



**Ramsey-Washington Metro Watershed District
Minutes of Regular Board Meeting
January 3, 2018**

The Regular Meeting of January 3, 2018, was held at the District Office Board Room, 2665 Noel Drive, Little Canada, Minnesota, at 6:30 p.m.

PRESENT:

Marj Ebensteiner, President
Cliff Aichinger, Vice President
Dr. Pam Skinner, Secretary
Jen Oknich, Treasurer
Dianne Ward, Manager

ABSENT:

ALSO PRESENT:

Tina Carstens, District Administrator
Amanda Staple, Recording Secretary
Erin Anderson Wenz, Barr Engineering
Simba Blood, Natural Resources Specialist

Paige Ahlborg, Project Manager
Tracey Galowitz, Attorney for District
Nicole Soderholm, Permit Inspector
Zola Pineles, Inspector Intern
Larry Swope, Floral Drive resident

1. CALL TO ORDER

The meeting was called to order by President Ebensteiner at 6:35 p.m.

2. APPROVAL OF AGENDA

Motion: Cliff Aichinger moved, Jen Oknich seconded, to approve the agenda as presented. Motion carried unanimously.

3. CONSENT AGENDA

- A. Approval of Minutes from December 6, 2017
- B. Change Order No. 4 – Beltline and Battle Creek Tunnel Repair Project

Manager Ward referenced the minutes from December 6, 2017, and noted on page four, the first paragraph, it should state, "...~~Ramsey~~ Gramsie..."

Motion: Cliff Aichinger moved, Dianne Ward seconded, to approve the consent agenda as amended. Motion carried unanimously.

4. TREASURER'S REPORT AND BILL LIST

Motion: Jen Oknich moved, Cliff Aichinger seconded, to approve the January 3, 2018, bill list as submitted. Motion carried unanimously.

5. VISITOR PRESENTATIONS

There were none.

6. PERMIT PROGRAM

A. Applications

Permit #18-01: MnDOT Hwy 36 EB Ramp at I-35E – Little Canada

Motion: Jen Oknich moved, Dianne Ward seconded, to approve Permit #18-01. Motion carried unanimously.

Permit #18-02: Twin City Hardware Expansion – Oakdale

Motion: Jen Oknich moved, Cliff Aichinger seconded, to approve Permit #18-02. Motion carried unanimously.

B. Monthly Enforcement Report

During December three notices were sent to address: install/maintain perimeter control (1), install/maintain construction entrance (1), and sweep streets (1).

C. Permit Program Statistics 2015-2017

Nicole Soderholm noted that she prepared a table with the last three years of permit violation information for comparison purposes at the request of the Board the previous month. Manager Aichinger stated that he was surprised at the low number of verbal warnings. Nicole noted that because they are doing full inspections, they typically follow with written inspections when necessary. Manager Ward stated that it may be an interesting statistic to know the number of sites that had violations, as it was noted that some sites have multiple violations.

D. Permit Inspection Intern Presentation – Zola Pineles

Zola Pineles provided a summary of the 2017 inspections that she conducted and the number of times she visited each site. She stated that inlet control was a main issue of noncompliance. She stated that a letter grade was then assigned to the site based on the status. She explained that when inlet control was compliant the site was more likely to receive a passing grade. She noted that this year was a very rainy year and contractors were much more likely to take care of their perimeter control because of the rain. She provided a similar grading aspect relating to perimeter control. She noted that, overall, the majority score for most sites was a B.

Tina Carstens noted that if a site receives a grade of a C or lower, the escrow is charged a fee of \$60, which covers the cost of the reinspection. President Ebensteiner asked if the fee escalates if the site is a repeat offender. Nicole Soderholm noted that the fee remains at \$60, as the purpose is not to be punitive, but merely to cover the cost of reinspection. President Ebensteiner asked for, and received, information on the escalation process that the District would follow should the contractor not respond to violations. Zola noted that there are other inspectors checking the sites in addition to the District, such as the city in which the project is occurring.

Manager Ward asked when a deduction would be made from escrow. Tina explained that the deductions are tabulated, such as the \$60 violation fee, and then deducted from the escrow before it is released back to the permittee upon completion of the project. Dr. Pam Skinner stated that it would be interesting to see a list of the deductions that were made to escrow accounts due to violation charges. Nicole noted that the information was provided in the table that she prepared for comparison purposes that was reviewed earlier in the meeting tonight and was included in the packet.

Manager Aichinger suggested that the violation fee be reviewed as he believed that the fee should be increased to cover the cost for reinspection more accurately. He noted that it would be interesting to see the fee that is charged by cities. Nicole noted that the District is working on possible rule revisions and that would be a good topic to discuss at that time. She confirmed that she would also speak with city inspectors to determine the fee that they charge.

Zola provided grading information on cost-share projects that were inspected. She provided photographs from different inspection violation sites, noting that the most challenging sites had minimal supervision. She also provided photographs from examples of good permit inspections and cost-share sites. She stated that her biggest takeaway was that in person contact provides the best results. She stated that for cost-share sites, she would often provide the homeowners with information on how to manage and maintain the rain garden; even walking through the site with the property owner to provide hands on education. She stated that for permit inspections, she also found it helpful to talk directly to the lead contractor.

President Ebensteiner thanked Zola for her work with the District, noting that she will be missed, and her enthusiasm has been a great contribution.

7. STEWARDSHIP GRANT PROGRAM

A. Applications

None.

B. Budget Status Update

Paige Ahlborg had nothing further to report.

8. ACTION ITEMS

A. Frost/Kennard Spent Lime Project Bid Review and Approval

Erin Anderson Wenz stated that there was a lot of interest in the project, with a wide range of bids. She reported that the low bidder was Minger Construction with a bid of \$257,127. She stated that the District has had experience with the contractor and the results have been positive.

Motion: Cliff Aichinger moved, Dr. Pam Skinner seconded, to accept the bids and award the Frost-Kennard Spent Lime Project to Minger Construction and to direct staff to prepare and mail the notice of award, prepare the draft agreements and review the required submittals. Motion carried unanimously.

9. ADMINISTRATOR'S REPORT

A. Meetings Attended

No comments.

B. Upcoming Meetings and Dates

No comments.

C. Website Update

No comments.

D. February Annual Meeting Reminder

Tina Carstens noted that the annual meeting is scheduled for February and wanted to ensure that all Board members would be able to attend. Tracey Galowitz noted that the meeting has been published to allow for any interested consultants to submit their proposals.

Manager Aichinger stated that the annual review of the Administrator is also needed. It was confirmed that would be held as a special meeting. Tina stated that she would send out an email to confirm availability. It was noted that Jen Oknich would be invited to participate, but would be providing feedback and would not have an official vote.

10. PROJECT AND PROGRAM STATUS REPORTS

A. Ongoing Project and Program Updates

- i. Snail Lake/Grass Lake Area
- ii. Owasso Blvd. and Park Project
- iii. Shoreview Lake Subwatershed
- iv. Battle Creek Subwatershed
- v. Willow Pond CMAC Project
- vi. BMP Design Assistance
- vii. Beltline/Battle Creek Tunnel

Manager Aichinger asked if contractors are now in the Battle Creek tunnel. Tina Carstens confirmed that the contractors are in that section, noting that there were only minor repairs for that section.

- viii. CIP Maintenance/Repair 2018
- ix. Natural Resources Program
- x. Education Program

11. INFORMATIONAL ITEMS

No comments.

12. REPORTS OF MANAGERS

A. Manager Oknich Resignation and Recognition

Jen Oknich noted that she has submitted her letter of resignation. Tracey Galowitz noted that her submission is the formal resignation required and no action is needed from the Board as she has moved outside of the District.

Jen stated that the Watershed District has been a part of her life for as long as she can remember and would like to continue to contribute in any way she can. She noted that her experience with the District began fifteen years ago as an intern. The Board and staff expressed their appreciation for the contributions that Jen has made working for the District and as a member of the Board.

13. ADJOURN

Motion: Cliff Aichinger moved, Dr. Pam Skinner seconded, to adjourn the meeting at 7:45 p.m. Motion carried unanimously.

Respectfully submitted,

| Dr. Pam Skinner, Secretary ▲

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