

MWMO Board of Commissioners Meeting

May 8, 2007
2:30pm – 4:30pm

Location

Minneapolis Park and Recreation Board
2nd Floor Boardroom (up the stairs)
2117 West River Road
Minneapolis, MN 55411

DRAFT Agenda

(D) – Signifies Decision Item

- 1) Welcome, Introduction of Commissioners, and Roll Call
- 2) Approval of Agenda **(D)** Attachment 2
- 3) Approval of Minutes **(D)** Attachment 3
- 4) Open Public Input (Non-agenda items) Sign-in Sheet

Old Business

- 5) Consent Agenda Items**(D)** Attachment 5
Note: The Consent Agenda includes items that have been previously discussed and/or budgeted. If board members wish to discuss items further, any item can be added to the regular agenda with a motion. The board has previously requested that the following items be fine tuned by the staff, based on parameters established at previous meetings. At this time, they have been returned to the board for final approval.
 - a) Monitoring Contract with St. Anthony Falls Laboratory
 - b)
- 6) RFP Planning: DK **(D)** Attachment 6
- 7) Staff Updates
 - a) Set Date for “A View From the Big River” event: JW **(D)**
 - b) Outsourcing workload / Moving Space Study: DS
 - c) Hiring Outreach Assistant: DS
 - d) Commissioner training policy: DS

New Business

- 8) Study Proposal: Groundwater / Surfacewater Interaction: DK **(D)** Attachment 8
- 9) Social Indicators Project for Nonpoint Source Pollution Projects—Commissioner Eckman
- 10) Presentation
- 11) Adjourn

**Mississippi Watershed Management Organization's Third Generation Plan:
Selection of a Consultant Team**

Background:

On February 15th the Mississippi Watershed Management Organization (MWMO) posted a Request for Proposals on our website and sent requests directly to fifteen different planning entities. Seven consultant teams responded by the March 7th deadline. They were the following: 1) Barr Engineering and MMC, 2) Emmons & Olivier Resources and the Hoisington Koegler Group, 3) HDR Engineering, 4) Houston Engineering, 5) Mead & Hunt, 6) Wenck Associates and the Kestrel Design Group, and 7) WSB & Associates. The proposals ranged in cost from \$140,000 to \$330,000.

MWMO staff narrowed the seven initial proposals down to four based on the best combination of: qualifications of consultant staff, knowledge of watershed management organization, experience with watershed planning, and cost and quality of the proposal for the project. The four remaining applicants were interviewed by staff, and a final selection recommendation within the budget of this project is being provided today. We appreciate the strong response from all of the firms and believe they all are qualified to provide a range of water resource related services to the MWMO in the future.

MWMO staff is recommending the consultant team Emmons & Olivier Resources (EOR) and the Hoisington Koegler Group (HKgi) for the Mississippi Watershed Management Organization's Third Generation Plan rewrite. The EOR & HKgi team gives the MWMO an excellent combination of knowledge of the watershed management organization and our members, many years of experience in city, natural resource, and watershed planning and engineering, and reasonable cost for all phases of the project. More specifically, they provided the most complete range of services and best mix of experience relative to what the MWMO requested for this project. They stand out in their experience working with both watersheds and cities on their planning processes, as well as their experience with leading public involvement including media, outreach, and recruitment within the watershed's diverse populations.

Therefore, the MWMO staff recommends the Board approve the selection of Emmons & Olivier Resources (EOR) and the Hoisington Koegler Group (HKgi) for the rewriting of the Mississippi Watershed Management Organization's Third Generation Plan.

Recommended Motion:

The MWMO Board moves the development and signing of an agreement between the MWMO and Emmons & Olivier Resources (EOR) and the Hoisington Koegler Group (HKgi) for the rewriting of the Mississippi Watershed Management Organization's Third Generation Plan. The final dollar amount is not to exceed the amount set aside in the MWMO's final 2007 annual budget for planning.



ATTACHMENT 3

Mississippi Watershed
Management Organization

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Lauderdale, MN 55113

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www.mwmo.org

Draft Minutes for the Board of Commissioners Meeting March 13, 2007 2:30 p.m. – 4:30 p.m.

Meeting Location:

Lauderdale City Offices
1891 Walnut Street
Lauderdale, MN 55113

Commissioners in Attendance:

Jerry Faust, St Anthony; Diane Hofstede (Alternate, Minneapolis), Karlyn Eckman, St. Paul, Karen Gill-Gerbig, Lauderdale; and Scott Vreeland, MPRB

Staff and Guests:

Doug Snyder (MWMO), Kari Rolf (MWMO), Zhenya Stone (MWMO) Jenny Winkelman (MWMO), Nick Eoloff (MPRB), Lorin Hatch (CAC), and Patrick Kvidera (CAC)

Commissioner Faust called the meeting to order at 2:34 p.m.

Approval of Agenda

The Agenda was amended and approved, moving Jenny Winkelman's presentation to the end of the meeting.

Approval of Minutes

The minutes of the January 9, 2007 meeting were approved after two alterations: On page 6, paragraph 6, "viewed as" was inserted prior to the word "resources," per Commissioner Eckman's suggestion. CAC member, Lorin Hatch, asked that we remove the statements saying he worked on Highway 5 rerouting issues and was a volunteer with the Longfellow Community River Gorge Committee, as he had not performed in either of those functions.

Open Public Comment.

There were no public comments.

Old Business

Consent Agenda—Attachment 5

Commissioner Faust explained that a board member could pull any item from the consent agenda for further discussion. The agenda included:

5A Authorization for MWMO Historic Subwatershed Delineation Study

5B Authorization for MWMO Subsewershed Project

5C Authorization for Minneapolis Rainleader Disconnect: Resident Mini-grants

5D Authorization for the Application for Joint Research with the Minnehaha Creek Watershed District

The consent agenda was approved unanimously by the board as written.

Executive Committee Meeting—Attachment 6

Karen Gill-Gerbig read Attachment 6, the highlights of which included a positive performance review for the Executive Director, outsourcing some administrative functions, approving the search for new MWMO quarters, doing personnel reviews in the fall, and recommending the use of a consent agenda.

A brief discussion ensued about budgetary, planning, and staffing issues related to the Executive Committee Report. Commissioner Faust suggested that the MWMO look to contract with cities for HR functions. He suggested checking the League of Cities for investment and insurance information. Scott asked about budgetary concerns, and Doug stated that there is enough interest money for all changes. Commissioner Eckman suggested acquiring more office space than immediately needed because the organization is growing so rapidly.

It was decided that the recommendations were sound and that no motion was necessary for Doug to proceed in the investigation of outsourcing and finding office space.

Invigorating the Well

Scott Vreeland recommended the Heart of the Beast presentation, “Invigorating the Well.”

RFP Board Input

Discussion around the board’s becoming involved in the creation and evaluation of RFPs brought up the following points:

- Commissioner Faust stated that at St. Anthony, the City Council does not get involved with RFPs, and he believes that is true for other cities.

- Alternate Commissioner Hofstede felt that staff was more than competent enough to handle the issues.
- Commissioner Gill-Gerbig cautioned that being involved initially with the RFPs could create a problem if there was ever a disagreement between staff and a firm working with the staff; the appeals process could be compromised.
- Commissioner Eckman noted that all the commissioners wear many hats and therefore bring information and knowledge to the MWMO endeavors. The board should be prepared to share knowledge, but not as a manner of course. She asked that RFPs be sent to the board before being offered publicly, so the board can see if there are any strategic planning or policy issues.
- Scott asked Doug what was meant by citizen input in the RFPs. Doug agreed to send him Dan's schedule. Scott expressed the sentiments of the board when he stated, "Let the staff do all the hard work, and let us come in at the end."

The overall consensus was that, as a general rule, the board will not be involved in preliminary evaluations of RFPs but would be available as needed to offer individual expertise on relevant topics.

Amendment to Watershed Plan

Doug explained that the Board of Soil and Water Resources had approved the amendment to the Watershed Management Plan, and it was now coming back to the board for approval. This process will allow the MWMO to operate under the amended plan until the new plan is complete in 2 ½ to 3 years.

The board adopted the amendment to the Watershed Management Plan.

The plan will now be distributed to cities, agencies and our members.

Updates

Kari Oquist—St. Anthony Falls

Kari Oquist explained that the MWMO is working with monitoring in pipes and on the river. A protocol to obtain accurate flow information with currently available equipment is being developed. There will be a proposal made at the May meeting.

River monitoring is being done between the Twin Cities and St. Cloud, measuring five parameters. Reading will be done at the St. Anthony Labs. St. Anthony Labs, according to Doug, will work up costs, and then others, including the water supply people in both cities, the MET Council and the MWMO will work on multi-jurisdictional funding. The MWMO will also attempt to partner with federal agencies.

