



Capitol Region Watershed District

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June 19, 2019 Board Meeting
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 19, 2019, 5:00 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, absent w/notice
Seitu Jones
Shirley Reider
Rick Sanders
Mary Texer

Staff Present

Mark Doneux, CRWD
Jessica Bromelkamp, CRWD
Forrest Kelley, CRWD
Lindsay Schwantes, CRWD
Michelle Sylvander, CRWD
Bob Fossum, CRWD
James Mogen, Ramsey County Attorney

Public Attendees

B) Review, Amendments and Approval of the Agenda.

Motion 19-108: *Approve the Agenda of June 19, 2019.*

Reider/Jones
Unanimously Approved

II. Public Comment – For Items not on the Agenda

Manager Reider, shared that she read an article in the Roseville Review regarding Twin Lake located in Little Canada and managed by the Ramsey-Washington Watershed District. Manager Reider was glad to see that the Watershed was being noticed but at the same time receiving negative publicity for the raising lake level and flooding of homes. Manager Reider shared concerns about looking to the future and CRWD being prepared for a negative press release. CRWD has been very proactive with communications.

III. Permit Applications and Program Updates

A) Permit #09-011 Magnolia Earl – Closure (Hosch)

Ms. Hosch stated that this permit was issued for the reconstruction of residential streets and associated utilities in the neighborhood of Magnolia and Earl on the east side of St. Paul. The project split the boundary with the Ramsey Washington Metro Watershed District. CRWD stormwater requirements were met with one infiltration swale and deferral of volume reduction credits. An additional 344 cf of treatment was constructed which would reduce the overall credit debit to 18,012 cf (originally 18,356 cf). The site is stable, and the stormwater treatment practice has been confirmed functional. No surety was collected for this project.

Manager Texer asked if there were any enforcements in place for maintenance. Manager Jones asked for clarification that this was a 2009 project. Ms. Hosch replied that yes, the project permit was issued in 2009 and the site is being maintained.

Motion 19-109: *Approve volume bank withdrawal of 18,012 cubic feet and Certificate of Completion for permit #09-011, Magnolia-Earl.*

Reider/Jones
Unanimously Approved

B) Permit #15-013 Jamestown Homes – Closure (Hosch)

Ms. Hosch reviewed permit #15-013 Jamestown Homes. This permit was issued for the renovation of an existing apartment complex at Central and Kent in St. Paul. Stormwater requirements were met with one underground filtration system. The site is stable, and the stormwater treatment practice has been confirmed functional. \$6,800 surety is available to return.

Motion 19-110: *Approve \$6,800 surety return and Certificate of Completion for permit #15-013, Jamestown Homes.*

Reider/Jones
Unanimously approved

C) Permit #15-039 Sunrise Banks Office Building - Closure (Hosch)

Ms. Hosch reviewed permit #15-039 Sunrise Banks Office Building. This permit was issued for the redevelopment at Wabash and Curfew in St. Paul. Stormwater requirements were met with five surface iron-enhanced filtration basins. The site is stable, and the stormwater treatment practices have been confirmed functional. \$15,900 surety is available to return.

Motion 19-111: *Approve \$15,900 surety return and Certificate of Completion for permit #15-039, Sunrise Banks Office Building.*

Reider/Jones
Unanimously approved

IV. Special Reports

No Special Report

V. Action Items

A) AR: Approve Minutes of the June 5, 2019 Board Workshop & Regular Meeting (Sylvander).

Motion 19-112: *Approve the Minutes of the June 5, 2019 Board Workshop and Regular Meeting.*

Reider/Jones
Unanimously approved

B) AR: Approve May Accounts Payable/Receivable (Sylvander)

Motion 19-113: *Approve May 2019 Accounts Payable/Receivable and Budget Report and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Reider/Jones
Unanimously approved

C) AR: Approve Consultant Services Agreement for Communications & Engagement Plan with Tunheim Partners, Inc. (Bromelkamp)

Ms. Bromelkamp reviewed that CRWD's communications and engagement efforts have expanded significantly since the Education and Outreach Plan was developed in 2009. Steps have been taken to prioritize work through subsequent studies and plans, a unifying document is needed to improve coordination across divisions, identify and prioritize key audiences and programs, and to establish tools for measuring success. A Request for Qualifications to develop a Communications & Engagement Plan was distributed. A review committee was formed, and three firms were interviewed. The committee selected Tunheim for the project. The Review Committee included CAC member Ms. Pat Cavanaugh, Manager Shirely Reider, Manager Rick Sanders and staff member Jessica Bromelkamp.

Motion 19-114: *Authorize the administrator to execute a consultant services agreement not to exceed \$70,000 with Tunheim to develop a Communications & Engagement Plan for CRWD.*

Reider/Jones
Unanimously approved

D) AR: Authorize Full-Time Temporary Outreach Assistant Position (Bromelkamp)

Ms. Bromelkamp shared that funding has been budgeted for a new Communications Associate position. Mary Van Sant was hired and began working in this role on April 29, 2019. The Communications & Engagement Division also consists of the Community Outreach Coordinator, Lindsay Schwantes and GreenCorps member Megan Frisvold. Ms. Frisvold's term with CRWD ends in late August and Ms.

Schwantes will be on maternity leave from July through late September. Ms. Bromelkamp proposed to use the remaining Communications Associate budget to hire Ms. Frisvold as a Grade 6, Full-Time Temporary Outreach Assistant through December 31, 2019. Manager Jones inquired about Ms. Frisvold's current responsibilities; Ms. Bromelkamp shared that Ms. Frisvold's assignments are expected to be complete in August.

Motion 19-115: *Authorize staff to hire Megan Frisvold as a Grade 6, Full Time Temporary staff member from September through December 2019.*

Reider/Jones
Unanimously approved

E) AR: Approve Promotion of Sarah Wein to Technical Specialist II (Fossum)

Mr. Fossum reviewed that the Monitoring, Research and Maintenance Division over the last several years has evolved with several roles and responsibilities. With these changes there is a need and opportunity to re-establish the Monitoring Coordinator Position in this Division. The Personnel Committee is recommending Sarah Wein be promoted to the Technical Specialist II (Monitoring Coordinator) position. The Monitoring Coordinator will lead the planning, implementation, quality control and reporting of the District's monitoring program.

Motion 19-116: *Approve Promotion of Sarah Wein to Technical Specialist II position.*

Reider/Jones
Unanimously approved

F) AR: Approve City of St. Paul Local Surface Water Management Plan (Kelley)

Mr. Kelley provided a review of the requirement of cities to complete a surface water management plan (SWMP) to identify how water resources will be protected and improved. Local Surface Water Management plans must identify local controls consistent with the plans and regulations of watershed districts. The City has been working through a process to update the stormwater requirements. St. Paul's new proposed ordinance adopts a Stormwater Management Design Standards document that directly references CRWD and RWMWD's Rule C Stormwater Rules.

Mr. Kelley provided an update on CRWD's review & comment, and highlighted the proposed ordinance changes and the associated Stormwater Management Design Standards Document. One item not included in the updated ordinance is water quality and volume reduction requirements for small sites, but the intent would be to address this within the 2020 WMP process. Manager Sanders asked about other cities' standards. Mr. Kelley replied that other cities have small sites standards consistent with CRWD rules.

Motion 19-117: *Approve City of St. Paul's Local Surface Water Management Plan.*

Reider/Jones
Unanimously approved

G) AR: Approve 2019-2020 Professional Service Providers (Zwonitzer)

Administrator Doneux reviewed in place of Mr. Zwonitzer and shared that CRWD adopted a policy for soliciting professional services in 2010 and solicits statements of qualifications from interested consultants on a bi-annual basis. The last time CRWD staff solicited qualifications from consultants was in early 2017 for the 2017-2018 consultant pool. Staff have reviewed Statements of Qualifications (SOQs) from 28 firms and determined their qualifications for specific service areas. Twenty-eight Statements of Qualifications (SOQs) have been reviewed. Fifteen of the submittals were from the 2017-2018 pool, thirteen are new firms from 2019-2020. Of the new firms, six are disadvantage business enterprises (DBE) bringing the total DBE firms in the pool to seven.

Motion 19-118: *Approve 2019-2020 Professional Services Consulting Pool.*

Reider/Sanders
Unanimously approved

H) AR: Approve CRWD 2018 MS4 Annual Report

Administrator Doneux reviewed in place of Ms. Eleria and 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. Announcements of the public comment period and public meeting have been published in the Saint Paul Pioneer Press and CRWD's website. The 2018 annual report will be available on CRWD's website.

No public in attendance, no comments were made.

Motion 19-119: *Authorize Administrator to submit CRWD's MS4 Annual Report for 2018 and to reasonably incorporate comments received during the public comment period.*

Reider/Jones
Unanimously approved

I) AR: Adopt 2019 CRWD Strategic Plan (Fossum)

Mr. Fossum reviewed that in 2008 CRWD completed a strategic planning process with Barbara Deming with MN Management and Budget. In 2018, the district began to develop its next watershed management plan renewing the ten-year-old strategic plan. Mr. Fossum reviewed the comments in the final draft Strategic Plan and the next steps include putting a format to of how the plan will be put into place.

Motion 19-120: *Adopt 2019 CRWD Strategic Plan.*

Reider/Sanders

Unanimously approved

VI. Unfinished Business

A) 2020 Budget Update (Doneux)

Administrator Doneux provided a review of the Operations budget with tax levy actuals from 2017, 18, estimated 2019 and proposed 2020. The proposed 2020 would leave the ending balance of the fund balance less than 50% and using fund balance for the 2020 budget. Additional adjustments will be made. The first preliminary budget meeting is planned in September to take action on the budget. Manager Texer recommended that staff meet with Partners regarding project budgets. Administrator Doneux added that projects may change and there is still additional work to do on the budget. Manager Reider inquired about annual costs continuing to go up. Administrator Doneux replied that CRWD is being invited to participate in more projects. The costs of projects are going up and CRWD is involved in larger sized projects. Administrator Doneux felt that once the June expenses are in, he would have a better handle on predictions for the remaining 2019 expenses. A budget workshop will be planned for July 10th.

B) Partner Grant Update (Schwantes)

Ms. Bromelkamp provided an update on the Partner Grants for Ms. Schwantes. The review committee has new ideas regarding the application process of reviewing grants for applicants with a long-standing relationship vs. new applicants. At this time the review committee will not be making any major changes.

General Information

A) Board of Manager's Updates

Manager Sanders shared a shout out to staff, regarding Lake McCarron's. Manager Sanders explained how a Neighbor has underground stream. CRWD staff came out and answered questions for neighbors.

Manager Reider shared that she attended the Frogtown Farm festival and found it to be very interesting.

VII. Next Meetings

- A) Wednesday, July 10, 2019 5:00 PM - Board Workshop - Budget
- B) Wednesday, July 10, 2019 6:00 PM – Board Meeting
- C) Wednesday, July 17, 2019 CAC Tour

On Thursday June 27th a monument will be revealed at the Allianz Field. Manager Jones will speak on behalf of CRWD. Manager Texer and Manager Reider will be attending the MAWD summer tour.

VIII. Adjournment

Motion 19-121: *Adjournment of the June 17, 2019 Regular Board Meeting at 7:15 PM*

Reider/Jones
Unanimously Approved

Respectfully submitted,
Michelle Sylvander