



Capitol Region Watershed District

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December 4, 2019 Board Meeting
Approved

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, November 20, 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
Shawn Murphy
Rick Sanders
Mary Texer

Staff Present

Jessica Bromelkamp, CRWD
Mark Doneux, CRWD
Anna Eleria, CRWD
Elizabeth Hosch, CRWD
Michelle Sylvander, CRWD
Nate Zwonitzer, CRWD

Public Attendees

Eric Henery, AECOM

B) Review, Amendments and Approval of the Agenda.

Motion 19-219: *Approve the Agenda of November 20, 2019 with one addition to Unfinished Business Parkview A.*

Jones/Texer
Unanimously Approved

II. Public Comment

No comments.

III. Permit Applications and Program Updates

A) 14-025 E. 7th Mississippi Market - Closure (Hosch)

Ms. Hosch reviewed that this permit was issued for construction of a new co-op building at E. 7th and Maple in St. Paul. Stormwater is treated via one underground filtration system in the store parking lot. This need was identified during the as-built review. The site is currently stable, and the stormwater treatment system has been confirmed to be functional. \$4,450 of surety is available to return.

Motion 19-220: *Approve Certificate of Completion for permit #14-025, E. 7th Mississippi Market.*

Texer/Jones
Unanimously Approved

B) 14-029 St. Agnes School - Closure (Hosch)

Ms. Hosch reviewed that this permit was issued for building expansion at St. Agnes School on Lafond between Kent and Mackubin in St. Paul. Stormwater is treated via one underground infiltration system on the south side of the addition. The site is stable, and the stormwater treatment system has been confirmed to be functional. \$5,150 of surety is available to return.

Motion 19-221: *Approve \$5,150 surety return and Certificate of Completion for permit #14-029, St. Agnes School.*

Jones/Texer
Unanimously Approved

C) 18-013 Beacon Bluff Opus – Closure (Hosch)

Ms. Hosch reviewed that this permit was issued for construction of a new industrial building at Wells and Phalen in St. Paul. Stormwater is treated via two underground infiltration systems and one surface infiltration basin. The site is stable, and the stormwater treatment system has been confirmed to be functional. \$22,700 of surety is available to return.

Motion 19-222: *Approve \$22,700 surety return and Certificate of Completion for permit #18-013, Beacon Bluff Opus.*

Texer/Jones
Unanimously Approved

D) 18-019 Ford TCAP Railyard Expansion – Closure (Martinkosky)

Ms. Hosch reviewed for Mr. Martinkosky that this permit was issued for removal of railroad rails and ties and excavation of debris and contaminated soils. The permit is for erosion and sediment control only, no stormwater treatment system was constructed. The site is stable. \$3,600 of surety is available to return.

Motion 19-232: *Approve \$3,600 surety return and Certificate of Completion for permit #18-019, Ford TCAP Railyard Excavation.*

Texer/Jones
Unanimously Approved

E) 19-021 Como Park Animal Hospital (Martinkosky)

Ms. Hosch reviewed permit #19-021 Como Park Animal Hospital. The applicant, Como Park Animal Hospital, proposed site includes a new animal hospital building, parking lot and sidewalks. The project also includes a new turn lane on Larpenteur Ave. For stormwater management, a underground filtration system is proposed. 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 1.17 acres with .98 acres impervious surface.

Motion 19-233: *Approve permit #19-021, Como Park Animal Hospital with one condition.*

1. *Provide a copy of the NPDES permit.*

Texer/Sanders

Unanimously Approved

IV. Special Reports Draft Communications & Engagement Plan

Ms. Bromelkamp shared a draft of the Communications and Engagement Plan. Preliminary recommendations were shared with staff and a committee comprised of Managers Shirley Reider and Rick Sanders and CAC members Mary Lilly and Pat Cavanaugh.

Tunheim drafted the Communications & Engagement Plan, which has been revised with input from the Communications & Engagement Division, division managers and Mark Doneux. A final round of revisions is expected. The draft plan is the first of its kind at CRWD. Previous plans were focused largely on outreach activities with communications happening on a project, program or event basis. This plan is intended to provide guidance for staff on the priorities for communications and engagement over the next 5-10 years. Expected plan updates include the addition of art, audience prioritization revisions, specific references to the Como Lake Golf Course best management practices and in-lake treatments, an expansion of engagement activities and another review of the Watershed Management Plan to ensure goals are aligned.

CRWD's primary audience will remain the public. However, Tunheim recommends we think differently about the best ways to focus the District's communications and engagement work for maximum effectiveness. For example, a greater emphasis may be placed on engaging elected officials and the media to better engage the public in the work of CRWD. They often have sophisticated communications channels and their messages can be leveraged through social media and traditional forms of communication.

The draft plan also recommends identifying keystone projects that are highly visible and/or planned in partnership with organizations working in areas that have been underserved by CRWD. The proposed project list may evolve over time and will be revisited annually. Prioritization of this list will be important to ensure that the majority of communications and engagement activities focus on keystone projects.

Managers reviewed the and provided comments. President Collins referenced page 15, which includes a list of publications. Ms. Bromelkamp replied that this is a living document and will continue to be

updated. President Collins inquired asked about Roseville and Falcon Heights as underserved areas. Manager Sanders added that Roseville is served by three watershed districts. Ms. Bromelkamp also noted that Rice and Larpenteur is currently identified as a priority area. She also noted that the goal is to use this document to focus our efforts, but District wide communications and program offerings will continue.

Manager Jones addressed that the narrative does not clearly list residents as a key audience. Manager Texer disagreed with the recommendation from Tunheim to rely on city officials given they have multiple priorities. Ms. Bromelkamp replied that Tunheim recommends working with public officials to amplify our messages. Manager Jones noted that city, county and state were not listed, and working directly thru the Minnesota Association of Watershed Districts was not listed as well. Manger Murphy added that he has noticed that many council members serving on multiple boards. Manager Texer recommended watching out for typos noting that some of the council members listed were wrong, and Capitol was misspelled. President Collins noticed that plan lacked reference to sight, hearing or other languages was not addressed. Ms. Bromelkamp replied that accessibility is referenced in the plan. She will ensure it's represented in the final version.

Managers thanked Ms. Bromelkamp for her work on this plan.

V. Action Items

A) AR: Approve Minutes of the November 6, 2019 Board Workshop and Regular Board Meeting (Sylvander)

Motion 19-234: *Approve the Minutes of the November 6, 2019 Board Workshop and Regular Board Meeting.*

Texer/Sanders
Unanimously approved

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

Motion 19-235: *Approve October 2019 Accounts Payable/Receivable and Budget Report and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Sanders/Jones
Unanimously approved

C) AR: Approve consultant Services Agreement with HTPO for Phalen Creek Daylighting Study (Hosch)

Ms. Hosch reviewed that bids were received from three consultants. CRWD staff have reviewed the three proposals and have found that HTPO presents a complete proposal with a clear concept of project goals and execution within expected budget. Lead HTPO staff have relevant experience in stream restoration, engineering, construction, and stormwater resource management. The proposal includes appropriate scheduling around weather and other variables while still managing the final deadline. Additional surveying capabilities are available from in-house staff should the need arise. HTPO is a

recent addition to the CRWD consultant services pool and comes recommended from previous projects completed with Ramsey County.

Motion 19-236: *Approve HTPO as the consultant to complete the Lower Phalen Creek Daylighting Detailed Feasibility Study and authorize administrator to execute a professional services agreement not to exceed \$29,854.*

Sanders/Texer
Unanimously approved

D) AR: Approve contract Amendments for the Willow Reserve Restoration Project
(Zwonitzer)

Mr. Zwonitzer reviewed that the Willow Reserve is a 23-acre bird and wildlife reserve located off Maryland Avenue between Arundel and Virginia Streets in Saint Paul. CRWD, Saint Paul and North End Neighborhood Organization have been working together to achieve several goals in the Willow Reserve Management Plan including: restore ecological integrity, maximize urban wildlife, increase native vegetative species diversity, improve pond water quality and maintain the reserve's natural and passive setting. CRWD began restoring Willow Reserve in the winter of 2016-2017.

