



Capitol Region Watershed District

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Approved
V. Action Item A) Approve Minutes
of June 5, 2019
Regular Board Meeting
(Sylvander)

Regular Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, June 5, 2019, 5:00 p.m.** at the office of CRWD, 595 Aldine Street, St. Paul, Minnesota.

WORKSHOP AGENDA

I. Call to Order of Board Workshop

Managers

Joe Collins

Seitu Jones, absent w/notice

Shirley Reider

Rick Sanders

Mary Texer

Staff Present

Mark Doneux, CRWD

Michelle Sylvander, CRWD

Motion 19-089: *Call to order the Board Workshop to review the 2020 Preliminary Budget.*

Reider/Sanders

Unanimously Approved

New staff members were present to provide introductions. Ms. Mary Van Sant introduced herself as the new Communications Associate to the Communication & Outreach Division. Ms. Anna Annim-Wilson introduced herself as the new Administrative Assistant to the Administration team.

II. Review 2020 Budget Draft

Administrator Doneux reviewed the 2020 preliminary budget with the Board of Managers. Expenses and revenue were reviewed for administration, programs, projects and capital improvement projects. A board workshop will be scheduled in July.

III. Adjourn Board Workshop

President Collins closed the Board workshop at 6:00 p.m.

Motion 19-090: *Adjourn the Board Workshop*

Reider/Sanders

Unanimously Approved

REGULAR MEETING MINUTES

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

Managers

Joe Collins
Seitu Jones, absent w/notice
Shirley Reider
Rick Sanders
Mary Texer

Staff Present

Mark Doneux, CRWD
Anna Eleria, CRWD
Forrest Kelley, CRWD
Lindsay Schwantes, CRWD
Michelle Sylvander, CRWD
Nate Zwonitzer, CRWD
James Mogen, Ramsey County Attorney

Public Attendees

Pat Cavanaugh, CAC
Chris Kunz, Master Water Steward

B) Review, Amendments and Approval of the Agenda.

Administrator Doneux requested that Action item H. Authorize Public Comment Period on 2018 MS4 Annual Report be added to the agenda and to drop Unfinished Item A) Ford site update.

Motion 19-091: *Approve the Agenda of June 5, 2019. With the addition of Action item H. Authorize Public Comment Period on 2018 MS4 Annual Report and to drop Unfinished Item A) Ford site update.*

Reider/Sanders
Unanimously Approved

II. Public Comment – For Items not on the Agenda

No comments were made.

III. Permit Applications and Program Updates

A) Adopt 2019 Rule Amendments

Mr. Kelley reviewed changes that went out for public review. Summary comments were received from nine parties. Mr. Kelley asked for any questions. Manager Reider asked if there were any concerns from the comments. Mr. Kelley replied that there were no major concerns.

Motion 19-092: *Approve Response to Comments and Adopt Resolution Approving Amended Watershed District Rules*

Texer/Reider
Unanimously Approved

Motion 19-093: *Adopt the Amended Watershed District Rules.*

Texer/Reider

Unanimously approved

B) Permit #09-017 Knapp Raymond – Closure (Hosch)

Mr. Kelley reviewed this permit was issued for the reconstruction of residential streets and associated utilities in the neighborhood of Knapp and Raymond in St. Paul. Stormwater requirements were met with three underground infiltration trenches. The overall treatment constructed on site was less than originally proposed and the applicant requests addition of smaller volume 2,141 cf to their volume bank. (Original deposit for excess treatment was approved at 2,338 cf.) The site is stable, and the stormwater treatment practices have been confirmed functional. No surety was collected for this public project.

Motion 19-094: *Approve volume bank deposit of 2,141 cubic feet and Certificate of Completion for permit #09-017, Knapp-Raymond.*

Reider/Sanders

Unanimously approved

C) Permit #11-004 Blair-Griggs - Closure (Hosch)

Mr. Kelley reviewed permit #11-004 Blair-Griggs. This permit was issued for the reconstruction of residential streets and associated utilities in the neighborhood of Blair and Griggs in St. Paul. Stormwater requirements were met with four underground infiltration trenches. The linear cost cap was met, and the additional treatment was credited in the amount of 5,935 cf. There is additional surplus in overall treatment constructed on site, and the applicant requests additional deposit of 1,383 cf to their volume bank. The total volume bank deposit available is 7,318 cf. The site is stable, and the stormwater treatment practices have been confirmed functional. No surety was collected for this public project.

Motion 19-095: *Approve volume bank deposit of 7,318 cubic feet for permit #11-004 Blair-Griggs*

Reider/Sanders

Unanimously approved

Motion 19-096: *Approve Certificate of Completion for permit #11-004, Blair-Griggs.*

Reider/Sander

Unanimously approved

D) Permit #18-004 Como Paving 2018 - Closure (Hosch)

Mr. Kelley reviewed permit #18-004 Como Paving. This permit was issued for the reconstruction of Como from Commonwealth to Brompton in St. Paul. Stormwater requirements were met with on underground infiltration trench that met the linear cost cap. The site is stable, and the stormwater treatment practices have been confirmed functional. No surety was required for this public project.

Motion 19-097: *Approve Certificate of Completion for permit #18-004, Como Paving 2018.*

Reider/Sanders
Unanimously approved

IV. Special Reports

No Special Report

V. Action Items

A) AR: Approve Minutes of the April 17, 2019 Board Workshop (Sylvander).

Motion 19-098: *Approve the Workshop Minutes of the April 17, 2019 Board Workshop.*

Reider/Sanders
Unanimously approved

B) AR: Approve Minutes of the April 17, 2019 Board Meeting (Sylvander)

Motion 19-099: *Approve the Meeting Minutes of the April 17, 2019 Board Meeting.*

Reider/Sanders
Unanimously approved

C) AR: Approve Minutes of the May 15, 2019 Board Workshop and Regular Meeting (Sylvander)

Motion 19-100: *Approve the Workshop and Regular Meeting Minutes of May 15, 2019 Board Workshop and Meeting.*

Reider/Sanders
Unanimously approved

D) AR: Approve Parkview Stormwater Project Plans and Authorize Bidding for Construction (Zwonitzer)

Mr. Zwonitzer reviewed the Parkview Stormwater Project. In 2016 CRWD was awarded a 1.76 million grant through BWSR's Targeted Watershed Program (TWP) for work in the Como and McCarrons sub watersheds. One of the projects identified was a regional BMP at Parkview Center School in Roseville. The project engineering is nearing completion and construction is anticipated to be complete in 2020. Mr. Zwonitzer reviewed site plans of the project layout. The project will reduce phosphorus load to Lake McCarrons by an estimated 45 pounds per year, exceeding the goal of 37 pounds established in the TWP grant. Mr. Zwonitzer reviewed the underground filtration system. Samples can be collected from treated and untreated storm runoff. Manager Texer asked if filters will need to be replaced in the system. Mr. Zwonitzer replied that CRWD will monitor the system. President Collins asked if the filters are removable. Mr. Zwonitzer replied that they are removable. Manager Texer asked if the flow

can be turned off. Mr. Zwonitzer replied that flow can be turned off for maintenance, and that the system was designed to make modifications for water reuse.

Motion 19-101: *Approve plans for the Parkview Center School Filtration BMP Project.*

Reider/Sanders
Unanimously approved

Motion 19-102: *Authorize solicitation of bids for the Parkview Center School Filtration BMP Project.*

Reider/Sanders
Unanimously approved

E) AR: Approve SRF Contract Amendment for Parkview Project Construction Administration (Zwonitzer)

Mr. Zwonitzer shared that SRF Consulting Group completed the feasibility work and is finalizing construction plans and documents for the Parkview Center School Filtration BMP. SRF has completed 90% of the designs and are incorporating final design modifications based on comments from our project partners and staff.

