



Capitol Region Watershed District

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September 1, 2021 Board Meeting
APPROVED

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, August 18, 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 Collins*)

Managers

Joe Collins
Shawn Murphy
Rick Sanders
Hawona Sullivan Janzen
Mary Texer

Staff Present

Jessica Bromelkamp CRWD
Mark Doneux, CRWD
Elizabeth Hosch, CRWD
Lindsay Schwantes, CRWD
Michelle Sylvander, CRWD

Public Attendees

Mary Lilly, CAC

B) Review, Amendments and Approval of the Agenda.

Motion 21-150: *Approve the Agenda of August 18, 2021.*

Murphy/Sanders
Unanimously Approved

II. Public Comment

A) Public Hearings

Motion 21-151: *To open the public hearing for the 2022 Budget and Levy.*

Murphy/Sanders
Unanimously Approved

1) PUBLIC HEARING – WATERSHED DISTRICT 2022 Budget and Levy

On this date, the Board of Managers will hear and accept public comments regarding the proposed 2022 Budget and Levy of the Capitol Region Watershed District.

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 Finance Committee of the Board also met on June 9th to review the proposed 2022 budget and levy. The Board of Managers reviewed and discussed the 2022 budget and levy at the June 16th, July 7th, and July 21st Board meetings.

The required public hearing notice was published twice in the Saint Paul Pioneer Press, sent out to 71 partners including Ramsey County, the cities within our watershed, all interested parties and posted on our website. The Work Plan, Budget and Levy were reviewed with the Community Advisory Committee at their August 11th meeting. The CAC voted to support the preliminary 2022 Budget and Levy as presented.

Administrator Doneux provided a review of the 2022 Budget and Levy. President Collins clarified the Board met on June 16th, July 7th, and July 21st to discuss the 2022 Budget & Levy.

No public members present. No public comments were made regarding the 2022 Budget and Levy

Motion 21–152: To close the public hearing of the 2022 Budget and Levy.

Murphy/Sanders
Unanimously Approved

B) Public Comment for Items not on the Agenda (*Please observe a limit of three minutes per person.*)

No comment received.

III. Permit Applications and Program Updates

A) 16-019 Roselawn Cemetery – Amendment (Martinkosky)

Ms. Hosch reviewed for Mr. Martinkosky permit #16-019 for Roselawn Cemetery. The applicant, Roselawn Cemetery, will amend permit to include 1.93 acres of additional disturbed area on the north side of the project site and a change in the configuration of impervious area for the project. The overall impervious area of the project did not increase. The original permit was for the creation and a new water feature and surrounding burial sites. 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 8.8 acres with 0.9 acres impervious surface.

President Collins asked for any questions or comments. There were no comments.

Motion 21-153: *Approve permit amendment 16-019 for Roselawn Cemetery with no conditions.*

Murphy/Sanders
Unanimously Approved

B) 19-030 Five Star Storage – Closure (Hosch)

Ms. Hosch reviewed permit #19-030 for Five Star Storage. This permit was issued for two phases of a new self-storage facility at Selby and Ayd Mill in St. Paul. Stormwater treatment was provided in the form of two underground infiltration systems and one surface infiltration basin. The work is complete, the site is stable, and stormwater infrastructure is functional. \$6,300 surety is available for return.

President Collins asked for any questions or comments. There were no comments.

Motion 21-154: *Approve \$6,300 surety return and Certificate of Completion for permit #19-030, Five Star Storage.*

Murphy/Sanders
Unanimously Approved

C) 21-024 Victoria Park Renovations – Review Period Extension (Hosch)

Ms. Hosch reviewed Permit 21-024 Victoria Park Renovations. The review period expires on 8-22-2021. 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. There were no comments.

Motion 21-155: *Approve 60-day review period extension for Permit 21-024 Victoria Park Renovations to expire October 21, 2021.*

Murphy/Sanders
Unanimously Approved

IV. Special Reports – No Special Reports

V. Action Items

A) AR: Approve Minutes of the July 21, 2021, Regular Meeting (Sylvander)

President Collins noted a typo.

Motion 21-156: *Approve the Minutes of July 21, 2021, Regular Meeting with correction.*

Murphy/Sanders
Unanimously Approved

B) AR: Approve Minutes of the August 4, 2021, Regular Meeting (Sylvander)

Vice President Texer noted two corrections under A) MAWD Resolution. Manager Sullivan Janzen asked the meeting minutes also be amended to include the statement “Manager Sullivan Janzen made a motion to

table the minutes. Manager Sullivan Janzen also asked for clarification on what the purpose of the meeting minutes are and group expectations to be included and not included in the minutes.” Manager Sullivan Janzen suggested a future workshop for further discussion about the content of meeting minutes.

