



## Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104  
T: 651-644-8888 • F: 651-644-8894 • [capitolregionwd.org](http://capitolregionwd.org)

May 20, 2020 Board Workshop  
APPROVED

**Board Workshop** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, May 6, 2020, 5:00 p.m.** (Regular Meeting) **via telephone and/or the web-based application Go To Meeting.**

### BOARD WORKSHOP MINUTES

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

##### Managers

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

##### Staff Present

Mark Doneus, CRWD  
Anna Eleria, CRWD, remote  
Michelle Sylvander, CRWD – remote  
James Mogen, Ramsey County Attorney - remote  
Bob Fossum, CRWD, remote

##### Public Attendees

Erin Anderson Wenz, Barr  
Greg William, Barr  
Eric Henery, AECOM

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

**Motion 20-074:** *Approve the Agenda of May 6, 2020 with edits.*

Murphy/Sanders  
Unanimously Approved

#### II. Review of Draft 2020 Watershed Management Plan (Eleria)

Ms. Eleria provided a review of the 2020 Watershed Management Plan. Mr. Greg Williams and Ms. Erin Anderson Wenz from Barr Engineering were both in attendance to share input on planning for the plan. Ms. Eleria reviewed the major updates since reviewed in late March in the nine key topics. Ms. Eleria reviewed stakeholder input comments. The City of St. Paul commented on the direction the District is taking regarding equity and increasing engagement in underserved areas being in line with Mayors vision. Comments from the City of St. Paul affirmed that this is a good time to explore the West Side, and conduct more formal evaluations of the pros and cons. Comments from BSWR stated a need for ensuring that goals are measurable. The plan includes the theme of CRWD's work in restoring the natural water cycle and bringing water back to the surface.

Manager Texer thanked Mr. Williams, Ms. Anderson Wenz and Ms. Eleria for their hard work. Manager Murphy inquired about wetlands diminishing/shrinking. Ms. Eleria replied that the conditions of wetlands vary. The goals over the next ten years will improve the condition of the wetlands. President Collins felt the report was written well enough so that it could easily be read by many audiences. President Collins also felt that Ms.

Eleria really listened to all the input provided. Manager Jones added that he felt it was well written and easy to read. Manager Jones said the photos did a good job of showing the people of the district and the water resources of the district and thanked Ms. Eleria for including the boards comments. Manager Jones recommended adding captions to identify staff and places in pictures. Ms. Eleria will review the photos to include more captions. Manager Sanders commented on the maps and graphs were hard to read but did not know how to recommend making any changes. Manager Sanders added that the photos really add to the report and make it easy to read. Manager Texer liked that future use of the Thomas building was noted in the report. Administrator Doneux asked President Collins how the CRWD plan compares to other Watershed Management Plans. President Collins replied that he felt the plan was well detailed and including budget plans. Ms. Anderson Wenz thanked the Board for the opportunity to work on the plan. Ms. Eleria reviewed the next steps and thanked the Board of Managers for all their input on the Watershed Management Plan.

### III. Adjourn Board Workshop

**Motion 20-075:** *Adjournment of the May 6, 2020 Watershed Management Plan Workshop at 5:50 P.M.*

Murphy/Sanders  
Unanimously Approved

Respectfully submitted,  
Michelle Sylvander



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**May 20, 2020 Board Meeting**  
V. Action Item A) Approve Minutes of  
May 6, 2020  
Regular Board Meeting (*Sylvander*)

**Regular Meeting** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, May 6, 2020, 6:00 p.m.** (Regular Meeting) **via telephone and/or the web-based application Go To Meeting.**

### REGULAR MEETING MINUTES

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

##### Managers

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

##### Staff Present

Anna Eleria, CRWD - remote  
Mark Doneux, CRWD  
Bob Fossum, CRWD – remote  
Elizabeth Hosch, CRWD - remote  
Joe Sellner, CRWD - remote  
Lindsay Schwantes, CRWD - remote  
James Mogen, Ramsey County Attorney - remote

##### Public Attendees

Wes Sanders-Pearce, City of St. Paul  
Eric Henery, AECOM  
Menaka Mohan, City of St. Paul

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

**Motion 20-076:** *Approve the Agenda of May 6, 2020 with no changes.*

Murphy/Sanders  
Unanimously Approved

#### II. Public Comment

No Comments.

#### III. Permit Applications and Program Updates

##### A) 19-030 Five Star Storage (Hosch)

Ms. Hosch provided the Board of Managers with a review of permit #19-030. The applicant FSS Selby Avenue LLC is in the second phase of construction for a climate controlled self-storage facility. Additional buildings will be replaced with a new structure. Stormwater management consists of a modification to an underground infiltration system from Phase I and the installation of one new

underground infiltration system in Phase II. 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 1.24 acres with 1.23 acres impervious surface.

**Motion 20-077:** *Approve with 3 conditions:*

1. *Receipt of \$6,300 surety.*
2. *Receipt of documentation of maintenance agreement recorded with Ramsey County.*
3. *Provide a copy of the NPDES permit.*

Murphy/Sanders  
Unanimously Approved

**B) 20-001 Dickerman Park Improvements – Review Period Extension (Hosch)**

Ms. Hosch reviewed Permit #20-001 for Dickerman Park Improvement. The current review period for Permit 20-001 Dickerman Park Improvements expires on 5-9-2020. The applicant requested an additional extension to the 60-day review period prior to the expiration.

**Motion 20-078:** *Approve 2nd 60-day review period extension for Permit 20-001 Dickerman Park Improvements to expire July 8, 2020.*

Murphy/Sanders  
Unanimously Approved

**IV. Special Reports – Ford Site Redevelopment Update (Fossum)**

Mr. Fossum provided a review of the Ford Site Redevelopment. Mr. Wes Sanders and Mr. Menak Mohan from the City of St. Paul were both in attendance Mr. Menak has been the Ford site planner since 2015. The District has been working on sustainable stormwater analysis in partnership with the City of St. Paul. More recently, in May 2019, the City requested the District's assistance with a Design Charrette to further evaluate the stream feature that the developer (Ryan Companies) had initially laid out. CRWD engaged three consultants to participate in a design charrette and then complete analysis and provide concepts and recommendations for the stream design. Many of the recommendations have been included in the final design of the stream feature on the Ford Site.

Staff have been working with Ryan Companies and City of St. Paul staff on various aspects of the design of the project over the past couple of years. Recently, the City of St. Paul has submitted a funding request for the water features and stormwater system on the Ford Site. In summary the request includes:

1. Ford Parkway Baseflow Groundwater Capture -- \$200,000
2. Southern Stormwater Enhancements -- \$595,000
3. Hidden Falls Regional Park Connection -- \$1,500,000

The first two items of the funding request (Ford Parkway Baseflow Groundwater Capture and Southern

Stormwater Enhancements) are consistent with previous planning work between the District, the City, and Ryan Companies. Staff will return to the May 20, 2020 Board meeting with a recommendation on funding request items #1 and #2. Item #3 is a very recent opportunity that the City has become aware of to complete a stream and pedestrian connection from the Ford Site to Hidden Falls Regional Park. The City is completing additional analysis of the feasibility and cost of this option. Staff asked for this to be included in the funding request at this time, so the District is aware of all potential funding requests while considering items #1 and #2. However, final decision on this part of the request should be delayed until the analysis of feasibility and cost is completed in the summer of 2020. Mr. Wes Saunders-Pearce thanked the Board of Managers and shared that he is looking forward to working with the District on this Project. Manager Murphy asked how CRWD will be able to provide funding. Mr. Fossum replied that funding discussions and how the District can support the requests will be reviewed in more detail at the May 20<sup>th</sup> Board of Managers meeting.

No action was taken. Update provided.

## V. Action Items

- A) AR: Approve Minutes of the April 15, 2020 Regular Meeting (Sylvander)

**Motion 20-079:** *Approve the Minutes of the April 15, 2020 Regular Meeting.*

Murphy/Sanders  
Unanimously approved

- B) AR: Authorize Distribution for 60 Agency Review of 2020 Watershed Management Plan (Eleria)

**Motion 20-080:** *Approve March 2020 Accounts Payable/Receivable and Budget Report and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Murphy/Sanders  
Unanimously approved

- C) AR: Approve Lake McCarrons Management Plan (Sellner)

Mr. Joe Sellner reviewed 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 McCarrons to maintain high water quality. Staff have been working with Barr Engineering staff to draft a new Lake McCarrons Management Plan. With the input of stakeholders including the public, CAC, Board of Managers, and an agency advisory group, a draft of the Lake McCarrons Management Plan has been created. During March and April, the draft plan was reviewed by the Agency Advisory Group, CAC and, due to Covid-19 concerns, a presentation video of the plan was posted online for public review and comment.

Mr. Sellner provided the Board of Managers with a review of:

- Total phosphorus objective

- Hydrologic and Hydraulic Modeling
- Balanced Fishery
- Shoreline Management Plan
- Alum Treatment
- Future BMPs
- Villa Park Improvements
- Chloride Source Assessment and Prevention Plan
- Communications and Engagement
- Implementation timeline

Manager Texer commented that the report was well written and thanked Mr. Sellner for his work. Manager Sanders thanked Mr. Sellner for posting the video.

**Motion 20-081:** *Adopt the Lake McCarrons Management Plan*

Murphy/Sanders  
Unanimously approved

D) AR: Adopt Updated COVID-19 Response Plan and Preparedness Plan (Doneux)

Capitol Region Watershed District is following the Minnesota Department of Health's (MDH) guidance to slow the spread of COVID-19 and reduce impacts to health and safety as well as complying with the Governor's declaration of a peacetime state of emergency. CRWD's office was closed to the public starting on Tuesday, March 17, 2020. Staff have been working remotely, except for essential services, and have been available via phone or email. On April 1, 2020, the Board adopted COVID-19 Response Plan and a list of Essential Services consistent with the Governor's Emergency Executive Order 20-20. The Board also affirmed that CRWD Board meetings will be conducted electronically.

On April 23, 2020 Governor Walz issued Emergency Executive Order 20-40 providing criteria and conditions for Non-Critical Workers Return to Work. This Order allows workers in certain non-critical sectors to return to safe workplaces if a Preparedness Plan is developed and implemented. On April 30, 2020 Governor Walz issued Emergency Executive Order 20-48 – extending the Minnesotans to Stay at Home order to May 18, 2020. CRWD's Response Plan includes this new extension. Administrator Doneux drafted two other informational documents. One is a timeline and list of actions relating to the State of Emergency and CRWD responses. The other is a document to attempt to begin a process of mapping our way back to normalcy. While there are no timelines on this plan, it allows to start bracketing levels of health concerns and guidance to returning to work.

Administrator Doneux provided a review of the preparedness plan for staff to return to the office. Manager Jones asked if there was a plan in place for staff that were not comfortable with returning to work. Administrator Doneux replied that adequate flexibility is available for staff to continue working from home if they need. Manager Jones asked about the open office floor plan. Administrator Doneux replied that about ½ of the staff could return to work at one time. Manager Texer inquired about moving staff into conference rooms. Administrator Doneux replied that those areas may need to open up for staff in the future in order to maintain a safe working distance. At this time, these areas will remain closed to help conserve cleaning supplies.

**Motion 20-082:** *Adopt Updated COVID-19 Response Plan and Preparedness Plan.*

Murphy/Sanders  
Unanimously approved

## **VI. Unfinished Business**

### **A) Partner Grant Program Update (Schwantes)**

Ms. Schwantes provided a review of the Partner Grant Program. Since COVID-19, Ms. Schwantes has been reaching out to grantees to see what needs they have, feasibility, and brainstorming for solutions. Ms. Schwantes has been talking to partner grants and looking at primary goals or the projects and looking at the final outcomes. President Collins asked about extending the end date of grants., Ms. Schwantes replied that this will be reviewed on a case by case basis. Administrator Doneux replied that extending the deadline and rolling the funding over into 2021 is one way we can support our partners.

### **B) Como Lake Alum Treatment Update (Doneux)**

Administrator Doneux shared that the Alum treatment on Como Lake will begin on May 18th. A bump treatment for the curly leaf pondweed also took place yesterday. Manager Jones asked about tracking system to view the changes to the lake. Mr. Fossum replied that drone footage will be recording the alum treatment, a photographer will also be on site. Ms. Bromelkamp is working on a short video.

### **C) 2020/2021 Budget Update (Doneux)**

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 District should discuss and understand potential impacts from COVID-19 and the extension to property tax payments for non-escrow properties on the 2020 and 2021 budget. Administrator Doneux reviewed the budget process will begin in May and be brought to the board in June.

Due to the COVID-19 crisis, Ramsey County has allowed non-escrowed properties an additional 60 days to pay property taxes. Administrator Doneux reviewed a table with an estimate of the percentage of late payments due to this extension. Administrator Doneux added that some of the grant revenue maybe impacted by reduced revenue in July.

Manger Texer inquired about funding for the Ford Site. Administrator Doneux replied that the additional dollar amount of their request was not anticipated, and we will need to look at how the District could consider supporting all three items. Manger Texer noted that the former Sears site will also need to be considered for future development.

### **C) Ramsey County Facility Management Update (Doneux)**

Administrator Doneux outlined the process that Ramsey County will be going through to conduct a condition assessment of several County stormwater facilities in CRWD. Ramsey County, through the Public Works Department, is seeking professional services for a condition analysis of the existing facilities and subwatershed delineation for the contributing area for the Larpenteur Lift Station "Gottfried's Pond" located on Larpenteur Avenue (CSAH 30) and the Como Diversion Ponds and Lift Station located on

Lexington Parkway (CSAH 51). Services will include inspection, survey and condition analysis of existing infrastructure and subwatershed delineation to each facility. Once the condition assessment is completed, Ramsey County and CRWD can have an informed discussion about any possible transfer of facilities.

D) Procurement and Contracting Guidelines Update (Doneux)

Administrator Doneux reviewed that procurement and contracting guidelines are being updated and streamlined. Kennedy Graven has been brought on board to assist with drafting of procurement and contracting guidelines and is being reviewed with Attorney Mogen.

**VII. General Information**

A) Board of Manager's Updates

No Updates

B) Annual Performance Review of District Administrator

*The following portion of the meeting will be closed to evaluate the performance of the District Administrator pursuant to Minn. Stat. § 13D.05, subd. 3(a).*

**Motion 20-083:** *Go into closed session for the District Administrator's Annual Performance Review.*

Murphy/Sanders  
Unanimously Approved

The Board of Managers conducted the annual performance review of the District Administrator.

**Return to open session.**

**Motion 20-084:** *Adjournment of the closed session for the District Administrator's Annual Performance Review and go back into open session.*

Murphy/Sanders  
Unanimously Approved

C) Approval of Annual Performance Review of Administrator

**Motion 20-085:** *Approval of Administrator's 2019 Annual Performance Review.*

Murphy/Sanders  
Unanimously Approved

**VIII. Next Meetings**

- A) Wednesday, May 13, 2020 7:00 PM – CAC Meeting – **Electronic Only**
- B) Wednesday, May 20, 2020 6:00 PM- Regular Meeting – **Electronic Only**



**IX. Adjournment**

**Motion 20-86** *Adjournment of the May 6, 2020 Regular Board Meeting at 8:10 P.M.*

Murphy/Sanders  
Unanimously Approved

Respectfully submitted,  
Michelle Sylvander

DRAFT