



## Capitol Region Watershed District

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**March 3, 2021 Board Meeting**  
APPROVED

**Regular Board Meeting** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, February 17, 2021, 6:00 p.m.** (Regular Meeting) at the office of CRWD, 595 Aldine Street, St. Paul, Minnesota.

### REGULAR MEETING MINUTES

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

##### Managers

Joe Collins  
Shawn Murphy  
Rick Sanders  
Hawona Sullivan Janzen  
Mary Texer

##### Staff Present

Britta Belden, CRWD  
Jessica Bromelkamp, CRWD  
Mark Doneux, CRWD  
Belinda Gardner, CRWD  
Elizabeth Hosch, CRWD  
Michelle Sylvander, CRWD  
Mary Van Sant, CRWD  
Nate Zwonitzer, CRWD  
Forrest Kelley, CRWD  
James Mogen, Ramsey County Atty

##### Public Attendees

Andrew Montain, resident  
Renee Pardello, resident  
Mary Lilly, CAC  
Todd Shoemaker, Wenck  
Eric Osterdyk, Wenck  
Jeff Madejczk  
Pat Cavanaugh, CAC  
Robin Schroeder, resident  
Brian Field, Anderson Engineering  
Devin Driscoll, CAC applicant  
Bob Willmus, resident

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

**Motion 21-028:** *Approve the Agenda of February 17, 2021, with no changes.*

Murphy/Sanders  
Unanimously Approved

#### II. Public Comment

No Comments. A few residents were in attendance regarding the Enclave at McCarrons Lake Development. President Collins asked the residents to share their comments at the time of the permit review.

#### III. Permit Applications and Program Updates

##### A) 20-019, Marshall and Finn Apartments – Amendment (Hosch)

Ms. Hosch reviewed permit #20-019 for Marshall and Finn Apartments. The applicant, Fairway Property Management will be amending previous approval to demo existing single-family homes and construction. 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 1.7 acres with .76 acres impervious surface.

**Motion 21-029: Approve with 4 Conditions**

*Conditions:*

- 1. Receipt of \$3,800 surety.*
- 2. Receipt of documentation of maintenance agreement recorded with Ramsey County.*
- 3. Provide a detail that accurately shows how the 60-inch pipes and 36-inch pipes will be laid out together in Infiltration Basin 1.*
- 4. Remove drawdown risers within pretreatment pipes or provide documentation of their effectiveness.*

Murphy/Sanders

Unanimously Approved

B) 21-001, The Enclave at McCarrons Lake Development (Hosch)

Ms. Hosch reviewed permit #21-001 for The Enclave at McCarrons Lake Development. The applicant, Airborne Holdings, LLC will sub-divide and develop 20 lots. The applicable rules are Stormwater Management (Rule C), Flood Control (Rule D), Wetland Management (Rule E), and Erosion and Sediment Control (Rule F). The disturbed area of this project is 5.1 acres with 1.76 acres impervious surface.

President Collins asked for any questions. Manager Sanders asked for clarification on differences between the NPDES and SWPPP and condition #4. Ms. Hosch explained the difference between the NPDES and SWPPP. Mr. Shoemaker replied to Manager Sanders regarding condition #4. Ms. Pardello, a resident, asked if climate changes are included with the permitting process. Ms. Hosch replied that climate changes are taken into consideration in the District's permitting process. Ms. Pardello asked if the new homes being built near this area have been taken into consideration for runoff concerns for this permit. Ms. Hosch replied that the treatment of stormwater runoff is reviewed for the permit site only.

Ms. Pardello asked how the District practices diversity and equity in the permitting process. Administrator Doneux replied that the District does not have jurisdiction on issues below the high-water mark unless there are floodplain impacts. The housing stock or housing equity issues are a zoning issue and not under our purview in our rules. President Collins stated the CRWD's rules are designed to address the water quality and flooding issues.

Mr. Montain, a resident that lives near Lake McCarrons asked how much rainfall will go into the stormwater system. Mr. Montain asked how much wetland is planned for this permit. Ms. Hosch replied that no wetland replacement is planned for this permit. Ms. Pardello suggested ½ acre of land remain available as green space. Mr. Kelley asked Attorney Mogen if an additional recommendation could be made to include green space. Attorney Mogen replied that any additional recommendations would need to be associated with the district's rules for the permit. Mr. Field, the engineer for the project, added that

the dock location was taken into consideration for the 100-year flood plan. President Collins added that the Department of Natural Resources maintains jurisdiction of the shoreline of Lake McCarron's.

Mr. Kelley added that the landscaping plan for this permit includes native plants. Mr. Field added that trails are being added to this area and thanked CRWD for their efforts. Manager Texer explained that permits are first reviewed by staff and returned to the developer before being presented to the board. Manager Sullivan Janzen asked for clarification regarding the former use of the land. Mr. Kelley replied that the land has been privately owned and was used for a summer resort many years ago. The land is located adjacent to park land.

**Motion 21-030:** *Approve with 7 Conditions*

*Conditions:*

1. *Receipt of documentation of maintenance agreement recorded with Ramsey County.*
2. *Provide a copy of the NPDES permit.*
3. *Provide a site-specific maintenance plan that includes the following:*
  - a. *List all stormwater management practices.*
  - b. *Person(s) responsible for maintenance of stormwater devices(s).*
  - c. *Frequency of inspection/ indicator that maintenance is needed.*
  - d. *Description of inspection activities.*
  - e. *Description of maintenance activities.*
  - f. *Inspect in winter months to ensure plowed snow is not being stored on infiltration practices.*
  - g. *Establish a watering plan that extends a minimum of one year after planting.*
  - h. *Annual maintenance to include trimming vegetation, replacing vegetation where needed, mulch replacement, and removal of accumulated sediment and debris.*
4. *Revise plans to address the following:*
  - a. *Correct note on drawing on sheet C5 to read 8:1 max slope around the wetland.*
  - b. *Revise pretreatment for basins A and C. The sump depth shall be four times larger than the outlet pipe per EPA guidance. Outlet pipes for sumps in CBMH-104 and STMH-402 are 12 inches in diameter, which would require a sump depth of four feet. The manhole skimmer Detail 5 on Sheet C14 refers to a SAFL baffle, but it is unclear if a SAFL baffle will be installed or just a snout.*
  - c. *Revise Landscaping plan to address the following:*
    - i. *Specify potted plants or plugs to vegetate infiltration basins. Basin seeding should be avoided.*
    - ii. *Specify deep rooted, salt tolerant, native plants according to Plants for Stormwater Design (Shaw and Schmidt, 2003).*
    - iii. *Provide signage that deters snow management from using the infiltration Basin A for snow storage.*
  - d. *Extend energy dissipation to the toe of the slope where drainage swale enters Infiltration Basin B.*
  - e. *Revise Sheet C5 to include riprap at FES-103. Riprap is shown on Sheet C6, but not Sheet C5.*
  - f. *Revise grading such that the east filtration swale drains to a grated inlet at STMH-407. As currently proposed overflow from the swale may create a nuisance condition by crossing the adjacent sidewalk.*

- g. Revise rip-rap placement at FES-203 such that no rip-rap is within the wetland.*
5. *Revise HydroCAD model to justify the use of sheet flow lengths over 100 feet for proposed conditions subcatchments 10S, 30S, 50S, and 80S. The Minnesota Stormwater Manual recommends a maximum sheet flow length of 100 feet due to the tendency for flow to channelize beyond 100 feet.*
6. *Revise model or plans to correspond for the Pond A (Basin A) outlet diameter. Diameter of primary outlet is 15 inches in HydroCAD and 12 inches on Sheet C6 in the plans.*
7. *Clarify the Lake McCarron's Ordinary High Water Level (OHWL) discrepancy between the wetland delineation (842.39') and the plan (842.09').*

Murphy/Sanders  
Unanimously Approved

#### **IV. Special Reports – Regulations Program Overview and Update (Hosch)**

Ms. Hosch reviewed that the CRWD Regulatory Division has established a routine of providing regular permit updates and refresher information to the Board of Managers. Some recent Board conversation have raised questions that would be well answered to the full group. Ms. Hosch reviewed a presentation summarizing the CRWD permitting process, including current online permit application function and stormwater sequencing, summary of the national permitting framework for both construction and municipal activities, and introduction into sediment and erosion control practices on the ground. Manager Texer added that CRWD has shut down construction sites when conditions are not being met as agreed to in the permit. President Collins asked if the presentation could be shared for future reference. Ms. Hosch replied that it could be shared. Administrator Doneux added that Ms. Hosch's presentation focused on permitting requirements. A future presentation could include permitting requirements for wetland or floodplain impacts.

*No Motion. For information only.*

#### **V. Action Items**

- A) AR: Approve Minutes of the February 3<sup>rd</sup> Regular Meeting (Sylvander)

Manager Texer and Manager Sullivan Janzen noted corrections.

**Motion 21-031:** *Approve the amended Minutes of the February 3, 2021 Regular Meeting with corrections.*

Murphy/Sanders  
Unanimously Approved

- B) AR: Approve Accounts Payable/Receivable for January 2021 (Sylvander)

**Motion 21-032:** *Approve Accounts Payable/receivable for January 2021.*

Murphy/Sanders  
Unanimously Approved

C) AR: Appoint Devin Driscoll to the Community Advisory Committee (Doneux)

Administrator Doneux reviewed that on February 9, 2021 CRWD received an application from Devin Driscoll with a request to become a member of the Community Advisory Committee. Mr. Driscoll is a member of the Saint Paul Capital Improvement Budget (CIB) Committee, a member of the Hamline Midway Coalition Development Committee, and a member of the board of the Minnesota Supreme Court Historical Society. Mr. Driscoll is an attorney with a developing practice in energy and environmental matters, and a resident of the Hamline Midway neighborhood. Mr. Driscoll is interested in assisting the District in its work of protecting, managing, and improving the water resources within its boundaries. Mr. Driscoll was in attendance and stated he was pleased and honored to serve on the CAC.

**Motion 21-033:** *Appoint Devin to the Community Advisory Committee.*

Murphy/Sanders  
Unanimously Approved

D) AR: Approve Agreement with WeCo for Web Site Accessibility Audit (Van Sant)

Ms. Van Sant reviewed that digital accessibility is a vital component to a website that is helpful for people with disabilities and can improve usability for all users. The CDC reports 26 percent adults in the United States have some type of disability. There are accessibility standards required by the Americans with Disabilities Act (ADA) and section 508 of the Rehabilitation Act of 1973. CRWD is required to meet the WCAG 2.0, level AA compliance. Ms. Van Sant and staff recommend the audit include mobile devices to best serve all residents, and to help meet future requirements.

CRWD's WordPress site was launched in March 2019. The site designers and developers followed accessibility guidelines, but there are many facets to digital accessibility and the digital world is constantly changing and evolving. The District has a complex website that is necessary to inform and engage its users, including residents, permittees, and colleagues. Using an automated accessibility scan staff was able to detect several accessibility issues on CRWD's homepage. Automated scans can only capture 19 of the 59 WCAG 2.1 criteria. A manual accessibility audit will give staff specific and actionable feedback that can be applied to all webpages and other digital media. Staff requested proposals for website accessibility audit services from several companies.

WeCo's Manual Accessibility Audit proposal for capitolregionwd.org includes 83 hours of testing five webpages on desktop, iOS and Android using a variety of devices and browsers. The webpages were selected by staff to represent all aspects of the District's modular website. The audit will include a report outlining accessibility challenge areas and recommendations for changes to improve accessibility.

WeCo Accessibility Services is a Minnesota-based, woman-owned business that employs people living with a disability to offer their expertise on accessibility. WeCo Accessibility Specialists live with one or more disability and represent disabilities related to sight, mobility, hearing, and cognition. WeCo has worked with several government agencies in Minnesota at the state, county, and local level.

Staff will schedule the Accessibility Audit for Spring 2021, pending Board approval, with an anticipated completion deadline by fall 2021. Manager Texer thanked Ms. Van Sant for her work.

**Motion 21-034:** *Approve a consulting services agreement with WeCo Accessibility Services audit for an amount not to exceed \$16,600 and authorize the Administrator to execute the agreement.*

Murphy/Sanders  
Unanimously Approved

E) AR: Approve Como Lake Fisheries Management Plan (Belden)

Ms. Belden reviewed the Como Lake Management Plan (CLMP) that was adopted by the Board of Managers on May 15, 2019 and outlines an adaptive management plan for achieving water quality goals for Como Lake over the next 20 years. As part of the CLMP, actions for fisheries management (Actions L8 and L9) were recommended to assist in meeting the objectives of Goal 1, to manage Como Lake as an ecologically healthy shallow lake:

L8. Develop long-term targets for a balanced fishery. Develop and implement a “Como Lake Fishery Management Plan” that defines long-term targets for a diverse, ecologically balanced fishery that can also support and sustain recreational fishing for the community.

L9. Conduct fish surveys. Complete regular fish surveys every 2-3 years or as need to determine species abundance and diversity, and to measure progress of efforts to meet and sustain long-term targets for a balanced fishery.

Actions L8 and L9 were recommended in the CLMP because of the current imbalance between predatory fish and planktivorous fish (e.g., sunfish). Como Lake has few predatory fish to keep the planktivorous fish in check, which can cause a trophic cascade of effects that can influence lake water quality.

The Como Lake Fishery Management Plan was developed by CRWD and Wenck Associates in collaboration with the Minnesota DNR. The overall goal of the plan is to manage the Como Lake’s fish community to complement water quality improvement efforts and aquatic plant initiatives while enhancing the lake’s value as an urban recreational fishery. The plan sets forth an adaptive management framework for shifting the lake to a largemouth bass fishery over time. Increasing the abundance of the largemouth bass population in Como Lake would have multiple benefits, including improving recreational fishing opportunities and improving trophic balance through predator control. In the plan, improving the largemouth bass population is viewed as a long-term goal, with shorter-term goals set forth as part of the adaptive management approach (i.e. water quality improvements, restoration of the vegetation community, evaluation and removal of excess rough fish). Management tools are provided in the plan to achieve both short-term and long-term goals. The plan also provides guidance for routine monitoring of the fish populations so the data can inform decision making.

Manager Murphy asked if there are any invasive muscles in Como Lake. Ms. Belden replied that is not known if any invasive muscles are in Como Lake. The lake does not have a boat access, so the lake has very little exposure to boats that have been in contact with to other water sources.

**Motion 21-035:** *Adopt the Como Lake Fishery Management Plan.*

Murphy/Sanders

Unanimously Approved

F) AR: Authorize RFP for Trout Brook Subwatershed Detailed Modeling Project (Zwonitzer)

Mr. Zwonitzer reviewed the CRWD budgeted to conduct additional detailed modeling of Trout Brook Interceptor (TBI) and the 8,150-acre Trout Brook subwatershed. This expands on the Atlas-14 model update completed in 2018 by adding spatial resolution to the model particularly in the City of Saint Paul and includes evaluating storm sewer capacity issues and areas of flooding, and watershed pollutant loading. The results will help CRWD and its partners identify and prioritize future mitigation efforts.

The TBI Hydraulic, Hydrologic and Water Quality modeling project includes building detailed and calibrated XP-SWMM (hydraulic) and P8 (water quality) models and updating TBI flood prioritization areas. These models will serve as the foundation for future work in the TBI watershed to identify, prioritize, design and build flood mitigation and water quality improvement projects. Though the modeling efforts are time-intensive and costly, they provide critical information to ensure future projects are designed properly and constructed in locations where there is greater need, and they will provide the greatest benefit. It is anticipated that this project will cost between \$350,000-\$500,000 and will be completed around June 2022. CRWD has budgeted \$150,000 for this project in 2021 (CRWD Project #315-21554) and will be approaching City and County partners for contributions towards this effort. Additionally, a grant application through the State and Federal Hazard Mitigation Programs may provide up to 75% of the project cost if awarded. However, it may be over 6 months before grant award notifications are sent, and it is critical that a consultant is in-place to begin field work this summer if the project is to be completed next year. This could result in some project expenses (estimated to be between \$25,000-\$50,000) being ineligible for grant reimbursement.

Staff have identified three consultants from CRWD's approved engineering pool to receive the RFP. Barr Engineering is CRWD's primary engineer for the TBI system. HZ United LLC has done extensive modeling for MNDOT and is a disadvantaged business enterprise (DBE). Finally, HR Green has worked with CRWD on past modeling projects and is included in the RFP. Proposals will be due on March 12, 2021 and consultant interviews with staff and Board Capital Improvements, Projects & Partnerships Committee members will take place the week of March 22-26 if needed.

**Motion 21-036:** *Authorize staff to distribute RFP for the TBI detailed modeling project.*

Murphy/Sanders  
Unanimously Approved

**VI. Unfinished Business**

A) Diversity, Equity, and Inclusion Update (Gardner)

Ms. Gardner provided a review of diversity, equity, and inclusion efforts. Recruitment efforts for the CAC will include reaching out to areas that are under served in the district. Best hiring practices include partnering with U of M to expand the list of job hiring sites to share job postings. Ms. Gardner will continue to update the Board on quarterly basis.

*Manager Sullivan Janzen noted that the RFP for the Trout Brook Subwatershed Detailed Modeling Project has an estimated cost of between \$350,000 and \$500,000. Manager Sullivan Janzen asked if a project like this could be an opportunity for the District to request internships or other employment opportunities of the vendor. These opportunities could help to increase the diversity in the field that we have been trying to pursue. Belinda Gardner though it was a good idea. Mark Doneux noted that, as we look at updating our Procurement and Contracting guidelines, this would be one idea to consider including, especially for larger professional service contracts or where there are subcontract as part of these large projects.*

B) 2020 Watershed Steward Awards Update (Bromelkamp)

Ms. Bromelkamp shared that the award ceremony will be next week. The ceremony will include 2020 highlights. Manager Texer asked if County Commissioners have been invited. Ms. Bromelkamp replied that the event was downsized this year. Managers asked that County Commissioners be included in the invitation.

C) Como Lake - Curly Leaf Pondweed Management Update (Belden)

Ms. Belden provided an update on the curly leaf pondweed. Staff are continuing to work the DNR. Como Lake will be treated with herbicide in early spring of 2021 like the treatment completed in 2020. Manager Murphy asked if a follow up spot treatment is possible. Ms. Belden replied that a spot treatment would not work as well. Ms. Belden replied that the first treatment made a large impact, and the second treatment is to further treat the curly leaf pondweed.

Ms. Belden shared that CRWD will be hosting community meeting on March 11, 2021 from 6:30 pm - 7:30 pm. CRWD will provide a public update to review the results of monitoring, projects planned at Como Lake, and allow time for questions and answers.

## VII. General Information

A) Board of Managers' Updates

Manager Texer shared that the MAWD Legislative Training Session will be on March 17<sup>th</sup> from 1:00 pm to 4:00 pm. The focus of this year's training will be on how to educate legislators on watershed issues.

Manager Collins noted that the Personnel Committee will be sending out a survey to the Division Managers and Board of Managers for Administrator Doneux's annual review.

## VIII. Next Meetings

- A) Wednesday, March 3, 2021 5:00 PM – Workshop and Regular Meeting – **Electronic Only**
- B) Wednesday, March 10, 2021 7:00 PM – CAC Meeting – **Electronic Only**  
Manager Murphy will attend.



**IX. Adjournment**

**Motion 21-037:** *Adjournment of the February 17, 2021 Regular Board Meeting at 8:35 P.M.*

Murphy/Sanders  
Unanimously Approved

Respectfully submitted,  
Michelle Sylvander