



Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104
T: 651-644-8888 • F: 651-644-8894 • capitolregionwd.org

September 16, 2020 Board Workshop
APPROVED

Board Workshop of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, September 2, 2020, 5:00 p.m.** (Board Workshop) **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
Mary Texer, remote

Staff Present

Mark Doneux, CRWD
Bob Fossum, CRWD, remote
Michelle Sylvander, CRWD, remote
Nate Zwonitzer, CRWD, remote
James Mogen, Ramsey County Attorney, remote

Public Attendees

Mary Lilly, CAC

B) Review, Amendments and Approval of the Agenda.

Motion 20-164: *Approve the Agenda of September 2, 2020.*

Murphy/Sanders
Unanimously Approved

II. Thomas Building (Doneux)

Administrator Doneux reviewed that on July 27, 2016, CRWD entered into a purchase agreement for 595 Aldine Street and 1736 Thomas Ave. The District closed on the properties on February 27, 2017. As a condition of the sale, CRWD purchased both parcels, 595 Aldine Street and 1736 Thomas Ave from McQueen Equipment. The purchase price for both parcels was \$1,350,000. The Thomas parcel is now listed with a 2020 estimated property value of \$480,700 and is a separate tax parcel from the Aldine property that is 0.83 acres in size. The building is approximately 8,100 square feet.

The workshop focus is on the future disposition of the Thomas property. The District moved into the 595 Aldine building on December 4, 2018 and the Thomas Building has remained mostly empty since the move with the exception of some temporary, incidental storage. Administrator Doneux shared his opinion that the building should no longer remain vacant and that the District should determine to sell or repair/refurbish and lease out the building. While no need is on the one to two-year horizon for the property, there is a likelihood that with the District's new Facility Management program, additional equipment storage and maintenance areas would be required in the next five years. Retaining an interest in the property, either through ownership or lease, would also be advantageous due to the need for overflow

parking during major training and other events. The District will always retain easements for access and maintenance to the underground infiltration system and groundwater monitoring wells on the Thomas property. Administrator Doneux provided a review of the property lines for both 595 Aldine and 1736 Thomas Avenue. Drainage from the Aldine property drains into the southwest corner of the Thomas property. Roof drainage from the Thomas building has been fixed to drain into the southwest corner away from the neighboring property. President Collins requested that Administrator Doneux review the uses for the building. Administrator Doneux shared how the building can be divided for multiple uses. CRWD is interested in maintaining use of the three lower garage spaces. Several entities have shared interest in leasing the remaining space. Most of the interest has been in warehouse/storage space. Freshwater Society has shown interest in making renovations to use a portion of space for office and warehouse. Administrator Doneux explained how using the Thomas building for office space would require improvements for handicap accessibility.

Manager Jones asked about year to date maintenance costs. Administrator Doneux reviewed the 2019 carrying costs for the Thomas property was \$15,000 of which about \$10,000 was minor maintenance and the balance was utilities and security fees. The 2020 year to date costs are about \$39,000 of which \$31,000 is deferred maintenance including code required electrical work, roof repair, roof drain and exterior maintenance. Administrator Doneux asked Attorney Mogen's legal opinion of leasing the Thomas building. Attorney Mogen replied that CRWD has limited authority. Adding that levy funds could not be used for development costs, developing a building might question authority. President Collins asked if plans for the Thomas building were included in Watershed Management Plan. Administrator Doneux replied yes, future planning for the Thomas building is included in the Watershed Management Plan. Manager Murphy shared that mosquito patrol currently shares a building with a similar entity. Manager Sanders shared that maintaining the building for future needs is necessary. Manager Sanders also added that CRWD needs to be caretakers for the neighborhood and that the building needs to be used and not sit empty until needed. The Managers agreed that CRWD needs to maintain ownership of the Thomas building for future needs of the district. Board Managers also agreed that someone needs to be leasing the space in to ensure building is getting used.

No Action was taken. Workshop for informational and discussion only.

III. Adjourn Board Workshop

Motion 20-165: *Adjournment of the September 2, 2020 Thomas Building workshop at 6:00P.M.*

Murphy/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander



Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104
T: 651-644-8888 • F: 651-644-8894 • capitolregionwd.org

September 16, 2020 Board Meeting
V. Action Item A) Approve Minutes of
September 2, 2020
Regular Board Meeting (*Sylvander*)

Regular Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, September 2, 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

Mark Doneux, CRWD
Anna Eleria, CRWD - remote
Bob Fossum, CRWD – remote
Forrest Kelley, CRWD - remote
Joe Sellner, CRWD - remote
Lindsay Schwantes, CRWD - remote
Michelle Sylvander, CRWD – remote
Nate Zwonitzer, CRWD - remote
James Mogen, Ramsey County Attorney, remote

Public Attendees

Bob Simonet, CAC

B) Review, Amendments and Approval of the Agenda.