Motion 21-157: *Approve the Minutes of August 4, 2021, Regular Meeting as amended.*

Murphy/Sanders
Unanimously Approved

C) AR: Approve Accounts Payable/Receivable for July 2021 (Sylvander)

Manager Murphy asked for clarification on an invoice for Landbridge Ecological.

Motion 21-158: *Approve July 2021 Accounts Payable/Receivable and Budget Report and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Murphy/Sanders
Unanimously Approved

D) AR: Approve Partner Grants Annual Program (Schwantes)

Ms. Schwantes provided a review of the Partner Grants Annual Program. The District supports organizations who share in CRWD’s mission to protect, manage, and improve our water resources. Expenses eligible for reimbursement include staff time and materials. Projects funded in 2022 must be completed with a final report submitted by December 31, 2022. Grants are funded on a reimbursement basis and liability insurance is required for all grantees. Partner Grants are given to community organizations, cities, schools, art organizations, and environmental or faith groups for clean water education and action projects serving residents within CRWD’s boundaries. Grant awards range from \$1,000-\$20,000.

Ms. Schwantes shared that staff will allocate the 2022 Partner Grant solicitation to a distribution list that includes previous grant recipients and organizations that represent new audiences for CRWD. The draft 2022 budget for Partner Grants is \$145,000.

Last year, staff updated the promotion and evaluation process by integrating CRWD’s diversity and inclusion goals, updating the application form that includes improved questions that address CRWD’s priority audiences as outlined in the 2021 Watershed Management Plan and measuring project impacts. Ms. Schwantes stated that staff is currently updating the BMP database which will further streamline the application, contracting and reporting process for grantees and staff. Staff will continue to request information on how partners will incorporate COVID-19 safety recommendations at the time of project execution.

Ms. Schwantes reviewed that staff will host a virtual information session for interested applicants to learn about eligibility and contracting requirements on October 8, 2021. Staff will also promote CRWD’s Watershed Steward Awards, Stewardship Grant Program and provide information on how to apply to the CAC in the promotion email.

The 2021 Communications and Community Committee Board appointments are Managers Murphy and Sullivan Janzen. The committee will assist in the Partner Grant review process. At the August 11, CAC meeting, members Nicole Soderholm, and Andrew Montain volunteered to serve in the 2022 Partner Grant review process with David Arbeit serving as an alternate. The committee will review applications and meet in person to select grant recipients in November for Board approval in December.

Vice President Texer shared two additional partners to add to the list. Manager Murphy inquired about past grant applications in the review process and how we are ensuring that grants are used accordingly. Ms. Schwantes replied that CRWD is considering that in the review process. Ms. Bromelkamp added that the reporting deadline is not until the end of the calendar year and that some applications have come in earlier.

Manager Sullivan Janzen shared that Kate Mudge is no longer with the Hamline Midway Coalition and was replaced by Sarah O'Brien. Ms. Lilly asked to elaborate on the increased minimum to \$5,000. Ms. Schwantes explained that the program has grown and with the number of requests and the amount of staff time, increasing the minimum will make the review process more efficient. Manager Sullivan Janzen suggested that smaller grants be combined. Ms. Schwantes explained that accommodations will be made for smaller grants, however, not all applicants will get the full amount requested. President Collins inquired about partners being included in the mailing list. Ms. Schwantes requested that managers review the mailing list and contact her if they have any additions or changes.

Motion 21-159: *Authorize staff to distribute CRWD's 2022 Partner Grant Request for Proposals and proceed with the grant review and approval process according to the proposed timeline.*

Murphy/Sanders
Unanimously Approved

- E) AR: Approve 2021-2022 Creative & Information Services Request for Qualifications (Bromelkamp)

The Communications & Engagement Division completed its first Request for Qualifications (RFQ) in 2017 for the 2017-2018 consultant pool to better align with the RFQ process for professional services. Although, there is some overlap between firms responding to these RFQs, they are often unique to each process because of the expertise each requires.

Ms. Bromelkamp reviewed the 2021-2022 Creative and Information Services Request for Qualifications. These services include graphic design and infographics; content writing, copywriting, and editing; videography; photography; community engagement; artist engagement; event planning, website development and maintenance; public relations; diversity, equity, and inclusion training; translation, interpretation, and voice over; communications training and consulting; strategic planning and evaluation; and workshops for water quality.

Interested firms are required to submit a SOQ that includes background information, key staff and their qualifications, relevant projects, and a fee schedule. In addition, each firm will identify service areas for

which they are qualified. As with the Professional Services RFQ distributed earlier this spring, the District's Diversity, Equity, and Inclusion (DEI) Plan is highlighted with a request for interested firms to discuss how their operations, expertise, hiring, and/or other efforts would help the District achieve its DEI goals.

District staff is distributing the RFQ to 91 firms based in Minnesota. Approximately 67 firms are WBE (women-owned business enterprise) and/or MBE (minority-owned business enterprise) and certified through Minnesota Unified Certification Program (MNUCP).

Staff will review all SOQs and determine which firms are qualified for each service area. Firms qualified in each area will be placed in the 2021-2022 pool of creative and information services consultants. Staff will request project proposals from the pool of consultants within a respective service area as needed.

Ms. Bromelkamp asked for Managers to share any additional firms that they would like an RFQ to be sent to. Vice President Texer recommended Condition Orange Preparedness. President Collins inquired if the process can be initiated once to make it easier for the vendors. Ms. Bromelkamp responded that measures have been taken to reduce the frequency of SOQ submissions.

Motion 21-160: *Approve 2021-2022 Solicitation of Qualifications for Creative & Information Services.*

Murphy/Sanders
Unanimously Approved

VI. Unfinished Business

A) Water Environment Federation - MS4 Awards Update (Eleria)

Administrator Doneux provided an update on behalf of Ms. Eleria on the Water Environment Federation Municipal Separate Storm Sewer System (MS4) Awards. Administrator Doneux shared that CRWD received the highest score and will be receiving the MS4 Award for 2021. This will be the 4th time CRWD is receiving this award.

B) MAWD Delegates and Resolutions Update (Doneux)

Administrator Doneux provided a review of policy recommendations through the MAWD resolutions process. Administrator Doneux suggested three issues to discuss as possible MAWD Resolutions. Any resolution the District submits should be well supported statewide, not divisive and be of the most benefit to MAWD and watershed management. The topics Administrator Doneux suggested for Board consideration include:

1. Clarifying Session law Section 6, (a) (2). This law currently reads: “*seven-county metropolitan groundwater or surface water management frameworks; and (3) other comprehensive watershed management plan planning areas that have a board-approved and local-government-adopted plan as authorized in Minnesota Statutes, section 103B.801*” Administrator Doneux believes this should be merged and amended to read: “*seven-county metropolitan groundwater or watershed management plans that have a board-approved and local-government-adopted plan as authorized in Minnesota Statutes, section 103B.*”

Administrator Doneux reviewed the use of the word “framework” can be misconstrued to mean any entity that deals with water. The aim is to clarify the intent that in the metropolitan area, Watershed Organizations are the entities being referred to. This clarification will reduce misinterpretation when distributing funding. Administrator Doneux inquired if any further clarification is needed. President Collins commented in agreement with the revision. Manager Murphy also supported Administrator Doneux’s recommendations but has concerns about some partners being offended. Administrator Doneux responded this recommendation has been mentioned several times and the resolution is a step in the right direction to resolve the issue. President Collins explained that this is a metro issue that needs to be clarified.

2. *Opposing Session Law Section 6, (q) “\$12,000,000 the first year and \$12,000,000 the second year are for payments to soil and water conservation districts for the purposes of Minnesota Statutes, sections 103C.321 and 103C.331. From this appropriation, each soil and water conservation district shall receive an increase in its base funding of \$100,000 per year. Money remaining after the base increase is available for grants to soil and water conservation districts as determined by the board based on county allocations to soil and water conservation districts and the amount of private land and public waters. The board and other agencies may reduce the amount of grants to a county by an amount equal to any reduction in the county's allocation to a soil and water conservation district from the county's previous year allocation when the board determines that the reduction was disproportionate. The board may use up to two percent for the administration of payments.”*

Administrator Doneux explained that Clean Water funds should not be used as a stopgap measure to underwrite soil/water conservation districts. The funds should be directed to projects that improve water quality. Using Clean Water funds for capacity funding has become a problem that needs a resolution. President Collins agrees that a solution is needed, however, is doubtful that the issue will be resolved. Vice President Texer stated that the topic needs to be proposed to bring attention to the MAWD Board.

3. Require State Agencies to seek review and comment from affected local units of government on new or amended water management policies prior to adoption.

As an example, Administrator Doneux stated the Watershed Based Implementation Policy will go to a committee, then BWSR, for approval. This approval process will leave little to no time for a reply from Watershed entities, partners and those affected by the policies. When the State adopt policies, it is recommended they give local governments enough time to review and comment. President Collins described the process by which funds are allocated in the metro area. BWSR will have a two-day meeting next week where President Collins plans to attend and talk to members about these concerns.

Administrator Doneux requested any comments or questions. Vice President Texer recommended including as much background information as possible. Administrator Doneux is looking for additional Watershed Districts to support these resolutions. President Collins volunteered to serve on the MAWD resolution committee. Administrator Doneux will bring back to the Board on Sept. 1st for further discussion and consideration.

No Action Requested.

C) TBI Repairs Update (Eleria)

Administrator Doneux provided an update on the TBI Repairs in place of Ms. Eleria. Finalization of plan specifications and bid documents are in tow. Ms. Eleria plans to attend the Sept. 1st meeting for approval.

No Action Requested.

D) C&E Upcoming Events (Schwantes)

Ms. Schwantes provided a review of several upcoming events. She is looking for additional support for the Payne Avenue Solidarity Street Gallery and the Merridale Festival. President Collins could help staff one event on the 18th. Manager Murphy asked for clarification of the Minnesota Seed Project and Como Lake Walking tour. Ms. Schwantes replied that this event was well received in 2020. The Como Lake Walking Tour was an opportunity to educate the community on water quality projects. The Minnesota Seed Project is a partner grant event that helps educate neighbors on native plants and seeds, seed collection and germination, etc.

Ms. Bromelkamp added that a code is available to waive the tour fee for the Minnesota Seed Project. Ms. Schwantes will share the link for registering. Manager Sanders asked for clarification of the Como Walking Tour event if it is for groups of twenty. Ms. Schwantes replied that number of people attending is capped at twenty, however, in case of additional requests, accommodations will be made. COVID and staffing capacity will be taken into consideration.

No Action Requested.

E) 2021 Watershed Steward Awards (Bromelkamp)

Ms. Bromelkamp provided an update on the Watershed Steward Awards Program. The CAC developed the Watershed Steward Awards Program to honor individuals and organizations that exemplify watershed stewardship through activities or projects that demonstrate a commitment to CRWD's mission to "protect, manage and improve water resources of Capitol Region Watershed District." The categories include Watershed Citizen, Watershed Partner, Watershed Outreach Program, Young Watershed Steward, Watershed Project, and Lifetime Stewardship Awards. An Awards Ceremony is planned for January 2022 either on the 20th or 26th.

CRWD will return to an open nominations process in 2021. The District will accept nominations through November 12. An Awards Committee comprised of CAC members, Mary Lilly, and Bob Simonet; Board Managers, Shawn Murphy, and Hawona Sullivan Janzen, and CRWD staff, Mark Doneux and Jessica Bromelkamp will review the nominations and recommend winners for the CAC's approval.

All nominees will be notified by mail, email, and phone. All nominees and winners will be invited to attend the 2021 Awards Ceremony. Invitations will also be sent to staff, Board, CAC, Ramsey County Commissioners, other elected officials.

VII. General Information

A) Board of Managers' Updates

Vice President Texer will not be at the September 1st Board meeting but plans to attend the September 15th meeting. Manager Sanders attended an event on Larpenteur Avenue on August 14th and added that the event had good music and lots of people with good questions. Manager Sullivan Janzen suggested having a non-edible giveaway item for adults and children. Manager Sullivan Janzen also shared that an artist is looking for volunteers to help with a mural at Lake McCarrons. Ms. Bromelkamp shared the link with her contact at Do-Good Biz in Roseville.

B) Administrator's Update

Administrator Doneux shared that COVID-19 infection numbers are increasing, and masks will be required at the office and board meetings. The return date for staff to return to the office is being pushed back to October. A workshop will take place on September 1st to discuss a bond payoff. The Staff Handbook will be finalized, then brought to Board for approval. It will go through its second review with the Personnel Committee. Work will be done on the audio and visual systems in Mississippi River room to ensure good working condition. The CAC Tour is scheduled for September 8th, but COVID could impact the tour. A 29-passenger bus has been reserved for the tour.

VIII. Next Meetings

- A) Wednesday, September 1, 2021, 5:00 PM – Workshop and Regular Meeting
- B) Wednesday, September 8, 2021, 7:00 PM – CAC ANNUAL TOUR, To be determined

IX. Adjournment

Motion 21-161: *Adjournment of the August 18, 2021, Regular Board Meeting at 7:30 P.M.*

Murphy/Sanders
Unanimously Approved

Respectfully Submitted,
Michelle Sylvander