



Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104
T: 651-644-8888 • F: 651-644-8894 • capitolregionwd.org

November 20, 2019 Board Meeting
Approved

Board Workshop of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, November 6, 2019, 5:00 p.m.** (Workshop) at the office of CRWD, 595 Aldine Street, St. Paul, Minnesota.

I. A) Call to Order of Board Workshop (*President Joe Collins*)

Managers

Joe Collins
Seitu Jones, absent
Shawn Murphy
Rick Sanders
Mary Texer

Staff Present

Mark Doneux, CRWD
Anna Eleria, CRWD
Bob Fossum, CRWD
Michelle Sylvander, CRWD

Public Attendees

Mary Lilly, CAC
Pat Cavanaugh, CAC

B) Review, Amendments and Approval of the Agenda.

Motion 19-207: *Call to order the Board Workshop to review Facility Management.*

Texer/Sanders
Unanimously Approved

President Collins called the workshop to order for current and future facility management. Administrator Doneux reviewed examples of five different types of projects, both current and future, that are in need of long-range planning.

- CRWD Owned – project examples included: Highland Ravine, Aldine BMP's, and Como Sub watershed
- Shared Ownership – project examples included: Curtiss Pond and Upper Villa
- Partner owned with CRWD having a role – project examples included: Williams Street Pond, Snelling-Midway BMP
- Partner owned with CRWD not involved – project examples included: Gottfried Pit, Lexington Ponds, Willow Reserve
- Future Facility – project examples included: Como Zoo and Parkview School

Manager Texer inquired about the Ford site. Administrator Doneux replied the Ford site would be considered a Future Facility. President Collins asked more about the features in the Ford site design and future plans of responsibilities.

Administrator Doneux reviewed Gottfried Pit. This project is an example of a partner owned without CRWD involved. Gottfried Pit was built sometime in the 1950's and serves as holding pond for

stormwater runoff and later pumped out of the holding pond. The City of Roseville, Falcon Heights and Ramsey County have a longstanding maintenance agreement with a number of conflicting interests. The City of Roseville maintains the monitoring equipment. With a number of parties involved an assessment of the site would need to be completed to insure proper ownership, land rights and easements.

Manager Murphy asked why some projects with the City of St. Paul have partnerships. Administrator Doneux replied that a water harvesting system is unique and the Public Works department does not want to take on the maintenance of unique projects.

Administrator Doneux reviewed the Como Pond lift stations where Ramsey County installed pumps because high water levels of Como Lake draining back into the ponds. This system could be better managed. President Collins asked about if Ramsey County owns the ponds. Administrator Doneux replied that the land is owned by the City of St. Paul and Ramsey County maintains the ponds water levels. Staff views a project such as this site as an opportunity to improve water quality by having direct involvement and agreement in place.

President Collins asked about a new division of CRWD to manage these projects. Administrator Doneux replied that long term plans need to be in place for taking over a site that needs management.

Ms. Cavanaugh asked what partners would CRWD expect to step up. Administrator Doneux replied City of St. Paul, City of Roseville, Falcon Heights, City of Maplewood and Ramsey County would all be good partners. Mr. Fossum added MN Department of Transportation would be a good partner.

President Collins inquired about including this information in the Management Plan. Ms. Eleria replied that information is being drafted into the Management Plan. Administrator Doneux added that developing a policy for is needed. Manger Sanders and other managers expressed interest in CRWD needing to be proactive.

Motion 19-208: *Adjourn the Board Workshop for Facility Management*

Texer/Sanders

Unanimously Approved

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

MEETING MINUTES

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

Managers

Joe Collins
Seitu Jones, absent
Shawn Murphy
Rick Sanders
Mary Texer

Staff Present

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

Public Attendees

Mary Lilly, CAC
Pat Cavanaugh, CAC

B) Review, Amendments and Approval of the Agenda.

Motion 19-209: *Approve the Agenda of November 6, 2019 with no changes.*

Texer/Sanders
Unanimously Approved

II. Public Comment

No comments.

III. Permit Applications and Program Updates

A) 17-015 Wheelock Parkway Paving - Closure (Hosch)

This permit was issued for reconstruction of Wheelock Parkway from Victoria to Danforth in St. Paul. Stormwater is treated via one underground infiltration trench between Alameda and St. Albans. The site is stable, and the stormwater treatment system has been confirmed to be functional. No surety was required for this public project.

Motion 19-210: *Approve Certificate of Completion for permit #17-015, Wheelock Pkwy paving.*

Sanders/Murphy
Unanimously Approved

B) 19-007 Luther Seminary South Campus (Hosch)

Ms. Hosch reviewed permit #19-007 Luther Seminary South Campus. The applicant, Luther Seminary is planning pavement, stormwater, landscaping and building improvements. 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 2.78 acres with .97 acres impervious surface.

Motion 19-211: *Approve permit #19-007 Luther Seminary South Campus with four conditions:*

1. *Receipt of \$4,800 surety.*
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 the following:*
 - a. *List all stormwater management practices. Include a map to show practice locations.*
 - b. *Person(s) responsible for maintenance of stormwater devices.*
 - c. *Frequency of inspection/ indicator that maintenance is needed for each practice/structure type.*
 - d. *Description of inspection activities.*
 - e. *Description of maintenance activities.*
 - f. *Inspect in winter months to ensure plowed snow is not being stored on infiltration/filtration practices.*
 - g. *Establish a watering plan that extends a minimum of one year after planting.*
 - h. *Annual maintenance to include trimming vegetation, replacing vegetation where needed, mulch replacement, and removal of accumulated sediment and debris.*

Sanders/Murphy
Unanimously Approved

IV. Special Reports Como Park BMPs Design

Mr. Kelley reviewed that CRWD worked with the City of Saint Paul to develop a stormwater master plan for Como Regional Park, which identified several potential regional Best Management Practice (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 sub-watersheds. In 2018, CRWD contracted with Houston Engineering Inc. (HEI) to advance design on the Iron Enhanced Sand Filter Bench at the northwest Golf Course Pond, and expansion of the existing Polar Bear Infiltration Basin combined with additional underground infiltration pipes at Hole 7 near the zoo. The current plans for the two BMPs are currently at 90% completion. During the final design stage, questions and concerns arose related to impacts to golf play from the IESF Bench near Hole 3, high water conditions at the land locked pond near Hole 8, and the classification areas around the pond as wetlands. While the construction schedule has now been shifted from fall of 2019 to fall of 2020, at the time that these issues were identified, the intent was to address them quickly and still go out to bid for 2019 construction. Staff directed Houston Engineering to re-configure the layout of the IESF bench, obtain survey data for the tow rope footings for the sledding hill, and conduct a wetland delineation for the area surrounding Holes 8 and 9. Mr. Kelley explained that the system is expected to treat 55 pounds of phosphorus per year.

Ms. Lilly asked who has work to do. Mr. Kelley replied that Como Zoo will be doing work over the winter. CRWD is about 90% complete with planning. Ms. Lilly stated that the CRWD mission statement is to protect water and that the plan seems to conflict with mission by not treating water.

Administrator Doneux replied that the Lexington Pond is an existing condition that was developed by Ramsey County. Mr. Kelley reviewed that the approval requests are for a sand filtration to treat stormwater runoff. President Collins Thanked Ms. Lilly for her input.

Motion 19-212: *Approve Contract Amendment with HEI for Como Park BMP Project Additional Services totaling \$36,581 and a new total contract not to exceed \$156,292*

Texer/Murphy
Unanimously approved

V. Action Items

A) AR: Approve Minutes of the October 16, 2019 Workshop and Regular Board Meeting (Sylvander)

Motion 19-213: *Approve the Minutes of the October 16, 2019 Workshop and Regular Board Meeting.*

Texer/Murphy
Unanimously approved

B) AR: Appoint Delegates for the MAWD Annual Meeting (Doneux)

Administrator Doneux reviewed that each year Watershed Districts are asked to appoint and certify two delegates and one alternate for the Minnesota Association of Watershed District (MAWD) annual meeting. Manager Sanders and Manager Texer were nominated as the delegates and President Collins was nominated as the alternate delegate.

Motion 19-214: *Appoint Manager Sanders and Manager Texer as delegates and President Collins as the alternate delegate to the 2019 MAWD Annual Meeting.*

Texer/Murphy
Unanimously approved

C) AR: Approve 2019 MAWD Resolutions and Recommendations (Doneux)

Administrator Doneux reviewed that as part of the annual meeting of MAWD, delegates are asked to consider and take action resolutions submitted to the membership. This year several resolutions are being considered at the annual meeting.

Motion 19-215: *Provide recommendations for CRWD Delegates regarding MAWD Annual meeting resolutions.*

Texer/Sanders
Unanimously approved

D) AR: Approve 2020 Employee Benefit Program (Doneux)

Administrator Doneux reviewed that the District has purchased a health insurance package from Health Partners through the North Risk Partners since 2012. Staff has obtained benefit quotes from the North Risk Partners for health, dental and insurance coverage. North Risk Partners obtains quotes from at least three vendors when soliciting benefit quotes. Overall employee rates increased 7-13% for medical and were unchanged for Dental. The ancillary benefits of life insurance, short term and long-term disability changed less than 1%. The proposed coverage costs for staff assumes for single coverage a 30-year-old, Single + 1 coverage is for two people, 35 years old and family coverage is for two people, 40 years old plus two dependents 17 years old or younger. The District, however, pays actual costs based on the employee and dependents actual age which may be above or below the employee cost. This is done to administratively streamline open enrollment, reduce errors in payroll deductions and internal management of the program. Open enrollment will begin on November 7th and end on November 25th. There will be an employee benefits informational meeting on Tuesday, November 12th. The Personnel Committee will meet on November 5th to review and will discuss their recommendation with the Board for the attached plan for 2020.

Motion 19-216: *Approve the 2020 Employee Benefit Program*

Sanders/Texer

Unanimously approved

E) AR: Approve Program Manager Position and Promotion of Michelle Sylvander (Doneux)

Administrator Doneux reviewed that Michelle Sylvander was hired in July of 2013 as the Office Manager with the District. Michelle started with the District at a Grade 6, Administrative Assistant III. In 2014, Michelle was promoted to Grade 7, Administrative Assistant IV. The purpose of promoting Michelle and establishing this new position is to properly reflect the duties, responsibilities of his current work and to recognize Michelle for her contributions to the District. The primary duties of this position are to perform administrative, accounting and human resources work involving planning, organizing, and directing operational functions for the District. This revised position would be classified as a Program Manager I. The salary range of this position reflects the current Grade 9 salary range commensurate with the responsibilities of this position. The Personnel Committee met on November 5, 2019. The Committee recommends establishing this new position and the corresponding Grade Promotion of Michelle Sylvander to Program Manager I.

Motion 19-217: *Approve Program Manager Position and Grade Promotion for Michelle Sylvander*

Texer/Sanders

Unanimously approved

VI. Unfinished Business

A) Ford Site Area C (Fossum)

Mr. Fossum will be coming back to the board with more details as information becomes available. Mr. Fossum explained that Area C is the site that has been used as a dump by Ford and has been monitored. Ford is working with the PCA on cleanup. CRWD has been working with Barr Engineering on monitoring the site. Additional monitoring is needed to fully understand impact and make responsible decisions. Ford has responded to requests for additional monitoring and has agreed to most of the additional monitoring. Ford has produced some records of what has been dumped in the area. A meeting is scheduled for later this year with Ford and partners. Manager Murphy asked if any items were leaking into the river. Mr. Fossum replied yes.

VII. General Information

A) Board of Managers' Updates

Manager Sanders reported on the McCarron's lake meeting went well.

B) Administrator's Report

Managers discussed moving having the first board meeting of 2020 on Thursday, January 2, 2020, CAC meeting on Wednesday, January 8, 2020 and the second Board Meeting on Wednesday, January 15, 2020. The Awards Ceremony would then be held on Thursday, January 23, 2020.

VIII. Next Meetings

Wednesday, November 13, 2019 6:00 PM CAC Meeting, President Collins will attend
Wednesday, November 20, 2019 6:00 PM Board Meeting

IX. Adjournment

Motion 19-218: *Adjournment of the November 6, 2019 Regular Board Meeting at 7:20 P.M.*

Sanders/Texer
Unanimously Approved

Respectfully submitted,
Michelle Sylvander