Motion 19-103: *Approve amendment SRF amendment #7 to the consultant services agreement with SRF for construction administration of the Parkview Center School Filtration BMP for an amount not to exceed \$67,560 and authorize the Administrator to execute the amendment and additional amendments up to \$10,000.*

Reider/Sanders
Unanimously approved

F) AR: Approve AES Contract Amendment for Willow Reserve Vegetation Management Plan (Zwonitzer)

Mr. Zwonitzer provided a review of the Willow Reserve located off Maryland Avenue between Arundel and Virginia Streets in St. Paul. The 23-acre bird and wildlife sanctuary restoration plans are coming to a close in 2019. Staff are requesting a scope of work from Applied Ecological Services to develop a vegetation management plan that will address short term needs for the site and provide guidance for long-term adaptive management.

Motion 19-104: *Approve amendment to consultant services agreement with Applied Ecological Services for the Willow Reserve Vegetation Management plan for an amount not to exceed \$12,350 and authorize the Administrator to execute the amendment and change orders not to exceed \$5,000.*

Reider/Sanders
Unanimously approved

G) AR: Approve Master Water Stewards 2019-2020 (Schwantes)

Ms. Schwantes reviewed the enrollment for the Master Water Steward program. The Board agreed to participate in the Master Water Stewards program in 2015 with the class of Stewards in 2016. CRWD currently has four classes of Stewards with 12 graduates and four individuals working on capstone projects. Ms. Schwantes shared that staff is recommending that CRWD participate in the program and accept up to six Master Water Stewards for the fall 2019 to spring 2020 program at a cost of \$2,500 per steward.

Master Water Steward Ms. Chris Kunz was present. President Collins requested her opinion of the program. Ms. Kunz replied that she has been inspecting raingardens and finds that she is getting into a groove. Ms. Kunz was grateful for being a part of the program.

Motion 19-105: *Authorize the Administrator to enter into an Agreement with Freshwater to host up to six Master Water Stewards for the 2019-2020 program year at a cost of \$2,500 per steward with a total not to exceed \$15,000.*

Reider/Sanders
Unanimously approved

H) AR: CRWD 2018 MS4 Annual Report

Ms. Eleria provided the Board of Managers with an update on the MS4 Annual Report. CRWD is required to prepare and submit an annual report of activities and accomplishments associated with its stormwater pollution prevention program (SWPPP) by June 30th to MN Pollution control Agency (MPCA). CRWD staff propose that the public comment period on CRWD's 2018 SWPPP work commence on June 6th and end on June 27th and the public meeting for presenting this work occur at the second June Board meeting, June 19th. Announcements of the public comment period and public meeting will be published in the Saint Paul Pioneer Press and CRWD's website. The 2018 annual report will be available on CRWD's website.

Motion 19-106: *Authorize public comment period on CRWD's MS4 Annual Report for 2018; and approve the June 19, 2019 Board meeting as the public meeting date for the annual report*

Reider/Sanders
Unanimously approved

VI. Unfinished Business

- A) Ford Site Update (Fossum) - removed**
- B) Adopt a Drain Update (Schwantes)**

Ms. Schwantes provided a review of the Adopt-a-drain program which has been in operation since 2014. A pilot was funded in 2014 through a Partner Grant and launched in the Como neighborhood. In March of 2019, the Watershed Partners launched a new Adopt-a-Drain website that includes catch basin locations across the metro region. The new website has made the program accessible to new watershed districts and cities metro wide. Just this spring the program added 200 new sign ups. No action required; update provided for information only.

C) 2020 Partner Grant Funding Structure Update (Schwantes)

Ms. Schwantes shared that the number of partner grant applications has increased. No changes are planned for the structure at this time. In the last review changes on building the program included reviewing applications with new ideas and using the funding to build on relationships. President Collins requested that grant information be sent to the church now located at the former Joe's Sporting Goods store and welcome them to the neighborhood. Ms. Schwantes will add their information to the partnership contact data base. Manager Texer commented that they would likely be interested in gardens.

D) Building Update (Doneux)

Administrator Doneux reviewed the progress of the building; landscaping and pocket park construction underway. JE Dunn is continuing to work on punch list items. The contract for a building manager continues. The solar and water reuse systems are in place. No date has been set for the Grand opening event at this time, one will most likely take place in August or September.

E) 2020 Watershed Management Plan Update (Eleria)

Ms. Eleria thanked the Board for their support of the Watershed Management Plan. The last meeting wrapped up on Tuesday, June 4th. The on-line survey will remain open until the end of June. Ms. Eleria will be requesting the input from staff, CAC and Board. Ms. Eleria will provide a summary and review with the Board at a later date.

F) Snelling Midway Stormwater Project Update (Eleria)

Ms. Eleria shared that CRWD and the City of St. Paul has hired a public relation firm to put together video to promote the rainwater harvesting system. An unveiling event will take place in the end of June. President Collins recommended contacting MPR to help with the promotion of the unveiling. Manager Reider suggested the short video be played at stadium.

VII. General Information

A) Administrator's Report

1) Administrator Approved or Executed Agreements

- a) Stewardship Grant Agreement with Jason Alley for 2019 raingarden for an amount not to exceed \$374.

- b) Consultant Services Agreement with This is Folly for Scavenger Hunt Project an amount not to exceed \$8,675.
- c) BMP Maintenance Services Agreement with Outdoor Lab Landscape Design Inc for an amount not to exceed \$36,390.
- d) Customized Training Income Contract between the State of Minnesota and Century College not to exceed \$750 for safety training.
- e) Clean Water Grant Fund Work Order with Conservation Corps Minnesota for installation and maintenance of rain gardens and lake shoreline restoration projects in St. Paul in 2019.
- f) Well Sealing Grant Agreement with Natasha Nicole Cardinal not to exceed \$750.
- g) Partner Grant Agreement with Freshwater Society not to exceed \$2,500 per steward or \$15,000, whichever is less, with a minimum payment of \$10,000 for 4 stewards.
- h) Consultant Services Agreement Amendment with SRF Consulting Group Inc for Parkview Center School Stormwater BMP Feasibility for an amount not to exceed \$7,194.
- i) Memorandum of Agreement with the City of Roseville for Williams Street Pond Maintenance.
- j) Stewardship Grant Agreement with Michelle and Tom Crain for BMP project for an amount not to exceed \$4,500.
- k) Services Agreement with Landbridge Ecological Inc for Highland Ravine Maintenance Services for an amount not to exceed \$12,000.
- l) Partner Grant Agreement with Public Art Saint Paul not to exceed \$8,000.
- m) Consultant Services Agreement with Christine Baeumler for Artist Consultant Services not to exceed \$12,600.

2) Board Approved Agreements

- a) Project Grant Agreement with Zero Abuse Project Biosolar Demonstration at the Guardian Building for an amount not to exceed \$62,500.

3) General Updates

- a) BWSR Board meeting was held at CRWD, Wednesday, March 27, 2019.
- b) 2019 Water Summit Tour was held at CRWD, Friday, May 10, 2019.

4) Upcoming CRWD events and meetings

- a) CRWD's 2020 Watershed Management Plan Workshop, Thursday, June 4th 6:00pm-8:00pm Arlington-Hills Community Center at 1200 Payne Ave., St. Paul, MN
- b) Wednesday, June 12, 2019 CAC meeting
- c) Board Meeting, 6:00 PM, Wednesday, June 19, 2019

5) Staff issued Erosion and Sediment Control (ESC) permits from 2018 and 2019 to date.

Does not include staff issued ESC permits in advance of a full Board approved permit when grading work is scheduled to begin before stormwater details have been settled.

18-019, Ford TCAP railyard expansion (railyard removal adjacent to Ford redevelopment site)
 18-021, Parkview Center School filtration project grant (disturbance over 1 acre)

18-024, Lafayette Road clearing (removal of trees and debris in preparation for land auction, located just north of RR on west side of Lafayette at St. Paul Police Training Center)

VIII. Next Meetings

- A) Wednesday, June 12, 2019 CAC Meeting, Mary will attend
- B) Wednesday, June 19, 2019 Board Meeting, Joe will be absent

IX. Adjournment

Motion 19-107: *Adjournment of the June 5, 2019 Regular Board Meeting at 6:58 p.m.*

Reider/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander