

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 HAYWARD AVENUE, OAKDALE, MINNESOTA 55082
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



Regular Meeting of the Middle St. Croix Watershed Management Organization Bayport Public Library, Bayport, MN Thursday, January 11, 2018 6:00PM

1. Call to Order – 6:00PM
2. Approval of Minutes
 - a) Draft minutes- December 14 , 2017 **Pg. 1-3**
3. Treasurer’s Report
 - a. Report of savings account, assets for January 11, 2018
 - b. Approve payment of bills for January 11, 2018
 - c. 2017Year End Budget Summary
4. Public Comments
5. Old Business
 - a. 2018 Review Fees Discussion
6. New Business
 - a. Stillwater Foundation Grant Award **Pg. 4-5**
 - b. Adopt A Raingarden Website Contract **Pg. 6-7**
 - c. Baytown Township LSWMP Approval **Pg. 8**
 - d. City of Stillwater LSWMP Approval **Pg. 9-11**
7. Grant and Cost Share Applications
8. Plan Reviews/Submittals
 - a. Miller Farms Phase VI, Baytown Township **Pg. 12**
9. Administrator’s Report **Pg. 13-14**
10. Adjourn

Middle St. Croix Watershed Management Organization
Bayport Public Library
Minutes December 14, 2017

Present: Nancy Anderson , City of St. Mary's Point; Doug Mehnikeihm, City of Stillwater; Dan Kylo, West Lakeland Township; Mike Runk, City of Oak Park Heights; Tom McCarthy, City of Lake St. Croix Beach; Brian Zeller, City of Lakeland Shores; John Felleggy, Baytown Township; Mike Isensee; MSCWMO Administrator.

Call to Order – Regular Board Meeting

The meeting was called to order at 6:00 p.m.

Approval of Minutes

A motion to approve the November 9, 2017 minutes was made by Mr. Runk, seconded by Ms. Anderson. The motion carried.

Treasurer's Report

The treasurer's report was presented. The remaining checking account balance is \$263,519.87. First State Bank CDs \$32,094.13. The ending balance in the RBC savings account is \$48,662.65. Bills to approve this month: Kennedy & Graven \$265.50; Washington Conservation District Administration \$2,896.48; Washington Conservation District Tech Services \$6,151.00, Emmons and Olivier Resources \$4,996.08, Jeanne Riley \$250.00.

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

Mr. Zeller moved, seconded by Ms. Anderson to approve the treasurer's report and bills. The motion carried.

Public Comments

Administrator Isensee presented a letter from Linda O'Donnell, Planning Commissioner with the City of Lake St. Croix Beach, requesting the board consider a grant to assist the City to fund the update of the Local Surface Water Management Plan (LSWMP), specifically helping cover the costs to identify storm water flow paths, runoff volumes and rates. After discussion, the board declined to cost share the request. The board directed Administrator Isensee to offer technical assistance for grant writing to other granting sources if they funded this type of activity.

C14-9751 Lily Lake Stormwater Quality Retrofits CWF Grant Extension

Administrator Isensee requested the Board of Managers approve a Board of Soil and Water Resources extension request for the Lily Lake Stormwater Quality Retrofit Clean Water Fund Grant. The request is needed due to failure by the contractor to achieve substantial completion by the contractual deadline. The project is approximately 85% complete, but critical elements were not completed prior to the end of the construction season.

Motion Mr. Zeller, second Ms. Anderson, to approve the extension of the FY 2014 Clean Water Fund Grant Lily Lake Stormwater Retrofits.

2018 MSCWMO Board of Managers Meeting Dates

Administrator Isense explained the MSCWMO Regular Meeting is currently scheduled for 6:00 p.m. the 2nd Thursday of each month at the Bayport Public Library. In 2017, the MSCWMO Board of Directors did not meet in March, May, or August due to lack of agenda items. In 2017, staff is recommending March, July and August as tentative meeting dates.

The proposed meeting dates for 2018 are: January 11th, 2018; February 9th, 2018; March 8th, 2018-Tenative; April 12th, 2018; May 10th, 2018-Tenative; June 7th, 2018; July 12th, 2018; August 9th, 2018-Tenative; September 13th, 2018; October 11th, 2018; November 8th, 2018; December 13th, 2018.

Administrator Isensee also presented the draft plan review submittal dates based on these proposed meeting dates.

Motion by Mr. Zeller, seconded by Ms. Anderson, to approve the 2018 MSCWMO Board of Directors Meeting dates.

2018 MSCWMO Review Fees

Administrator Isense provided an overview of the 2017 review fees and expenditures. Due to a second year in a row of more government project reviews than private project reviews, the MSCWMO's expenditures for reviews were greater than budgeted amounts. The additional expenses were covered within the overall budget of the WMO. Staff recommends maintaining the existing review fee structure below for 2018.

The Board of Managers requested Administrator Isensee to inquire with local government staff about a small fee to help offset the review costs of larger projects.

Motion by Mr. Zeller, seconded by Mr. Fellegy, to adopt the project review fee schedule from 2017 for 2018. Motion carried.

2018 MCC Grant Application

Administrator Isensee requested the board consider approving the applications for the 2018 Minnesota Conservation Corps crew grants. The applications are for crews to assist with the planting of bioretention basins in Stillwater, installing a shoreline buffer along Perro Creek in Bayport, and planting native shoreline restoration areas in Lake St. Croix Beach. The MSCWMO is requesting a 14 days crew time to complete the proposed projects in 2018.

Motion by Mr. Runk, seconded by Mr. Fellegy, to submit the MCC Clean Water Fund Grant application for crew time to help complete local conservation projects.

Nelson School Townhome Permeable Paver Reimbursement

Administrator Isensee explained on October 12, 2017 the MSCWMO approved a \$250 water quality grant not to exceed \$250 for the installation of a 450 square foot permeable paver sidewalk at 1018 First Street South in Stillwater. The project is located within the Lake St. Croix Direct Drainage area. Installation is complete for a total project cost of \$7,620.00. Technical staff have reviewed the installation and confirmed that it was installed per plan. Staff recommend reimbursement of \$250.00.

Motion by Mr. Runk, seconded by Mr. Mehnikeihm, to approve reimbursement of \$250.00 for the installation per plans of a 450 square foot permeable paver sidewalk at 1018 First Street South.

CSAH 21 Pavement Management and Safety Improvements Project

MSCWMO technical staff recommended approval of the proposed CSAH 21 project with 3 conditions and 4 technical recommendations

Motion by Mr. Zeller, seconded by Mr. Runk to recommend conditional approval for the CSAH 21 Pavement Management and Safety Improvement Project.

St. Croix Crossing and Loop Trail Phase II

Administrator Isensee reviewed the technical circumstances surrounding the Cadet Infiltration facility and the Loop Trail Phase II project.

Motion by Mr. Zeller, seconded by Mr. Fellego, to the modifications to Cadet Infiltration Basin to meet MIDS Flexible Treatment Options #1 and provide credit for reconstructed impervious surfaces for Loop Trail Phase II.

SP8214-161 MN36 St. Croix Landscaping Plan

MSCWMO technical staff recommended approval of the proposed MN36 St. Croix Landscaping Plan.

Motion by Mr. Kylo, seconded by Mr. Fellego, to recommend approval of the SP8214-161 MN36 St. Croix Landscaping Plan. Motioned carried.

Administrator's Report

A written Administrator's report was submitted.

Adjourn

Mr. Kylo moved to adjourn the meeting, seconded by Mr. McCarthy. Motion carried and meeting adjourned at 6:55 p.m.

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MEMORANDUM

TO: Middle St. Croix WMO Board of Managers
FROM: Mikael Isensee, Administrator
DATE: January 11, 2018

**RE: 6a) Stillwater Foundation Grant Award
 6b) Adopt A Raingarden and Website Contract**

At the November 9 board meeting the MSCWMO board of managers approved a \$4,200 application to the Stillwater Foundation Grant. The MSCWMO was awarded the grant to work in partnership with the East Metro Water Resource Education Program, Lily Lake Association, and Sustainable Stillwater to start and manage an Adopt-A-Raingarden Program that will utilize community volunteers to care for 60 Stillwater raingardens. The tasks specifically addressed by the Adopt-A-Raingarden Program include: 1) Recruiting volunteers to adopt raingardens; 2) Training and technical support to these volunteers; 3) Providing maintenance materials such as buckets, gloves, and compostable yard waste bags; 4) Installing signs at “adopted” raingardens; 5) Coordinating funding and contract staff to replace plants and mulch as needed; and 6) Managing the program to ensure that raingardens are being maintained.

The proposed budget:

Project/Program Expense Items	Projected Cost	Explanation (optional)
Mailing to landowners with raingardens located in their right-of-way	\$200.00	Grant expense: Two mailings to coordinate raingarden maintenance program with landowners
Development of program promotional materials	\$1,000	In kind: EMWREP staff
Printing of program promotional materials	\$500.00	Grant expense: print 1,000 copies
Program website development	\$1,600.00	Grant expense: develop an Adopt A Raingarden website to view raingardens that need a volunteer
Development of Adopt A Raingarden signs	\$928.00	In kind: EMWREP staff
Printing of Adopt A Raingarden signs	\$1,200	Grant expense: print 150 garden signs
Purchase maintenance materials	\$500	Grant expense: purchase 300 bags, 50 buckets, and 50 pairs of gloves.
Development of raingarden maintenance guidance	\$410	In kind: EMWREP staff
Printing of raingarden maintenance guidance	\$200	Grant expense: print 200 copies
Program promotion	\$1,000	In kind: advertising and finding volunteers
Volunteer training workshop	\$1,200	In kind: EMWREP staff create training content and host the maintenance training workshop
Program evaluation and reporting	\$1,916	In kind: EMWREP and MSCWMO staff will inspect raingardens and conduct program evaluations with volunteers
Total Project/Program Expenses	\$10,654.00	
Grant Request	\$4,200.00	

Staff are requesting the board of managers approve the grant award and award a contract to Carmen Simonet Design for the development of the Adopt A Raingarden Website.

Motion by Board Member 1, seconded by Board Member 2, to accept the \$4,200 grant award to establish an Adopt A Raingarden program in Stillwater.

Motion by Board Member 1, second by Board Member 2, to enter into contract with Carmon Simonet Design for the development of the Adopt A Raingarden website for a total not to exceed \$1,530.00

From: Carmen Simonet Design LLC
354 Stonebridge Blvd.
Saint Paul, MN 55105

Date: January 4, 2017

To: Mike Isensee
Administrator
Middle St. Croix Watershed Management Organization
455 Hayward Ave.
Oakdale, MN 55128

RE: Proposal for Professional Services: Adopt-A-Raingarden Program Map and Web Page Development

Dear Mike:

This proposal is for creating an interactive map and web page on the Adopt A Raingarden program. The web page will be located on the Washington Conservation District (WCD) website and will include:

- Information on the Adopt A Raingarden program
- Interactive map of the Adopt A Raingarden locations and their maintenance status
- Request form to adopt a garden

Proposed Scope of Work

The following summarizes the tasks and hours estimated to perform the work.

Task	Description	Hours	Cost
1	Interactive Map		
	Develop an interactive map of the Adopt A Raingarden locations in Stillwater. Clicking on a garden location will open an information card with details on the garden. Map to be created using Fusion Tables (a cloud based data management application by Google).	8	\$ 680
2	Website Page		
	Create an Adopt A Raingarden website page on the Washington Conservation District website. The page will include information on the program (provided by client), an interactive map, and a request form that will link to an email account monitored by WCD staff.	8	\$ 680
3	Content Management		
	Provide over the phone/online tutorial session with WCD staff responsible for maintaining the interactive map. Instruct how to access and update the data stored in the tables.	2	\$ 170
	Total	18	\$ 1,530

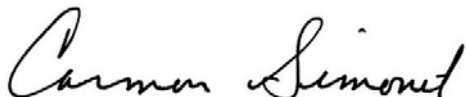
Compensation for services will be at an hourly rate of \$85/hour.

This proposal sets forth an Agreement between you and Carmen Simonet Design LLC regarding this project. This Agreement will be effective for the duration of the services unless earlier terminated by either you or me. Upon your direction to proceed, Carmen Simonet Design LLC will begin work. I anticipate work to be completed within a month. If this Agreement is satisfactory, please sign the enclosed copy of this letter in the space provided, and return it to me for my records.

Sincerely,

Carmen Simonet Design LLC

Accepted this ____ day of ____ 2018



By _____

By _____

Its President

Its

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January 11, 2018

Sherri A Buss, Planner
Baytown Township
4020 McDonald Dr. N.
Stillwater, MN 55082

Dear Ms. Buss,

The Middle St. Croix Watershed Management Organization (MSCWMO) received Baytown Townships draft Local Surface Water Management Plan (the LWSMP) on September 11, 2017. The LWSMP was submitted for the official 60-day review period in accordance with Minnesota Statutes section 103B.235, subdivision 3.

At its January 11, 2018, meeting, the MSCWMO approved the LWSMP. If you have any questions regarding the approval made by the MSCWMO Board of Managers, please feel free to contact me at (651) 330-8220 ext. 22.

Sincerely,

A handwritten signature in blue ink that reads "Mikael Isensee".

Mikael Isensee, CPESC
Administrator

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January 11, 2018

Abbi Jo Wittman, City Planner
City of Stillwater
216 North Fourth Street
Stillwater, MN 55082

Dear Ms. Wittman,

The Middle St. Croix Watershed Management Organization (MSCWMO) received Stillwater's draft Local Surface Water Management Plan (the LWSMP) on November 10, 2017. The LWSMP was submitted for the official 60-day review period in accordance with Minnesota Statutes section 103B.235, subdivision 3. In response to a request from the Browns Creek Watershed District, you provided an extension of the review and approval period to January 12, 2018 to accommodate action by the MSCWMO Board of Managers at its January 11 meeting.

At its January 11, 2018, meeting, the MSCWMO conditionally approved the LWSMP. If you have any questions regarding the comments made in this letter or the conditional approval made by the MSCWMO Board of Managers, please feel free to contact me at (651) 330-8220 ext. 22.

Sincerely,

Mikael Isensee, CPESC
Administrator

Cc: Shawn Sanders, Public Works Director/City Engineer
Bill Turnblad, Community Development Director
Stephanie Hatten, WSB

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MEMORANDUM

TO: Middle St. Croix WMO Board of Managers
FROM: Mikael Isensee, Administrator
RE: Stillwater Local Surface Water Management Plan 2018-2028
DATE: January 11, 2018

The MSCWMO recommends approval of the Stillwater Local Surface Water Management Plan with the following conditions;

1. Section 2.3.7, second paragraph, clarify that while “wet ponds were built specifically to intercept pollutants” multiple studies, including the 2009 National Academy of Sciences Urban Stormwater Management in the United States, concluded they have been “in effective at protecting water quality of receiving waters”.
2. Section 2.4, third paragraph, “The City is developing a connected greenway system....” was also stated in the 2008 Stillwater Local Surface Water Management Plan. Provide an update to the status of this plan and the target date of completion.
3. Section 3.4, first sentence, add “and redeveloping”.
4. Section 3.4.3, first paragraph, “..., the City must establish this enforcement authority in City Code”. This was also stated in the 2008 Stillwater Local Surface Water Management Plan. Provide an update how enforcement authority has been established in City Code and additional planned modifications and dates of completion.
5. Section 3.4.3, second paragraph, “MSCWMO standards are defined...” add “in Section 7.0 of the ” “..2015-2025 Watershed Management Plan. Add the link to the plan <http://www.mscwmo.org/2015-watershed-management-plan-update>.
6. Section 3.4.3, second paragraph, first sentence. The triggers for review are located in section 7.0 of the MSCWMO Watershed Management Plan, and on the MSCWMO website in the Submittal Qualifications Checklist.
7. Section 3.4.3, second paragraph, last sentence. The MSCWMO standards do not apply to all activities requiring a building permit. The standards do apply if a proposed project meets one of the following seven criteria:
 - i. Any project undertaking grading, filling, or other land alteration activities which involve movement of 100 cubic yards of earth or removal of vegetation on greater than 10,000 square feet of land.
 - ii. Any project that creates or fully reconstruct 6,000 square feet or more of impervious surface.
 - iii. All major subdivisions or minor subdivisions that are part of a common plan of development. Major subdivisions are defined as subdivisions with 4 or more lots.

- iv. Any project with wetland impacts, grading within public waters, grading within buffers or within 40- feet of the bluff line.
 - v. Development projects that impact 2 or more of the member communities.
 - vi. New or redevelopment projects within the St. Croix Riverway that require a building permit that add 500 square feet of additional impervious surface.
 - vii. Any project requiring a variance from the current local impervious surface zoning requirements for the property.
8. Sections 4.2 A-E the City, through its enforcement of MSCWMO standards, and Brown's Creek Watershed District, require the installation of stormwater quality BMPs for redevelopment projects. This is one of the primary mechanisms for addressing impaired water resources and should be noted in this section.
 9. Section 4.5.B, Corrective Action, add the City will continue to partner with the WMOs to prioritize and apply for grants to fund the implementation of capital improvement projects.
 10. Section 5.2.4, Goal, add redevelopment.
 11. Section 5.3.2, Policy, complete appears to be the wrong word.
 12. Section 6.1, third paragraph, add stormsewer sumps, infiltration and filtration basins, and underground chambers to the list of drainage system components to maintain.
 13. Section 6.1, fourth paragraph, identify when the City ordinances will be revised to stay current with the 2015-2025 MSCWMO standards.

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January 11, 2018

Nancy Healey
Baytown Township
4020 McDonald Dr.
Stillwater, MN 55082

RE: Miller Farms 6th Addition

Dear Ms. Healey,

The Middle St. Croix Watershed Management Organization (MSCWMO) received revised submittals on December 20, 2017, for the proposed Miller Farms 6th Addition, located within MSCWMO boundaries in the Township of Baytown. The proposed project qualifies for full review under the MSCWMO 2015 Watershed Management Plan (WMP).

The project submittal contained insufficient information to determine compliance with applicable Performance Standards contained within Section 7.0 of the 2015 MSCWMO WMP.

Please revise the plans and include the following additional information:

1. Stormwater flows from the stormwater pond to the infiltration basin is connected with a 4" PVC pipe. This is a substandard design for stormwater conveyance. Please revise the plans to include standard stormwater conveyance piping to the infiltration basin.
2. Invert elevations for the pond stormwater structures.
3. Secondary overflows for events exceeding the storm systems level-of-service up through the critical 100-year event.
4. Calculations demonstrating the peak rate for the 100 year event (7.3" 24 hour) does not exceed predevelopment rates.
5. Specification for biofiltration basin engineered soil mixture.
6. Provide redundant sediment controls when a wetland is located within 50 feet of the project's earth disturbances and stormwater flows to the wetland.

Feel free to contact me at 651-330-8220 x22 or misensee@mnwcd.org if you have any questions regarding these comments.

Sincerely,

Mikael Isensee
Administrator
Middle St. Croix Watershed Management Organization

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Administrator's Report- January 2018

Administration

- Baytown Local Surface Water Management Plan Review and Comments
- City of Stillwater Local Surface Water Management Plan Review and Comments
- Website updates
- Adopt A Raingarden Mailing to Stillwater residents
- Baytown Township Building Permit ESC and Stormwater Guidance Document

Project Reviews

- Miller Farms Phase VI, Baytown Township
- Erosion Control Complaint, Baytown Township

Conservation Project Technical Assistance and Cost Share

- Lake St. Croix Direct Discharge South Site Reviews

Managing Existing Projects

Lake St. Croix Direct Discharge Grant

Description: \$142,000 grant for stormwater quality improvements in Oak Park Heights, Stillwater and Bayport (2014-2018).

Activities This Month: No activities this month.

Lily Lake Phase III Grant

Description: \$109,000 for stormwater quality improvements for areas discharging to Lily Lake (2014-2017)

Activities This Month: Met with Stillwater Schools. Issued a letter to the contractor.

South Lake St. Croix Direct Discharge Subwatershed Analysis Grant

Description: \$10,000 grant to investigate and prioritize water quality improvement projects in the South MSCWMO (2016).

Activities This Month: Reviewed potential BMP sites.

Lake St. Croix Direct Discharge Phase II

Description: \$151,000 grant for stormwater quality improvements in Oak Park Heights, Stillwater and Bayport (2015-2018).

Activities This Month: No action.

Lily Lake Final – 45

Description: \$65,000 grant to identify and partially design stormwater practices to reduce phosphorous discharges to Lily Lake by at least 45 lbs. per year.

Activities This Month: Met with Lily Lake Association and City of Stillwater Public Works to review draft BMP locations and design concepts.

Perro Creek Water Quality Improvements Phase I

Description: \$63,000 grant to design and install stormwater quality practices to reduce nutrients and bacteria discharging directly into Perro Creek and then to Lake St. Croix.

Activities This Month: Meeting with City of Bayport

Meetings

- East Metro Water Resource Education Program 2018 Planning Meeting
- Fund the Plan meeting with the Board of Soil and Water Resources
- One Watershed One Plan