Motion 20-166: *Approve the Agenda of September 2, 2020 with no changes.*

Murphy/Sanders
Unanimously Approved

II. Public Comment

No public Comments.

III. Permit Applications and Program Updates

A) 19-018 GTA Building renewal – (Hosch)

Mr. Kelley reviewed permit #19-018 for GTA Building renewal. The applicant, Buhl GTA is redeveloping the former TIES building into apartment. 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 2.09 acres.

Motion 20-167: Approve with 6 Conditions

Conditions:

1. Receipt of \$6,600 surety. Surety has increased \$400 because of an increase in new/reconstructed impervious surface area shown on the site plan (Sheet C400).
2. Receipt of documentation of maintenance agreement recorded with Ramsey County.
3. Provide a copy of the NPDES permit.
4. Revise Plans to address the following:
 - a. Label Underground System 1 and Underground System 2 on Sheet C501.
 - b. Clarify which manholes the outlet control structure detail on Sheet C701 reference.
 - c. Add note to plans stating, "Bottom of underground systems 1 and 2 shall be placed in native sand, loamy sand, or sandy loam (SP). Over excavation of sandy clay load (ML) may be necessary to reach design soil type."
 - i. System 1: ST-110 (Closest soil boring to system) does not extend 5 feet below bottom of system.
 - ii. System 2: Nearby soil boring ST-102 indicates 1 foot of ML soil (0.2 in/hr) at bottom of system.
 - d. Clarify STMH 102 RIM elevation. Sheet C501 indicates the RIM is at an elevation of 957.82', which is approximately three feet above the surface elevation shown on Sheet C500.
 - e. Adjust footprint of Underground System 2 to match HydroCAD. Length of system is approximately 114 feet on Sheet C501 and 134.76 feet in HydroCAD. Footprint in the Plans shall be approximately 2,100 ft² based on the HydroCAD.
 - f. Confirm roof drain RD2 enters STMH 101 upgradient of the weir. The proposed drainage area map and HydroCAD model indicate that this area discharges to Underground System
5. Revise HydroCAD model or plans to correspond:
 - a. 5P (UND. INFILTRATION 2 STORMTECH): i. Elevation of Custom Weir/Orifice is 949.71' in HydroCAD and 951.71' in the Outlet Control Structure Detail on Sheet C701. This outlet shall be modeled as a 4-foot sharp-crested weir.
 - b. 43P (UND. INFILTRATION 1 STORMTECH): i. Elevation of Custom Weir/Orifice is 950.0' in HydroCAD and 953.0' in the Outlet Control Structure Detail on Sheet C701. This outlet shall be modeled as a 4-foot sharp-crested weir.
 - c. Impervious drainage area for Subcatchment 5S (West Parking and Playground to Undg 2) is 16,885 ft² in HydroCAD and 18,659 ft² on the proposed drainage map.
 - d. Pervious drainage area for Subcatchment 5S (West Parking and Playground to Undg 2) is 15,151 ft² in HydroCAD and 13,377 ft² on the proposed drainage map.
 - e. Impervious drainage area for Subcatchment 6S (West Parking to Undg 2) is 22,840 ft² in HydroCAD and 26,535 ft² on the proposed drainage map.
 - f. Pervious drainage area for Subcatchment 6S (West Parking to Undg 2) is 9,695 ft² in HydroCAD and 6,105 ft² on the proposed drainage map.
 - g. Upon revising model, ensure rate control and freeboard requirements are met.
6. Provide copies of Phase I and II Environmental Site Assessments, Response Action Plan (RAP), and RAP approval letter.

Murphy/Sanders
Unanimously Approved

B) 20-023 2383 University – Review Period Extension (Hosch)

Mr. Kelley reviewed permit #20-023 for 2383 University Avenue. The current review period for 2383 University expires on 9-14-2020. The applicant requested an extension to the 60-day review period prior to the expiration. The applicant has requested the additional time to complete the required conditions.

Motion 20-168: *Approve 60-day review period extension for Permit 20-023 2383 University to expire November 13, 2020.*

Murphy/Sanders
Unanimously Approved

IV. Special Reports – Watershed Management Plan Update, Anna Eleria

Ms. Eleria reviewed that in August, CRWD’s Board of Managers approved the responses to comments on the formal, 60-day draft CRWD 2021-2030 Watershed Management Plan and conducted a public hearing to present the draft plan, comments, and responses to comments.

CRWD received three major comments on the draft plan, which included the need for measurability of goals, clarity in the District’s theme of community equity and engaging underrepresented groups, and a discussion on fiscal management and health.

CRWD and Barr Engineering staff have prepared a draft table that correlates Plan goals to implementation activities and their associated ‘numeric’ measurable outputs. Combined with a few changes to the goals, Ms. Eleria shared that staff believe that comments about measurability of goals and we can determine if and how we are making progress in achieving the Plan goals have been addressed. The language around goal measurability, community equity and engaging underrepresented groups and funding have also been revised. Other comments were addressed as laid out in the Board approved responses. A final draft Plan will be presented at a Special Board Meeting on September 8, 2020.

Manager Texer asked about an environmental impact bond. Ms. Eleria replied that a bond for environmental improvement projects could possibly provide new funding. Manager Jones added that Ms. Eleria has done an excellent job on responding to details and recommended that maps be larger to be easier to read.

Motion 20-169: *Schedule a Special Board Meeting on September 8, 2020 for the Watershed Management Plan.*

Murphy/Sanders
Unanimously Approved

V. Action Items

A) AR: Approve Minutes of the August 19, 2020 Regular Meeting (Sylvander)

Motion 20-170: *Approve the Minutes of the August 19, 2020 Regular Meeting.*

Murphy/Sanders
Unanimously Approved

B) AR: Approve Ramsey County GIS User Group Joint Powers Agreement for 2021-2025 (Zwonitzer)

Mr. Zwonitzer reviewed that the mission of the Ramsey County GIS Users Group is to share, develop and promote GIS data and technology collaboratively throughout Ramsey County for the benefit of its citizens, local communities, government agencies, and business partners. The group is made up of 21 members including Ramsey County, cities, watershed districts, and other government organizations. Meetings are held approximately four times each year allowing group members to review new technological advances in GIS, share projects and applications of the data, and collaborates on collecting new information such as updated aerial photography.

The Ramsey County GIS Users Group is governed by a Joint Powers Agreement (JPA) approved by all members. The current agreement expires at the end of 2020. The new JPA differs from previous versions as penalties and restrictions on leaving and rejoining the group have been eliminated. Members are now only required to approve the JPA and pay their annual dues to participate in the group and access shared resources. Since there are no additional penalties or restrictions for leaving or joining the group, the term of the agreement has changed from 3 years to 5 years to simplify administration for the group and its members.

The Users Group approves an annual fee structure for its members. The structure has remained unchanged for several years and will remain unchanged for 2021. CRWD's fee for 2021 will be \$1,705.97. Since CRWD is entirely within Ramsey County, and the data made available through the group supports its work, staff recommend CRWD continue to be an active member of the Ramsey County GIS Users Group. Mr. Zwonitzer added that CRWD has been a member of this group for ten years. Attorney Mogen asked if there was an escape clause. Mr. Zwonitzer replied that there is no penalty for leaving or rejoining.

Motion 20-171: *Approve the 2021-2025 Ramsey County GIS Users Group Joint Powers Agreement and fee structure and authorize the Board President and District Administrator to execute the agreement.*

Murphy/Sanders
Unanimously Approved

C) AR: Adopt Preliminary 2021 Budget and Levy (Doneux)

Administrator Doneux shared that 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 Board of Managers discussed the current 2020 budget and revenue at the May 6th and 21st Board meetings. The Board also reviewed the preliminary 2021 Work Plan along with the budget and levy at Board workshops on June 3rd and July 8th as well as at Board Meetings on June 17th and July 22nd, 2020. The Citizen Advisory Committee reviewed and recommended approval on the proposed 2021 budget and

levy at their August 12th meeting. A duly noticed Public Hearing was held on August 19th to collect public comment on the proposed 2021 budget and levy. The District has not received any comments as of August 27th. The Board of Managers must adopt a Preliminary 2021 Budget and Levy Certification before the initial September 30, 2020 deadline.

Administrator Doneux recommended that the Board adopt the preliminary budget and levy as presented. If the Board were to consider a change in the budget or levy, he recommended doing that at the December, Final Levy Certification to allow for better estimating of fund balance as well as external budget requests. Staff is recommending the preliminary budget of \$799,100 for Administration, \$3,370,934 for Programs, \$1,181,286 for Projects for a total Operations Budget of \$5,351,320 and \$3,726,290 for Capital Improvement Projects. This results in a total Preliminary 2021 Budget of \$9,077,610. This is a decrease of \$2,709,373 from the adopted budget for 2020. The proposed 2021 tax levy is \$8,277,699. This includes \$7,227,760 for the operations and capital levy and \$1,049,939 for debt. This levy is the same as 2020.

Administrator Doneux added that a comment was received from Mr. Wes Saunders-Pearce with the City of St. Paul regarding wetland planning funds. Administrator Doneux shared that \$78,000 has been allocated for wetland planning.

