



## Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104  
T: 651-644-8888 • F: 651-644-8894 • [capitolregionwd.org](http://capitolregionwd.org)

**Approved**  
**June 5, 2019 Board Meeting**  
V. Action Item A) Approve  
Minutes of April 17, 2019  
Board Workshop (Sylvander)

**Special Board Meeting** of the Capitol Region Watershed District (CRWD) Board of Managers, for **April 17, 2019, 5:30 p.m.** at the office of the CRWD, 1410 Energy Park Drive, Suite 4, St. Paul, MN 55108.

### Board Workshop Minutes

#### I. Call to Order at 5:30 p.m. (President Joe Collins)

##### A) Attendance

Joe Collins  
Mary Texer  
Shirley Reider  
Rick Sanders  
Seitu Jones

#### II. Annual Performance Review of the District Administrator

**Motion 19-050:** *Go into closed session for the District Administrator's Annual Performance Review.*

*This portion of the meeting was closed to evaluate the performance of the District Administrator pursuant to Minn. Stat. § 13D.05, subd. 3(a).*

Reider/Jones  
Unanimously Approved

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

**Motion 19-051:** *Adjournment of the closed session for the District Administrator's Annual Performance Review and go back into open session.*

Reider/Jones  
Unanimously Approved

#### III. Adjournment

**Motion 19-052:** *Adjournment of the April 17, 2019, Board Workshop at 6:00 p.m.*

Reider/Texer  
Unanimously Approved

Respectfully submitted,

Michelle Sylvander, Office Manager



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**June 5, 2019 Board Meeting**  
V. Action Item B) Approve  
Minutes of April 17, 2019  
Regular Board Meeting  
(Sylvander)

**Regular Meeting** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, April 17, 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 (*President Joe Collins*)

##### 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  
Elizabeth Hosch, CRWD  
Forrest Kelley, CRWD  
Michelle Sylvander, CRWD  
Nate Zwonitzer, CRWD  
James Mogen, Ramsey County Attorney

##### Public Attendees

#### B) Review, Amendments and Approval of the Agenda. – website update added

**Motion 19-053:** *Approve the Agenda of April 17, 2019.*

Reider/Texer  
Unanimously Approved

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

No comments were made.

#### III. Permit Applications and Program Updates

##### A) Permit 19-009 University of St. Thomas Residence Hall/Iversen Center (Hosch)

Ms. Hosch reviewed permit #19-009 University of St. Thomas Residence Hall/Iversen Center. The applicant, University of St. Thomas is planning construction of new student housing and expansion of the existing chapel. 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 5 acres with 2.6 acres' impervious surface.

**Motion 19-054:** *Approve permit #19-009 McCarrons Hill with seven conditions:*

1. *Receipt of \$13,500 surety. Surety has increased \$400 since first submittal (dated 2/2/19) because paving plan (rcvd. 4/1/19) indicates an increase in 3,486 sf of impervious cover.*
2. *Receipt of documentation of maintenance agreement recorded with Ramsey County.*
3. *Provide a copy of the NPDES permit.*
4. *Provide a site-specific maintenance plan that includes items a.-d. in the April 12, 2019 permit report.*
5. *Revise plans to address items a.-b. in the April 12, 2019 permit report.*
6. *Clarify underground infiltration system type. Plan indicates a 66" diameter Contech CMP system, but the HydroCAD storage indicates a 60" diameter ADS system. Additionally, sheet C6.02A indicates 6 rows of 126 ft pipe and 3 rows of 77 ft pipe, whereas the Contech detail on Sheet C9.02 indicates 5 rows of the longer pipe and 3 rows of the shorter pipe with a header row.*
7. *Submit XPSWMM model to verify input and output parameters with the plans. The submitted XPSWMM screenshots could not be cross-referenced with the design plans. Consider submitting the electronic model(s) with drainage areas maps and /or site plan as the background image.*

Reider/Jones

Unanimously approved

**B) Permit 19-011 Summit Ave Bridge Reconstruction (Hosch)**

Ms. Hosch reviewed permit #19-011 Summit Avenue Bridge Reconstruction. The applicant, St. Paul Public Works is planning bridge and roadway reconstruction. The applicable rules are Stormwater Management (Rule C), and Erosion and Sediment Control (Rule F). The disturbed area of this project is 3.99 acres with 1.51 acres' impervious surface.

**Motion 19-055:** *Approve permit #19-011 Summit Ave. Bridge Reconstruction with three conditions:*

1. *Provide a copy of the NPDES permit.*
2. *Revise plans to address conditions a.-d. on the April 11, 2019 permit report.*
3. *Provide filtration volume calculation. Volume presented in the stormwater narrative cannot be verified in the plans. Consider providing the footprint of the top and bottom of the coarse filter aggregate. Sheet C55 shows an approximate BMP footprint of 5,900 sf. Assuming that this is the average footprint of the coarse filter aggregate layer, the rock voids provide approximately 8,260 cf of storage (5,900 sf x 3.5' depth x 0.4 void ratio = 8,260 cf) which is less than what is stated in the narrative (395 cy x 27 cf/cy = 10,665 cf).*

Manger Texer asked if there was a relationship between this project and the Ayd Mill resurfacing. Ms. Hosch did not know if there was a relationship with the projects.

Reider/Jones

Unanimously approved

#### IV. Special Reports

No Special Report

#### V. Action Items

A) AR: Approve Minutes of the April 3, 2019 Regular Board Meeting (Sylvander).

**Motion 19-056:** *Approve the Meeting Minutes of the April 3, 2019 Regular Board Meeting.*

Jones/Reider  
Unanimously approved

B) AR: Approve March 2019 Accounts Payable/Receivable (Sylvander)

**Motion 19-057:** *Approve March 2019 Accounts Payable/Receivable and March Budget Report, direct Treasure and Board President to endorse and disperse checks for these payments.*

Reider/Texer  
Unanimously approved

C) AR: Authorize Staff Positions for Regulatory and Water Resource Technician (Doneux)

Administrator Doneux reviewed that the 2019 Work Plan and Budget includes five full time employees for new positions within each of the five divisions at CRWD. The budget also includes two seasonal technicians, one for the Monitoring and one for the Regulatory Division. At the January 16, 2019 Board meeting the Managers approved the Urban BMP Technician, Administrative Assistant and Communication Associate positions. These positions are all entry level at Grade 6 with a salary range of \$37,800 to \$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. Staff will incorporate an external panelist for interviews. All interview panelists will undergo implicit biased training.

**Motion 19-058:** *Approve new staff positions for Water Resource Technician and BMP Inspector and authorize staff to advertise and fill these positions.*

Reider/Sanders  
Unanimously approved

D) AR: Approve Annual Report (Bromelkamp)

Ms. Bromelkamp reviewed that all metropolitan watershed management organizations are required by Minnesota Statute 103.B to submit an annual Activity Report, Financial Report and Financial audit to the Minnesota Board of Water and Soil Resources (BWSR).

Ms. Bromelkamp will be taking feedback until the end of this week. Staff have requested feedback from the Citizen Advisory Committee (CAC) about the general format and contents of the report as well as how best to share this information with residents by April 19, 2019. Manager Reider asked for a photo of the CAC group to be more clearly identified, the picture is located close to an engineering groups photo. Manager Texer asked for clarification on other projects that were started in prior years. Administrator Doneux replied that he would address projects in the opening letter. Overall the Managers were pleased with the report and felt it was easy to read with so many pictures helping tell the project stories.

**Motion 19-059:** *Approve the 2018 Annual Report for submission to BWSR.*

Texer/Jones  
Unanimously approved

**E) AR:** Authorize Solicitation of RFQs for Professional Services (Zwonitzer)

Mr. Zwonitzer shared the policy adopted to solicit professional services. The last time CRWD staff have solicited qualifications from consultants was in early 2017 for the 2017-2018 consultant pool. As part of CRWD's diversity and equity initiative, staff identified approximately 90 Minnesota businesses that meet WBE (women-owned) or MBE (minority-owned) certifications through MNUCP (Federal/State database) and/or CERT (Metro database administered by St. Paul). The RFQ will be sent to those firms in addition to firms on the pervious RFQ distribution list (143 firms total).

**Motion 19-060:** *Authorize solicitation of qualifications for professional services contracting for 2019-2020.*

Texer/Reider  
Unanimously approved

**F) AR:** Approve Contract with Kidzibits for Interactive Water Exhibit (Eleria)

Ms. Eleria shared with the Board of Managers a final concept rendering of the water feature for CRWD's pocket park. The pocket park will have three distinct areas – an interactive water exhibit, stream and shallow pond. The elements of the park tie into the 2010 Watershed Management Goal of “Brining Water Back” to the community. Ms. Eleria reviewed how the exhibit has been designed to represent a small-scale urban watershed that utilizes rainwater from the CRWD cistern. The exhibit will encourage visitors to decide where rainwater should be directed into an urban landscape or down a storm drain without removal of pollutants. Visitors will be able to control who the water flows. When the visitor selects the option to flow water thru the exhibit, they will be able to see water passing thru the display and move butterflies in the exhibit. The exhibit has been designed with a 10-year-old in mind. Manager Texer shared concerns about the exhibit being removed for winter storage. Ms. Eleria shared that the exhibit was designed to be kept outdoors, the materials used to build the exhibit were selected so that it can be kept outdoors. Manager Reider asked about any signage to explain the exhibit. Ms. Eleria replied that there would be signage. Administrator Doneux added that the signage would illustrate the desired path, Manager Jones recommended that the image of the exhibit be used in educational

materials. Manager Jones also recommended adding a human image into the exhibit plan to help with the scale of the model.

**Motion 19-061:** *Approve contract with Kidzibits for interactive water exhibit in CRWD's pocket park.*

Reider/Sanders  
Unanimously approved

**G)** AR: Authorize Solicitation of RFQs for Operation and Maintenance Services at Snelling Midway Redevelopment Site (Kelley)

Mr. Kelley reviewed that CRWD and the City of St. Paul are currently drafting a cooperative agreement for operation and maintenance of the rainwater harvesting and reuse system constructed as part of the Allianz Field redevelopment. The agreement states that CRWD will be reimbursed for all staff and contractor costs associated with managing the system. Mr. Kelley shared a Request for Qualifications (RFQ) that summarizes the anticipated work and level of effort to operate with components of the rainwater treatment system. The timeframe for transferring ownership of public infrastructure from Mortenson Construction to the City of St. Paul, and coordinating trainings for operation of the system, results in the accelerated schedule to have the maintenance firm selected in May. Staff feel it is important that the RFQ be reviewed by city staff prior to distribution.

**Motion 19-062:** *Authorize Distribution of Request for Qualifications to provide Operation and Maintenance Services for Rainwater Reuse System at the Snelling-Midway Redevelopment.*

Reider/Jones

Unanimously approved

**H)** AR: Authorize Purchase of District Vehicle (Sylvander)

Ms. Sylvander asked the board for authorization to purchase an additional vehicle. The Regulatory & PPG divisions have budgeted funding for an additional vehicle. Staff are requesting the purchase of a 2019 Ford Fusion from Midway Ford. President Collins asked about the charging stations. Manager Jones asked if anyone could use the charging stations. Administrator Doneux replied that the charging station can be programmed to only operate during business hours.

**Motion 19-063:** *Authorize Administrator to purchase a 2019 Ford Fusion Titanium from Midway Ford for an amount not to exceed \$31,000.*

Reider/Sanders  
Unanimously approved

## **VI. Unfinished Business**

#### **A) Como Park BMPs Design Update (Kelley)**

Mr. Kelley provided an update on the Como Park BMP. There will be 2 BMPs, one will be adjacent to the Zoo near the Polar Bear exhibit. The other will be located near the golf course pond. Meetings are scheduled with the golf course about shutting down parts of the course and setting up temporary holes. Manager Jones inquired about building up the area around the pond making sense for future plans for the golf course. Mr. Kelley replied that this would save money for the project and would keep the gold course functional. No was action was taken. Information provided as an update.

#### **B) Watershed Management Plan Update (Eleria)**

Ms. Eleria shared that the first phase of soliciting feedback is starting. Resource materials have been completed. Four events have been planned in May & early June. Ms. Eleria shared a flyer with the managers with the dates and locations listed. A survey of 10 questions related to plan is available online. A shortened version of the survey has been made available for community events. President Collins suggested contacting council person Amy Brendmoen, she puts out a monthly newsletter and could possibly include this information. Manger Texer asked to have the flyer sent to her as a PDF for sharing. Ms. Eleria will be sending the Board Managers an email requesting three members to attend the technical advisory meeting during the week of May 20<sup>th</sup>. No action was taken, information shared as an update.

#### **C) Website Updates (Bromelkamp)**

Ms. Bromelkamp provided the Board of Managers an overview of the website, demonstrating the pages and drop-down menus. Ms. Bromelkamp demonstrated how the site projects can be viewed thru a map or list. Each project includes a description of the location, problem, solution, and the results. Mr. Zwonitzer helped with designing maps for the site. The website includes many pictures, not all projects were included on the site. A large variety of projects were highlighted. Information has been connected to the website such as board meeting minutes and permitting applications. The monitoring & research tabs allows viewers to search information and view customizable data. Maps show the numerous monitoring stations. The “Act Now Page” directs residents on how to get involved and what they can do. Viewers of the site can visit the “News & Events” tab to see upcoming events and read articles about past events. Managers were very pleased with the new website. No action was taken, information provided as an update for the managers.

### **VII. General Information**

#### **A) Board of Managers Updates**

Mangers Texer, Reider, and Collins attended the Moos Family Lecture. Administrator Doneux will send the managers a link.

Administrator Doneux shared that the solar panels are installed and just need to be connected.

#### **B) Annual Performance Review of District Administrator**

**Motion 19-064:** *Go into closed session for the District Administrator's Annual Performance Review.*

*This portion of the meeting was closed to evaluate the performance of the District Administrator pursuant to Minn. Stat. § 13D.05, subd. 3(a).*

Reider/Jones  
Unanimously Approved

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

**Motion 19-065:** *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 Administrator

President Collins stated that the Administrator met and exceeded performance requirements and there were no criticisms of the Administrator's performance made.

**Motion 19-066:** Approval of Administrator's 2018 Annual Performance Review

Texer/Jones  
Unanimously approved

## **VIII. Next Meetings**

- A) Wednesday, April 24, 2019 CAC Meeting, 7:00 PM,
- B) Wednesday, May 1, 2019 Board Meeting

## **IX. Adjournment**

**Motion 19-067:** *Adjournment of the April 17, 2019 Regular Board Meeting at 7:22 p.m.*

Reider/Sanders  
Unanimously Approved

Respectfully submitted,  
Michelle Sylvander