



## Capitol Region Watershed District

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**February 6, 2019 Board Meeting**  
V. Action Item A) Approve Minutes  
of January 16, 2019  
Regular Board Meeting  
(Sylvander)

**Regular Meeting** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, January 16, 2019, 6:00 p.m.** at the office of CRWD, 595 Aldine Street, St. Paul, Minnesota.

### REGULAR MEETING MINUTES

#### I. A) Call to Order of Regular Meeting (*Vice President Mary Texer*)

##### Managers

Joe Collins  
Seitu Jones  
Shirley Reider  
Rick Sanders  
Mary Texer

##### Staff Present

Jessica Bromelkamp, CRWD  
Mark Doneux, CRWD  
Anna Eleria, CRWD  
Bob Fossum, CRWD  
Michelle Sylvander, CRWD  
Nate Zwonitzer, CRWD  
Jim Mogen, Ramsey County Attorney

##### Public Attendees

Pat Cavanaugh, CAC  
Julie Markel, Lower Phalen  
Melanie Klies, Lower Phalen  
Jacob Jurss, LPCP  
Jonathan Kusa, Interfluve  
Sarah Robertson, Hamline  
University

#### B) Review, Amendments and Approval of the Agenda.

**Motion 19-005:** *Approve the Agenda of January 16, 2019.*

Reider/Sanders  
Unanimously Approved

#### II. Public Comment – For Items not on the Agenda

Ms. Cavanaugh, shared information about a play at the Landmark Center on February 14-16th regarding diversity. The play is titled “Not in Our Neighborhood. Manger Jones added that CRWD Diversity group will be attending as a group and he would like to attend the play with the group.

#### III. Permit Applications and Program Updates

No Permits.

#### IV. Special Reports - Phalen Creek Daylighting Study Update (Fossum)

Mr. Fossum provided the managers with an update of the Phalen Creek Corridor study. In 2017, the District received a project proposal for a Phalen Creek Daylighting Study from the Lower Phalen Creek

Project (LPCP). The District has moved this study forward as a separate project in partnership with the Ramsey Washington Metro Watershed District (RWMWD) and the City of St. Paul. The Phalen Creek Corridor is ranked high in the District's Stream Corridor Restoration Plan for all three evaluation factors (Opportunity Rating, Constructability, and District Goals). At the June 28, 2017 Board meeting, the Managers approved the Phalen Creek Corridor Study with Lower Phalen Creek Project, for an amount not to exceed \$30,000. Lower Phalen Creek Project and its partners have completed both the technical review and community input/engagement components of the project. Mr. Fossum introduced Ms. Meanie Klies from the Lower Phalen Creek Project. Ms. Klies reviewed the partners involved and provided historic information about the area. Ms. Klies shared survey results from residents as to what they would like to see in the area.

Manager Jones asked if any lift stations would be needed. Mr. Kusa replied the plans include redirecting the water flow and would not require any lift stations. Manager Jones asked how much land would need to be acquired? Mr. Kusa replied that most of the land is public and already owned by the county or a city. Ms. Klies explained how they are keeping the community engaged and informed with activate volunteers. Manager Reider endorsed keeping the volunteers in other areas. Manager Jones recommended working together with CRWD and train volunteers to be water stewards. Manager Sanders suggested talking to schools. Ms. Klies shared how outreach has included schools & teachers near the area. Ms. Klies thanked the board of managers for their support

## **V. Action Items**

- A) AR: Approve Minutes of the January 2, 2019 Regular Board Meeting (Sylvander).

**Motion 19-006:** *Approve the Meeting Minutes of the January 2, 2019 Regular Board Meeting.*

Reider/Sanders  
Unanimously approved

- B) AR: Approve December 2018 Accounts Payable/Receivable (Sylvander)

**Motion 19-007:** *Approve December 2018 Accounts Payable/Receivable and Budget Report, direct Treasurer and Board President to endorse and disperse checks for these payments.*

Reider/Collins  
Unanimously approved

- C) AR: Approve 2019 Special Grants (Zwonitzer)

Mr. Zwonitzer reviewed that each year CRWD budgets funds for Special Projects. The District typically sets a preliminary budget amount and then solicits applications for projects to fund. Applications for 2019 Special Grant funds were due on October 31, 2018. CRWD received three project applications totaling \$316,360. CRWD received fewer applications than usual, and the three projects are relatively small and simple compared to previous grant applications. Staff reviewed the projects and developed an award recommendation that was shared with the review committee consisting of two board

members and two Citizen Advisory Committee members. The review committee agreed with the staff recommendation and did not need to meet.

Mr. Zwonitzer reviewed the three applications. The Zero Abuse Project green/solar roof combination located in downtown Saint Paul is being recommended for partial funding. The Neighborhood Development Center requested funding for a green roof at a University Ave/Dale Street redevelopment site. The site will have many other stormwater management features funded by others including Metropolitan Council. Full funding for the green roof is recommended contingent on all other stormwater elements being installed and CRWD being recognized as contributing to the entire site's stormwater management. President Collins said that he supports this project. This is a good example of what other buildings can do.

An application for Springboard for the Arts' new building on University Ave. near Marion St. is not currently recommended for funding because it is early in the design phase. Mr. Zwonitzer shared that staff will continue working with the applicant to refine their designs and may recommend funding for the project in the future.

The Neighborhood Development Center at NW University & Dale is requesting funding for a green roof redevelopment site. The site will have many other stormwater management features funded by other including Metropolitan Council. Full funding for the green roof is recommended contingent on all other stormwater elements being installed and CRWD being recognized as contributing to the entire site's stormwater management.

Manager Jones abstained from the motion.

**Motion 19-008:** *Approve 2019 Special Grant awards as outlined in the following table and authorize Board President and Administrator to execute agreements pending approval of Assistant Ramsey County Attorney:*

Reider/Sanders  
Unanimously approved

D) AR: Authorize New 2019 Staff positions (Doneux)

Administrator Doneux reviewed that the 2019 Work Plan and Budget includes 5 full-time employees for new positions within each of the five Divisions at CRWD (Administration, Communications, Planning, Projects and Grants, Regulatory and Monitoring and Research). The budget also included, again, two seasonal technicians, one for monitoring and one for the Regulatory Division. The positions have not changed from 2018 and will be advertised and filled as part of the second-round of 2019 staffing and hiring.

Each of these positions are entry level at Grade 6 with a salary range of \$37,800 - \$56,800. Diversity Plan elements that are included in this round include updates to the position description that reflect our intentions for diversity and inclusion in hiring. We will incorporate an external panelist for interviews. All interview panelists will undergo implicit biased training. Promote positions and employment opportunities to new organizations

**Motion 19-009:** *Approve new staff positions for Administrative Assistant, Water Resource Technician and Communications Associate and authorize staff to advertise and fill these positions.*

Reider/Jones  
Unanimously approved

E) AR: Adopt Resolution to Update CRWD Watershed Management Plan (Eleria)

Ms. Eleria reviewed that in late December 2018, the managers approved Barr Engineering Co. as the consultant to assist CRWD in updating its 10-year watershed management plan. The timeline for updating the plan spans a 20-month period from January 2019 to September 2020.

**Motion 19-010:** *Adopt resolution to update CRWD's Watershed Management Plan.*

Reider/Jones  
Unanimously approved

## **VI. Unfinished Business**

### **A) 2018 Watershed Stewards Awards Update (Bromelkamp)**

Ms. Bromelkamp shared an update on the Watershed Stewards Awards planned for Thursday, January 24<sup>th</sup>, 2019. The reception will begin in the lobby at 6:00 pm. The Design Team will be giving tours and the program will take place from 7:00 -8:00 pm. The event will be catered by Breaking Bread. Photos of the Board, Staff and CAC will take place from 8:00-8:30 pm. Ms. Bromelkamp will develop a script to be share with Managers.

An Open house is planned for Thursday January 31<sup>st</sup> from 3:00 – 5:00 pm. Managers are welcome to attend.

### **B) Targeted Watershed Program Update (Zwonitzer)**

Mr. Zwonitzer provided an update on the Targeted Watershed Program. There are currently two projects, the Como Region Park and Golf lot BMP. The goal of the Como Regional Park project is to treat runoff from park. Meetings are planned with the St. Paul Parks Department and Sewer Department next week. The Golf Lot BMP site has a number of challenges including a low pipe causing double treatment of runoff. Construction is scheduled to begin in mid-October 2019 and anticipated to be complete by July of 2020.

BWSR wants to amend the end date of grant funding. CRWD will try to meet new deadline of August 4, 2020.

## **VII. General Information**

A) Board of Managers Updates

Manager Texer will be attending the Environmental Initiative

A public hearing is set for Friday, January 25, 2019 regarding the Ford site. Mr. Fossum and staff are aware of the meeting.

B) Building Update (Doneux)

Administrator Doneux shared that the lighting designer is currently in town from Denver working on automatic shades and lighting programming. The cistern should be complete this week. A few punch list items still remain but overall the building should be in good shape for the Awards Ceremony on January 24<sup>th</sup>. A Building Manager has been selected. Manager Texer asked about the solar panels. Administrator Doneux replied that they will be installed within the next month or two. The final artwork is getting installed this Friday. The pocket park will be installed in the spring.

Manager Texer shared that the 2019 IRS reimbursement mileage rate has changed to .58/mile.

**VIII. Next Meetings**

- A) Thursday, January 24, 2019 CRWD Awards Program 6-8 pm, Program starts at 7:00 pm
- B) Tuesday, January 29, 2019 Metro MAWD 7:00 pm
- C) Thursday, January 31, 2019 CRWD Open House 3:00-5:00 pm
- D) Wednesday, February 6, 2019 Board Meeting, Workshop at 5:00 pm.
- E) Wednesday, February 13, 2019 CAC Meeting 7:00 pm. President Collins will attend

**IX. Adjournment**

**Motion 19-011:** *Adjournment of the January 16, 2019 Regular Board Meeting at 6:45 p.m.*

Reider/Sanders  
Unanimously Approved

Respectfully submitted,  
Michelle Sylvander