

Middle St. Croix Watershed Management Organization  
Bayport Public Library  
Minutes May 14, 2015

Present: Doug Menikheim, Stillwater; Nancy Anderson, St. Mary's Point; Joe Paiement; John Fellegly, Baytown Township; Brian Zeller, Lakeland Shores; Cindy Reiter, Lake St. Croix Beach; Chuck Dougherty, Oak Park Heights; Susan St. Ores, Bayport; Mike Isensee, Administrator

**Call to Order – Regular Board Meeting**

The meeting was called to order at 7:00 p.m.

**Approval of Minutes**

No minutes were submitted.

**Treasurer's Report**

The treasurer's report was presented. The remaining checking account balance is \$205,168.09. First State Bank CDs \$31,984.29. The ending balance in the RBC savings account is \$43,551.27.

Bills approved this month were: \$275.00 to the City of St. Mary's Point; \$2,523.40 and \$6,086.00 to Emmons & Oliver Resources; \$354.00 to Kennedy & Gravern; \$2,285.00 to the League on MN Cities; and \$1,375.00, \$17,184.13, \$3,549.94, \$572.00, \$5,683.00, and \$8,819.25 to the Washington Conservation District.

Contributions received for 2015 are \$640.92 from Lakeland Shores, \$16,822.57 from Stillwater; \$7,942.34 from West Lakeland Twp; \$0.00 from Bayport, \$8705.34 from Oak Park Heights; \$488.32 from Afton; \$0.00 from Lake St. Croix Beach; \$5,552.24 from Baytown Twp; and \$437.80 from St. Mary's Point.

The board reviewed the monthly budget update and the savings account summary.

Mr. Chuck Dougherty moved, seconded by Cindy Reiter, to approve the treasurer's report and bills. The motion carried.

**Public Comments**

None.

**Lake St. Croix Watershed Improvement Grant**

Administrator Isensee explained the MSCWMO was awarded \$40,000 to accelerate the implementation of the targeted monitoring developed by the Board of Managers from 2013-2015 and included in the 2015 Watershed Management Plan. The project will monitor flow and phosphorous concentrations in Lily Lake, Perro Pond and Perro Creek to more accurately identify phosphorous loading and guide more effective stormwater practice design and installation.

Motion by Ms. Susan St. Ores, seconded by Ms. Nancy Anderson, to accept the awarded Lake St. Croix Watershed Improvement Grant for a total of \$40,000.00.

**CONSERVATION CORPS OF MN CREWS CLEAN WATER FUND GRANT AWARD**

The MSCWMO in partnership with the Washington Conservation District was awarded the FY2015 Clean Water Fund Grant for Minnesota Conservation Corps Crew days. The total match for the grant is \$4,350.00. The match is being provided through a combination of MSCWMO technical services time and the cost of materials being provided by member communities (primarily mulch and plants). Board member Anderson noted that the City of St. Mary’s Point raingardens required some maintenance and a technical recommendation for additional plants.

Motion by Ms. Cindy Reiter, seconded by Mr. Chuck Dougherty, to accept the 2015 Minnesota Conservation Corps Crew Clean Water Fund Grant.

**MSCWMO WATERSHED MANAGEMENT PLAN UPDATE**

The 60 day comment period for the MSCWMO 2015 Watershed Management Plan (WMP) is complete. The MSCWMO received Staff requests the board of managers review the received and has formulated responses to 78 comments. Comment responses must be sent to commenters 10 days prior to the public hearing.

Administrator Isensee shared the following approval process timeline that will commence once the comments are approved by the MSCWMO Board of Managers:

4/18/2015	Responses Due for 60 day comment period
<b>5/15/2015</b>	<b>MSCWMO Distribution of Responses</b>
<b>6/11/2015</b>	<b>MSCWMO Public Hearing</b>
6/12/2015	Start 90 day comment period
9/12/2015	End of 90 day comment period
9/23/2015	BWSR Metro Committee Approval
9/23/2015	BWSR Board Approval
<b>10/8/2015</b>	<b>MSCWMO Board Final Approval</b>

**Bold Text** represents MSCWMO Regularly Scheduled Board Meetings

**MSCWMO Watershed Management Plan Comment Responses**

Motion by Ms. Susan St. Ores, seconded by Ms. Nancy Anderson, to approve the responses to comments.

**2014 Financial Audit**

The 2014 financial audit was presented to the board. The audit did not identify any deficiencies. Administrator Isensee explained that the Auditor did identify that the Lily Phase II and McKusick Phase II budgets had exceeded the initial approved amount. Administrator Isensee provided meeting minutes from 2014 of the board approval to dedicate additional funding to complete the project. Chair Zeller noted that it was reassuring that the audit was thorough enough to identify that detail.

Motion by Mr. Brian Zellar, seconded by Mr. Doug Menikheim, to approve the results of the 2014 financial audit.

### **EMWREP Contribution 2016-2018**

At the EMWREP steering committee meeting in March, partners discussed the need to increase contributions for the upcoming 2016-18 contract to cover increased costs. The committee suggested a 5% per year averaged over the three-year contract. Resulting in an annual budget increase of \$500.

Information Only.

### **MSCWMO BMP Inspection and Maintenance Database System Annual Fee**

The recently completed MSCWMO inspection and Maintenance database requires an annual subscription fee of \$600. This annual fee covers the cost of maintain server backups, quarterly data updates and access to the data tracking system. The fee will be added to the MSCWMO Annual budget.

Information Only.

### **Project review Approval Policy**

Current policy for single family residential project reviews grants staff the authority to transmit technical review results without board of manager's approval. This policy was put in place to expedite single family residential reviews.

All other technical review results may only be transmitted after the board has approved the review results at a regularly scheduled board meeting. Member communities are required to complete the review process within 60 days of the receipt of a development proposal. The MSCWMO Board of Managers requested staff to explore options for alternative approval authority in special circumstances when development approval is required prior to the next regularly scheduled board meeting. Two options were presented: Option 1: grant approval authority to a subcommittee; Option 2: grant approval authority to MSCWMO Staff. The board crafted the following policy:

In unique circumstances, such as cases when the next scheduled board meeting is later than the statutory review period for the member community, the MSCWMO board of directors authorize staff to approve and transmit review results after notification of the circumstances and review results to the board chair. In circumstances where the project is located in the jurisdiction of the board chair, the vice chair shall be notified prior to transmitting review results.

The board of managers required this policy be reviewed by legal counsel and results presented at the regularly scheduled June board meeting.

### **Blue Thumb Grant Applications**

Three \$250 plant grant applications: Riley Raingarden in Lake St. Croix Beach, Adams Raingarden in Stillwater, Buck Native Planting in Afton. Project ranking scores were shared and staff recommended approval of all three grant applications.

Motion by Mr. Zellar, seconded by Ms. Nancy Anderson to approve the grant applications.

### **GreenCorps Letter of Support**

The MSCWMO technical staff requested board approval to submit a letter of support for the WCD's application for a Minnesota GreenCorps Member. The Green Corps Member would provide assistance to the MSCWMO Administrator to assist communities with the adoption of MIDS, track best management practices, perform maintenance inspections and assist with outreach and education in the watershed.

Motion by Ms. Cindy Reiter, seconded by Mr. Doug Menikheim, to approval the submittal of a letter of support for the WCD's MN GreenCorps application.

### **Plan Reviews and Submittals**

#### 737 Quentin Avenue, Lakeland

The Middle St. Croix Watershed Management Organization (MSCWMO) staff received a submittal of items on March 24, 2015 for the proposed Rupert Home Remodel, located within MSCWMO boundaries and in the City of Lakeland. The proposed project qualified for full review under the MSCWMO 2006 Watershed Management Plan (WMP). The project, as submitted, met all applicable Policies and Performance Standards contained within Section 5.0 of the MSCWMO WMP. Technical staff transmitted review results to the City of Lakeland.

#### North Frontage Road Realignment, Oak Park Heights

The Middle St. Croix Watershed Management Organization (MSCWMO) received required submittal items on March 18, 2015 for the proposed North Frontage Road Realignment Project, SP 8214-179, located Heights within MSCWMO boundaries and in the City of Oak Park Heights. The proposed project is an addition to the St. Croix Crossings project. The project meets all applicable policies and performance standards of the MSCWMO 2006 Watershed Management Plan. Technical staff transmitted review results on April 9, 2015.

#### Inspiration Phase III, Bayport

The Middle St. Croix Watershed Management Organization (MSCWMO) received a project review application, review fee and submittal items on March 9, 2015 and a Stormwater Pollution Prevention Plan on April 10, 2015 for the proposed Inspiration 3rd Addition, located within MSCWMO boundaries and in the City of Bayport. The MSCWMO technical staff transmitted the review results with board approval on that require the following 5 conditions be met:

1. Provide pretreatment upstream of infiltration practices (forebays, sumped catch basins, etc.).

2. Provide construction phasing so that identifies infiltration practices are not excavated to final grade until all mass grading areas are finally stabilized.
3. Provide a maintenance plan that clearly identifies the long-term maintenance schedule and responsibility.
4. Provide HydroCad graph for pond 3p to show pond drawdown in 48 hours after the 100 year 24 hour rainfall event.
5. Lowest floor elevations of structures built adjacent to stormwater management features and other water bodies are a minimum of two feet above the 100-year flood elevation and a minimum of two feet above the natural overflow of landlocked basins. The location of the 100-year flood elevation, natural overflow elevation, and lowest floor elevations have been provided. The following foundation elevations are not compliant with this standard: lock 10 lot: 1 - 4, 9 – 11, block 12 lot: 1-6, block 11 lot: 1-3, block 1 lot 1, block 3 lot1 , block 2 lot1-5, block 6 lot 1-6, block 7 lot 1-6, block 8 lot 1, 2, block 5 lot 12, 13, block 14 lot 1.

#### Oak Ridge Memory Care, Oak Park Heights

The Middle St. Croix Watershed Management Organization (MSCWMO) received required submittal items on May 3, 2015 for the proposed Oak Ridge Memory Care Addition, located within MSCWMO boundaries and in the City of Oak Park Heights. The project, as revised, contained sufficient information to determine conformance with the Policies and Performance Standards contained within Section 5.0 of the MSCWMO Watershed Management Plan. The project as submitted requires five conditions to be met for final approval. Final plans and documentation addressing these five conditions must be submitted to the MSCWMO for staff review.

1. The proposed project fills the existing City of Oak Park Heights drainage and utility easement and reduces flood storage by 1.4 acre feet. Compensatory storage of 1.1 ac-ft. must be demonstrated.
2. The Emergency Over Flow of Pond 1P is 2.04 feet above the existing building Finished Floor Elevation. Underground Infiltration Basin.
3. Provide soil borings, boring logs to verify soil conditions at underground system location. The infiltration system is located in primarily fill soils. The bottom of the proposed underground system is at 871.5. 1985 pre development contours indicate a native soil elevation of 872.
4. Identify how the underground infiltration chambers will be kept offline until after final stabilization of upstream areas.
5. Provide an inspection and maintenance agreement for the underground infiltration system and dry detention basin 1P.

Motion by Mr. Zellar, seconded by Ms. Susan St. Ores, to approve the Oak Ridge Memory Care project with five conditions.

#### 1265 Quinlan Avenue, Lake St. Croix Beach

The Middle St. Croix Watershed Management Organization (MSCWMO) received submittals for the proposed Ludwig Deck and Retaining Wall reconstruction project, located within MSCWMO boundaries and in the City of Lake St. Croix Beach. Submittal items were received on April 27th, 2015. The proposed project qualified for a full review under the MSCWMO 2006 Watershed Management Plan (WMP). The project as submitted met all applicable MSCWMO performance standards. MSCWMO technical staff reviewed and transmitted the technical review results.

**Administrator's Report**

A written Administrator's report was submitted. Jay Riggs, District Manager of the WCD, will be acting administrator for the June 11, 2015 board meeting.

**Adjourn**

Mr. Zeller moved to adjourn the meeting, seconded by Ms. Nancy Anderson. Motion carried and meeting adjourned at 8:25 p.m.