Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for Wednesday, September 18, 2019, 6:00 p.m. at the office of CRWD, 595 Aldine Street, St. Paul, Minnesota.

President Collins requested a motion to call to order the regular meeting.

REGULAR MEETING MINUTES

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

Managers
Joe Collins  Staff Present  Public Attendees
Seitu Jones  Mark Doneux, CRWD  Nicole Soderholm, CAC Member
Shirley Reider  Anna Eleria, CRWD  Greg Williams, Barr Engineering
Rick Sanders  Elizabeth Hosch, CRWD
Mary Texer  Andrew Novak, CRWD

B) Review, Amendments and Approval of the Agenda.

Administrator Doneux requested that the Communications & Engagement Plan be moved to a later date. Administrator Doneux also requested that an Update be added under Unfinished Business (C Lower Phalen Creek).

Motion 19-180: Approve the Agenda of September 18, 2019.

Reider/Jones
Unanimously Approved

II. Public Comment – None

No Comments.

III. Permit Applications and Program Updates

A) 16-033 AET Campus Expansion - Closure (Housch)
Ms. Hosch provided a review of permit #16-033 AET Campus Expansion. This permit was issued for the existing American Engineering Testing (AET) property on Cleveland Avenue south of University in St. Paul. Stormwater is treated via a subsurface infiltration system under the new parking lot along Cleveland. The site is stable, and the stormwater treatment system has been confirmed functional. $10,100 surety was collected and is available to return.

**Motion 19-181:** Approve $10,100 surety return and Certificate of Completion for permit #16-033, AET Campus Expansion.

Sanders/Jones
Unanimously Approved

**IV. Special Reports – Watershed Management Plan Issues, goals and Objectives**

Ms. Eleria provided the Board with a review of the draft goals and objectives for the Watershed Management Plan prepared by Barr Engineering. Ms. Eleria explained the focus will be discussions on what’s missing, what you are uncertain about, and what you don’t agree with. Ensure that all the major Issues, Goals, and Objectives’s are identified before we begin development of the 10-year implementation plan (e.g. programs, projects, CIPs).

The developed goals and objectives are subdivided into categories:

- Water quality
- Ecosystem health
- Water Quantity and Flood Risk
- Built Environment
- Communications and Engagement
- Regulation
- Infrastructure Management
- Organization

There are eight overarching themes:

- Bring water back to St. Paul
- Community equity and engaging underrepresented groups
- Recreation
- Quality of life
- Climate change and resilience
- Partnerships
- Innovation
- Adaptive Management

Ms. Eleria reviewed each of the developed goals and objectives. Managers shared input on the plan. Manager Jones asked about policies and how CRWD’s goals support, city, state and/or federal policies. Ms. Eleria asked for feedback on the Water Quality Goals. President Collins likes that micro plastics
have been addressed in the plan. President Collins inquired about retaining more water from the District to help prevent areas south of Minnesota from flooding. Ms. Eleria replied that CRWD can help to minimize runoff and will look to help fold this into the plan. Manager Reider commented about attending a conference and noting how the flow of the Mississippi River starts in Minnesota, “Our water origin begins in Minnesota”.

Ms. Eleria thanked Mr. Gregg Williams from Barr Engineering. Managers thanked Ms. Eleria for her work on the plan.

V. Action Items

A) AR: Approve Minutes of the September 4, 2019 Regular Board Meeting (Sylvander)

**Motion 19-182:** Approve the Minutes of the September 4, 2019 Regular Board Meeting with noted corrections.

Jones/Sanders
Unanimously approved

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

**Motion 19-183:** Approve August 2019 Accounts Payable/Receivable and Budget Report and direct Board Treasurer and President to endorse and disperse checks for these payments.

Reider/Sanders
Unanimously approved

C) AR: Approve Contractor for 2019 Boulevard Rain Gardens (Novak)

Mr. Novak, reviewed that in the spring 2014, CRWD began working with the Hamline-Midway Coalition and the City of Saint Paul on a neighborhood-level project for boulevard rain gardens in the Hamline-Midway neighborhood. Since that time, CRWD and the Ramsey County Conservation Division (RCD) staff have continued to meet with property owners interested in constructing and maintaining boulevard rain gardens throughout the District. CRWD and RCD staff have prepared designs and secured permits from the City of St Paul for nine (9) residential boulevard rain gardens. The cost estimate for the project is $80,570. A request for quotes for construction of the raingardens was distributed on August 29th and quotes from contractors are due on September 13th. Funding for the project will come from Stewardship Grant Fund #210-19143 that has a remaining 2019 budget of $300,000. CRWD is executing grant agreements with homeowners adjacent to the raingardens for their maintenance. Mr. Novak shared images of a boulevard curb cut, with the Managers, designed to capture sediment. The Managers were very pleased with Mr. Novak’s review.

**Motion 19-184:** Approve JL Theis as the contractor for construction of the 2019 CRWD Boulevard Rain Garden Project and authorize the Administrator to execute a construction services agreement for an amount not to exceed $114,507 and amendments to the agreement for an amount not to exceed 10% of the approved contract price.
Reider/Sanders
Unanimously approved

D) AR: Adopt Preliminary 2020 Budget and Levy (Doneux)

Administrator Doneux reviewed that each year the Board of Managers must establish a plan of work for the upcoming year, establish a budget based upon the work plan, and establish a levy for the budget. The Board of Managers reviewed the preliminary 2020 Work Plan along with the budget and levy at Board workshops on June 5th and July 24th, as well as at Board Meetings on June 19th and July 10th, 2019. The Citizen’s Advisory Committee reviewed and recommended approval of the proposed 2020 budget and levy at their August 14th meeting. A duly noticed Public Hearing was held on August 21st to collect public comment on the proposed 2019 budget and levy. The Board of Managers must adopt a Preliminary 2020 Budget and Levy Certification before the initial September 30, 2019 deadline.

Administrator Doneux recommended that the Board adopt the preliminary budget and levy as presented. The District has not received any comments as of August 30th. If the Board were to consider a change in the budget or levy, Administrator Doneux recommends doing that at the December Final Levy Certification to allow for better estimating of fund balance as well as external budget requests. Administrator Doneux and staff recommended the preliminary budget of $489,830 for Administration, $2,913,972 for Programs, and $1,440,648 for Projects for a total Operations Budget of $4,844,450 and $6,942,533 for Capital Improvement Projects. This results in a total Preliminary 2019 Budget of $11,786,983. This is an increase of $2,099,970 from 2019. The proposed 2020 tax levy is $8,277,699. This includes $7,220,456 for the operations and capital levy and $1,057,243 for debt. This levy is $1,222,220 higher than 2019.

Manager Reider commented about the CAC sharing concerns about funding from other sources. Administrator Doneux responded that a reduced levy would result in a reduction to projects. President Collins inquired about federal funding for projects. Administrator Doneux replied that funding is available but, difficult to obtain and not for the size of projects in the district.

**Motion 19-185: Adopt the Preliminary 2020 Budget and Levy.**

Texer/Reider
Unanimously approved

VI. Unfinished Business

A) Communications and Engagement Plan (Bromelkamp)

Ms. Van Sant provided an update for the Board of Manager. Ms. Van Sant has written an article about the permitting program after following Ms. Elizabeth Hosch for a day. Ms. Van Sant has also written an article about the monitoring department after spending a day with Ms. Sarah Wein. Ms. Van Sant has been increasing posts on Facebook to 2-3 times a week listing community events. The CRWD Facebook page currently has just over 1,000 followers. Ms. Van Sant has also joined Twitter, Instagram and Linkedin. Ms. Van Sant provided an update on the Grand Opening event planned for Friday, October 11th. Boulevard signs are being made. The ribbon cutting is planned to take place at 4:00 pm. The event will include a Dakota water bar, live music from the Americana Trio, food truck and activities. As of
today, 107 have RSVP. A direct mailing will be sent to 600 neighboring residents. Manager Sanders asked for a PDF of the invite. Managers thanked Ms. Van Sant for her work.

B) Building Update (Doneux)

Administrator Doneux shared that a productive meeting took place finalizing construction with JE Dunn. An agreement is being finalized with a building manager and will be presented at the October 2nd meeting. Administrator Doneux reviewed the likely fee structure for building management services and items that are not included in the building management contract such as:

- Snow removal
- Cistern management
- Pocket park management
- Landscape maintenance
- Information Technology (IT)
- Furnishings

Administrator Doneux shared that improvements are being planned to the Thomas Building including vegetation cleanup, lighting, electrical, and painting. The security system is installed. Cameras will be installed around the Aldine building.

C) Lower Phalen Creeks (Hosch)

Ms. Hosch provided an update on the feasibility study. Ms. Hosch is currently putting together requests for proposals, President Collins asked about how far away the plan is from being implemented. Ms. Hosch replied that the plan is anticipated for implementation in 2022. No action was requested.

VII. General Information

A) Board of Manager’s Updates

Manger Sanders and Reider attended the Peace Park groundbreaking ceremony. President Collins asked about per diem to be added to the next agenda for discussion.

VIII. Next Meetings

A) Wednesday, October 2, 2019 6:00 PM Regular Board Meeting
B) Wednesday, October 9, 2019 7:00 PM CAC Meeting – Manager Texer will attend

IX. Adjournment

Motion 19-186: Adjournment of the September 18, 2019 Regular Board Meeting at 8:05 P.M.

Reider/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander