



Mississippi Watershed Management Organization
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Telephone 651-287-0948
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DRAFT AGENDA
ATTACHMENT 2

MWMO Board of Commissioners Meeting
November 13, 2007
2:30pm – 4:30pm

Location

Board Room
City of St. Anthony
3301 Silver Lake Road
St. Anthony, MN 55418-1699

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) 2008 Budget Approval (D): DS Attachment 5
6) RFQ for Space Needs Project Manager: DS Attachment 6
7) Joint Grant Program (MCWD) (D) Attachment 7
8) Staff Updates
a) TMDL
b) Stewardship Fund Attachment 8
c) Third Generation Watershed Management Plan
d) Education Program
9) John Bilotta, View from the River Wrap-up
10) Set January Meeting Date
11) Adjourn Regular Meeting



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**Final Minutes for the Board of Commissioners Meeting  
November 13, 2007  
2:30 p.m. – 4:30 p.m.**

**Meeting Location:**

City of St. Anthony  
Council Chambers  
3301 Silver Lake Road  
St. Anthony, MN 55418-1699

**Commissioners in Attendance:**

Jerry Faust, St Anthony; Karlyn Eckman, St. Paul; Karen Gill-Gerbig, Lauderdale; Scott Vreeland, MPRB; and Paul Ostrow, Minneapolis (3:15 p.m.)

**Staff and Guests:**

Doug Snyder (MWMO), Kari Oquist (MWMO), Zhenya Stone (MWMO), Jenny Winkelman (MWMO), Dan Kalmon (MWMO), Brian Jastram (MWMO) Rachel Ramadhyan (MWMO), Lorin Hatch (CAC), Todd Hubner (WSB), John Bilotta (NEMO)

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Commissioner Faust called the meeting to order at 2:30 p.m.

**Approval of Agenda**

The Agenda was approved, but the board agreed to wait to discuss the 2008 Budget until Paul Ostrow arrived.

**Approval of Minutes**

The minutes of the September 11, 2007 minutes were approved as written.

**Open Public Comment.**

There was no open public input.

**Old Business**

**Staff Updates**

Doug Snyder

Doug Snyder said that he will have an RFQ prepared soon to let out for qualified candidates interested in performing as project manager in the MWMO's search for and design of new office space. The RFQ will be due in December, the MWMO will hold interviews in early January, 2008, and the MWMO will actually hire someone by the middle of January. The MWMO is seeking a Project Team who has experience designing and commissioning green buildings and

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designing, engineering, and installing water resource and energy practices. The MWMO would like any new project to meet LEED, B3, or similar standards; board members agreed and said they wanted a project that could be used as an example.

Commissioner Faust stated that a Project Manager provides continuity when dealing with renovation or new space issues. He suggested that staff bring the top three candidates to the board after the interview process.

Commissioner Eckman suggested that the MWMO contact the Cold Climate Center at the University of Minnesota for information about skilled people and building innovations.

### Joint Grant Program

Snyder met with Eric Evenson of the Minnehaha Creek Watershed District and reviewed the 15 letters of interest submitted to the MWMO for funding. Some proposals were incomplete, and others did not suit our parameters, such as the ability to apply the project in the metro area or using leveraged moneys. Requests for full proposals will be solicited for seven proposals. These include submissions from: Abraham, Arnold, Irwin, Jacobson, two from Lenhart, and Mohseni. These funding requests total approximately \$700,000, so only three to four can be chosen.

Next steps include: notifying applicants to submit full proposals, appointing a selection committee (both Snyder and Evenson will serve on that committee), selecting final proposals and presenting the choices at the January board meeting. The board voted to move forward with notification and choosing a selection committee.

### Monitoring

There are two new TMDL projects that involve the Mississippi River. Fecal coliform monitoring above and below the falls will change to *E. coli* monitoring. There will be a meeting with project managers next week. MWMO will be a partner in that monitoring. These new approaches should be included in the MWMO's planning processes. At the March board meeting, Barb Peichel, MPCA has offered to present the scope of the TMDL.

After receiving questions from the board, Oquist explained that a good methodology for monitoring a river as large as the Mississippi has not yet been developed. Commissioner Gill-Gerbig asked about the process for identifying TMDLs; Snyder responded by saying that a process can be identified within our plan for any issue. Then, if the plan is approved, the process is established.

Snyder noted TMDL implementation is complex and not yet determined; for example, the City of Minneapolis has four watershed districts and over 300 outlets. Will we have to monitor each outlet? Will we instead use modeling? Jurisdictional boundaries are an issue; no one yet knows what will happen. The TMDL will identify sources for impairment. What follows is uncertain.

A discussion on the complexities of different types of water impairment followed.

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According to Snyder, the permitting process is related to impairment. Non-degradation standards basically say that you cannot make the water more impaired. In the future, permits may require water improvement.

Oquist stated that Loring Pond is *E. coli* impaired, but will not appear on the impairment list until 2010.

### Retooling of the Stewardship Fund

Rachel Ramadhyani explained a chart that laid out a schedule for funding rounds. She thought it best to follow the same schedule every year; the first round could be scaled down. With limited staff resources, it would not be the best plan to overlap contracting and activities in the middle of the year.

A discussion then followed on proposed revisions in the Stewardship Fund. Commissioner Vreeland objected to forty-nine pages of detailed control for small grants, often provided to grass roots groups. Eckman concurred. Gill-Gerbig suggested adding a third tier to the program to accommodate small groups. Commissioner Ostrow asked how the Stewardship Fund fit in with the Education Program. He suggested that the MWMO look at the educational value of creating awareness by using small groups; a lot of entities exist who could help the MWMO with its educational goals.

Jenny Winkelman explained differences between the Stewardship Fund, which reacts to outside proposals, and Education programs, which strategically works towards specific objectives. The Stewardship Fund has been an excellent way to initiate and develop new activities that later become a part of the Education Program. Workload is an ongoing challenge for sustaining successful efforts; we need to develop leadership and capacity within the watershed. Managing small grants is worthwhile but time consuming for staff and still needs quality control.

Ostrow suggested that educational goals and the Stewardship Fund integrate between now and January in order to energize other larger organizations who have staff to support a third tier.

Vreeland commented that, under the new rules, he believes innovation and flexibility would be lost. The best ideas need to be eligible for grants. Faust thought there was too much reading involved in the new approach; brevity is the key. Ostrow stated that he would like two commissioners to work with Snyder, Ramadhyani and Winkelman to review the issues and report back in January. Eckman and Vreeland offered to participate in this discussion.

### Budget

At the last meeting, Snyder explained, there was money in the Greening Administrative Budget. Some Greening money has moved to the Minneapolis Water Quality Model on top of the Water Quantity model. Some has moved to the Joint Research Grant.

The Educational Program has increased to \$225,000. There will be adjustments in the salary area, as we are either hiring a full-time second education person in April and an intern or

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education outreach person. The Stewardship Fund is fully funded, and we are planning to continue what we have in place.

As for projects, the MPRB has asked for \$850,000 for two projects. The Saint Anthony reuse project is 1.2 million dollars. A special demonstration (beyond what is required) is being created. Rice Creek is also looking at this project and allowing leeway on a permit as a unique way to deal with stormwater and reduce the cost. The county will also not have to put in a retaining wall, so the county may transfer a portion of the saving to the project in lieu of spending money on wall construction..

We are also including \$350,000 first funding for a building to get us through the first year.

The WBS is applying for Clean Water Legacy Act funds for the project. This is a competitive grant.

When asked how much money the MWMO had in the bank, Snyder replied, “Near \$13 million, but Heritage Park will claim 5.2 million and SEMI will take \$2 million out the door.” He also added that interest produces approximately \$70,000 per month.

Ostrow questioned whether the board should create a policy concerning interest; Vreeland thought the MWMO needs a policy on how to spend interest. Snyder stated that he had been meeting with a financial planner to see what services are available. He feels the organization needs to create a financial plan; Ostrow was in accord with that concept. Faust concurred and said a plan was needed to effectively leverage moneys. Snyder stated that Ehlers, who also works with Capitol Region, seemed capable. A plan to grow the organization, including staff, is needed, according to Eckman.

Snyder is meeting with Sarah Noah to go over the handbook to remove unnecessary items and discuss how our structure needs to change to add new staff.

When discussing altering the budget, Snyder stated that after sending information to the counties in September, there is a letter that says watersheds do have the ability to go up or down in levy requests. Faust suggested finding a copy of that letter and believes that a 2% increase is judicious.

The board voted to approve the budget.

#### Dan Kalmon—The Third Generation Watershed Management Plan

Kalmon explained that we are in the “issues phase” of the plan – i.e. holding public meetings. Two more are coming up. We are also composing a Stakeholders Advisory Committee. More information will be provided to the board later concerning this portion of the plan.

A web ID tool has been created; it is on the website. Faust wanted to know if it had an effective search engine, and Dan said that it did and encouraged all board members to look at it.

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### Education

The MWMO will sponsor a workshop on Best Winter Practices for Snow and Ice Removal on December 13, 2007 at St. Anthony City Hall. This workshop will target the audience that manages snow on sidewalks and parking lots including private contractors, property managers and city staff (brochure distributed).

MWMO is working with the Community Design Center, the National Park Service and the Minneapolis Park and Recreation Board to develop a youth conservation corps. Funding is being sought from the legislature.

The MWMO multimedia kiosk about watersheds was in St. Anthony's City Hall in October and is now at Lauderdale City Hall. It will be at the library in District 12 (St. Paul) in December.

### View from the Big River Wrap-up

John Bilotta asked the commissioners and CAC members who attended the event to articulate key points they remembered two months later. Bilotta and Jenny Winkelman summarized the event activity and presented results of participants' evaluations. All of the intended outcomes were met, and the event was considered very successful

Faust felt the program should be expanded to legislators, and Vreeland felt that we should get MWMO information to vendors, since they spend so much time on the river. Plans to duplicate this event and develop additional activities for the same audience will be discussed at a later meeting.

### Next Meeting

The board agreed to hold the next board meeting on January 8, 2008. Meetings for the rest of the year will be set at that time.

### **Adjourn**

The meeting was adjourned at 4:50 p.m.

### **Next Meeting**

The next regular board meeting will be held on January 8, 2008 at:  
City of St. Anthony  
Council Chambers  
3301 Silver Lake Road  
St. Anthony, MN 55418-1699

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

**Motion to approve the agenda**

Motion passed unanimously.

**Moved: Commissioner Eckman    Second: Commissioner Gill-Gerbig**

**Voting:**

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

**Motion to approve the minutes.**

Motion passed unanimously.

**Moved: Commissioner Eckman    Second: Commissioner Faust**

**Voting:**

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

**Motion to approve the 2008 Budget as recommended and directs staff to submit it to Hennepin and Ramsey Counties Auditors:**

Motion passed unanimously.

**Moved: Commissioner Faust    Second: Commissioner Eckman**

**Voting:**

Aye - Ostrow	Aye - Vreeland	Aye - Faust
Aye - Gill-Gerbig	Aye - Eckman	

**Motion to approve the selection and recommendations of staff and directs staff to request full proposals. In addition, the staff will create a review committee (5 – 9 members) to review the full proposals. Review Committee members will be approved at the January MWMO/MCWD Board Meetings**

The motion passed unanimously.

**Moved: Commissioner Vreeland    Second: Commissioner Eckman**

**Voting:**

Aye - Ostrow	Aye - Vreeland	Aye - Faust
Aye - Gill-Gerbig	Aye - Eckman	

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**Motion to adjourn.**

Motion passed unanimously.

**Moved: Commissioner Faust      Second: Commissioner Gill-Gerbig**

**Voting:**

Aye - Ostrow

Aye - Vreeland

Aye - Faust

Aye - Gill-Gerbig

Aye - Eckman

**Budget 2008**

2007.11.13

**Levy Limit set at September 2007 MWMO Board Meeting****Final Budget set at the November 2007 MWMO Board Meeting**

Approval of the budget does not constitute approval of individual projects. Funds will be encumbered to a project only after an agreement between the MWMO and the Lead Agency describing the specific scope of work is completed.

<b>2008 Budget</b>	<b>Total</b>
<b>Projects</b>	\$ 2,350,000
<b>Programs</b>	\$ 1,290,000
<b>Administration</b>	\$ 720,000
<b>Subtotal Budget</b>	<b>\$ 4,360,000</b>
<b>Contingency 2% (Uncollected Levy)</b>	\$ 90,000
<b>Total Budget</b>	<b>\$ 4,450,000</b>

<b>Projects</b>	<b>\$ 2,350,000</b>
Mississippi River Gorge Stabilization Ford Dam to Washington Ave Bridge	\$ 500,000
St Anthony Reuse	\$ 1,200,000
Mpls Public Works Bldg BMP	\$ 300,000
MWMO Building	\$ 350,000

<b>Programs</b>	<b>\$ 1,290,000</b>
Water Conservation	\$ 50,000
Education/Information Nonpoint Source Pollution Program	\$ 225,000
Stewardship Grant Fund	\$ -
Planning	\$ 65,000
Watershed Assessments (Research, Hydrologic and Hydraulic Studies)	\$ 575,000
Monitoring	\$ 225,000
Greening	\$ -
Land Acquisition	\$ -
Program Support / Consultants	\$ 150,000

<b>Administration</b>	<b>\$ 720,000</b>
Staff Salary and Benefits	\$ 500,000
Commissioner Expenses	\$ 15,000
Rent, Office Administration, Equipment, and Supplies	\$ 130,000
Service Providers - Legal, Engineering, IT, HR, Auditor, Accounting	\$ 75,000
Operating Reserve	\$ -