



Capitol Region Watershed District

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Draft

Citizen Advisory Committee Meeting Wednesday, October 8, 2014 – 7:00 p.m.

CAC Members Present:

Gwen Willems
Bill Barton
Richard Weil
Kathryn Swanson
Michelle Ulrich

Others Present:

Mark Doneux, CRWD
Michelle Sylvander, CRWD
Lindsay VanPatten, CRWD
Shirley Reider, Board Manager

Members absent:

David Arbeit, w/notice
Ted McCaslin, w/notice
Steve Duerre, w/notice
Mike MacDonald, w/notice
Pat Byrne

Welcome, Announcements, and Updates

Ms. Gwen Willems opened the meeting at 7:05 p.m. with a request for any announcements.

Ms. Reider announced that the Saints Stadium was featured on News 11 and is 60 percent complete.

Ms. Willems gave an update on the Moos Family Speaker, Dr. Jay Famiglietti held on September 18th. Ms. Willems thanked Mr. Barton, Ms. Swanson, and Mr. Weil for their help at the recruitment table.

Public Comments

No public comments.

Approval of Agenda

Ms. Willems asked for any additions or changes to the Agenda. No additions or changes were made.

CAC 14-072 Motion: *To approve the CAC October 8, 2014, agenda.*

Weil/Swanson
Unanimously approved

Approval of the September 10, 2014 CAC Minutes

Ms. Willems requested any changes or corrections to the minutes. No changes were made.

CAC 14-073 Motion: *To approve the CAC September 10, 2014 CAC Minutes.*

Swanson/Weil
Unanimously approved

District Initiatives

A) 2015 Special Grants Review Committee (Zwontizer)

Administrator Donuex gave an update on the 2015 special grants review committee in place of Mr. Zwontizer. For the past several years the District has budgeted funds for budget fund 440 Special Projects and Grants. The District typically sets a preliminary budget amount and then solicits applications for projects to fund. Applications for 2015 Special Grant funds are due October 10, 2014. At the October 1, 2014 the Board meeting, two managers were appointed to the 2015 Special Grants Committee.

Grant applications will need to be reviewed by a committee consisting of staff, Board of Managers, and CAC members. Two review meetings will be scheduled. The first meeting will take place in mid-late October and will be an initial review of applications. This review will provide an opportunity to begin ranking applications and identify questions about specific proposals. Staff will then work with the grant applicants to respond to those questions. Responses to any questions will be reviewed at the meeting in early November. It is anticipated that the Board will take action on Special Grant funding at the November 19th Board meeting.

CAC 14-074 Motion: *CAC members Richard Weil & Gwen Willems to serve on the Special Grants committee.*

Swanson/Weil
Unanimously approved

B) 2015 Partner Grants Review Committee (VanPatten)

Ms. VanPatten reviewed that in 2013, CRWD hired HDR, Inc. to develop the 2014-2015 Education Plan which was presented to CRWD's Board at the September 4, 2013 meeting. Staff used this plan as a guide to evaluate 2014 Partner Grant applications with the 2014 Partner Grant Review Committee. At the October 1, 2014 Board meeting, the Board approved the RFP and solicitation list for 2015 Partner Grants and two Board Managers were appointed to the 2015 Partner Grants Review Committee.

Partner Grants applications will be reviewed by the 2015 Partner Grant Review Committee in November. Recommendations of the committee will be presented to the Board at the December 3, 2014 Board meeting. Board requests, that two CAC members be appointed to the 2015 Partner Grants Review Committee.

Timeline for 2015 CRWD Partner Grants:

- October 2, 2014 – Distribute grant application to solicitation list, District planning councils, CRWD media list and email list.
- November 7, 2014 – Grant proposals due.
- Week of November 17, 2014 – Grant committee meets to discuss proposals and make recommendations to CRWD Board.
- December 3, 2014 – CRWD Board approves committee recommendations.
- December 4, 2014 – Staff notifies successful grantees and sends grant agreement.

CAC 14-075 Motion: *CAC members Michelle Ulrich & Katheryn Swanson to serve on the 2015 Partner Grants committee*

“Our mission is to protect, manage, and improve the water resources of the Capitol Region Watershed District.”

Swanson/Weil
Unanimously approved

CAC Initiatives

A) Watershed Steward Awards Program Update

Members discussed locations and ways to promote the Watershed Steward Awards Programs. Ms. VanPatten will distribute the program information to the newsletter list.

B) CAC Recruitment Update

The members reviewed a flyer. Members of the CAC felt a map highlighting where current members live within the watershed district would be beneficial for recruitment efforts.

C) Recap of September 18th Freshwater Society Event with Dr. Jay Famiglietti

Administrator Doneux reviewed the event from September 18, 2014. CRWD partnered with Freshwater Society. Barr Engineering also co-sponsored the event. CRWD had two tables at the event. One table was for the CAC to use for recruitment from 6:00 pm – 7:00 pm. The other table was for CRWD educational displays. Ms. Willems thanked Ms. Kathryn Swanson, Mr. Bill Barton, and Mr. Richard Weil for their help at the recruitment table. Ms. Willems also thanked Administrator Doneux. Administrator Doneux requested feedback on the event. Members felt the cost to sponsor the event was rather high. The event was well attended and created great exposure for the watershed district. A copy of the registration list will be requested to follow up for prospective CAC members.

CAC 14-076 Motion: *Encourage the Board of Managers to support an event in 2015.*

Barton/Weil
Unanimously approved

Project and Program Updates

Administrator Doneux gave an update on the Curtiss Pond Improvement Project. In the northeast corner some questionable soil was found. The soil is being tested to determine the proper way to handle. A utility line was found in the pond and caused a slight delay. A project camera has been placed on the site to help monitor the project.

Administrator Doneux provided an update on the Highland Ravine Stabilization project. The project has had a number of challenges including a late start and extremely wet conditions.

CAC Observer Update

Ms. Reider shared an update on the Eustis Street Stormwater Improvement Project. Soil samples are being collected. Barr is preparing concepts plans for this project.

Discussion –

A) **New & Old Issues**

“Our mission is to protect, manage, and improve the water resources of the Capitol Region Watershed District.”

Administrator Doneux gave an update on the 2015 budget. The City of St. Paul has provided some feedback.

B) Identify CAC Observer for the October 15th and November 5th Board of Managers Meetings.

No members were identified.

C) November 12th CAC Agenda Overview

Administrator Doneux reviewed the November 12, 2014 meeting agenda. Ms. Elizabeth Beckman will provide an RSVP update in November. A fish survey may be moved to the December meeting.

D) 2014 Meeting Schedule

Adjourn –

CAC 14-077 Motion: *To adjourn.*

Weil/Swanson

Unanimously approved

The meeting was adjourned at 8:50 PM.

Respectfully submitted,

Michelle Sylvander

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