

June 20, 2024 Board Meeting V. Action Item APPROVED

Board Workshop of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday**, **June 5**, **2024**, **5:00** p.m.

BOARD WORKSHOP MINUTES

I. A) Call to Order of Board Workshop (President Joe Collins)

Managers	Staff Present	Public Attendees
Mary Texer	Anna Eleria	Bob Simonet, CAC Member
Hawona Sullivan Janzen	Bob Fossum	
Shawn Mazanec	Forrest Kelley	
Joe Collins	Meilina Dalit	
Rick Sanders	Elizabeth Hosch	
	Jessica Bromelkamp	
	Britta Belden	
	Nate Zwonitzer	
	Luke Martinkosky	

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

Motion 24-091: Approve the Workshop Agenda of June 5, 2024, with no changes.

Mazanec/Sanders Unanimously Approved

II. Draft Preliminary 2025 Work Plan

Administrator Eleria presented the proposed 2025 Work Plan and Budget Schedule. This initial step of reviewing the draft work plan with priorities before a detailed budget is new this year for the budgeting process. Priorities will be evaluated by fund and in total, reasonable distribution of priorities will be determined, then budgeting and staff time allocations will follow. Different levels of prioritization, which come from the Watershed Management Plan, include critical, important, and beneficial. Priorities in 2025 are currently summarized as 42% critical, 45% important, and 13% beneficial.

Critical activities include many within the Administrative budget, which are core to operations of the District, as well as activities within each program (Regulatory, Grants, Monitoring and Research, Communications and Engagement, and Facility Management). Critical projects include Como infrastructure management and aquatic plant management, McMurray Field, Trout Brook Interceptor

operations and maintenance and MS4, Capitol Area Stormwater Management Study, chloride and climate resiliency plans, and the River Learning Center and River Balcony.

Manager Collins asked about ownership of the Ramsey County Como Infrastructure Projects. Administrator Eleria responded that the District has informed Ramsey County through a draft memorandum of understanding that the District is willing to consider operation and maintenance, not ownership. Staff evaluated whether the District would own Ramsey County infrastructure using facility management criteria.

Manager Collins asked if the timeline for McMurray Field is on schedule, given the different funding sources. Deputy Administrator Fossum responded that it is important to ensure the District budgets for and assumes construction for McMurray Field in 2025. Before the final budget and levy is adopted, staff will have a clearer picture of the construction schedule and whether or not the District will receive federal money.

Activities categorized as important include activities that were started in 2024 or earlier that need to be wrapped up such as targeted site investigations, boulevard rain gardens, and Como Lake interpretive signage. It also includes important partnerships, as well as the implementation of priority plans such as chloride management and flood mitigation and water quality projects. New important projects for 2025 include Villa Park wetland evaluation, Loeb Lake Management Plan update, TBI 5-year inspection, Crosby Farm wetland retrofit, and Saint Anthony Hill subwatershed modeling.

Beneficial activities include those the District would undertake if an opportunity arises. These are items that could be deferred, if needed, and often are activities that are led by District partners and not CRWD itself. Earlier this year C&E conducted a program review. Staff plan to conduct other divisional reviews in 2024 and 2025.

Manager Texer asked if recent legislation related to PFAS would elevate the priority status from important to critical for Emerging Contaminants in Water Quality Issues. Staff will look into legislation and regulations that pertain to CRWD and reevaluate the priority. Manager Collins requested staff to consider adding a stipend for CAC members in the budget for 2025. He also asked staff and the Board whether CRWD should consider adjusting the current funding ratio for maintenance for publicly financed rain gardens.

The Board asked if the Teacher in Residence program is reflected in the draft 2025 work plan. Administrator Eleria responded it is not specified in the draft work plan currently. Staff intended to bring the Artist in Residence on board first before exploring ideas offered by the Board and in the Field Guide for Working with Artists. Staff anticipates hiring an Artist in the second half of the year. Manager Sullivan Janzen provided more detail on two different ways CRWD can potentially make an impact on and engage with K-12 students within the District. One is to designate a percentage of Partner Grant