Motion 20-172: *Adopt the Preliminary 2021 Budget and Levy.*

Murphy/Sanders
Unanimously Approved

D) AR: Approve 2021 Partner Grant Program Request for Proposals (Schwantes)

Ms. Schwantes reviewed Partner Grants support organizations who share in CRWD's mission to protect, manage, and improve our water resources. Expenses eligible for reimbursement include personnel/staff time and materials. Any organization or community group serving residents within CRWD's boundaries is eligible to apply. Projects funded in 2021 must be completed with a final report submitted by December 31, 2021. Grants are funded on a reimbursement basis and liability insurance is required for all grantees. Partner Grants are given to organizations, schools, businesses and other entities for clean water education and outreach projects. Grant awards range from \$1,000-\$20,000.

Ms. Schwantes shared the 2021 Partner Grant solicitation list. The distribution list includes previous grant recipients and organizations that represent new audiences for CRWD. The draft 2021 budget for Partner Grants is \$135,000. Changes to the promotion and evaluation process include CRWD's diversity and inclusion goals, an updated application form that includes improved questions that address CRWD's priority audiences as outlined in the 2020 WMP and measuring project impact. These will be used during the review process.

Ms. Schwantes shared that staff will be hosting a virtual information session for interested applicants to learn about eligibility and contracting requirement on October 7, 2020. Staff will also promote CRWD's Stewardship Grant Program and provide information on how to apply to the CAC in a promotion email. The 2020 Partner Grant Committee Board appointments are Managers Jones and Murphy. No alternate was designated at the annual meeting. Two CAC members will be identified to serve on the committee at the

September 9, 2020 meeting. The committee will review applications and select grant recipients in November for Board approval in December.

Motion 20-173: *Identify an alternate Board Manager to serve on the Partner Grant Committee and authorize staff to distribute CRWD's 2021 Partner Grant Request for Proposals and proceed with the grant review and approval process according to the proposed timeline.*

Murphy/Sanders
Unanimously Approved

VI. Unfinished Business

A) Como Park Golf Course BMPs Update (Kelley)

Mr. Kelley provided a review for the Board of Managers with an update on the Como Park BMP's. A change order for additional materials is anticipated for additional materials for the filtration base. Mr. Kelley shared that things are going well with the project and anticipates coming back to the board for approval of change orders at the next meeting. No action taken.

B) Ford Site Redevelopment Update (Fossum)

Mr. Fossum provide an update for the Board of Managers on the Ford Site Redevelopment. The City of St. Paul is currently drafting the cash flow terms of agreement. Mr. Fossum will be returning to the board later to review the agreement.

C) Lake McCarrons Update (Sellner)

Mr. Sellner provided the Board of Managers with an update on Lake McCarrons. Ramsey County has performed a feces cleanup and goose round up. Lake water samples have been tested and have come back below previous levels.

A public in person meeting is planned at the McCarrons Beach for Oct. 3, 2020. The purpose of the meeting is to engage with public in ways to take action, discover individual interest, what can be done to help and build relationships. President Collins asked if Managers should attend. Administrator Doneux will forward details to the Board Managers.

D) Seminary Pond Project Update (Eleria)

Ms. Eleria provided an update on the Seminary Pond Project. Bidding for the project closed on September 2nd. A total of ten bids were received and eight bids were below the engineers estimate. Ms. Eleria will be returning to the board for approval at the September 16 meeting.

E) Boulevard Rain Garden Project Update (Zwonitzer)

Mr. Zwonitzer reviewed that several rain gardens have been completed. The number of gardens has been reduced because of several reasons including the timeline for bidding at this time of year and difficulty in

finding contractors. BWSR funding has been postponed until spring of 2021. Mr. Zwonitzer will be returning to the board in February of 2021 regarding bidding.

F) Science Museum Feasibility Study Update (Zwonitzer)

Mr. Zwonitzer provided the board with an update on the Science Museum Feasibility Study. Last year at this time CRWD started working with the Science Museum and developing concepts. In March, the Museum closed because of COVID. The Museum will now be reopening, and some staff will be returning. The Science Museum has shown that they are still interested in a project with CRWD.

G) General Information

A) Board of Manager's Updates

President Collins and Manager Jones have both applied to renew their terms. Manager Jones will not be renewing his term. Ramsey County is currently looking at applications to replace Manager Jones.

President Collins will not be in attendance for the Sept. 16th meeting.

VII. Next Meetings

- A) Tuesday, September 8, 2020 11:00 AM Special Meeting, Thomas Building **Electronic Only**
- B) Wednesday, September 9, 2020 7:00 PM – CAC Meeting– **Electronic Only**
- C) Wednesday, September 16, 2020 6:00 PM- Regular Meeting – **Electronic Only**

VIII. Adjournment

Motion 20-174: *Adjournment of the September 2, 2020 Regular Board Meeting at 7:27 P.M.*

Murphy/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander