Board Workshop and Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for Wednesday, October 2, 2019, 5:00 p.m. (Workshop) and 6:00 p.m. (Regular Meeting) at the office of CRWD, 595 Aldine Street, St. Paul, Minnesota.

Manager Mary Texer was reappointed and sworn in. Mr. Shawn Murphy was sworn in as the new Manager replacing Manager Shirley Reider.

President Collins called to order the workshop for the BMP inspections.

Ms. Eleria introduced Ms. Rachel Funke. Ms. Funke reviewed inspection and maintenance data that has been collected by our contractor since 2013. Inspections are done on a bi-weekly schedule and reviewed on an online database that is used to collect data. Ms. Funke showed examples of trash and sediment problems. Ms. Eleria presented the analysis at the EWRI Operations and Maintenance of Stormwater Control Measures Conference in August. President Collins asked about the responses from the presentation. Ms. Eleria replied that the presentation was well received, and many good questions were raised, mostly about costs. President Collins asked about plants having difficulty growing in certain gardens. Ms. Funke responded that some of the plants just don’t respond well to the locations due to the amount of sediment or trash that some of these locations are subject to. Manager Sanders asked about seasonal sediment. Ms. Funke acknowledged that was a good question for additional consideration. Manager Murphy asked about pollinator plants being selected for gardens. Ms. Funke replied that plants are selected that can withstand conditions. Manager Jones inquired about a maintenance crew to maintain trees on University Avenue. Ms. Funke and Ms. Eleria responded that City of St. Paul is responsible for the maintenance of the trees in the tree trenches. Ms. Funke reviewed inspection results and the grading system for garden maintenance. Approximately 85% of all inspections had positive results. Staff are continuing to promote and expand District grant programs, holding rain garden maintenance workshops, follow up with grant recipients in need of extra technical assistance. Ms. Eleria shared that the Inspiring Communities Program was performed on vacant homes. The problem seemed to be that the new homeowners didn’t request the gardens and were not aware of the purpose of the raingardens. More of these gardens received a lower “C” grade. The results were sent out to homeowners and they were offered $50 towards purchasing replacement plants. Board thanked Ms. Funke for her presentation.

Motion 19-187: Close the Board Workshop for the BMP Inspections and Maintenance.
Sanders/Jones
Unanimously Approved
I. A) Call to Order of Regular Meeting (President Joe Collins)

Managers
- Joe Collins
- Seitu Jones
- Shawn Murphy
- Rick Sanders
- Mary Texer

Staff Present
- Mark Doneux, CRWD
- Rachel Funke, CRWD
- Anna Eleria, CRWD
- Elizabeth Hosch, CRWD
- Joe Sellner, CRWD
- Lindsay Schwantes, CRWD
- Michelle Sylvander, CRWD

Public Attendees
- Pat Cavanaugh, CAC Member

B) Review, Amendments and Approval of the Agenda.

Motion 19-188: Approve the Agenda of October 2, 2019. Administrator Doneux requested the addition of Action Item V. E. Swearing in of Shawn Murphy as Board Manager.

Jones/Texer
Unanimously Approved

II. Public Comment – None

No Comments.

III. Permit Applications and Program Updates

A) 11-017 Hmongtown Marketplace - Closure (Housch)

Ms. Hosch provided a review of permit #11-017 Hmongtown Marketplace. This permit was issued for parking lot redevelopment at the Hmongtown Marketplace at Como and Pennsylvania in St. Paul. Stormwater is treated via one surface filtration basin on the south side of the parking lot. The site is stable, and the stormwater treatment system has been confirmed functional. Modification to the basin outlet structure was made in 2014 after the initial construction to address some function issues. There is no surety to return because the original surety check bounced, and no replacement was provided.

Motion 19-189: Approve Certificate of Completion for permit #11-017 Hmongtown Marketplace.

Jones/Sanders
Unanimously Approved

B) 13-018 Prince Street ESC – Closure (Hosch)

This permit was issued for the reconstruction of Prince Street and connection roads in Lowertown St. Paul. Stormwater is treated with a historic permeable paver section and withdrawal of 7,303 cf from the
volume bank. The site is stable, and the stormwater treatment system has been confirmed to be functional. No surety was required for this public project.

Motion 19-190: Approve withdrawal of 7,303cf from the St. Paul Public Works volume bank and Certificate of Completion for permit #13-018 Prince Street Erosion and Sediment Control.

Jones/Sanders
Unanimously Approved

C) 19-020 Harambee Addition (Hosch)

Ms. Hosch reviewed permit #19-020 Harambee Addition. The applicant, Roseville Area Schools is planning construction of two building additions, reconstructing sidewalks and bituminous, a new filtration basin and related utilities. 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 1.23 acres with .81 acres of impervious surface.

Motion 19-191: Approve permit #19-020 Harambee Elementary School Addition and Remodel with two conditions:
1. Receipt of documentation of maintenance agreement recorded with Ramsey County agreement for maintenance with CRWD.
2. Provide a copy of the NPDES permit.

Jones/Sanders
Unanimously Approved

IV. Special Reports – Lake McCarrons Management Plan (Sellner)

Mr. Sellner presented to the Board Managers that in 2003, the District adopted its first Lake McCarrons Management Plan. The Plan has served the District and its partners well over the past 15 years and has guided work to allow Lake McCarron’s to maintain high water quality. Mr. Sellner reviewed goals from 2003 which were based on swimming suitability. An alum treatment was done in 2004. Mr. Sellner provided an explanation of how an alum treatment benefits the lake health. Data has shown that the alum treatment has helped in bringing down the phosphorus levels in Lake McCarron’s. In late June, input on issues with Lake McCarrons were gathered. A draft was created with measurable goals and maintaining recreation on the Lake. Mr. Sellner reviewed the draft goals and objectives.

Manager Sanders inquired about E. coli and concerns of the goose population. Manager Texer asked about home testing kits that volunteers could administer. Administrator Doneux replied that CRWD could partner with Ramsey County and residents could also do their own testing but would need to do a follow up test. President Collins asked if anything could be done to help control the geese population. Manager Murphy asked about the outlet cleanup. Mr. Sellner replied that is has been addressed on an as needed basis for example when staff are on site, they will clean if needed. Currently there is no scheduled clean out on a regular basis. Manger Sanders suggested discussions with Ramsey County regarding the outlet cleanup. Ms. Cavanaugh asked if there are any other concerns about invasive species in the lake and Manager Jones asked about zebra mussels. Mr. Sellner replied that he will be
following up with Ramsey County. A public meeting is planned for October 21st from 6-8pm at Villa Park to review zebra mussels and the Lake McCarrons Management Plan.

V. Action Items

A) AR: Approve Minutes of the September 18, 2019 Regular Board Meeting (Sylvander)

**Motion 19-192:** Approve the Minutes of the September 18, 2019 Regular Board Meeting.

Texer/Sanders
Unanimously approved

B) AR: Approve Building Manager Contract (Doneux)

Administrator Doneux reviewed that in the past year, Avison Young has expanded their real estate service offerings to include building management services. Staff is recommending utilizing Avison Young’s building manager services to assist CRWD with the proper management and care of the properties owned by CRWD. The agreement provides three main areas of service:

1) Monthly Service Fee $800 or $9,600 Annually
2) Monthly regular and routine inspections and repairs, estimated to be $3432 annually
3) Quarterly HVAC inspections and maintenance of $915/quarter or $3,660 annually

These services add up to approximately $17,000. Allowing $3,000 for materials, the estimated annual cost for building management by Avison Young is $20,000. Manager Texer suggested bringing in Urban Roots to help with maintaining the raingardens and landscaping. Administrator Doneux agreed that Urban Roots would be a good source for maintaining and teaching youth.

**Motion 19-193:** Approve Agreement for Building Manager Services subject to the review and approval of the Ramsey County Attorney.

Texer/Jones
Unanimously approved

C) AR: Approve Amended Per Diem (Doneux)

Administrator Doneux reviewed that each year the Board of Managers adopts Administrative Assignments that includes the per diem rate for the upcoming year. At the December 19, 2018 Annual Meeting, the Board of Managers approved a per diem of $75/meeting. The Watershed District manager per diem bill passed in the Environmental Omnibus Bill at the conclusion of this past legislation session. As a result, Watershed Districts will be able to pay their managers more per day for their service up to $125. The net impact of this action is $6,000 annually ($50 increase x 5 managers x 2 meetings a month x 12 months). The District can absorb this cost within its administrative budget. Managers discussed and agreed to amend the rate to reflect current state law effective on October 1, 2019.
Motion 19-194: Approve amended per diem to $125 with the effective date of October 1, 2019.

Sanders/Jones
Unanimously approved

D) AR: Approve Land Acknowledgement Statement (Doneux)

Administrator Doneux reviewed that a land acknowledgement is a formal statement presented at the beginning of public events and gatherings that recognizes and honors Indigenous Peoples as traditional stewards of the land. Before our 20th Anniversary Celebration, Manager Jones expressed interest in having a land acknowledgement statement done as part of that ceremony. On our Grand Opening event, it seems fitting that we develop and adopt a Land Acknowledgement Statement for this and future events. At the September 4th Board meeting, staff reviewed a draft Land Acknowledgement Statement that has similarities to others in the metro region. The Board also offered some changes to the draft statement. Staff are also reviewing this draft statement with Ethan Neerdals. Ethan is a Dakota educator and teaches Dakota language. He is also working on the Dakota Water Bar.

Capitol Region Watershed District acknowledges the Dakota people on whose land we meet. We thank the Dakota people and their relatives for their care of the land, and we recognize their continuing connection to the land, waters and community. We pay our respects to the Dakota and their culture; both past and present.

Manager Texer shared that she felt the statement was missing something and requested the addition of “We pledge to treat this land honorably and respectfully”. The board agreed with this addition.

Motion 19-195: Approve Land Acknowledge Statement.

Jones/Texer
Unanimously approved

VI. Unfinished Business

A) Master Water Stewards Update (Schwantes)

Ms. Schwantes provided the Managers with an update on the Master Water Stewards program. It is heading into its 5th year with six spots open this year. Applications have been low this year and the deadline has been extended to capture additional applicants. The current class will be graduating next Tuesday.

B) Grand Opening Update (Doneux)

Ms. Schwantes provided an update of the Grand Opening event planned for October 11, 2019. As of now 189 have registered. The ceremony will be starting at 4:00. Ms. Schwantes shared that tickets will be available for two tacos and additional food options will be available for purchase. After the ribbon cutting ceremony there will be a scavenger hunt, little free library, water bar, block printing and music.
VII. General Information

A) Board of Managers’ Updates

Manager Texer gave a reminder from Maddy Bohn regarding the MAWD annual meeting registration and hotel reservations. Ms. Sylvander will be handling the meeting registration and has already blocked room reservations.

B) Administrator’s Reports

Administrator Approved or Executed Agreements

a) Consultant Services Agreement with TKDA for Ford Site Stream Feature Design in an amount not to exceed $20,000.
b) Project Funding Agreement with MWMO for an amount not to exceed $20,000.
c) Consultant Services Amendment with Barr Engineering for additional scope of work Ford Plant Area C for an amount not to exceed $16,000.
d) Consultant Services Agreement with Interfluve for Ford Site Stream Feature Design for an amount not to exceed in the amount of $20,000.
e) Consultant Services Agreement with Wenck for Ford Site Stream Feature Desire for an amount not to exceed $20,000.
f) Consultant Services Agreement with SRF for Professional Services for Upper Villa Park Infiltration and Reuse System Valve Replacements for an amount not to exceed $4,524.
g) Stewardship Grant Agreement with Jim Richter for Water Quality BMP for an amount not to exceed $816.
h) Consultant Services Agreement with Tunheim Partners, Inc. for Branding and Communications Support for Como Lake Restoration for an amount not to exceed $16,000.

Board Approved Agreements

a) Project Funding Agreement with the Science Museum of Minnesota for a feasibility study not to exceed $56,250.
b) Construction Agreement with S.M. Hentges & Sons, Inc. for the Parkview School Stormwater Detention and Filtration project not to exceed $1,029,061.70.
c) Consultant Services Agreement with Wenck to Develop Aquatic Vegetation and Fisheries Management Plans for Como Lake for an amount not to exceed $53,358.00.
d) Cooperative Agreement with Roseville Area Schools for installation and maintenance of Parkview stormwater BMP Project for an amount not to exceed $1,323,146.

VIII. Next Meetings

A) Wednesday, October 9, 2019 7:00 PM CAC Meeting – Manager Texer will attend
B) Friday, October 11, 2019 3:00 – 7:00 PM, Grand Opening & Ribbon Cutting Ceremony
C) Wednesday, October 16, 2019 6:00 PM Board Meeting
IX. Adjournment

Motion 19-196: Adjournment of the October 2, 2019 Regular Board Meeting at 7:05 P.M.

Jones/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander