



Capitol Region Watershed District

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Approved

Regular Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, May 16, 2018, 6:00 p.m.** at the office of CRWD, 1410 Energy Park Drive, Suite 4, St. Paul, Minnesota.

REGULAR MEETING MINUTES

I. A) Call to Order of Regular Meeting (*President Joe Collins*)

Managers

Joe Collins
Seitu Jones
Shirley Reider
Rick Sanders
Mary Texer

Staff Present

Mark Doneux, CRWD
Anna Eleria, CRWD
Forrest Kelley, CRWD
Michelle Sylvander, CRWD
Attorney James Mogen,
Ramsey County

Public Attendees

Pat Cavanaugh, CAC

B) Review, Amendments and Approval of the Agenda

President Collins asked for any additions or changes to the agenda.

Motion 18-077: *Approve the Agenda of May 16, 2018.*

Jones/Reider
Unanimously Approved

II. Public Comment – For Items not on the Agenda

No Comments were made.

III. Permit Applications and Program Updates

A) Permit #16-026 St. Anthony Park Elementary (Kelley)

Mr. Kelley reviewed permit #16-026. St. Anthony Park Elementary. The applicant, Saint Paul Public Schools, is redesigning and expanding the elementary school entrance. The applicable rules are Stormwater Management (Rule C), Flood Control (Rule D), and Erosion and Sediment Control (Rule F). The disturbed area of this project is 1.18 acres with 1.02 acres impervious surface.

Motion 18-078: *Approve Withdrawal of 743 Cubic Feet from the St. Paul Public Schools Volume Reduction Bank.*

Reider/Texer
Unanimously Approved

Motion 18-079: *Approve permit#16-026 St. Anthony Park Elementary with two conditions:*

1. *Provide documentation of agreement with St. Paul Parks Department to direct stormwater to Langford Park.*
2. *Revise plans to address the following:*
 - a. *Provide inlet protection for the following:*
 - i. *Four inlets near north site construction entrance at intersection of Knapp Street and Knapp Place.*
 - ii. *Two inlets near the south site construction entrance on Gordon Avenue.*
 - b. *Add note to plans stating that pervious areas will be depressed a minimum of 2 inches below the impervious areas to ensure stormwater runoff will filter through the soils and not directly runoff the site to the streets.*

Reider/Texer

Unanimously Approved

B) Permit #18-009 Seal Island at Como Zoo (Hosch)

Ms. Hosch reviewed permit #18-009 Seal Island at Como Zoo. The applicant, Como Zoo, is constructing a new Seal and Sea Lion Exhibit. The applicable rules are Stormwater Management (Rule C), Flood Control (Rule D), and Erosion and Sediment Control (Rule F). The disturbed area of this project is 1.92 acres with 1.47 acres impervious surface.

Ms. Hosch explained that Como Zoo plans to contribute funds to the stormwater impact fund. Attorney Mogen added that the terms of this permit are being satisfied with the conditions.

Motion 18-080: *Approve permit #18-009 Seal Island at Como Zoo with three conditions:*

1. *Provide paving plan that quantifies total new/reconstructed impervious surfaces. Current analysis assumes all impervious area within proposed disturbed subcatchments is new/reconstructed and is subject to CRWD Rule C.*
2. *Contribute \$58,800 ($\$40,000 * 1.47$ impervious acres) to Stormwater Impact Fund.*
3. *Revise HydroCAD to address the following:*
 - a. *Calculate times of concentration based on site conditions or justify the “direct entry” value indicated in the model.*
 - b. *Use MSE 24-hr Storm Curve 3 rainfall distribution.*

Reider/Texer

Unanimously Approved

IV. Special Reports – Como Park Feasibility Study and BMP Engineering (Zwonitzer)

Mr. Zwonitzer reviewed that CRWD has been working with the City of Saint Paul to develop a stormwater master plan for Como Regional Park, which identified several potential regional BMP sites. In 2016 CRWD was awarded a \$1.76 million grant through BWSR’s Targeted Watershed Program (TWP) for work in the Como and McCarrons subwatersheds through 2020. CRWD partnered with the City to conduct a feasibility study to investigate potential regional BMP sites that would provide treatment for large drainage areas and possibly be a part of planned park improvements.

Mr. Zwonitzer provided the board with a review of the feasibility goals and potential sites. Engineering is anticipated to be done in 2018. Construction will be ready to begin in 2019.

The feasibility report is currently being reviewed by the City of St. Paul and CRWD. Houston Engineering completed a desktop analysis, field investigations, project concept development, water quality modeling and cost estimates for 12 BMP configurations within Como Park. Several projects identified achieve the goal of treating the 1.1” rainfall volume for portions of Como Park. These projects will make significant progress towards meeting the TWP grant goal of 100 pounds of phosphorus reduction for the Como Subwatershed.

Motion 18-081: *Accept the Como Park BMP Feasibility Study, subject to final revisions.*

Jones/Reider
Unanimously Approved

Motion 18-082: *Approve HEI as the consultant for the Como Regional Park BMPs Engineering and authorize the Administrator to execute an agreement not to exceed \$99,559 and any amendments to the agreement up to \$10,000.*

Reider/Texer
Unanimously Approved

V. Action Items

A) AR: Approve Minutes of the May 2, 2018 Regular Meeting (Sylvander).

Motion 18-083: *Approve Minutes of the May 2, 2018 Regular Meeting.*

Reider/Jones
Unanimously approved

B) AR: Approve Accounts Payable/Receivables for April 2018 (Sylvander)

Motion 18-084: *Approve April 2018 Accounts Payable/Receivable and April Budget Report, direct Treasure and Board President to endorse and disperse checks for these payments.*

Administrator Doneux reviewed the projected payments to JE Dunn for the new building construction.

Reider/Sanders
Unanimously approved

C) AR: Approve Mississippi River Art Proposal (Eleria)

Ms. Eleria provided a review that CRWD staff and Christine Baeumler, CRWD’s watershed-in-resident artist, have been exploring opportunities for integrating art into CRWD’s new office. CRWD staff propose hiring Tamsie Ringler, a public metal artist and University of Minnesota faculty member, to create a hanging iron sculpture of the entire Mississippi River for CRWD’s new office. The piece will be called the River of Iron and hang on the center partition wall in the lobby. The casting of the iron sculpture could be performed in a fall 2018 event at the new office site. Manager Jones highly recommended an event corresponding with the pouring of the iron artwork. A larger version of this piece was created in 2015 and is now part of the permanent collection at the Weisman Museum in Minneapolis. Manager Jones complemented the staff for researching the art elements.

Motion 18-085: *Approve Mississippi River Art Proposal from Tamsie Ringler in an amount not to exceed \$28,440 and authorize the Administrator to execute an agreement.*

Jones/Texer
Unanimously approved

D) AR: Approve TBI Easement Acquisition Services Proposal (Eleria)

Ms. Eleria reviewed that in April, 2017 CRWD's Board of Managers approved SRF Consulting Group as the TBI easement acquisition agent. SRF Consulting Group has prepared a proposal for TBI easement acquisition services. The scope of services includes notifications, field title investigation meetings and negotiations with affected property owners, recording of easement documents and project coordination with CRWD and Ramsey County Attorney's Office. Ms. Eleria shared that staff does not anticipate the work completed for all 17 parcels in 2018 therefore, we may not exceed the 2018 project budget. If the project budget is nearing exceedance, staff will seek a project budget amendment from the Board. Ms. Eleria reviewed the anticipated professional services budget of the TBI Easement Project with the Board.

Motion 18-086: *Approve the TBI Easement Acquisition Agent Proposal from SRF Consulting Group and authorize the Administrator to execute a consultant services agreement with SRF Consulting Group for an amount not to exceed \$48,898 and any amendments to the agreement up to \$4,900.*

Reider/Sanders
Unanimously approved

VI. Unfinished Business

A) Building Update (Doneux)

Administrator Doneux reviewed some unforeseen construction issues. Administrator Doneux reviewed the issues regarding the roof decking, parapet and window wall foundation. Upon discussion, the Managers agreed that the appropriate course of action was to replace the roof decking. Administrator Doneux also shared that the garage door openings on east side, have no footings beneath the slab and JE Dunn is working on a solution to build footings. CRWD has a \$200,000 contingency for the project and Administrator Doneux stated the change orders are within the contingency. A ground-breaking ceremony will be held on Tuesday, May 22, 2018.

B) History Study Update (Doneux)

Ms. Cavanaugh provided an update the history study of CRWD. Ms. Cavanaugh explained how study is shifting from memories and stories to facts and documentation. Ms. Cavanaugh anticipates starting in June. Nancy O'Brien Wagner from the Blue Stem Heritage group will contribute input for the study. Ms. Cavanaugh would like to return and provide an update. The Board thanked Ms. Cavanaugh

C) Strategic Plan Update (Doneux)

Administrator Doneux reviewed that the staff have met with Barb Deming from the State of Minnesota Management Analysis Development Division. Ms. Deming completed the 2008 strategic plan for CRWD. Staff are reviewing the proposal and will have Ms. Deming attend a Board meeting in June.

D) BWSR Biennial budget Request Update (Fossum)

Administrator Doneux reviewed that the Board of Water and Soil Resources (BWSR) issues grants to local units of government. These appropriations primarily include General Funds and Clean Water Funds. The purpose of BWSR Biennial Budget Request (BBR) is to provide information to BWSR about the scope and scale of future funding needs from local units of government.

No action was taken.

E) CHS Field Update (Zwonitzer)

Mr. Zwonitzer provided an update for the Board of Managers and explained that CHS is entering into its fourth season. Mr. Zwonitzer explained some problems with the system and plans for a solution. The cement art etching has not been completed. CRWD is holding funding till the art work is complete.

VII. General Information

A) Board of Managers' Updates

Manager Reider attended presentation on climate change and highly recommended that the Board of Managers view Jennifer Frances' presentation on weather and climate change. The video is available on the Freshwater Society's webs siite. The presentation was co-sponsored by the Canadian consulate.

B) Annual Performance Review of the District Administrator

Motion 18-087: *Go into closed session for the District Administrator's Annual Performance Review.*

Reider/Jones
Unanimously Approved

Motion 18-088: *Adjournment of the closed session for the District Administrator's Annual Performance Review.*

Reider/Jones
Unanimously Approved

The Board of Managers conducted the annual performance review of the District Administrator.

Motion 18-089: Adjournment of the closed session for the District Administrator's Annual Performance Review and go back into open session.

Reider/Jones
Unanimously approved

C) Approval of Annual Performance Review of District Administrator

Motion 18-090: Approval of Administrator's 2017 Annual Performance Review

Texer/Jones
Unanimously approved

VIII. Next Meetings

- A) Wednesday, June 6, 2018 Board Meeting
- B) Wednesday, June 13, 2018 CAC Tour – President Collins, Managers Jones, and Texer attending

IX. Adjournment

Motion 18-091: *Adjournment of the May 16, 2018 Regular Board Meeting at 6:55 p.m.*

Texer/Reider
Unanimously Approved

Respectfully submitted,
Michelle Sylvander