



Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104
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April 21, 2021 Regular Meeting
APPROVED

Board Workshop of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, April 7, 2021, 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
Shawn Murphy, remote
Rick Sanders, remote
Hawona Sullivan Janzen, remote
Mary Texer, remote

Staff Present

Jessica Bromelkamp, CRWD
Mark Doneux, CRWD
Anna Eleria, CRWD
Bob Fossum, CRWD
Forrest Kelley, CRWD
Michelle Sylvander, CRWD

Public Attendees

Bob Simonet, CAC

B) Review, Amendments and Approval of the Agenda.

Motion 21-064: *Approve the Workshop Agenda of April 7, 2021.*

Murphy/Sanders
Unanimously Approved

II. Divisions Overview

Administrator Doneux provided a review of the 2022 budget planning process timeline. As the number of staff were growing, the District started to develop divisions in 2013. Administrator Doneux provided a review of the evolution of the District division structure. Divisions were established around existing, informal work groups to provide more direct supervision and to give staff leadership and management experience. The Division Managers each provided a review of their Divisions and program activities.

Mr. Bob Fossum introduced the Monitoring, Research and Maintenance Team members with a brief description of duties. Mr. Fossum reviewed the major functions of his Division including: Stormwater Monitoring, BMP Performance Monitoring, Wetland Monitoring, Lake Management, and Capital Improvement Projects. Mr. Fossum shared the projects they are working on such as: Como Lake Herbicide, Como Lake Shoreland Management Plan, Villa Park Inlet Design, MRB Crossing Project, Ford Area C, Como Pavillion/Clubhouse Parking Lots, McCarrons Shoreland Assessment and MN Stormwater Research Council. Manager Murphy asked about why the Ford Site falls under the Monitoring Department. Administrator Doneux replied that Mr. Fossum has been managing the Ford

Site project from the beginning. Administrator Doneux explained how large capital improvement projects are distributed between Division Managers as part of their project management development.

Mr. Forrest Kelley introduced the Regulatory Division team and provided a description of duties. Mr. Kelley highlighted the Regulatory Division's functions including permitting, rules, wetland management, water reuse, groundwater management, IDDE, and Capital Improvements. Mr. Kelley reviewed work that they have partnered on with the City of St. Paul, including wetland management. Mr. Kelley shared how there are currently no regulations for chloride management, and it is a growing concern. Mr. Kelley shared how staff have been working on deicing regulations. President Collins asked about the Department of Health having concerns about water reuse for irrigating of lawns. Mr. Kelley replied that Department of Health currently has guidance but no regulations regarding water reuse to irrigate lawns.

Ms. Anna Eleria introduced the Planning, Projects, and Grants Division team. Ms. Eleria reviewed the Divisions budget and highlighted the team's functions including the development of the watershed management plan, sub watershed plans, Neighborhood/Site Scale Planning, Stewardship Grant Program, Facility Management, Trout Brook Storm Sewer Interceptor, Natural Resources and Capital Improvement Program. Ms. Eleria shared future projects including focused stewardship grant promotion, outreach, targeted site identification, TBI Capital Repair Project, TBI Modeling and Sub watershed Studies and the Water Corps Position. Manager Murphy commented that he had visited Seminary Pond. Manager Murphy asked about when the plantings around the stream bed would occur. Ms. Eleria replied that vegetation will be added for stabilization this spring.

Ms. Jessica Bromelkamp introduced the Communications & Engagement Division. Ms. Bromelkamp reviewed the Divisions budget and provided a highlight of the team's functions including: Communications, Engagement, Municipal & Partner Training, Volunteer Programs, Youth Programs, Events and Awards, Partner Grant Program and Public Art Program. Ms. Bromelkamp reviewed numerous forms of social media that have recently been expanded.

Administrator Doneux introduced the Administrative Division. Administrator Doneux provided a review of the Division budget and highlighted the team's functions including providing support for the Board of Managers, Building and Office Operations, Human Resources, Payroll, Benefits, Community Advisory Committee Support, Diversity, Equity and Inclusion Program, Budget, Finance, Accounts Payable, Audit, and Safety Program. President Collins asked for any questions or comments. Manager Texer and Manager Sanders state that all staff were doing a good job.
No Action was taken, the workshop was for information and discussion only.

III. Adjourn Board Workshop

Motion 21-065: *Adjournment of the April 7, 2021 Board WMP Review workshop at 6:00P.M.*

Murphy/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander



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Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, April 7, 2021, 6:08 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, remote

Shwan Murphy, remote

Rick Sanders, remote

Hawona Sullivan Janzen, remote

Mary Texer, remote

Staff Present

Mark Doneux, CRWD

Anna Eleria, CRWD

Bob Fossum, CRWD

Rachel Funke, CRWD

Forrest Kelley, CRWD

Michelle Sylvander, CRWD

Public Attendees

Bob Simonet, CAC

B) Review, Amendments and Approval of the Agenda.