CRWD anticipated completion of ecological restoration at Willow Reserve at the end of 2019. A late-summer assessment of the progress determined that most of the site (~14 acres) is meeting the performance standards outlined in the contract. Those areas will transition to long-term adaptive management strategies. Roughly 4.5 acres of the site is close to meeting standards but will require additional targeted work next year to manage some persistent invasive species and ensure the desired native species cover and diversity is achieved. This is an extremely critical time for the project since the native plantings are still young and susceptible to being outcompeted by undesirable species.

Mr. Zwonitzer reviewed findings and long-term vegetation plan. Manager Jones suggested that burdock provides a resource for papermaking. Instead of removing the burdock have it harvested. Mr. Zwonitzer replied that he would look into as a long-term management plan.

In 2020, CRWD's contractor (Landbridge) will continue work to achieve performance standards in areas that did not meet them in 2019. This work will be done at no additional cost. Landbridge provided a change order estimate of \$21,767 to continue ecological monitoring and maintenance on areas that previously met performance standards. CRWD's consultant on the project, Applied Ecological Services, provided an amendment cost estimate of \$9,560 to continue managing and reporting on the project through 2020. Staff recommend approval of both the change order with Landbridge and amendment with Applied Ecological Services for a total of \$31,327 which would be paid for through the 2020 Willow Reserve Management fund (#313-20510) budget of \$49,880.

Motion 19-237: *Approve amendment to consultant services agreement with Applied Ecological Services for 2020 Willow Reserve ecological restoration project management for an amount not to exceed \$9,560 and authorize the Administrator to execute the amendment.*

Sanders/Jones

Unanimously approved

Motion 19-238: *Approve change order with Landbridge Ecological for 2020 Willow Reserve ecological monitoring and management for an amount not to exceed \$21,767 and authorize the Administrator to execute the change order and additional change orders not to exceed \$5,000.*

Sanders/Texer

Unanimously approved

E) AR: Approve Consultant for Science Museum Feasibility Study (Zwonitzer)

Mr. Zwonitzer reminded the Board that in August 2019 CRWD and the Science Museum of Minnesota (SMM) entered into a cooperative funding agreement to conduct a water quality and conservation feasibility study of the SMM campus. The museum started a new initiative called Water Planet which aims to align all museum programming to raise awareness of issues related to water. Improvements to the building facade are underway, and landscape improvements are scheduled for as early as 2021. CRWD will be leading the feasibility study with support from SMM staff.

In October, CRWD requested proposals to complete the SMM feasibility study from five consulting firms; Barr Engineering, EOR, HTPO, HDR, and SRF. The feasibility study includes reviewing existing data, field investigation, conducting a design charrette with key stakeholders, and development of up to five conceptual designs. All five firms provided scopes that met the requirements of the RFP and were within the anticipated level of effort of \$50,000-\$75,000 (proposals ranged from \$63,000-\$72,000).

A consensus was reached that Barr Engineering's proposal provided the best combination of project approach and team experience for the project. The feasibility study is anticipated to be completed by mid-summer 2020. Staff recommend approving Barr Engineering as the consultant for the project and authorizing the Administrator to execute change orders up to the amount of the estimated environmental investigation cost. The project will be funded by CRWD through 2019 Planning Grants (390-19660) which has a budget of \$75,000, and up to \$18,750 from SMM.

Motion 19-239: *Approve Barr Engineering as the consultant for the Science Museum Feasibility Study and authorize the Administrator to execute an agreement not to exceed \$70,840 and any amendments to the agreement up to \$12,000.*

Texer/Jones

Unanimously approved

F) AR: Approve New Targeted Watershed Grant Agreement (Zwonitzer)

Mr. Zwonitzer reviewed that in 2016 CRWD was awarded a \$1.76 million grant through MN Board of Water and Soil Resource's (BWSR) Targeted Watershed Program (TWP) for work in the Como and McCarrons subwatersheds through the end of 2020. Due to misinterpretation of appropriation language by BWSR, they requested that the grant be completed in August of 2019 with no option for extensions. This would have significantly impacted CRWD's ability to make progress towards its reduction goals since several projects that were initiated at the beginning of the grant are scheduled for construction in 2020 and 2021.

CRWD staff worked with BWSR to develop a process that would allow CRWD to utilize the full grant amount and extend the grant period through the end of 2021. It requires the return of any unspent funds from the first 50% grant payment (\$880,000) received in 2016. Those returned funds would then be re-issued with a new grant along with the remaining 50% of grant funds.

As of July 31, 2019, CRWD has spent about \$810,000 on TWP activities, approximately \$376,261 of which has been paid by grant funds. Staff recommend authorizing returning unspent funds estimated at \$503,739 and authorizing the Administrator to execute a new grant agreement. The actual amount of funds returned may vary slightly as BWSR reviews claimed expenses.

Motion 19-240: *Authorize the return of unspent Targeted Watershed Program grant funds to the Board of Water and Soil Resources.*

Jones/Texer
Unanimously approved

Motion 19-241: *Approve the new Targeted Watershed Program Grant Agreement and designate the Administrator as the Authorized Representative and to execute the agreement with the Board of Water and Soil Resources.*

Jones/Texer
Unanimously approved

VI. Unfinished Business

A) Parkview School (Zwonitzer)

Mr. Zwonitzer provided a time lapsed review of the Parkview School project.

B) 2020 Watershed Management Plan Update (Eleria)

Ms. Eleria reviewed the Draft issues, goals and objectives with the Board in September. The CAC committee and staff have weighed in. A Board workshop is scheduled for Dec. 3rd. The technical advisory will meet in December and Manager Texer and Manager Sanders plan to attend. Ms. Eleria reviewed WMP schedule and target dates. The revised draft will likely be ready for review at the January 15, 2020 board meeting and staff will seek comments at the Feb. 5, 2020 board meeting. President Collins requested that the timeline be emailed.

C) Seminary Pond update (Eleria)

Ms. Eleria provided an update on the Seminary Pond Improvement Project. Design work was put on hold due to the Luther Seminary south campus being sold to private party. Staff have met with the master developer and talked about ideas of stormwater management. There is no capacity in Seminary Pond for additional runoff. The Developer has developed concept plans for stormwater management. The Developer is proposing a walking path. Ms. Eleria reviewed the project schedule and timeline.

Manager Murphy asked if CRWD is funding this project. Ms. Eleria replied that funding is also being provided by grants. Ms. Eleria added that a cost share has been proposed to partners including City of Lauderdale, City of Falcon Heights, University of MN (U of MN) and City of Roseville. Manager Texer inquired about Seminary Pond holding water like Curtiss Pond. Ms. Eleria replied that Seminary Pond will be holding water with a slower release. Mr. Zwonitzer replied that this site is a wetland. Administrator Doneux added that the site is limited because of steep slopes. No action was taken. Information provided as an update.

VII. General Information

A) Board of Managers' Updates

Manager Jones thanked managers for being supportive during his absence. Manager Jones shared that he has taken on large commitments, with deep regret Manager Jones has asked to not be reappointed when his term expires in September.

Administrator Doneux shared awards from the Water Environment. CRWD won awards for National Municipal Stormwater & Green Infrastructure and MN Brownfields Community Environmental Impact.

Information sheets on Como Lake alum treatment and Herbicide treatment were available for review.

VIII. Next Meetings

- A) Tuesday, December 3, 2019 6:00 PM Board Meeting, workshop at 5:00 PM
- B) Wednesday, December 11, 2019 CAC Meeting, Manger Murphy will attend
- C) Thursday, January 2, 2020 6:00 PM Board Meeting

IX. Adjournment

Motion 19-242: *Adjournment of the November 20, 2019 Regular Board Meeting at 7:45 P.M.*

Sanders/Texer
Unanimously Approved

Respectfully submitted,
Michelle Sylvander