



## Capitol Region Watershed District

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**December 18, 2019 Board Meeting**  
Approved

### WORKSHOP AGENDA (5:00 PM)

**Board Workshop** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Tuesday, December 3, 2019, 5:00 p.m.** (Workshop) at the office of CRWD, 595 Aldine Street, St. Paul, Minnesota.

#### I. Call to Order of Board Workshop

##### **Managers**

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

##### **Staff Present**

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

##### **Public Attendees**

Pat Cavanaugh, CAC  
Eric Henery, AECOM  
Greg Williams, Barr Engineering

#### II. 2020 Watershed Management Plan

**Motion 19-243:** *Call to order the Board Workshop to review 2020 Watershed Management Plan*

Texer/Sanders  
Unanimously Approved

Ms. Eleria reviewed that over the fall of 2019, CRWD has identified the resources and issues for CRWD's 2020 Watershed Management Plan (WMP) and determined the goals and objectives for addressing the issues. The Board reviewed and commented on the draft WMP issues, goals and objectives in late September and CAC members and CRWD staff offered comments in October.

The primary goals of the workshop are to review the draft 2020 WMP Implementation Plan Table. The draft table lists implementation programs, projects and activities to conduct over the 10-year WMP timeframe to achieve our goals and objectives. Several new or expanded notable items in the proposed implementation plan table are:

- Consideration of watershed management for Saint Paul's West Side;
- Formal infrastructure management program;
- In-lake management projects for Como Lake and Lake McCarrons;
- Work with partners to understand and address trash, chloride and flooding issues;
- Expansion of natural resource and vegetation management work; and
- Targeting underserved communities especially within our cost-share, communications and engagement, and CIP programs.

Ms. Eleria highlighted notable items in the draft WMP Implementation plan beginning with New Targeted Implementation to address underserved geographic areas and communities. Some of these areas include: Trout Brook, St Anthony Hill, and Phalen Creek subwatersheds. These areas are racially diverse and have higher populations of lower incomes. Managers shared feedback from reviewing the draft report:

President Collins requested clarification on the runoff going into Trout Brook being CRWD responsibility. Manger Murphy inquired about the enforcement for discharges outside of the Trout Brook subwatershed. Ms. Eleria responded that it falls under the jurisdiction of other entities that own the stormwater sewer system. Ms. Eleria added that the current rules do not allow non-stormwater runoff into Trout Brook. Ms. Eleria replied that CRWD is currently looking to expand authority.

Manager Sanders asked for clarification of sponsorships. Administrator Doneux replied with an example of Moos Family Lecture series supported by the CAC.

Manager Texer shared that the ownership of the last half mile of TBI needs to be a stronger statement.

Manager Murphy felt the evaluation was well organized and thought out.

Manager Texer referenced a statement regarding year-round activities being a conflict with Parks & Recreation. Ms. Eleria will review the statement with Mr. Fossum and Administrator Doneux. Perhaps the statement needs to be worded more clearly. CRWD is not looking to host event but support water quality for recreation and a healthy fish population.

Manager Sanders inquired about municipal training that CRWD is providing or suggesting. Ms. Eleria replied that CRWD does host municipal training events at no charge including winter maintenance and turf managed workshops.

Manager Sanders shared that the table made reviewing easy. Manager Texer thanked Ms. Eleria for her work. Ms. Eleria thanked the Board of Managers for their comments.

### **III.** Adjourn Board Workshop

**Motion 19-244:** *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 **Tuesday, December 3, 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**

Mark Doneux, CRWD  
Anna Eleria, CRWD  
Forrest Kelley, CRWD  
Lindsay Schwantes, CRWD  
Michelle Sylvander, CRWD  
James Mogen, Ramsey County Attorney

#### **Public Attendees**

Eric Henery, AECOM  
Matt Moore, S Washington  
Pat Cavanaugh, CAC

### B) Review, Amendments and Approval of the Agenda.

**Motion 19-245:** *Approve the Agenda of December 3, 2019*

Texer/Sanders  
Unanimously  
Approved

### II. **Public Comment**

Ms. Cavanaugh announced that Mr. Fossum along with Friends of the Mississippi will be presenting Jan 9<sup>th</sup> 7:00 pm - 8:30 pm at the Gloria Dei Lutheran church.

