



## Capitol Region Watershed District

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**June 3, 2020 Board Meeting**  
APPROVED

**Regular Meeting** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, May 20, 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  
Mary Texer, remote

##### **Staff Present**

Britta Belden, CRWD - remote  
Mark Doneux, CRWD  
Anna Eleria, CRWD – remote  
Bob Fossum, CRWD - remote  
Elizabeth Hosch, CRWD - remote  
Forrest Kelley, CRWD - remote  
Michelle Sylvander, CRWD – remote  
Nate Zwonitzer, CRWD – remote  
Luke Martinkosky, CRWD - remote  
James Mogen, Ramsey County Attorney - remote

##### **Public Attendees**

Wes Saunders-Pearce, City of St. Paul

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

An amended agenda was sent out prior to the meeting.

**Motion 20-087:** *Approve the Amended Agenda of May 20, 2020 with no changes.*

Murphy/Sanders  
Unanimously Approved

#### **II. Public Comment**

No Comments.

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

A) 20-011 Randolph Square (Hosch)

Ms. Hosch reviewed permit #20-011 Randolph Square. The applicant Wellington Management Inc. will be constructing a 43,130 square foot building, necessary utility infrastructure and an additional filtration basin to meet current CRWD standards for stormwater treatment. In Phase 2, 2-inches of rainfall from impervious areas are required to be treated, instead of 1.3-inches from Phase 1 design. 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 4.52 acres with 3.0188 acres impervious surface. Ms. Hosch shared that three of the four conditions have already been met.

**Motion 20-088:** *Approve permit #20-011 Randolph Square with 4 Conditions:*

- 1. Receipt of \$15,100 surety. This surety amount is based on the Phase 2 new/reconstructed impervious area.*
- 2. Receipt of documentation of maintenance agreement recorded with Ramsey County.*
- 3. Revise pretreatment design for Structure 9. The drainage area to the inflow pipe shall be at least three times greater than the drainage area to the grate above per the University of Minnesota. Structure currently receives all flow through the grate. Consider removing the sump from Structure 9 and adding a sump manhole between Structures 9 and 8.*
- 4. Revise HydroCAD to correctly model the outlet for Filtration Basin 2. Device #4 shall be modeled as a horizontal orifice instead of a vertical orifice.*

Murphy/Sanders  
Unanimously Approved

B) 20-014 University and Dale Affordable Housing (Hosch)

Ms. Hosch reviewed permit #20-014 for University and Dale Affordable Housing. The applicant, Wellington Management will be building a new building, parking lot, and adding a green roof to an existing building. 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 1.31 acres with 1.04 acres impervious surface. President Collins asked for clarification of the reuse. Ms. Hosch will follow up. Manager Seitu abstained.

**Motion 20-089:** *Approve permit #20-014 University and Dale Affordable Housing with 4 Conditions:*

- 1. Receipt of \$5,200 surety.*
- 2. Receipt of documentation of maintenance agreement recorded with Ramsey County.*
- 3. Revise civil plans to address items a.-d. in the May 13, 2020 permit report.*
- 4. Provide a site-specific maintenance plan that includes the following:*
  - a. Person(s) responsible for maintenance of specified stormwater devices.*
  - b. Frequency of inspection/indication that maintenance is needed*
  - c. Description of inspection activities.*
  - d. Description of maintenance activities.*

Murphy/Sanders  
Manager Jones abstained

C) 16-025 Snelling-Midway Permit Close out (Kelley)

Mr. Kelley reviewed Permit #16-025 Snelling Midway. This permit was approved on March 15, 2018 and issued August 17, 2018. The Comprehensive Stormwater Management System was designed to provide treatment for the new Allianz Field soccer stadium, new streets, plaza spaces, and surrounding private parcels. Tree trenches treat street runoff, and rain gardens and underground filtration cartridges treat the parking lots. A large underground storage tank and treatment system was sized to capture rainwater from the future building rooftops and treated for use as irrigation for trees and landscape within the 35-acre superblock. CRWD was directly involved in the visioning, design review, and permitting of the Snelling-Midway project starting in 2015. As part of the continued partnership with the City of St. Paul, an agreement was executed in June of 2019, that allows for reimbursement of CRWD costs for contracting work to operate and maintain the underground rainwater treatment and reuse system. The Board authorized staff to contract with Harris Companies on May 15<sup>th</sup>, 2019. Harris commissioned the rainwater treatment system in May 2019. The irrigation system used harvested rainwater during the growing season. Winterization occurred in November of 2019. An agreement between CRWD and Harris has not been executed. The City agreement stipulates that O&M work commence after CRWD Permit 16-025 closeout and notification to proceed by the City. There is also language within the City's Ordinance Permit that requires all other issued permits to be closed prior to City acceptance of public infrastructure constructed by the private developer. The CRWD permit has not been closed, as several tree trenches still require function verification, and a portion of one of the parcels remains as a gravel parking surface with temporary sediment protections in place. In order to satisfy the agreement condition, staff recommend issuing two new amended permits that divide the project area based on stormwater BMP function and design. Permit 16-025A will remain open and include the streets with tree trenches, the remaining unpaved parking lot (former Big Top Liquor) and south raingarden. Permit 16-025B will be recommended for closure and include Allianz Field, the rainwater reuse system, underground filtration system, and other stabilized areas.

President Collins asked for clarification of the two permits and two motions. Mr. Kelley provided an explanation.

**Motion 20-090:** *Approve Permit Amendment to create 16-025A Stormwater Function Verification and 16-025B Rainwater Harvest and Stormwater Filtration System.*

Murphy/Sanders  
Unanimously Approved

**Motion 20-091:** *Approve Certificate of Completion for Permit 16-025 B Rainwater Harvest and Stormwater Filtration Systems.*

Murphy/Sanders  
Unanimously Approved

**IV. Special Reports – 2020 Budget Update (Mark Doneux)**

Administrator Doneux reviewed that On December 18, 2019, the Board of Managers adopted the 2020 Budget and Levy. The budget includes an Operations Budget of \$4,844,450 and a Capital Improvement Projects budget of \$6,942,533 for a total 2020 budget of \$11,786,983. The proposed 2020 tax levy is \$8,277,699, with \$1,057,243 of that being for debt service. Due the potential impacts of the COVID-19 crisis on District finances and the need to authorize several large Capital Improvement Projects (CIP) in the coming months, staff conducted an analysis of anticipated CIP expenditures and revenue for 2020. While there may also be an impact to Operations revenue due to the COVID-19 crisis, this is most likely offset by the reduction in expenditures due to the Stay at Home Order. Administrator Doneux reviewed a table comparison of budgeted versus projected 2020 CIP Expenditures. A second table reviewed a summary of budgeted and projected CIP Revenue and includes beginning and end of year fund balance estimates for 2020. A third table reviewed a projection of possible CIP expenditures for 2021-2023. These tables included projected CIP revenue for those years and estimates the fund balance for each year.

Based on our current analysis, staff would anticipate 2020 CIP Expenditures being reduced to \$5,470,893. This is down from the budgeted amount of \$6,942,533. This is a \$1,471,640 (21%) reduction in CIP expenditures for 2020. Most of this is due to the expected reduction of \$1,270,000 from the Project Initiatives budget and another roughly \$200,000 from other projects. Staff are recommending not utilizing the Project Initiatives budget in 2020 to be able to carry that funding forward to 2021 when we will have a better picture on revenues and allow for other major projects to come into focus during the 2021 budget cycle.

On the revenue side, we budgeted \$4,775,479 in outside revenue and relied on \$2,167,054 coming from our CIP fund balance to match our \$6,942,533 in CIP expenditures. In projecting our 2020 CIP revenue, we do not yet know what the impact from delayed tax payments will be on the \$3,525,479 CIP tax levy. For planning purposes, we have reduced that by 10%. We added \$150,000 for the Parkview Partner Funding but removed all \$500,000 of the budgeted Como Partner Funding. Targeted Watershed Program revenue increased by \$180,000 and Interest Income was reduced by \$35,000. This yields an estimated \$4,218,669 outside CIP revenue compared to our \$4,775,479 that was in the budget. This results in a reduced draw on our CIP Fund Balance from \$2,167,054 to \$1,252,224. Based on the actual January 1, 2020 CIP Fund Balance of \$4,949,915 our year end Fund Balance would be \$3,697,691.

Based on our current estimates and financial position, staff recommends that we proceed with major CIP projects in 2020. Specifically, the first two phases of the Ford Site, Como Park BMPs and Seminary Pond. Staff also recommend expenditures from the Project Initiates fund be delayed to 2021 or beyond.

Manager Texer asked about Science Museum not being in the 2021 draft budget. Administrator Doneux replied that they are not anticipating completing the feasibility study in 2020. Manager Murphy asked for clarification of the project initiatives. Administrator Doneux explained how in the past partner funding was available. The project initiatives were set up so that if a partner were not able to fulfill the agreement, CRWD is prepared to provide funding for a project that would just pop up.

President Collins recommended that Administrator Doneux send a letter to District Representatives to let them know we are doing well during this pandemic and plan to be moving forward with projects in 2020 and currently planning the 2021 budget. Manager Murphy noted that the forecasts seem to be very conservative. Additional updates will be made, and a workshop is planned for June 3<sup>rd</sup>. President Collins thanked Administrator Doneux. No Action was Requested. Reviewed For informational purposes only.

## V. Action Items

- A) AR: Approve Minutes of the May 6, 2020 Regular Meeting (Sylvander)

**Motion 20-092:** *Approve the Minutes of the May 6, 2020 Regular Meeting.*

Murphy/Sanders  
Unanimously approved

- B) AR: Approve Accounts Payable/Receivables for April (Sylvander)

**Motion 20-093:** *Approve April 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 Ford Site Redevelopment Funding Request (Fossum)

Mr. Fossum reviewed that 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 (allowance)

Mr. Fossum shared that CRWD is currently delaying item number three and will come back for further discussions with the City of St. Paul. The board had no questions regarding items number one and two. Mr. Wes Saunders was in attendance and shared that this funding is appreciated and thanked the board for the investment from CRWD in this project.

**Motion 20-094:** *Approve Ford Site grant to the City of St. Paul for elements #1--Ford Parkway Baseflow Groundwater Capture and #2--Southern Stormwater Enhancements from their 4/28/2020 funding request for an amount not to exceed \$795,000 and direct staff to develop a grant agreement with the City of St. Paul for subsequent Board approval.*

Murphy/Sanders  
Unanimously approved

- D) AR: Accept Falcon Heights Wetland Conservation Act Local Government Unit Designation (Martinkosky)

Mr. Martinkosky reviewed. The Minnesota Wetland Conservation Act (WCA) was adopted by the Board of Water and Soil Resources in 1991. It requires Local Government Units (LGUs) to implement the rules and regulations pertaining to wetland draining, filling, and excavation. By default, cities are the LGU within their jurisdictional boundaries, but may delegate the authority to other local governments. The City of Falcon Heights has previously delegated LGU status for the areas within Rice Creek District. The resolution delegating WCA LGU status to CRWD was adopted on April 22, 2020.

CRWD's wetland management rule is based on the State WCA requirements with minor differences. Accepting the delegation will streamline the application process for wetland projects, and grant CRWD additional responsibilities to review and approve wetland delineations, convene Technical Evaluation Panels as needed and distribute required notices. Mr. Martinkosky reviewed a map of water bodies within CRWD and Falcon Heights indicates the potential increase in staff resources will be minor. Staff recommend accepting the LGU delegation and have included the BWSR provided resolution.

President Collins asked for clarification on CRWD's wetland minimum of 400 square feet. Mr. Martinkosky replied that CRWD currently does not have a minimum number of wetland square feet. Manager Murphy asked why the City is giving CRWD this responsibility. Mr. Martinkosky replied that CRWD has the wetland expertise.

**Motion 20-095:** *Approve Resolution Accepting Delegation of LGU Status for Administering the Minnesota Wetland Conservation Act from the City of Falcon Heights to CRWD.*

Murphy/Sanders  
Unanimously approved

## **VI. Unfinished Business**

- A) Watershed Management Plan Update (Eleria)

Ms. Eleria provided a review of the Watershed Management Plan. Public comments will be due Wednesday, July 15<sup>th</sup>. The CAC has formed a subcommittee to review and comment on plan. The subcommittee consists of Mary Lilly, Gwen Willems, David Arbeit & Nicole Soderholm. The committee will present a draft letter to the CAC. A Virtual Community Meeting will be held to review the Draft Watershed Management Plan on Thursday, June 18<sup>th</sup> at 1:00 pm and on Wednesday, June 24<sup>th</sup> at 6:00 pm. The meetings will be recorded. President Collins asked if a Board Manager should attend the online meetings. Ms. Eleria replied that she would like at least one board manager in attendance at the online meetings.

- B) Midway Peace Park Update (Eleria)

Ms. Eleria provided the Board of Managers with an update on the Midway Peace Park. Ms. Eleria shared photos of the construction process, construction will be paused to include a pergola with seating area. The project is anticipated to complete in July. The interpretive signage will be installed later this summer. Ms.

Eleria shared a sample of the signage. President Collins suggested sharing these signs with BWSR as a sample of how we are reaching out to diverse audiences. Manager Murphy recommended checking into the licensing rights to the phrase “Water is Life”. The phrase could possibly already be patented.

C) Como Lake Alum Treatment Update (Belden)

Ms. Belden shared an update on the Alum Treatment on Como Lake. The treatment was started on May 17 and was finished on May 20<sup>th</sup>. The treatment was administered by HAB Aquatics. A press release was sent along with postings on social media, newsletter, emails to partners, CRWD website, and blog post. A short video is being made from photos and drone recorded video. The application area in Como Lake was 41 acres. Manager Murphy asked about how many people knew or did not know about the treatment. Ms. Belden replied that several people responded that they had seen information on the District 10 website and came out to see for themselves. Managers were very pleased and thanked Ms. Belden for the update and her work. No action taken.

D) Parkview Elementary Update (Zwonitzer)

Mr. Zwonitzer provided an update for the Board of Managers on the Parkview Elementary Project. The filtration is expected to remove 45 pounds of phosphorus per year. The final grading of the athletic field is being completed. Monitoring equipment is scheduled to be installed along with permanent signage to be incorporate into the school’s curriculum. Mr. Zwonitzer provided a recap of the budget. President Collins and the managers were very pleased with the progress. No action was taken.

**VII. General Information**

A) Board of Manager’s Updates

President Collins shared that he has been reappointed to BWSR for another 3-year term with the support of MAWD. Administrator Doneux shared that the June CAC tour will be a night at the movies and include drone footage from Como Lake Alum treatment.

**VIII. Next Meetings**

- A) Wednesday, June 3, 2020 5:00 PM – Board Workshop
- B) Wednesday, June 17, 2020 - 6:00 PM -Regular Board Meeting

**IX. Adjournment**

**Motion 20-096:** *Adjournment of the May 20, 2020 Regular Board Meeting at 7:55 P.M.*

Murphy/Sanders  
Unanimously Approved

Respectfully submitted,  
Michelle Sylvander