Commissioner Eckman mentioned that the MPCA will have a \$3-8 million dollar increase in funding shortly due to Clean Water Legacy funding. The contact person for information about what is available is Faye Sleeper.

Doug has already spoken with Bruce Wilson at the MPCA, who is interested in this project. Doc has some other names in mind and will pursue those possibilities.

Board members discussed educational opportunities on the river, and Kari said that it was difficult to actually place people near the river because of safety issues. Commissioner Vreeland suggested connecting them to the river via projects that involve visualizing water transported through the sewers. Testing could be done on rainwater that flows to the river, not actually in the river. Commissioner Gill-Gerbig followed up by suggesting that you start with the big picture and break it down. Alternate Commissioner Hofstede suggested using schools and libraries, like the library on the river in her district for informational demonstrations.

The board affirmed an interest in working with St. Anthony Laboratory and suggested that the MWMO partner with other agencies for funding.

Contracts

Several contracts were presented to the board for signatures. Commissioners Faust and Gill-Gerbig signed the following:

- Agreement #203-05 with CPED, City of Minneapolis
- Professional Services Agreement County Contract #A070021, MWMO #308-07-01
- City of Minneapolis Rainleader Disconnect Agreement #309-0000-07-01

Commissioner Eckman asked that the MWMO staff make sure the SEMI project goals are still inline with the MWMO goals before the contract is completed.

Commissioner Vreeland brought up the upcoming expiration of one of the Aqua Landings contracts. Doug Snyder commented that he has the authority to extend the contract for one year, but, after that, it must be returned to the board for approval. Commissioner Eckman questioned the contract review process, and Doug explained that the MWMO holds back contract funds until contractees prove that money has been spent per the terms of their contracts.

Outreach Assistant

Doug explained that the Outreach Assistant position would be part-time, 20 hours per week. The person hired would work with the Stewardship Fund and with Jenny for better coordination of neighborhood groups. Commissioner Eckman expressed strong support for hiring the assistant; Commissioner Faust asked if funds for the position were in the budget. Doug said that there was money, especially if some accumulated interest money could be used.

The board agreed to have Doug proceed to hire an Outreach Assistant.

New Business

Feasibility Studies—Attachment 10

- A. This proposal would study the feasibility of using a large-scale grid chamber to capture large particles as sediment flows through it.
- B. This study involves re-use of water from treatment facilities—using treated water to water grounds such as ballparks.

Commissioner Faust said that the City of St. Anthony set a goal this year to identify environmental priorities and recognize environmental impacts on the city. This would include: progress in environmental education, use of environmental BMPs, investigating single source polluters, and the management of rainwater. The city backwashes its filters, as do most major cities, and this water could be reused to water school grounds and other areas in the school district.

One of the things that the City of St. Anthony has already done to help with consumer education is to change the description of water usage. No longer presented in cubic feet, water usage will be displayed in gallons.

A discussion of boundaries followed Commissioner Faust's comments. Doug said that the MWMO needs to find out if the watershed breaks on property lines or if water flows our way, can we do a capital project to affect it? As it stands now, there is no issue spending money on diagnostics outside the watershed. Commissioners Faust and Vreeland affirmed that the results of our diagnostics could be used as BMPs statewide.

The board approved both diagnostic studies.

Green Roof Conference

There was a discussion about training for board members. Commissioner Faust stated that, as of now, there is no policy for training. The board directed Doug to check the League of Minnesota Cities and anything else relevant to fashion a policy concerning training for board members.

The board authorized Commissioner Vreeland and Alternate Commissioner Hofstede (if Commissioner Ostrow does not attend) and one commissioner from each jurisdiction to attend the Green Roof Conference. For discounts, the registration must be sent in through the MWMO Office.

Education and Outreach Presentation

Jenny Winkelman presented an overview of educational services funded or partially funded by the MWMO. She stressed the use of professionals in relevant disciplines and sees the MWMO expanding its programs, especially to the culturally diverse populations within the watershed. She stressed that we must seek creative and innovative ways to tell our message.

Commissioner Eckman suggested that the MWMO could partner with a group working with the Mekong River at the University of Minnesota. The group works with representatives from four Asian countries.

A discussion about water as a basic human necessity followed. Commissioner Faust mentioned a church project boycotting bottled water (protesting water as a commodity), and Alternate Commissioner Hofstede and Commissioner echoed the concept that access to water is not access to a commodity but a necessary human right.

CAC member, Patrick Kvidera, suggested to Jenny that neighborhood groups could use bullet concepts for local newsletters. Jenny said that she already had thirteen requests for such information.

Adjourn

The meeting was adjourned at 4:37 p.m.

Next Meeting

The next meeting will be held on May 8, 2007 at:

Minneapolis Park & Recreation Board Offices
2nd Floor Boardroom (up the stairs)
2117 West River Road
Minneapolis, MN 55411

**MWMO Board of Commissioners Meeting
Recorded Motions: March 13, 2007**

Motion to approve the agenda after moving the Education and Outreach presentation towards the end of the meeting.

Amended motion passed unanimously.

Moved: Commissioner Vreeland Second: Commissioner Eckman

Voting:

Aye - Hofstede Aye - Vreeland Aye - Faust
Aye - Gill-Gerbig Aye - Eckman

Motion to Approve the Minutes of the January 9, 2007 meeting, with amendments. Commissioner Eckman added the words “viewed as” after “Both Capitol Region and the MWMO would be” on page six, paragraph 6. CAC member, Lorin Hatch, said he did not participate in Highway 5 rerouting issues and was not on the Longfellow Community River Gorge Committee. Those references were removed.

The amended motion passed unanimously.

Moved: Commissioner Vreeland Second: Commissioner Eckman

Voting:

Aye - Hofstede Aye - Vreeland Aye - Faust
Aye - Gill-Gerbig Aye - Eckman

Motion: Whereas the board has previously discussed and budgeted for the projects below, the MWMO Board moves to authorize the projects and directs staff to work toward their completion:

- **Authorization for MWMO Historic Subwatershed Delineation Study**
- **Authorization for MWMO Subsewershed Project**
- **Authorization for Minneapolis Rainleader Disconnect: Resident Mini-grants**
- **Authorization for the Application for Joint Research with the Minnehaha Creek Watershed District**

The motion passed unanimously.

Moved: Commissioner Vreeland Second: Commissioner Gill-Gerbig

Voting:

Aye - Hofstede Aye - Vreeland Aye - Faust
Aye - Gill-Gerbig Aye - Eckman

Motion to adopt the amended MWMO's Water Management Plan:

Motion passed unanimously.

Moved: Commissioner Vreeland Second: Commissioner Eckman

Voting:

Aye - Hofstede	Aye - Vreeland	Aye - Ostrow
Aye - Gill-Gerbig	Aye - Eckman	

Motion to proceed with hiring an Outreach Assistant.

Motion passed unanimously.

Moved: Commissioner Eckman Second: Commissioner Vreeland

Voting:

Aye - Faust	Aye - Vreeland	Aye - Hofstede
Aye - Gill-Gerbig	Aye - Eckman	

Motion to approve feasibility studies to:

- **Construct in-line treatment systems stormwater improvements in the City of St. Anthony; WSB Project No. 00206-060, at a cost of \$15,300.**
- **Construct Stormwater reuse storage facility located at the City of St. Anthony City Hall / Central Park; WSB Project No. 00206-060, funding to be coordinated with the MWMO and the City of St. Anthony.**

Motion passed unanimously.

Moved: Commissioner Vreeland Second: Commissioner Eckman

Voting:

Aye - Faust	Aye - Vreeland	Aye - Hofstede
Aye - Gill-Gerbig	Aye - Eckman	

Motion to fund registration for one commissioner from each jurisdiction for the Green Roof Conference.

Motion for approval passed unanimously.

Moved: Commissioner Faust Second: Vreeland

Voting:

Aye - Faust	Aye - Vreeland	Aye - Hofstede
Aye - Gill-Gerbig	Aye - Eckman	

Motion to adjourn the meeting.

Motion passed unanimously.

Moved: Commissioner Gill-Gerbig Second: Commissioner Eckman

Voting:

Aye - Faust	Aye - Vreeland	Aye - Hofstede
Aye - Gill-Gerbig	Aye - Eckman	

Stormwater Outfall Monitoring Assessment

Problem Summary:

Over the last two years, the MWMO has experienced difficulty monitoring stormwater quantity and quality at stormsewer outfalls. Due to the confined space of stormsewer pipes, MWMO staff are unable to enter stormsewers during rain events to manually verify flow data collected by the automated flow meter. The demanding conditions of large rainfall events have caused failure of costly equipment, and measurement validity is suspect due to pipe pressurization issues and tailwater effects imposed by the river itself.

Few stormwater monitoring programs as ambitious as the MWMO's exist, and stormwater monitoring protocols have not been developed for the varied conditions experienced by MWMO staff. Therefore, the MWMO plans to develop monitoring protocols for a wide variety of stormwater quality and flow-related parameters. These protocols are essential for collecting sound scientific data. In addition, the MWMO plans to access sites remotely to determine if samples have been collected and to assess instrument functionality. This will allow for more cost-effective use of staff time. The MWMO has also encountered database limitations with the large amounts of data collected from automated monitoring sites, and a new database is needed to provide a sufficient platform for data analysis.

As a result of a number of meetings in January and February 2007 between MWMO and St. Anthony Falls Lab (SAFL) personnel, it became clear that the efforts of MWMO could be facilitated by the many years of experience in the area of water resource engineering possessed by SAFL. SAFL personnel have worked on various stormsewer monitoring for MNDOT and they maintain a number of automated, remotely accessed monitoring stations across the state. They have extensive database and data management skills that can greatly benefit the MWMO.

Expected Results:

SAFL will provide monitoring protocols and instrumentation design to ensure high quality, verifiable data. Monitoring protocols will be site-specific but repeatable in similar urban centers, both nationally and internationally. In addition, SAFL will create a data archiving and data access system capable of ensuring data integrity and security providing easy access to data. Data will be available real-time to MWMO staff and to those whom MWMO has granted security codes.

Budgeted Activities: \$37,773

- 1) Site reconnaissance;
- 2) Instrumentation and communication network design;
- 3) Instrumentation final wiring and datalogger programming;
- 4) System integration and final setup of remote access;
- 5) Report that includes: site specific design protocol, monitoring protocol, and applicability to other urban centers;
- 6) Design and implement data archiving/database system; and
- 7) Design and implement web-based application to access database.

Ongoing Tasks:

- 1) Data maintenance: \$1,287/month

Real-time Instrumentation Costs: \$15,825

Total One-time Budget: \$53,598

Yearly Database Management Budget: \$15,444

(to be included in monitoring program budget in future years)

Costs Not Included:

- 1) Installation of equipment: to be performed by MWMO staff;
- 2) Monitoring equipment costs: included in monitoring program budget; and
- 3) Site specific engineering design: to be contracted if needed.

Groundwater and Surface Water Interactions Study

Background:

We will be releasing a Request for Qualifications for a study to define the characteristics of groundwater and groundwater - surface water interactions in the watershed. This study will start with a review and compilation of existing studies and information followed by a GIS analysis that will aid the watershed in identifying management issues related to redevelopment and infiltration watershed wide. The study cost will be within the MWMO's 2007 Assessment's budget and will likely range from \$80,000 - \$150,000, depending on additional deliverables that may be identified following our discussions with consultants. Below is an initial list of thoughts to be included in the development of the project.

Expected Results:

Develop interactive mapping that the members and MWMO can use to create standards for land use redevelopment and resource management implementation.

Information Gathering / GIS Mapping:

- Work with DNR, MPCA, Member organizations, Hennepin County and Ramsey County to gather existing information, studies and assessments;
- Develop soils and confining layer GIS coverages;
- Determine the need for additional monitoring wells for groundwater in watershed;
- Identify and map recharge and discharge areas (including Mississippi River bottom and its banks);
- Identify and map local surficial groundwater issues (homeowners / businesses): flows and pooling saturated areas (indicators: vegetation, basement flooding, settling and cracking foundations and roads);
- Identify and map known and potential contaminated soil and groundwater sites, plume characteristics, travel times, source of contamination, type of contamination, impacts on site use and water use, proximity to off-site areas with high contact human uses and surface waters; and
- Field study verification as needed to confirm data collection.

GIS Analysis:

- Analyze data sets to inform redevelopment and water resource protection and management;
- Use model techniques to identify future issues resulting from reduced or increased groundwater inflows and withdrawals; and
- Identify baseflow expectations in the Mississippi River during drought and high withdrawal periods.

Recommended Motion:

Move to authorize staff to release a Request for Qualifications, and a Request for Proposals to the qualified firms, for a study of the characteristics of groundwater and groundwater - surface water interactions in the watershed. The staff is to bring a recommendation to the MWMO Board for approval.