funds that would specifically go toward K-12 education. Another is to engage a Teacher in Residence that would develop curriculum and educational resources related to stormwater that target K-12 audiences. Manager Sullivan Janzen suggested that CRWD could host in-service days to teach other teachers how to use the curriculum. She said this feels like an opportunity to be a leader and a way to increase the minimum level of understanding that residents have about stormwater and water quality. It is possible that the Artist in Residence role would explore community education and help to activate this space as a place for learning within the community. Manager Collins agrees that we should prioritize hiring the Artist and suggests that the Teacher in Residence be added to the 2025 budget. Manager Sullivan Janzen would like to see staff use the 2024 Teacher in Residence funds to explore community education once the Artist is on board. Staff thanked Manager Sullivan Janzen for her feedback and said they will explore how to achieve the objectives that were outlined.

III. Adjourn Board Workshop

Motion 24-092: Adjournment of the June 5, 2024, Board Workshop at 6:05 P.M.

Mazanec/Sanders Unanimously Approved

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday**, **June 5**, **2024**, **at 6:10 p.m**.

REGULAR MEETING MINUTES

- I. Call to Order of Meeting (Joe Collins, President)
 - A) Attendance

Managers	Staff Present	Public Attendees
Mary Texer	Anna Eleria	Bob Simonet, CAC Member
Hawona Sullivan Janzen	Bob Fossum	
Shawn Mazanec	Forrest Kelley	Other Attendees
Joe Collins	Luke Martinkosky	Bradley Cousins, Ramsey County Attorney
Rick Sanders	Sarah Wein	(Legal Counsel for CRWD)
	Meilina Dalit	
	Elizabeth Hosch	
	Britta Belden	
	Rachel Funke	
	Nate Zwonitzer	
	Terrence Chastan-Davis	
	Amy Arbetman	
	Brooke Schultz	
	Marta Wichman	

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

Motion 24-093: Approve the Agenda of the June 5, 2024, Board Meeting.

Mazanec/Sanders

Unanimously Approved

II. Public Comment

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

None.

III. Permit Applications and Program Updates

A) Permit #20-013, Ford Site Stormwater Master Plan – Míča Park Amendment (Martinkosky)

Mr. Martinkosky presented an amendment to permit #20-013, Ford Site Stormwater Master Plan – Míča Park. CRWD approved permit #20-013 on July 8, 2020, for the 122-acre Ford Site

redevelopment project (now the Highland Bridge development). Permits were issued per board-approved Ford Site alternative permit process.

In 2023, the southeast portion of Highland Bridge was re-platted as Southern Highland Bridge. The re-platting changed stormwater runoff routing from Block 33, Block 34, and Park D (now Míča Park) from what was previously approved as part of permit #20-013. Due to these changes, the Míča Park plans were reviewed for conformance with the Ford Site Stormwater Masterplan. The overall proposed impervious area has decreased slightly from the original approval.

Motion 24-094: Approve amendment for permit #20-013, Ford Site Stormwater Master Plan – Mica Park, with no conditions.

Mazanec/Sanders Unanimously Approved

B) Permit #20-017, Hamm's Brewery Stormwater Improvements – Closure (Martinkosky)

Mr. Martinkosky proposed the closure of permit #20-017, Hamm's Brewery Stormwater Improvements. This permit was issued to the City of St. Paul Planning and Economic Development department for construction of a new underground stormwater system and driveway reconstruction. The drive was converted into a pedestrian walkway with vehicle access for deliveries and stormwater treatment is provided by the underground stormwater infiltration system. Work is complete, the site is stable, and the stormwater treatment has been confirmed functional. No surety was collected for this public project.

Motion 24-095: Approve Certificate of Completion for permit 20-017, Hamm's Brewery Stormwater Improvements.

Mazanec/Sanders Unanimously Approved

C) Permit #22-018, Senger Residence (Lot 5, 104 MRB) – Amendment (Martinkosky)

Mr. Martinkosky presented an amendment to permit #22-018, Senger Residence (Lot 5, 104 MRB). The applicant proposes to construct a single-family home that is part of permit #21-002, 104 MRB subdivision project. Water quality stormwater management system is met on the individual lot and rate control met for the subdivision. An amendment to the application (originally approved on October 18, 2022) is proposed to change from an aboveground biofiltration system to an underground filtration system.

Motion 24-096: Approve amendment for permit #22-018, Senger Residence (Lot 5, 104 MRB) with 5 conditions:

- 1. Update a site-specific maintenance plan to address items 1.a-1.d in permit report R7c dated 5/29/2024.
- 2. Receipt of documentation of maintenance agreement recorded with Ramsey County, being sure to include attachments A (scaled site plan) and B (site specific maintenance plan).

- 3. Confirm ground elevation adjacent to the "rollover curb and gutter" on Sheet C300 will tie into the curb at the top of curb elevation. This will help direct runoff to CB F and prevent bypass around the catch basin.
- 4. Revise Sheet C200 to provide sediment control protection for the rock collection system at the retaining wall.
- 5. Revise the draintile invert callout on Sheet C400 from 828.5' to 828.0' to match Detail 2/C400.

Mazanec/Sanders Unanimously Approved

D) Permit #24-003, Sam Morgan Trail Reconstruction (Hosch)

Ms. Hosch presented permit #24-003, Sam Morgan Trail Reconstruction. St. Paul Parks and Recreation proposes a reconstruction of Sam Morgan Trail along Shepard Road and Warner Road in St. Paul. The trail reconstruction will require full reconstruction of the pavement, utility relocation, lighting, and improvements to comply with the ADA. The Warner Road portion lies outside of the District.

Motion 24-097: Approve withdrawal of 16,468 cubic feet of volume reduction credits from the St. Paul Parks and Recreation Bank.

Mazanec/Sanders Unanimously Approved

Motion 24-098: Approve permit #24-003, Sam Morgan Trail Reconstruction, with 6 conditions:

- 1. Provide approved plans signed by a professional engineer per the Minnesota Board of AELSLAGID.
- 2. Provide a copy of the NPDES permit.
- 3. Provide a site-specific maintenance plan that includes items 3.a-3.f in permit report R2c dated 5/22/2024.
- 4. Revise plans to address the following:
 - a) Show the footprint of the infiltration swales locations on the Construction Plan and Profile segment Sheets. Each infiltration swale segment shall be labeled by its name or unique identifier.
 - b) Revise erosion control plan to provide specific erosion control on the perimeter of the infiltration swales.
- 5. Revise the HydroCAD primary outlets elevations for filter strips DA10P and DA11P in the HydroCAD model to correspond with the Infiltration Swale Details on Sheet 52 of the plans. Filter strips model the low outlet 0.75 feet above the invert rather than 0.5 feet shown in the Details.
- 6. Provide additional detail for Disconnected Impervious Exhibit Figure and the MIDS Model:
 - a) Add labels to the disconnected impervious figure that quantify redirected impervious, effective pervious area, and hydrologic soil group by each drainage area. Labels shall correspond with the MIDS model nodes.

b) Add infiltration swales/trenches to the MIDS model. Use the BMP routing function to show which impervious disconnected areas drain into which swale sections.

Mazanec/Sanders Unanimously Approved

E) Permit #24-012, Como Lake Storm Sewer Repairs (Hosch)

Ms. Hosch presented permit #24-012, Como Lake Storm Sewer Repairs. St. Paul Public Works, Sewers Division, proposes removal and replacement of select catch basins, manholes, outlet pipes, flared end sections, and riprap at 18 outfall locations around Como Lake. Work that is being proposed is replacement in-kind to infrastructure already in place that is leading to water quality degradation.

Motion 24-099: Approve request for variance from the requirements of Stormwater Rule C to provide storage of runoff volume below the low outlet of the system, and use an alternative treatment calculation based on flow rate to satisfy the volume reduction standards in Rule C.

Mazanec/Sanders

Unanimously Approved

Motion 24-100: Approve request for variance from Flood Control Rule D requiring compensatory storage for fill placed within the 100-year floodplain, to allow 463 cubic feet of floodplain fill below the Como Lake 100-year floodplain.

Mazanec/Sanders

Unanimously Approved

Motion 24-101: Approve request for variance from Wetland Management Rule E requiring wetland replacement at a minimum ratio of 2:1 for permanent wetland impacts greater than 0 square feet, to allow 12 square feet of wetland fill.

Mazanec/Sanders

Unanimously Approved

Motion 24-102: Approve permit #24-012, Como Lake Storm Sewer Repairs, with no conditions.

Mazanec/Sanders

Unanimously Approved

F) Permit #24-014, MnDOT Snelling Reconstruction, St. Clair to Grand Ave. (Hosch)

Ms. Hosch presented permit #24-014, MnDOT Snelling Reconstruction, St. Clair to Grand Avenue. MnDOT proposes a roadway construction project on TH 51 from St. Clair Avenue to

Grand Avenue in St Paul. The project is primarily a linear mill and overlay pavement preservation project. The project also includes ADA improvements, sidewalk construction, and preservation work on existing deficient drainage infrastructure.

Motion 24-103: Approve permit #24-014, MnDOT Snelling Reconstruction, St. Clair to Grand Ave., with 2 conditions:

- 1. Provide a copy of the NPDES permit.
- 2. Submit a final plan set that incorporates all the revised Sheets submitted throughout the review process.

Mazanec/Sanders Unanimously Approved

IV. Special Reports

A) Accept Final Report for the Phalen Natural Resources Inventory (Funke)

In 2023-2024, CRWD partnered with Ramsey Washington Metro Watershed District (RWMWD), Payne Phalen Community Council, and Dayton's Bluff Community Council to complete a natural resource inventory (NRI) of a 5.5 square mile area in St. Paul. Ms. Funke presented the final report for the Phalen NRI to the Board.

The inventory documents that many of the existing parks in CRWD and RWMWD have the highest ecological value. However, opportunities exist for enhancing habitat connectivity and improving biodiversity even in highly developed areas. The plan documents the findings of the field work and site rankings and establishes goals of maintaining and preserving green spaces, improving ecological connectivity, enhancing biodiversity, and improving public access to green spaces. Identified strategies to support the goals include habitat restoration, expanding existing ecological corridors (which frequently coincide with bike paths, hiking trails, and stream corridors), supporting green stormwater infrastructure, encouraging turf conversion and native plantings, and expanding education and outreach efforts to emphasize the importance of natural habitat in urban areas.

CRWD plans to share the findings of this report with project partners and landowners to help make informed decisions about restoring and protecting green space in this highly developed area of St. Paul. Staff recommend acceptance of the final Natural Resources Inventory and Enhancement Opportunities Report pending final revisions.

Manager Sanders commented that he found the report very informative and useful and that it can be used as a learning tool in the future.

Motion 24-104: Accept the Natural Resources Inventory and Enhancement Opportunities Report.

Mazanec/Sanders

Unanimously Approved

V. Action Items

A) Approve Minutes of May 15, 2024, Regular Board Meeting (Armstead)

Motion 24-105: Approve the May 15, 2024, Minutes, Regular Board Meeting.

Mazanec/Sanders Unanimously Approved

B) Approve Partial Accounts Payable/Receivable for May 2024 (Dalit)

Motion 24-106: Approve a partial May 2024 accounts payable and direct Board Treasurer and President to endorse and disperse checks for these payments. Authorize the Administrator to issue electronic payments for May US Bank and Menards credit card payments.

Mazanec/Sanders Unanimously Approved

C) Approve the Scope of Work for the Climate Resiliency Framework (Zwonitzer/Funke)

CRWD staff have coordinated with Barr Engineering to develop a scope of work and budget for the development of the Climate Resiliency Framework. Mr. Zwonitzer and Ms. Funke discussed the scope of work and \$80,000 budget with the Board. The scope is structured around three key phases for input from staff, Board, CAC, and stakeholders. Phase 1 will develop guiding principles, review relevant climate resiliency work already done in the area, and review CRWD's existing data and work to conduct a vulnerability assessment. Phase 2 will develop goals, actions, and recommendations for future work. Public engagement will be included in Phases 1 and 2. Phase 3 will include cross-referencing the identified climate resiliency actions with other existing relevant plans as well as the District's Watershed Management Plan. A report will be developed which will include communication and engagement strategies for the District to share climate messaging.

Motion 24-107: Approve Climate Resiliency Framework scope of work and budget and authorize the Administrator to execute a professional services agreement with Barr Engineering for an amount not to exceed \$80,000 and any amendments to the agreement up to \$10,000.

Mazanec/Sanders Unanimously Approved

D) Approve Consultant for Flood Mitigation Study (Martinkosky)

CRWD issued a request for proposals for a consultant for the Flood Mitigation Feasibility Study for two flood areas in the Trout Brook Subwatershed. The request for proposals was sent to four firms from CRWD's approved professional services pool: Black & Veatch, Geosyntec Consultants, ISG Inc., and Rani Engineering (DBE). Three proposals were received, from Black

& Veatch, Geosyntec Consultants, and ISG Inc. None of these firms have worked for CRWD within the past five years. Staff reviewed and scored each of the proposals and identified Geosyntec Consultants as the preferred firm. Their project experience and team qualifications demonstrated their suitability for this project. In addition, Geosyntec's proposal cost of \$35,004 was the lowest, resulting in the best value proposal received. The project will be funded through 315-24560 (TBI Subwatershed Study), which has \$60,000 in unallocated budget for professional engineering services. Staff recommend approval of Geosyntec Consultants as the consultant for this project.

Motion 24-108: Approve Geosyntec Consultants as the consultant for the Flood Mitigation Feasibility Study for Flood Areas 13 and 16 and authorize the Administrator to execute a Consultant Services Agreement for an amount not to exceed \$36,000; and any amendments to the agreement up to \$5,000.

Mazanec/Sanders Unanimously Approved

E) Approve Cooperative Agreements for Pooled BMP Maintenance Services (Kelley)

Staff have been finalizing cooperative maintenance agreements, calculating final cost estimates, documenting administrative responsibilities, and determining final partner participation in the Pooled BMP Maintenance Services Program.

During these conversations, St. Paul Public Schools (SPPS) and City of Roseville have indicated they will not participate in the program this year, and St. Paul Parks and Recreation (Parks) has requested a reduction in the scope of maintenance for their rain gardens to reduce costs. SPPS is facing a significant budget shortfall resulting in staff cuts, making a financial contribution to the program unjustifiable. City of Roseville has an existing contract for rain garden maintenance throughout the city and is able to complete similar work on their rain gardens at a more competitive price. Finally, four out of the six Parks basins were anticipated to require nearly full replanting due to excessive weeds. The cost to complete this level of rehabilitation was around \$50,000, which is not currently within Parks' budget. Phasing the work to remove weeds in the first year and replant in subsequent years reduces Parks' 2024 contribution to approximately \$16,000.

Adjustments in partner participation have resulted in changes to the scope of work and reductions in total quantities. Staff intend to review the changes with Stantec and obtain updated pricing prior to executing the contract. Partner agreements have been reviewed by CRWD's attorney.

Manager Texer asked if there is anything that can be done to prevent similar scenarios in the future. Mr. Kelley responded that there are some things with how the tasks were bid that staff will adjust in the future. The Highland Bridge BMPs are included in this and is a significant area and may have contributed to higher costs. We may consider a totally different contract in the future.

Discussion occurred relative to the ratio of cost share with public entities in the context of budget difficulties with those public partners. The Facility Management Plan details the current 50% cost share as the plan for 2024. The Board may want to consider adjusting that in 2025 based on the fiscal realities of public partners.

Manager Collins indicated it was important to think about the impact of CRWD partners not having the money to maintain rain gardens. He pointed out that no matter who pays for the maintenance it is still public funding essentially from the same tax base. Manager Collins recommended including this topic in the 2025 Budget discussions later this summer.

Motion 24-109: Authorize the Administrator and Board President to execute Cooperative Maintenance Agreements for the Pooled Rain Garden Maintenance Services Program with Ramsey County, St. Paul Parks and Recreation, St. Paul Public Works, Roseville Area Schools, and City of Falcon Heights.

Mazanec/Sanders Unanimously Approved

F) Approve Promotion of Sarah Wein to Water Resource Project Manager (Belden)

Staff recommend Sarah Wein for promotion to Water Resource Project Manager within the Monitoring, Research, and Maintenance (MRM) Division. Sarah joined CRWD in 2014 as a Water Resources Technician, in which she gained extensive knowledge in CRWD's monitoring program and excelled at sample collection, data management, stormwater analysis and reporting, and equipment maintenance. In 2019, Ms. Wein was promoted to Monitoring Coordinator, where she has served for the past 5 years. She has brought exceptional leadership skills to this role along with her organization, enthusiasm, strong work ethic, and detail-oriented approach. Ms. Wein has successfully coordinated the program which has included: the annual operation of up to 100 monitoring stations; the management of the day-to-day schedules and activities of up to four staff; the coordination and application of CRWD's Safety Program; and the development of monitoring plans and protocols. All of these roles and experiences have prepared Ms. Wein to excel in the Water Resource Project Manager role. The Board Personnel Committee has reviewed this recommendation and expressed full support.

Motion 24-110: Approve the promotion of Sarah Wein to Grade IV, Water Resource Project Manager within the Monitoring and Research Division.

Mazanec/Sanders Unanimously Approved

G) Approve Promotion of Marta Wichman to Monitoring Coordinator (Belden)

With the position vacancy following Sarah Wein's promotion to Water Resource Project Manager, staff recommend that Marta Wichman be promoted to Monitoring Program (within the MRM Division). Ms. Wichman joined CRWD in 2020 as a Water Resources Technician, in which she has gained extensive experience, knowledge, and specialized skills in CRWD's monitoring program. Marta has had many accomplishments as a Water Resources Technician, including the development of the annual CRWD Climatological Report and the annual update of

the District's Quality Assurance Program Plan (QAPP). With all her skills and experience, Ms. Wichman is well-suited and prepared to take on the Monitoring Coordinator role. The Board Personnel Committee has reviewed this recommendation and expressed full support.

Motion 24-111: Approve the promotion of Marta Wichman to Grade III, Monitoring Coordinator within the Monitoring and Research Division.

Mazanec/Sanders Unanimously Approved

H) Approve Promotion of Rachel Funke to Water Resource Project Manager (Zwonitzer)

Rachel Funke joined CRWD in 2019 in the Urban BMP Technician position. She was promoted to Projects and Grants Specialist in June 2022. Ms. Funke has directly managed many Planning, Projects, and Grants (PPG) programs and has extensive knowledge of nearly all aspects of PPG projects and programs. In addition to her demonstrated leadership and project management experience, Ms. Funke has developed professional relationships with key District partners. She has managed contractors for CIP maintenance and boulevard rain gardens, consultants for projects such as Lake McCarrons Shoreline Inventory, Willow Reserve Bioindicator Survey and Phalen NRI, and is currently managing the Phalen subwatershed model development, a TBI flood mitigation study, and development of CRWD's climate plan. The Board Personnel Committee has reviewed this recommendation and expressed full support.

Motions 24-112: Approve promotion of Rachel Funke to Grade IV, Water Resource Project Manager within the Planning, Projects, and Grants Division.

Mazanec/Sanders Unanimously Approved

VI. Unfinished Business

A) New Staff Introductions (Hosch/Belden)

The Board was introduced to two new seasonal staff members: Brooke Schultz, a Permit Inspector in the Regulatory division, and Amy Arbetman, a Water Resource Technician in the MRM division. They both shared their experience and educational background with the Board.

B) Upcoming Events (Xiong)

A list of upcoming community events where CRWD needs volunteers was shared with the Board.

VII. General Information

A) Board of Managers' Updates

The MN Watersheds Summer Tour is coming up on June 25-26, and the CAC Tour is on July 17. Manager Collins will attend a BWSR meeting on June 26. He shared he attended a town hall

meeting with Representative Athena Hollins. He would like to invite her to CRWD for a tour in the fall before the legislative session begins.

B) Administrator's Update

None.

C) Closed session - Salary Adjustment for Administrator Promotion

The Board of Managers went into a closed session to discuss salary adjustment for the Administrator promotion, and staff exited the meeting. The Board of Managers came out of the closed session and back into the open session.

Motion 24-113: Approve the salary adjustment for the Administrator promotion.

Mazanec/Sanders Unanimously Approved

VIII. Next Meetings

- A) Wednesday, June 12, 2024, 7:00 PM CAC Meeting Manager Sullivan Janzen will attend.
- B) Thursday, June 20, 2024, 6:00 PM Regular Board Meeting

IX. Adjournment

Motion 24-114: Adjournment of June 5, 2024, Regular Board Meeting at 7:48 PM.

Mazanec/Sanders Unanimously Approved

Respectfully submitted, Meilina Dalit