



## Capitol Region Watershed District

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April 1, 2020 Board Workshop  
APPROVED

**Regular Meeting** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, March 19, 2020, 6:00 p.m.** (Regular Meeting) at the office of the CRWD, 595 Aldine Street, St. Paul, Minnesota.

### 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

Mark Doneux, CRWD  
Michelle Sylvander, CRWD - remote  
James Mogen, Ramsey County Attorney

##### Public Attendees

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

**Motion 20-041:** *Approve the Agenda of March 19, 2020 with no changes.*

Texer/Jones  
Unanimously Approved

#### II. Public Comment

Administrator Doneux, noted that no member of the public attended the meeting, and no member of the public had called the office nor submitted any written comments.

#### III. Permit Applications and Program Updates

##### A) Permit 16-021 Union Flats – Closure (Martinkosky)

Administrator Doneux reviewed this permit was issued for construction of a new apartment complex and associated infrastructure. Two underground sand filtration systems were constructed to treat stormwater. The site is currently stable and the as built has been accepted. The \$12,200 surety is available to return.

**Motion 20-042:** *Approve \$12,200 surety return and Certificate of Completion for permit #16-021, Union Flats.*

Texer/Jones

Unanimously Approved

**IV. Special Reports – Communication and Engagement Update** (Schwantes)

Administrator Doneux gave a brief report. No action was taken.

**V. Action Items**

- A) AR: Approve Minutes of the March 4, 2020 Board Workshop and Regular Meeting (Sylvander)

**Motion 20-043:** *Approve the Minutes of the March 4, 2020 Board Workshop and Regular Board Meeting.*

Jones/Texer  
Unanimously approved

- B) AR: Approve Minutes of the March 5, 2020 Board Workshop (Sylvander)

**Motion 20-044:** *Approve the Minutes of the March 5, 2020 Board Workshop.*

Jones/Sanders  
Unanimously approved

- C) AR: Approve Accounts Payable/Receivables for February (Sylvander)

**Motion 20-045:** *Approve February 2020 Accounts Payable/Receivables and Budget Report and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Sanders/Texer  
Unanimously approved

- D) AR: Adopt Updated Safety Program (Eleria)

Administrator Doneux reviewed in place of Ms. Eleria. CRWD has a comprehensive safety program to maintain safe conditions in the workplace, minimize the frequency and severity of hazards and prevent on-the-job accidents and injuries. Every five years, CRWD conducts an audit of its safety program to evaluate the written and observed safety practices and procedures and determine updates and changes to the program to maintain compliance with federal and state OSHA standards and adoption of best practices.

CRWD hired ATC Group Services, a local environmental health and safety company, to conduct an audit of CRWD's safety measures, practices and procedures in the new office and in the field. In addition, ATC reviewed the safety program manual which was last updated in 2014. ATC made a handful of recommendations for our office, shop and garage spaces, field operations, and safety program manual. CRWD staff have addressed ATC recommendations in the workplace and the safety program manual. Manager Texer asked about the eye washing stations. Administrator Doneux replied that an additional eye washing station is being added. Manager Sanders asked about training.

Administrator Doneux replied that training is provided for new staff and refresher training is provided for current staff. President Collins requested an update in six months.

**Motion 20-046:** *Adopt the updated CRWD Safety Program*

Texer/Jones

Unanimously approved

E) AR: Approve 2020 BMP Maintenance Services Agreement (Eleria)

Administrator Doneux reviewed that for over ten years, CRWD staff have been coordinating the inspection and maintenance of District-owned best management practices (BMPs) by landscape contractors. Projects include the Arlington-Pascal rain gardens, Green Line raingardens and stormwater planters, and Highland Ravine stabilization practices. In the past, one contractor has been responsible for the Arlington-Pascal and Green Line BMPs and another contractor has been responsible for the Highland Ravine practices.

For 2020, CRWD staff seek to consolidate maintenance activities of the three projects with one contractor and have distributed a request for quotes to landscaping companies including disadvantaged business enterprises (DBEs). Eight contractors, four of them DBEs, submitted quotes for routine maintenance work, such as trash, sediment and weed removal, and unit cost estimates for non-routine activities, such as plant replacement, watering, and tree removal.

**Motion 20-047:** *Approve Inhabit Landscape as the contractor for 2020 BMP maintenance services and authorize the Administrator to execute an agreement with Inhabit Landscapes for an amount up to \$36,000 subject to review and approval by the Ramsey County Attorney.*

Sanders/Texer

Unanimously approved

F) AR: Adopt Como Lake Aquatic Vegetation Management Plan (Belden)

Administrator Doneux reviewed The Como Lake Management Plan (CLMP) was adopted by the Board of Managers on May 15, 2019. The CLMP presents an adaptive management plan framework for achieving water quality goals for Como Lake through in-lake, watershed, and community actions over the next 20 years. As part of the CLMP, several actions for aquatic vegetation management (Actions L5-L7) and fisheries management (Actions L8-L9) were recommended to work toward an ecologically healthy Como Lake (Goal 1).

Management of the aquatic plants in Como Lake is recommended because of the dominance of the invasive curly-leaf pondweed, which has caused significant imbalance in the native plant community. Curly-leaf pondweed has choked out the native plants and is also a significant driver of internal phosphorus loading because of its unique life cycle.

Wenck was hired in September 2019 to develop a long-term aquatic plant management plan for Como Lake as well as specifications for a curly-leaf pondweed herbicide treatment plan. Both plans are intended

to work together to support the restoration of Como Lake's native aquatic plant community over the long-term.

Wenck developed a draft Como Lake Long-term Vegetation Management Plan. The goal of the plan is to establish an adaptive management approach for restoring and enhancing the aquatic vegetation community in Como Lake. The plan specifies a first 5-years implementation cycle for managing the plant community in Como Lake with emphasis on native plant succession following curly-leaf pondweed control. The plan then provides appropriate tools to manage the plant community in the long-term depending on multiple outcomes from the first 5-years of management.

**Motion 20-048:** *Adopt the Como Lake Long-term Aquatic Vegetation Management Plan.*

Sanders/Texer  
Unanimously approved

G) AR: Authorize Como Lake Alum Treatment Project (Belden)

Administrator Doneux reviewed the Como Lake Management Plan (CLMP) was adopted by the Board of Managers on May 15, 2019. The CLMP presents an adaptive management plan framework for achieving water quality goals for Como Lake through in-lake, watershed, and community actions over the next 20 years.

As part of the CLMP, an alum treatment was recommended (Action L2) to inactivate sediment phosphorus, which is the most significant source of internal phosphorus loading in the lake. An alum treatment is a non-toxic method that involves the application of aluminum sulfate to the lake surface by boat. Following application, the alum moves through the water column to the lake bottom where it chemically reacts with the lake bottom sediments to "lock up" phosphorus so it is not available for algae to consume.

Staff have worked with LimnoTech to develop an alum dosing plan, bidding documents and specifications for Como Lake. The project went out to bid on February 14, 2020.

Bids for the Como Lake Alum Treatment were opened on March 6, 2020. One bid was received from HAB Aquatic Solutions. LimnoTech has determined that HAB Aquatic Solutions is the lowest, responsible, qualified bidder per the bidding documents for the project.

**Motion 20-049:** *Authorize Como Lake Alum Treatment project and award the base bid to HAB Aquatic Solutions for an amount not to exceed \$152,263.76.*

Jones/Texer  
Unanimously approved

H) AR: Approve BMP Database Service Agreement (Zwonitzer)

Administrator Doneux reviewed that for the past six years CRWD has been contracting with Houston Engineering, Inc. (HEI) to host and implement a customized web-based BMP database to track projects in its permit, grant, and capital improvement programs. The database allows access to project information

from anywhere that has an internet connection. It is used to track project progress and maintenance activities, generate maps, and summarize CRWD activities and associated environmental benefits.

To streamline administration and services for this ongoing technology, staff recommend approving a consultant master services agreement with HEI. This agreement would cover annual database webhosting, maintenance, enhancements, GIS support, and programming updates to modernize security and data management as needed. Similar to the agreement with Barr Engineering for general engineering services related to the Trout Brook Interceptor, the HEI contract would renew each year for a maximum contract amount of \$25,000 for general database management tasks and expenses as described in the attached draft agreement. Staff recommend approving the agreement for up to \$25,000 per year through the dedicated BMP Database fund which has a budget of \$50,000 in 2020 (#225-20303).

**Motion 20-050:** *Approve consultant master services agreement with Houston Engineering Inc. for up to \$25,000 per year for CRWD's BMP Database and authorize the Administrator to execute the agreement subject to the review and approval by Ramsey County Attorney.*

Texer/Sanders  
Unanimously approved

I) AR: Adopt MN 2020-2021 Green Corps Resolution (Bromelkamp)

Administrator Doneux reviewed Minnesota GreenCorps is a statewide program designed to help preserve and protect Minnesota's environment while training a new generation of environmental professionals. CRWD has hosted three GreenCorps Members including: Megan Frisvold in the Communications and Engagement, Stewardship and Partner Grant Programs (2018-2019); Steven Yang in the Stewardship Grant Program (2017-2018); and Kat McCarthy as a Living Green Outreach Member (2010-2011).

CRWD proposes to host a GreenCorps Member in 2020-2021 under the Green Infrastructure Stormwater Track. The GreenCorps member will be involved in three key areas: Communications and Engagement, Stewardship and Partner Grant Programs. The member will work closely with Communications and Engagement staff to develop and/or deepen relationships with diverse communities by attending cultural and community events, developing culturally appropriate resources, and engaging community organizations and schools in hands-on learning about water resource protection. As part of this work, the member will help promote the Stewardship Grant Program Equity.

Bonus to expand Best Management Practices in communities where participation has been low. These projects will serve as demonstration sites for the larger community. Lastly, the member will develop opportunities to connect residents to existing BMPs and water resources in the District.

President Collins asked for any questions. No questions were asked.

**Motion 20-051:** *Adopt a resolution supporting a Minnesota GreenCorps Host Site Application and authorize CRWD staff to submit the application to the Minnesota Pollution Control Agency for the 2020-2021 program year.*

Jones/Texer  
Unanimously approved

**VI. Unfinished Business**

- A) Building Use Update (Doneux)

Due to COVID-19 the district has closed the Building for public use.

**VII. General Information**

- A) Board of Managers' Updates

The MAWD Legislative Breakfast and Day at the Capitol was cancelled. The MAWD Summer tour has also been canceled.

**VIII. Next Meetings**

- A) Wednesday, April 1, 2020 5:00 PM – Workshop and Regular Meeting, might be cancelled.
- B) Wednesday, April 8, 2020 7:00 PM - CAC Meeting Manager Sanders will attend, if not cancelled.

**IX. Adjournment**

**Motion 20-052:** *Adjournment of the March 19, 2020 Regular Board Meeting at 6:40 P.M.*

Sanders/Jones  
Unanimously Approved

Respectfully submitted,  
Michelle Sylvander