### III. **Permit Applications and Program Updates**

#### A) Permit 13-025 Vandalia Redevelopment – Permit Amendment (Martinkosky)

Mr. Kelley reviewed that on October 2, 2013 CRWD approved the Vandalia Redevelopment project Permit Application (#13-025). As part of the approval the Board approved the creation and deposit of 8,179 cubic feet of volume reduction bank credits for the applicant (First and First) for anticipated future phases of development. The CRWD permit was issued on July 2, 2015. The majority of the site work was completed under the 2015 permit. The CRWD permit was not closed because the final lift of pavement was not installed, and the approved site hydrology was not fully achieved, resulting in the creation of a small sinkhole in the parking lot. A construction as-built survey of the underground infiltration system was completed and submitted to CRWD for review and approval on August 18, 2017. The review found the infiltration system to be satisfactorily completed and resulted in 10,173 cubic feet of volume reduction credit. The Vandalia property was purchased from First and First by Baum Revision in 2019. Both parties have stated they were not aware of the open permit or the existence of the volume reduction credits. A permit transfer form from First and First to Baum Revision was completed on November 4, 2019 and submitted to CRWD. A letter authorizing the transfer of 10,173 cubic feet of

volume reduction credit from First and First to Baum Revision was completed on October 31, 2019 and submitted to CRWD. Baum Revision currently proposes grading on the site, mill and overlay of an existing parking lot, piping existing roof drains to the underground system, and piping additional roof area to the underground system. 3,430 cubic feet of volume retention is required, the applicant proposes to utilize stormwater reduction credits to meet the volume retention requirement.

**Motion 19-246:** *Approve deposit of 10,173 cf into the First and First volume reduction bank.*

Sanders/Texer  
Unanimously Approved

**Motion 19-247:** *Approve creation of a volume reduction bank for Baum Revision and the transfer of 10,173 cf from the First and First volume reduction bank into the Baum Revision volume reduction bank.*

Sanders/Texer  
Unanimously Approved

**Motion 19-248:** *Approve permit amendment for the Vandalia Redevelopment project and withdrawal of 3,430 cubic feet from the Baum Revision bank (#13-025).*

Sanders/Texer  
Unanimously Approved

B) Permit 19-024 Lexington Parkway realignment – Application Review Extension (Hosch)

Mr. Kelley reviewed that the current review period for Permit 19-024 Lexington Parkway Realignment will expire on 12-17-19. The applicant requested an extension to the 60-day review period prior to the expiration. Additional time is needed to work through CRWD Rule requirements.

**Motion 19-249:** *Approve 60-day review period extension for Permit 19-024 Lexington Parkway Realignment to expire, February 15, 2020.*

Sanders/Murphy  
Unanimously Approved

**IV. Special Reports - Federal/State/Local Regulations Update (Kelley)**

Mr. Kelley stated the Clean Water Act was created in 1972 with permit requirements resulting. Mr. Kelley used the example of a Housing subdivision as a common plan of development and how the requirements would apply to a permit. With a power point presentation Mr. Kelley shared examples of the perimeter of a site needs to be controlled with silt fencing or bio logs. Storm drains need to be protected with inlet protection. The construction site entrance needs controls for truck tires to help keep materials on sites. Mr. Kelley shared an example how the MPCA has helped with enforcement assistance. Manager Murphy asked if there is a contact to report concerns. Mr. Kelley responded that CRWD's website has an area to report issues. No action was taken. Information provided for an update.

## V. Action Items

- A) AR: Approve Minutes of the November 20, 2019 Regular Board Meeting (Sylvander)

**Motion 19-250:** *Approve the Minutes of the November 20, 2019 Regular Board Meeting.*

Texer/Sanders  
Unanimously approved

- B) AR: Approve Contract Amendment No. 3 Como Golf Course BMP Project (Kelley)

Mr. Kelley shared 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 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 Board approved contract amendment #2 at the November 6th meeting for additional work Houston completed at the request of staff to address course playability concerns.

Plans for the two BMPs are currently at 90% completion. Houston has provided the attached memo that summarizes the new scope and budget for work remaining to make plan changes, complete the public bidding process, provide construction administration and inspection, and provide final project manual. Additionally, this scope includes an analysis and technical memo summarizing the potential factors contributing to the high-water issues at the Hole 8 pond, and pump sizing recommendations to ensure adequate capacity to maintain reasonable pond elevation. This amendment provides services to bring the project to full completion.

**Motion 19-251:** *Approve Contract Amendment with HEI for Como Park BMP Project Addition Services totaling \$142,158 for a new total contract not to exceed \$298,450.*

Sanders/Jones  
Unanimously approved

- C) AR: Approve 2020 Partner Grants (Schwantes)

Ms. Schwantes reviewed that the Board approved distribution of the 2020 Partner Grant Request for Proposals at the August 21 meeting. A workshop was held on October 10 for prospective grantees to discuss the application and contracting process and present program priorities with the goal of receiving stronger proposals. Fifteen attendees from 12 organizations attended and the District received proposals from 11 of the organizations that attended the workshop.

Proposals for 2020 Partner Grants were due October 31. CRWD received 22 applications totaling \$279,484. The 2020 Partner Grants budget is \$102,040. The Partner Grant Review Committee consisting of Mangers Seitu Jones and Shawn Murphy and CAC members Pat Cavanaugh and David Arbeit reviewed applications and made a funding recommendation on November 19.

The Committee developed recommendations totaling \$110,810 for 12 proposals. Staff identified funding in the Communications and Engagement budget to cover the additional project costs recommended by the Committee. The Committee continued to discuss how to review proposals and support long-term grantees as well as new partnerships. Staff included a summary of partner grant funding since the beginning of the program and considered that in the review process, however no changes to the review criteria or budgeting process were made. Staff plan to consider making program changes once the Communications and Engagement Plan is finalized.

Ms. Cavanaugh shared that well thought-out conversations took place regarding the partner grants. Administrator Doneux shared that further discussions on program updates are planned in January and February.

**Motion 19-252:** *Approve 2020 Partner Grant funding and authorize the Administrator to enter into grant agreements with the applicants*

Sanders/Murphy  
Unanimously approved

## **VI. Unfinished Business**

### **A) 2020 Budget update (Doneux)**

Administrator Doneux shared that no major changes are planned. A few revenue adjustments. No changes to Ford site have been made yet.

## **VII. General Information**

### **A) Board of Managers' Updates**

No updates.

### **B) Administrator's Report (Doneux)**

Administrator Approved or Executed Agreements

- a) Well Sealing Grant Agreement with Lois Berns for an amount not to exceed \$750.00.
- b) Consultant Services Agreement with Sky Candy Studios for Parkview Video and Drone Project not to exceed \$2,000.
- c) Stewardship Grant Agreement with Starke Mueller for Water Quality BMP for an amount not to exceed \$8,300.
- d) Consultant Services Agreement with Rubinstein Photo for Parkview Photography Project for an amount not to exceed \$1,800.
- e) Construction Services Agreement with H2O on the Go Display for an amount not to exceed \$5,500.

- f) Stewardship Grant Agreement with Elena Hanson for Water Quality BMP in an amount not to exceed\$527.00.
- g) Change Order with S.M. Hentges & Sons, Inc. for Parkview Center School for an amount not to exceed\$22,322.10.

**VIII. Next Meetings**

- A) Wednesday, December 11, 2019 CAC Meeting, Manger Murphy will attend
- B) Wednesday, December 18, 2019 6:00 PM - Regular Board Meeting
- C) Thursday, January 2, 2020 6:00 PM Board Meeting

**IX. Adjournment**

**Motion 19-253:** *Adjournment of the November 20, 2019 Regular Board Meeting at 6:40 P.M.*

Sanders/Texer  
Unanimously Approved

Respectfully submitted,  
Michelle Sylvander