



**Ramsey-Washington Metro Watershed District
Minutes of Regular Board Meeting
June 3, 2020**

The Regular Meeting of June 3, 2020, was held via Zoom web conferencing. A video recording of the meeting can be found at https://youtu.be/w2l_I2cWLQU .

PRESENT:

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

ABSENT:

ALSO PRESENT:

Tina Carstens, District Administrator
Laurann Kirschner, Attorney for District
Nicole Soderholm, Permit Inspector
Dave Vlasin, Water Quality Technician
Kyle Wahlstrom, Twin Lake
Bruce Copley, Crestview Resident

Paige Ahlborg, Project Manager
Brad Lindaman, Barr Engineering
Bill Bartodziej, Natural Resource Specialist
Burt Johnson, Twin Lake Association
Nicole Frethem, Ramsey County Commissioner

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

A Manager requested to remove Items 3A and 3C from the Consent Agenda. A staff member noted that the minutes would be considered following the Consent Agenda and Permit #20-25 would appear under the Permit Program.

Motion: Manager Aichinger moved, Manager Swope seconded, to approve the agenda as amended.

Further discussion: A Manager requested to add an Item to the Agenda titled Proposal for Non-Winter Water Movement. A staff member replied that Item would be considered as 7D.

A roll call vote was performed:

President Ebensteiner	aye
Manager Aichinger	aye
Manager Swope	aye
Manager Ward	aye
Manager Skinner	aye

Motion carried unanimously.

3. CONSENT AGENDA

- A. ~~Approval of Minutes from May 6, 2020~~
- B. Treasurer’s Report and Bill List
- C. Permit Applications
 - i. 20-23: White Bear Lake High School South Gym - White Bear Lake
 - ii. 20-24: Maple Ridge Gas Station – Maplewood
 - iii. ~~20-25 Suzanne Gramsie Stormwater Improvements Shoreview~~
- D. Stewardship Grant Program
 - i. 20-21 CS: White Bear Lake Curb Cut Rain Gardens
 - ii. 20-22 CS: Bauer – Native Habitat Restoration
 - iii. 20-23 CS: City of St. Paul Parks and Recreation – Plant Harvesting
- E. East St. Paul Target Retrofit Approval of Plans and Authorization to Bid

Motion: Manager Ward moved, Manager Aichinger seconded, to approve the consent agenda as presented.

A roll call vote was performed:

President Ebensteiner aye
Manager Swope aye
Manager Ward aye
Manager Aichinger aye
Manager Skinner aye

Motion carried unanimously.

A. Approval of Minutes from May 6, 2020

A Manager noted that there should be additional clarity on Rule D and the impact downstream. Another Manager noted on page five, under the Beltline Study, in the further discussion where it states a Manager, or Managers, provided input, that input should be listed in detail. Another Manager stated that he would support that only if the comments are not lengthy, otherwise they should be summarized as done. A staff member noted that they could put the comments in.

Motion: Manager Aichinger moved, Manager Ward seconded, to approve the minutes from May 6, 2020, with the changes noted.

A roll call vote was performed:

Manager Aichinger aye
Manager Skinner aye
Manager Swope aye
President Ebensteiner aye
Manager Ward aye

Motion carried unanimously.

4. VISITOR COMMENTS

Burt Johnson, President of Twin Lake Association, stated that the association was formed with the objectives of ensuring that West Vadnais does not discharge into Twin Lake, that the Twin Lake outlet is restored, and to preserve the water quality within Twin Lake. He stated that he is pleased to see that the Board will select a contractor on the outlet project tonight. He referenced the operations plan, which has been the subject of previous discussion by the Board, noting that the association wants to ensure that the surface elevation of Twin Lake will be predictable and sustainable at 872.2. He thanked staff for keeping communication open with the

association. He stated that while they understand the concern with not wanting to flood others downstream, they also do not want Twin Lake to hold excess water.

5. PERMIT PROGRAM

A. Applications

Permit #20-25 Suzanne Gramsie Stormwater Improvements - Shoreview

A Manager asked for details as to how the system is setup from Northwest Gramsie Pond to Suzanne Pond. A staff member stated that the groundwater study identified that when the Northwest Gramsie Pond holds water, that impacts Suzanne Pond and a residential home. It was noted that the pipeline will allow the water to flow through Northwest Gramsie Pond to Suzanne Pond and the pumps will then move the water to the Grass Lake system. There will also be a shutoff valve that could be utilized in the case the pumps failed and the city wanted to stop the Northwest Gramsie pond from coming to Suzanne Pond. Another staff member provided details on the process the District went through with the Board of Water and Soil Resources to determine the impact of installing a pipe on water levels. It was confirmed that the Northwest Gramsie Pond is currently flooded and will not be lowered beyond an approximate normal water level. A Manager asked why raising Gramsie Road is necessary. A staff member replied that raising the road will keep the water off the road due to the limitations on the small pond to the south of the road as well as keeping water away from the homes on Suzanne Pond.

Motion: Manager Aichinger moved, Manager Swope seconded, to approve Permit #20-25.

A roll call vote was performed:

President Ebensteiner	aye
Manager Swope	aye
Manager Ward	aye
Manager Aichinger	aye
Manager Skinner	aye

Motion carried unanimously.

B. Single Lot Residential Permit Adjustment Discussion

A staff member provided background on feedback received regarding permit requests for single residential lots. Staff provided recommendations that could be implemented to streamline the process. Another staff member noted that staff held a meeting with Snail Lake Improvement District Board members and opinions were expressed about the duplication of efforts between the City of Shoreview and the District, noting that the District wants to ensure that the process is not cumbersome or a deterrent for homeowners to improve their shoreline. Managers expressed their support for the recommendations from staff. A staff member noted that they would develop the plan to present to the Managers at the next meeting.

Motion: Manager Swope moved, Manager Aichinger seconded, to continue the process developed by staff, directing staff to develop a document with the recommended changes to the single lot residential permit process.

Further discussion: A staff member noted that they have received multiple requests and asked if the Board was comfortable piloting the implementation within the next month. The consensus of the Board was confirmed.

A roll call vote was performed:

Manager Swope	aye
President Ebensteiner	aye
Manager Aichinger	aye
Manager Ward	aye
Manager Skinner	aye

Motion carried unanimously.

C. Monthly Enforcement Report

During May, 14 notices were sent to address: install/maintain inlet protection (1), install/maintain perimeter control (2), install/maintain construction entrance (2), sweep streets (1), stabilize exposed soils (2), contain liquid/solid wastes (2), repair erosion (1), remove discharged sediment (2), and maintain permanent BMPs (1).

6. STEWARDSHIP GRANT PROGRAM

A. Applications – See Consent Agenda

B. Budget Status Update

No comments.

7. PRESENTATIONS AND ACTION ITEMS

A. Stormwater Pollution Prevention Plan Annual Report

A staff member provided background information on the MS4 Permit and reporting process. The minimum control measures were reviewed. It was noted that as part of the MS4 Permit, there should also be an opportunity for the public to provide comments. A Manager stated that perhaps an insert could be put in utility bills as another method of communication. A staff member noted that had been done in the past, but many residents choose to not receive the paper utility bill and therefore that communication method was changed.

There were no comments from the public.

Motion: Manager Aichinger moved, Manager Swope seconded, to accept the 2019 MS4 Annual Report and authorize District Administrator to submit the report to the MPCA.

A roll call vote was performed:

President Ebensteiner	aye
Manager Aichinger	aye
Manager Swope	aye
Manager Skinner	aye
Manager Ward	aye

Motion carried unanimously.

B. Twin Lake Outlet Action

A staff member reported that five bids were received, with the lowest bidder being Rachel Contracting with a base bid of \$129,586.

Motion: Manager Swope moved, Manager Aichinger seconded, to accept the bids and award the Twin Lake Outlet project to Rachel Contracting and direct staff to prepare and mail the notice of award, prepare the agreements, and review the required submittals.

A roll call vote was performed:

Manager Swope	aye
President Ebensteiner	aye
Manager Aichinger	aye
Manager Ward	aye
Manager Skinner	aye

Motion carried unanimously.

C. Beltline Resiliency Study Accept Response to Comment/Finalize Report

A staff member noted that the suggested changes were made and stated that once the response to comments is approved, the responses would be provided to the commenters. It was noted that the report could also be finalized at this time. A Manager provided input on items that they would like to see follow up on.

Motion: Manager Aichinger moved, Manager Swope seconded, to accept the Beltline Resiliency Study response to comments and direct staff to append the response to comments to finalize the study report with the appended comments as discussed.

A roll call vote was performed:

Manager Swope	aye
President Ebensteiner	aye
Manager Aichinger	aye
Manager Ward	aye
Manager Skinner	aye

Motion carried unanimously.

D. Proposal for Non-Winter Water Movement

A Manager stated that following the discussion from the previous month, they developed a draft protocol that could be useful when the District is looking to move water in non-winter times as well as during the off season winter months. A staff member stated that this is good timing as staff intended to bring the pumping information back for review at the next meeting and confirmed that staff could review this draft and bring back thoughts and recommendations. A Manager commented that it would be helpful to have a visual element that identifies the homes that would have a potential of flooding.

8. ADMINISTRATOR'S REPORT

A. Meetings Attended

A staff member provided an update on recent meetings.

B. Upcoming Meetings and Dates

A staff member highlighted upcoming meetings.

C. COVID-19 District Update

A staff member reported that District operations have not changed a lot, noting that staff continues to work from home as much as possible. The back to the office plan is being developed, which includes cleaning strategies and the protocols that would be enacted if a staff member contracts COVID-19. A Manager commented that there could potentially be an uptick in the number of cases with recent activity and therefore cautioned the District on attempting to reopen too quickly. A Manager asked what would happen if a resident called into the District office. A staff member replied that currently calls go to voicemail and are returned by a staff member. A Manager commented that the guidance for public meetings is that people should continue virtual meetings for three months and asked if alternate sites have been reviewed that would have larger rooms when the Board returns to in person meetings. A staff member reviewed some options, noting that one option would be for only the Board and Administrator attend in person with the remainder of staff and visitors attending via Zoom. It was confirmed that the July meeting would be held via Zoom.

D. Future Board Workshop Planning

The Board and staff discussed upcoming Board workshops.

E. Ramsey County Public Meeting Update

Ramsey County Commissioner Frethem stated that the meeting will be held in a virtual format and provided some details on the meeting format and agenda.

9. PROJECT AND PROGRAM STATUS REPORTS

A. Ongoing Project and Program Updates

- i. Beltline Resiliency and Phalen Chain Water Level Studies
- ii. West Vadnais to South I-694 Conveyance Feasibility Study
- iii. Automated Lake Monitoring Systems
A Manager referenced the automated lake monitoring systems and asked when the public/Board would have access to the information. A staff member noted that staff is currently working to make that information available on the District website for viewing.
- iv. Wakefield Park/Frost Avenue Stormwater Project
- v. Targeted Retrofit Projects
- vi. Kohlman Permeable Weir Test System
- vii. Aldrich Arena Stormwater Project
A Manager commented that they drove by the Wakefield area and Aldrich Arena and noted that the plantings look great.
- viii. Keller Channel Weir and Phalen Outlet Resiliency Modifications
- ix. West Vadnais Lakes Outlet Lowering
A staff member commented that the West Vadnais Lake Outlet project will have contractors onsite beginning work the following day.
- x. Twin Lake Outlet
- xi. CIP Maintenance and Repair 2020 Project
- xii. Beltline/Battle Creek Tunnel Inspection
- xiii. Internal Load Management Discussion
- xiv. Wakefield Lake Internal Loading Study
- xv. Natural Resources Program
- xvi. Education Program

10. REPORTS OF MANAGERS

No additional comments.

11. ADJOURN

Motion: Manager Swope moved, Manager Skinner seconded, to adjourn the meeting at 8:13 p.m.

A roll call vote was performed:

President Ebensteiner	aye
Manager Skinner	aye
Manager Ward	aye
Manager Aichinger	aye
Manager Swope	aye

Motion carried unanimously.