Motion 21-066: *Approve the amended Agenda of April 7, 2021 with no changes.*

Murphy/Sanders

Unanimously Approved

II. Public Comment

No Comments were submitted.

III. Permit Applications and Program Updates

A) 16-030, Willow Reserve No-Loss – Closure (Martinkosky)

Mr. Kelley reviewed permit #16-030 for Willow Reserve. This permit was issued for vegetation management and restoration at the Willow Reserve wetland in St. Paul. No stormwater is required. Work is complete and the site is stable. This is a public project, completed by CRWD, no surety was collected. President Collins asked for any questions. No comments or questions.

Motion 21-067: *Approve Certificate of Completion for permit #16-030, Willow Reserve No-Loss.*

Murphy/Sanders
Unanimously Approved

B) 21-007, Wakan Tipi – Review Period Extension (Hosch)

Mr. Kelley reviewed permit #21-007 for Wakan Tipi. 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. President Collins asked for any comments or questions. No comments were made.

Motion 21-068: *Approve 60-day review period extension for Permit 21-007 Wakan Tipi Center to expire June 10, 2021.*

Murphy/Sanders
Unanimously Approved

C) 21-008, Griggs-Scheffer Phase 2 – Review Period Extension (Hosch)

Mr. Kelley reviewed permit #21-008 for Griggs-Scheffer Phase 2. 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. President Collins asked for any questions or comments. No comments were made.

Motion 21-069: *Approve 60-day review period extension for Permit 21-008 Griggs-Scheffer Phase II to expire June 10, 2021.*

Murphy/Sanders
Unanimously Approved

D) 21-013, Highland Bridge Rowhomes 1A and 1B (Hosch)

Mr. Kelley reviewed permit #21-013 for Highland Bridge Rowhomes 1A and 1B. The applicant, Pulte Homes, will construct 62 rowhomes and 3 privately owned alleys. The applicable rules are Stormwater Management (Rule C), Flood Control (Rule D), and Erosion and Sediment Control (Rule F). The total disturbed area of this project is 3.28 acres with 2.38 acres impervious surface. President Collins asked for any questions or comments. No comments were made.

Motion 21-070: *Approve with 6 Conditions*

Conditions:

- 1. Receipt of \$11,800 surety.*
- 2. Provide a copy of the NPDES permit.*
- 3. Provide inlet protection Detail similar to silt fence Detail 2 on Sheet 12.*
- 4. Revise SWPPP to state, "Silt fence or fabric placed under the grate is not an approved form of inlet protection".*

5. *Incorporate current drainage and impervious info for the Spring 2021 update of the overall site stormwater master plan and XPSWMM model.*
6. *Provide plan or table connecting original Lot/Block numbers with replotted Lot/Block numbers, to compare changes to original stormwater master plan.*

Murphy/Sanders

Unanimously Approved

IV. Special Reports – Trout Brook Interceptor MS4 Permit and SWPPP, Eleria and Funke

Ms. Eleria explained that CRWD owns and operates the Trout Brook Storm Sewer Interceptor. The Municipal Separate Stormwater System permit (MS4) and Stormwater Pollution Prevention Plan (SWPPP) require reapplication every five years. The Minnesota Pollution Control Agency (MPCA) issued the new 2020 MS4 General Permit which became effective on November 16, 2020. CRWD is required to re-apply for authorization to discharge stormwater under the new MS4 permit by April 15, 2021. The application must include an update of CRWD's SWPPP, which has six program categories or minimum control measures (MCMs):

- 1) Public education and outreach
- 2) Public participation/involvement
- 3) Illicit discharge detection and elimination
- 4) Construction site runoff control
- 5) Post-construction management and
- 6) Pollution prevention/good housekeeping

Ms. Eleria shared that staff have completed the draft SWPPP application. CRWD must also submit a total maximum daily load (TMDL) worksheet that reports the District's progress and compliance schedule toward meeting its waste load allocation (WLA) goals for phosphorus in Como Lake and sediment in the South Metro Mississippi River. Staff have developed a draft compliance plan and schedule for moving closer to meeting the WLAs of both TMDLs. Ms. Eleria provided an overview of the small MS4 permit, including new requirements. Ms. Rachel Funke, explained how the application was submitted and provided a review of the new permit requirements that CRWD will begin to implement. The new requirements included chloride management strategies, illicit discharge and pet waste management education requirements, additional guidance related to reporting and documenting illicit discharges, and additional post-construction Stormwater Management requirements. Ms. Funke added that CRWD is already compliant with many of these new permit requirements. President Collins asked for any questions.

Manager Texer inquired about the consequences if conditions are not met. Ms. Eleria replied that if conditions were not met by the MPCA, a more detailed plan would need to be submitted. Ms. Eleria felt confident that CRWD's plan would meet the MPCA's new requirements. Manager Murphy asked about a permit required for the last ½ mile of Trout Brook. Ms. Eleria replied that the City of St. Paul issues their own MS4 permit. Manager Murphy asked about the capturing trash & material flowing from storm drains and flowing into lakes and rivers. President Collins inquired about debris in Trout Brook and if it is captured. Ms. Eleria replied that there is debris in the tunnel and trash removal is included in the ten-year management plan. Manager Murphy inquired about pet wastes at dog parks.

Ms. Eleria replied that new requirement in the permit requires outreach and education. CRWD plans to collaborate with partners and encourage owners to pick up after pets. President Collins asked about any state guidance on chloride management. Ms. Funke replied that CRWD is promoting chloride management with good housekeeping thru education and outreach efforts. Manager Sullivan Janzen added that she is concerned about trash and hopes the District can be aggressive about removing it and helping people find alternatives to throwing on the ground. Mr. Simonet added that many bottles can be found at the Willow Reserve.

Motion 21-071: *Approve the MS4 SWPPP permit reissuance application and authorize the Administrator to submit the permit application to the MPCA.*

Murphy/Sanders
Unanimously Approved

V. Action Items

- A) AR: Approve Minutes of the March 17, 2021 Regular Meeting (Sylvander)

Motion 21-072: *Approve the Minutes of the February 17, 2021 Regular Meeting.*

Murphy/Sanders
Unanimously Approved

- B) AR: Approve Ramsey County Conservation Division 2021 Service Agreement (Doneux)

Administrator Doneux reviewed that the Ramsey County Parks and Recreation Conservation Division (RCD) has provided varying levels of technical assistance to CRWD. In the past, a service agreement has been signed defining the technical assistance requested.

CRWD staff has discussed and reviewed the anticipated technical assistance needs for 2021 with the RCD staff. Technical assistance will include: Stewardship program, Special Grant, Minnesota Stewards, Wetland Surveys, Subwatershed Analysis Studies, Lake Surveys, and Aquatic Invasive Species. Costs for 2021 technical assistance are estimated to be \$110,736 and can found in the attached agreement. Funding for these technical services has been accounted for under “contracted services” throughout the various program and project budgets.

Administrator Doneux added that this is an estimated annual agreement, and it is consistent with past years. The amount would not exceed without prior approval. President Collins asked for any questions. There were no comments.

Motion 21-073: *Authorize Administrator and Board President to execute the 2021 Ramsey Conservation District Service Agreement for an amount not to exceed \$110,736, subject to review by the Ramsey County Attorney.*

Murphy/Sanders
Unanimously Approved

VI. Unfinished Business

A) Ford Site Redevelopment Update (Fossum)

Mr. Fossum provided a review of the Mississippi River Blvd. crossing project. The groundbreaking for the project will begin in the next two weeks. Mr. Fossum shared that he has been working with Ms. Bromelkamp regarding a drone camera flight. A drone will be used in recording the Hidden Falls area before, during and after construction.

Manager Texer inquired about the status of Area C. Mr. Fossum replied that additional testing and a feasibility study is being done. Mr. Fossum shared that he had no other new information at this time.

No Action Requested

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

Mr. Fossum noted that the herbicide treatment was applied last week at Como Lake for curly leaf pondweed. The contractor will be visiting the site weekly to determine if an additional treatment will be needed. This year's treatment is earlier than last year due to an early ice out. Ramsey Conservation District has been out to measure concentration levels. President Collins asked for any questions or comment. Managers were very pleased.

No Action Requested

VII. General Information

A) Board of Managers' Updates

President Collins shared that the Minnesota Association of Watershed Administrators (MAWA) held three listening sessions with BWSR leadership including Executive Director John Jascke. President Collins attended as a BWSR Board Member. President Collins found it beneficial to understand issues brought up by MAWA like the One Watershed One Plan implementation that is being managed by BWSR.

Manager Murphy asked Mr. Fossum about pesticides getting into ground water. Mr. Fossum replied that an article was recently published in Minnesota Public Radio. High levels of pesticides have been measured in Como Lake creating the question of where it is coming from. Manager Murphy announced that he has just been appointed by the MN Department of Agriculture to the Pesticide Management Plan Committee.

President Collins shared that pesticides are often discussed at BWSR. President Collins added that the Department of Agriculture is working to regulate pesticide application. Manager Texer asked Mr. Fossum to send a link to the pesticide study.

B) Annual Performance Review of District Administrator – closed session

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 21-074: *Go into closed session for the District Administrator's Annual Performance Review.*

Murphy/Sanders
Unanimously Approved

The Board of Managers met to conduct the annual performance review of the District Administrator.

Motion 21-075: *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 21-076: *Approval of Administrator's Annual Performance Review.*

Murphy/Sanders
Unanimously Approved

VIII. Next Meetings

- A) Wednesday, April 14, 2021 7:00 PM – CAC Meeting– **Electronic Only**
- B) Tuesday, April 20, 2021 – Metro MAWD – **Electronic Only**
- C) Wednesday, April 21, 2021 6:00 PM- Regular Meeting – **Electronic Only**

IX. Adjournment

Motion 21-077: *Adjournment of the April 7, 2021 Regular Board Meeting at 7:45 P.M.*

Murphy/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander