, Consent Agenda.

- A) Approve Minutes of the June 18, 2008 Regular Meeting (Nelson)**
- B) Approve Gorg Stewardship Grant (Storey)**
- C) Approve Wirtz Stewardship Grant (Storey)**

Motion 08-07-05:

- A) Approve Minutes of the June 18, 2008 Regular Meeting as presented*
- B) Approve Gorg Stewardship Grant raingarden project with reimbursement funding not to exceed \$300.00 subject to the following conditions:
 - 1. The CRWD and Shirley Alexander 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.**
- C) Approve Wirtz Stewardship Grant with reimbursement funding not to exceed \$525.00 subject to the following conditions:
 - 1. The CRWD and Susan Schatz 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.**

Jones/Deneen

Unanimously approved

D) Approve 2007 Monitoring Report (Huser)

The Managers approved the 2007 Monitoring Workplan and Budget with a total budget of \$188,650. During 2007, 17 sites were monitored for flow and water quality from April through November. Staff completed the analysis of the 2007 monitoring data and reviewed the draft report with the Managers highlighting the key findings.

Motion 08-07-06: *Approve 2007 Monitoring Report.*

Thienes/Jones

Unanimously approved

E) Approve RFP for Villa Park Management Plan (Huser)

Ms. Huser said Villa Park wetland is a system of weirs, designed to remove phosphorus and solids from storm water before it enters Lake McCarrons. In 2003, CRWD funded the improvement of those weirs, replacing aging earthen berms with steel weirs. CRWD and Ramsey County Public Works have been monitoring the system since 2004, to determine the effectiveness of the system. As reported in the 2006 Monitoring Report, the Villa Park system appears to not be functioning as designed. In certain flow regimes, Villa Park may be a source of phosphorus to Lake McCarrons. Since the report was issued, CRWD staff has done some additional analysis on the Villa Park data and have begun a more extensive monitoring program in the Villa Park wetland. At the June 20th, 2007 Board Meeting, Sarah Roley presented a 2007 Villa Park Monitoring Plan and Budget explaining the additional monitoring that would be completed at Villa Park in 2007. The budget was amended at the October 3, 2007 Board Meeting to include funds for a sediment analysis and an elevation survey. All monitoring and data collection were conducted as planned throughout 2007. The additional monitoring data collected at Villa Park in 2007 has been compiled along with historical data and reports. Staff recommends the data be analyzed by a wetland and nutrient expert to determine the cause of the wetland's poor functioning and recommend solutions. Analysis and solutions will be drafted into a Villa Park Wetland Management Plan. Staff has generated a RFP to be sent out to consultants on our list. Recommendation of a consultant to develop the Villa Park Wetland Management Plan will be made by the RFP Committee to the full Board. Manager Deneen asked that staff review the pipe that goes from the south of the apartment complex into the pond. That pipe was installed by the City of Roseville and may be needed to be refurbished. Manager Piram asked who completed the original design of Villa Park. Administrator Doneux said TKDA, Inc. completed the original design. Manager Piram asked what consultants are being considered for the RFP. Ms. Huser said EOR, Inc., Wenck and Associates and Barr engineering. Discussion occurred.

Motion 08-07-07: *Approve Villa Park Wetland Management Plan RFP.*

Deneen/Thienes

Unanimously approved

F) Approve Cleveland Randolph Groundwater Study MOA (Kelley)

On January 4, 2008, CRWD staff convened a meeting to gather information and discuss interest in conducting a groundwater study in the area to better understand the local groundwater conditions. Representatives attended from many organizations including St. Paul Public Works, Sisters of St. Joseph, St. Kate's, St. Paul Academy, District 15, and Wenck Associates. On March 19, the Board of Managers approved funding for the Cleveland-Randolph Groundwater study for up to 50% of the total cost not to exceed \$25,000. The City of St. Paul Public Works Department has agreed to fund \$11,825 or 25% of the cost of the study, and the Sisters of St. Joseph of Carondelet, College of St. Catherine's, and St. Paul Academy and Summit School have agreed to provide approximately 8% of the total project cost at \$3,941.67 each. The Scope of Work has been updated with current timelines and the participants have reviewed the Memorandum of Agreement. Upon execution of the MOA by all the partners, CRWD will contract directly with Wenck Associates and request reimbursement from the study participants at a future date.

Motion 08-07-08: *Approve the Memorandum of Agreement for the Cleveland-Randolph Groundwater Study subject to the review and approval of the Ramsey County Attorney.*

Collins/Thienes

Unanimously approved

G) Approve Agreement with Wenck & Associates, Inc. for Cleveland Randolph Groundwater Study (Kelley)

On March 19, the Board of Managers approved funding for the Cleveland-Randolph Groundwater study for up to 50% of the total cost not to exceed \$25,000. The Scope of Work by Wenck Associates has been updated with current timelines for the Study. Upon execution of the MOA by all the Study partners, CRWD will enter into a contract with Wenck Associates for completion of the services outlined in the Scope of Work. CRWD will request reimbursement amounts from the partners as defined in the MOA at a future date.

Motion 08-07-09: *Authorize Board President to execute a contract with Wenck Associates for the Cleveland-Randolph Groundwater Study for an amount not to exceed \$47,300 with the following conditions:*

1. *Review and approval by the Ramsey County Attorney.*
2. *Execution of the Memorandum of Agreement by the City of St. Paul, College of St. Catherine's, and St. Paul Academy and Summit School.*

Thienes/Collins

Unanimously approved

H) Approve Leatherman Stewardship Grant (Storey)

Administrator Doneux said on May 2, 2008, CRWD received a Stewardship Grant application from Gary Leatherman for a green roof to be installed on his garage at 2259 Carter Avenue in St. Paul. The total roof area is 1,040 ft² and would produce 583 gallons (78 ft³) of runoff in a 1" storm if the entire roof was impervious. The soils data sheets provided indicate 54.6% porosity. With 4 inches of soil medium, the roof has the potential to store 2.18 inches of rain within the soil for a total volume of 1,413 gallons (189 ft³). Staff recommends approval of the Leatherman Stewardship Grant with reimbursement funding not to exceed \$2,000.00. The grant will help fund the entire green roof area totaling 1,040 ft². Discussion occurred.

Motion 08-07-10: *Approve the Leatherman Stewardship Grant with reimbursement funding not to exceed \$2,000.00 subject to the following conditions:*

1. *The CRWD and Gary Leatherman 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.*

Deneen/Collins

Unanimously approved

I) Approve Supplemental Funding for 2008 Stewardship Grant Program (Doneux)

Administrator Doneux said the Board of Managers approved a 2008 budget of \$80,400 for the Stewardship Grant Program. Of that amount, \$24,000 was allocated for Stewardship Grants. The remaining funds were allocated for CRWD staff to process grants, Ramsey Conservation District grant to assist landowners with the shoreline restoration and the Partner Grants. Administrator Doneux said as of the July 9th Board meeting the District will have approved 23 Stewardship Grants totaling \$24,112. Currently staff has scheduled over 8 additional site visits with potential applicants and would expect more throughout the summer and early fall. Administrator Doneux said staff recommends approval of supplemental funding for this program in the amount of \$15,000. Administrator Doneux explained that the supplemental funding, if needed, would come from the 2008 Operations Fund Balance.

Motion 08-07-11: *Amend the 2008 budget (budget category #210) for the Stewardship Grant Program by \$15,000 for a new budget of \$95,400.*

Deneen/Collins

Unanimously approved

J) Approve City of Lauderdale Local Water Management Plan (Fossum)

Mr. Fossum said all cities in the metro area are required to complete a local water management plan to address drainage and stormwater within their boundaries. City local water plans are required to comply with any Watershed District's watershed management plan. The City of Lauderdale retained Bonestroo to complete their local water management plan. CRWD received a draft of that plan on May 16, 2008. The City of Lauderdale is approximately 160 acres in size and is located in the northwestern portion of the District. About 39 acres of the city is within CRWD, the remainder is located in Rice Creek Watershed District and Mississippi Watershed Management Organization. Staff have reviewed the draft plan and find it to be compliant with the CRWD 2000 Watershed Management Plan. The plan indicates that the city intends to adopt the CRWD standards for stormwater management. The scope of the implementation section of the plan is appropriate for a city of Lauderdale's size. Lauderdale will need to revise (and CRWD will need to approve) their Local Surface Water Management Plan within two years of CRWD adopting our 2010 Watershed Management Plan.

Motion 08-07-12: *Approve the City of Lauderdale Local Surface Water Management Plan.*

Deneen/Collins

Unanimously approved

K) Approve City of Roseville Local Water Management Plan (Fossum)

Mr. Fossum said the City of Roseville completed an extensive local water planning process in 2002 and 2003. CRWD was involved in this process and provide extensive input and comment on the plan. CRWD was largely represented in the process by Terry Noonan, Ramsey County Public Works. Based on a review of the file, it is apparent that the District did not take any formal approval action on the draft Roseville Local Water Management Plan. The District intended to approve the plan after the changes in a 2003 comment letter were addressed. Recently, staff have reviewed the draft plan and find it to be compliant with the CRWD 2000 Watershed Management Plan and recommend approval by the Managers. The outstanding items listed in the District's March 26, 2003 letter have been addressed. Roseville will need to revise (and CRWD will need to approve) their Local Surface Water Management Plan within two years of CRWD adopting our 2010 Watershed Management Plan.

Motion 08-07-13: *Approve the City of Roseville Local Surface Water Management Plan.*

Deneen/Collins

Unanimously approved

VI. Unfinished Business

A) Draft 2009 CRWD Work Plan, Budget and Levy (Doneux)

Administrator Doneux noted that the 2007 Year in Review and 2008 work plan were included for reference. Administrator Doneux reviewed the preliminary 2009 Work Plan. Manager Deneen said she liked the way the Budget Book is bound in a 3-ring binder. Administrator Doneux said the purpose of the 3-ring binder is to allow easy access to amend pages when they are revised. Administrator Doneux said the Board has until July 23rd to finalize the preliminary budget and levy for distribution for public comment. However the board must begin setting some budget priorities in order to set the preliminary budget and levy for public comment in August. The Managers reviewed the draft 2009 budget. The Managers agreed some reduction in the levy increase below what was currently proposed was needed. Discussion occurred regarding what combination of levy increase, fund balance use, and program cuts were needed before the preliminary budget is approved

and distributed. Administrator Doneux said from the last draft budget there is a \$13,500 net increase in operations costs. Those changes include \$3,000 seasonal staff increase, \$16,900 for the safety program and \$1,500 Como BMP staff increase. \$7,900 will be deducted from TBI BMPs due to reducing staff time. The CIP increased \$379,000 for TBI work south of Maryland Avenue that will be paid for through the fund balance. Manager Collins asked about the tax impact and its affect on the District. Administrator Doneux said he will request that information from Ramsey County. Administrator Doneux said to achieve all of the items in the work plan, a budget of \$5.2 million dollars and a levy of \$1.77 million is required. This would increase the levy 10.66%. A preliminary discussion of what expenditure reductions could be accomplished occurred. Manager Piram said to create a policy for carryover for CIP's this year. Manager Collins suggested contacting the County and asks what their policy is. Manager Jones said he agrees that there should be an alternate approach to get below 10.66 Levy. Manager Deneen suggested a special meeting for further discussion. A special meeting was scheduled for July 24th at 5:00 p.m. to review and approve the preliminary budget and levy for public comment.

B) 2010 WMP Update (Fossum)

Mr. Fossum said many activities have been initiated on the 2010 WMP process in June. The most effort has been focused in the Public Input portion of the workplan. Staff and EOR, Inc. have been working on development of the Public Input process, with emphasis on the Community Group process. Camilla Correll, EOR, Inc discussed with the Board the Public Involvement items of the workplan that have seen activity in June, as well as a draft process/plan for recruitment of Community Group members. Ms. Correll distributed a calendar of the meetings to take place in July and August. Manager Collins said to add Linda Jungwirth to the District 6 Land Use Committee. Manager Deneen suggested inviting the State Legislators. The Managers asked for changes to the list and provided additional people to invite to the meetings.

C) Mississippi River Shoreline Protection Project Update (Manager Piram)

Administrator Doneux and Manager Piram attended a meeting with Representative Hausman to discuss funding for the Mississippi Riverfront protection project. Administrator Doneux stated an extension was likely to be granted for the project.

D) Local Planning Update (Staff)

Staff updated the Board on local planning issues.

VII. General Information

A) Administrators Report (Doneux)

Administrator Doneux said the event on the River for Public Officials has been set for September 9th from 2:30 – 5:30.

VIII. Wednesday, July 23, 2008 Regular Meeting Agenda Review

IX. Adjournment – The meeting was adjourned at 9:00 p.m. by consensus.

Respectfully submitted,

Dawn M. Nelson