



**Ramsey-Washington Metro Watershed District
Minutes of Regular Board Meeting
May 4, 2022**

The Regular Meeting of May 4, 2022, was held at the District Office Board Room, 2665 Noel Drive, Little Canada, Minnesota, and via Zoom web conferencing, at 6:30 p.m. A video recording of the meeting can be found at <https://youtu.be/c2XT-d2MbTM>. Video time stamps included after each agenda item in minutes.

PRESENT:

Dianne Ward, Vice President
Dr. Pam Skinner, Treasurer (via Zoom)
Val Eisele, Secretary
Matt Kramer, Manager

ABSENT:

Larry Swope, President

ALSO PRESENT:

Tina Carstens, District Administrator
Tracey Galowitz, Attorney for District
Erin Anderson Wenz, Barr Engineering
Lindsey Provos, Water Quality Technician

Paige Ahlborg, Project Manager
Nicole Soderholm, Permit Inspector
Dave Vlasin, Project Coordinator
Matt Doneux, Natural Resources Technician

1. CALL TO ORDER

The meeting was called to order by Acting President Ward at 6:30 p.m.

2. APPROVAL OF AGENDA (0:01:35)

Motion: Manager Eisele moved, Manager Kramer seconded, to approve the agenda as presented. Motion carried unanimously.

Tracey Galowitz administered the Oath of Office to Managers Ward, Eisele, Skinner and Kramer.

3. CONSENT AGENDA (0:03:05)

- A. Approval of Minutes from April 6, 2022
- B. Treasurer's Report and Bill List
- C. Permit Program
 - i. 22-13 – American Cooperative on Lake Phalen, Maplewood
 - ii. 22-14 – Maplewood Cope Avenue Improvements, Maplewood
 - iii. 22-15 – RWMWD Lake Owasso Shoreline Restoration, Shoreview
 - iv. 22-16 – Maplewood Assisted Living, Maplewood
- D. Stewardship Grant Program
 - i. 22-10 CS – Montana Avenue, Native Habitat Restoration
 - ii. 22-11 CS – Ryan, Native Habitat Restoration
 - iii. 22-12 CS – Hoffman, Rain Garden
 - iv. 22-13 CS – Hill Murray, Native Habitat Restoration
 - v. 22-14 CS – Starr, Rain Garden

Motion: Manager Kramer moved, Manager Eisele seconded, to approve the consent agenda as presented. Further discussion: Manager Eisele referenced Permit #22-16 which mentioned a previous approval and asked when that occurred. Nicole Soderholm stated that the previous Permit #04-37 was noted which reflects action took place in 2004. She stated that occurred under different rules and design criteria and therefore a review was requested under the new rules and regulations. She noted that the updated calculations were provided. She noted that she could follow up with Manager Eisele to provide him with any of that previous data he may be interested in.

Manager Eisele referenced the grant for #22-14 and asked if that property is also participating in the restored lakeshore project. Paige Ahlborg replied that property is not participating in the lakeshore restoration because she is not within the project area for this year. She hoped that the property would be interested in a future phase.

Acting President Ward stated that if there is a permit that includes an older permit, perhaps a summary of that older permit could be included. Nicole Soderholm confirmed that she could attempt to provide a brief summary in the future.

Motion carried unanimously.

4. VISITOR COMMENTS (0:07:36)

No comments.

5. PERMIT PROGRAM (0:07:37)

A. Applications – See Consent Agenda

B. Monthly Enforcement Report

During April, six notices were sent to address: install/maintain perimeter control (1), stabilize exposed soils (2), remove discharged sediment (2), and protect/maintain permanent BMPs (1).

Nicole Soderholm provided background on the residential permit process that was previously piloted and approved by the Board.

Manager Eisele asked for an update on the EAW with Woodbury. Nicole Soderholm noted that it was introductory and brief, focusing on the potential redevelopment of a nursery site. She commented on the benefit of the District being involved early on to discuss any potential collaboration. Tina Carstens noted that the EAW would most likely be completed in 2023 and construction potentially in 2024.

6. STEWARDSHIP GRANT PROGRAM (0:13:06)

A. Applications – See Consent Agenda

B. Budget Status Update

Paige Ahlborg reviewed the budget status update with the group.

7. ACTION ITEMS (0:15:27)

A. Lake Owasso Shoreline Restoration Accept Bids and Order Project

Paige Ahlborg reported that four bids were received, and staff is happy with the low bidder who also completed the Twin Lake restoration project. She stated that the contractor is easy to work with and is excited for the project as well. Tina Carstens stated that the engineer's estimate for the project was \$169,112 and the low bid was \$158,490.

Manager Eisele commented that he was surprised that two bids were significantly higher and asked if the District has worked with those contractors in the past. Paige Ahlborg stated that those contractors had high mobilization costs and maintenance costs, as this project includes two years of maintenance.

Motion: Manager Eisele moved, Manager Kramer seconded, to accept the bids and award the Lake Owasso Shoreline Restoration Project to Landbridge Ecological, Inc. and direct staff to prepare and mail the notice of award, prepare the agreements, and review the required submittals. Motion carried unanimously.

B. 2022 Targeted Retrofit Accept Bids and Order Projects

Paige Ahlborg stated that Shoreline Landscaping was the low bid for this project with a bid under the engineer's estimate. She noted that the District has never worked with this contractor, although this contractor has worked on some of the cost-share projects. She stated that the contractor is excited to work on the project and staff did verify references and positive feedback was received from those entities.

Manager Eisele asked if this process was followed because the District had not worked with the contractor before. Erin Anderson Wenz stated that if the District has not worked with the contractor in the past, they do call references and ask for project examples. She stated that staff completed that process and put that information into a memo for the Board to review.

Manager Eisele referenced the next steps which include reviewing required submittals and asked if that is the typical process. Erin Anderson Wenz confirmed that is standard process. Tracey Galowitz stated that the District does not always accept the low bidder because of negative past experience and therefore the District accepts the lowest responsible bidder.

Acting President Ward commented that she liked this format and appreciate the additional information. Manager Eisele agreed.

Motion: Manager Eisele moved, Manager Kramer seconded, to accept the bids and award the 2022 Targeted Retrofit project to Shoreline Landscaping and direct staff to prepare and mail the notice of award, prepare the agreements, and review the required submittals. Motion carried unanimously.

8. ATTORNEY REPORT (0:22:28)

Tracey Galowitz had nothing further to report.

9. BOARD ISSUES, POLICIES, AND OPERATION (FOR DISCUSSION AT MEETING) (0:22:50)

A. Administrator Performance Review Closed Meeting Summary

Acting President Ward reported that the Board met in closed session at 6:30 p.m. on April 22nd at the District office to complete the performance review of the Administrator. She stated that she will be meeting with Tina Carstens monthly, and the review schedule will be updated going forward in order to complete the review in a more timely manner.

B. CAC Meeting

Manager Eisele stated that he attended the meeting and commented that they are a passionate and engaged group.

C. Board Action Log

Manager Eisele asked if there is any input that would be helpful from the Managers. Tina Carstens stated that at the close of the meeting she reviews the items and additional input could be provided at that time or during the meeting if desired.

D. Fraud Education

Acting President Ward noted that this item will be covered at the next meeting.

E. Wetlands Policy

Manager Eisele asked if there would be another workshop on this topic. Tina Carstens confirmed that another workshop would be held at the end of summer or beginning of fall.

F. West Vadnais Lake Follow-Up Thoughts

Tina Carstens stated that the City of Vadnais Heights held a Council workshop the previous night to discuss this topic. She stated that she has been told that it was a good discussion with the Council, and they were positive about the steps identified to move forward. She commented that it seems there is support for the boundary change. She reviewed the process that would be followed for a boundary change. She stated that the City was curious as to why the District would want to take on the boundary change as it would mean that the District would take on the additional costs. She noted that she will attend any requested meetings by Vadnais Heights and/or VLAWMO. She confirmed that she would alert the Board to any such meetings.

Manager Eisele asked if there has been discussion about the intent of the land parcels. Tina Carstens stated that she followed up on that comment and the City did state that they would want to understand the impact on their residents. She noted that the change would be that property taxes would be paid to the District through their levy rather than how the funds are collected by VLAWMO.

10. NEW REPORTS AND/OR PRESENTATIONS (0:36:45)

A. 2022 Engineering Projects Overview

1. Flood Risk Reduction: County Ditch 17 Improvements
2. Flood Risk Reduction: Phalen Village
3. Flood Risk Reduction: Ames Lake Technical Assistance
4. South Metro Mississippi River TSS TMDL Compliance
5. Watershed Management Plan Wetlands Update

Erin Anderson Wenz reviewed the different ways the Board is kept informed on ongoing projects including this annual Storymap presentation. She displayed the map which identifies all the projects within the District and the types of projects. She reviewed examples of different projects that are ongoing including lake level monitoring, flood risk reduction studies, aeration studies, TMDL compliance, and other ongoing projects throughout the district.

Manager Eisele asked for clarification on work that could be credited towards TSS. Erin Anderson Wenz confirmed that would only be applicable to the Beltline and its tributary area. She provided details on the monitoring that has been done and the data that can be reviewed.

Manager Eisele asked what would happen if the District was out of compliance. Erin Anderson Wenz replied that the process would be similar to the work the District does with impaired waters including targeted retrofit projects and giving priority for cost-share projects within an impaired subwatershed. She stated that the difference is that in those watersheds the District is not the MS4, whereas the District is the MS4 for the Beltline.

Manager Skinner thanked staff for the presentation. She recognized the things the District has done throughout the watershed for years which all serve to reduce TSS that enters the Beltline. She referenced the work that the District did in Battlecreek Park and noted that she has noticed deteriorating metal structures. She asked who is charged with maintenance. Tina Carstens stated that those structures within the dog park area would be installed by the local municipality. She stated that anything within the District responsibility is inspected and maintained. She guessed that those pipes mentioned are part of the local drainage infrastructure.

Erin Anderson Wenz provided a brief update on the scope summary for Ames Lake area. Manager Eisele stated that he appreciates the additional detail that was provided for the different level storm events. He recalled a previous discussion about an introductory discussion that would be completed with the cities and asked for an update. Erin Anderson Wenz confirmed that those meetings were completed with the cities and provided a brief update.

Erin Anderson Wenz reviewed the district wide project examples, explaining how the project prioritization tool and inspections tool are used. She also reviewed a tracking feature for scope summaries.

The Board agreed that this presentation is helpful, and it would like to have a link to this feature in order to follow along with progress.

Manager Eisele thanked staff for listening and continuing to provide an almost instantaneous response to the comments of the Board.

Acting President Ward referenced the Watershed Management Plan wetlands update and asked that task one be moved up to June. Staff confirmed that could be done.

Motion: Manager Kramer moved, Manager Eisele seconded, to accept the work plans and scope summaries. Motion carried unanimously.

11. ADMINISTRATOR'S REPORT (1:18:35)

A. Meetings Attended

Noted.

B. Upcoming Meetings and Dates

Tina Carstens highlighted the upcoming meetings and dates.

C. Ongoing Project Update

Noted.

D. Right Track YJ2 Intern

Tina Carstens stated that this intern will join the District this summer through a program called Right Track.

Paige Ahlborg stated that this program is through the City of Saint Paul and the District was approved to be a host site. She noted that the intern would have an interest in natural resources and the program would help to provide real life experience. She reviewed some of the responsibilities the intern would be tasked with. She noted that the intern could be between 16 to 24 years old and would begin in June and run for eight weeks or possibly more, depending on the availability of the intern.

Acting President Ward commented that this is a great thing and matches the desire of the Board and District related to outreach.

Manager Eisele stated that there had been a previous discussion about completing a Board tour and asked if summer would be a good time. Tina Carstens stated that typically they would shoot for September as the weather is typically more cooperative and projects are nearing completion. She agreed that could be something that could be scheduled.

Acting President Ward commented that prior to COVID the Board would sometimes tour an ongoing project site before a Board meeting, which she found helpful.

Manager Eisele stated that at the CAC there was a comment suggesting outreach to younger residents. Tina Carstens confirmed that the Communications Intern provided a presentation to the CAC related to a social media campaign that would be targeted at younger residents. She stated that perhaps that presentation could be provided to the Board at the next meeting.

E. West Vadnais Lake Boundary Change Update
Noted.

12. PROJECT AND PROGRAM STATUS REPORTS (1:25:55)

- A. Interim Emergency Response Planning
- B. Kohlman Creek Flood Risk Feasibility Study
- C. Kohlman Creek/Wakefield Lake Diversion Feasibility Study
- D. County Ditch 17 Improvements Feasibility Study
- E. Phalen Village Feasibility Study
- F. Ames Lake Area Flood Risk Reduction Planning Study
- G. Owasso Basin/North Star Estates Improvements
- H. Double Driveway Pond Optimization Study
- I. Annual Water Quality Report Assistance
- J. Special Project BMP Monitoring
- K. Kohlman Permeable Weir Test System
- L. Shallow Lake Aeration Study
- M. Ryan Drive and Keller Parkway Conveyance Project
- N. Targeted Retrofit Projects
- O. Woodbury Target Stormwater Retrofits
- P. South Lake Emily Filtration BMP
- Q. Beltline Five Year Inspection
- R. District Inspection Standardization
- S. CIP Maintenance and Repair Project 2022
- T. Natural Resources Program Update
- U. Public Involvement and Education Program Update
- V. Communications Program, Website Redesign, and WaterFest Update
- W. CAC Meeting Update

Manager Eisele referenced the dead fish impact mentioned in the natural resources information and asked if that impacts water quality. Tina Carstens stated that staff has not noticed a change in water quality for that reason. Matt Doneux stated that for the level of fish they noted there would not be a noticeable change.

Acting President Ward referenced Item G and asked if there are updated maps. Erin Anderson Wenz stated that some maps were updated with the survey that was completed that included targeted topographic information. She confirmed that those maps could be shared with the Board. She noted that staff has been reviewing information from FEMA on how they assess flood risk in manufactured home communities as well in order to bring information to the discussions with the city.

Manager Eisele referenced the shallow lake aeration study and asked if there have been agreements with Bennett Lake that makes staff feel confident with the study timeline. Erin Anderson Wenz agreed that this seems more promising than the experience with Frog Pond but noted that Bennett is a larger body of water.

Manager Eisele referenced the website redesign and asked when the next round of testing would occur. Tina Carstens replied that would be done in June and anticipated that staff would provide more information to the Board at the next meeting.

13. MANAGER COMMENTS AND NEXT MONTH'S MEETING (1:34:40)

No comments.

14. ADJOURN

Motion: Manager Eisele moved, Manager Kramer seconded, to adjourn the meeting at 8:05 p.m. Motion carried unanimously.