

# Capitol Region Watershed District



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**Annual Meeting Minutes** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, December 21, 2011, 6:00 p.m.** at the office of the CRWD, 1410 Energy Park Drive, Suite 4, St. Paul, MN 55108.

**I. Called to Order at 6:01 p.m.** (President, Bob Piram)

**A) Attendance**

Robert Piram  
Joe Collins  
Seitu Jones  
Mike Thienes  
Mary Texer

**Others Present**

Mark Doneux, CRWD  
Anna Eleria, CRWD  
Bob Fossum, CRWD  
Dawn Nelson, CRWD  
Forrest Kelley, CRWD  
Matt Loyas, CRWD  
Melissa Baker, CRWD

Jerry Wagner, CAC  
Ed Matthiesen,  
Wenck Associates  
James Mogen, Ramsey  
County Attorney  
Anne Hunt, Mayor's Office  
City of Saint Paul  
Wes Saunders-Pearce, City  
of Saint Paul

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

Manager Piram asked for additions or changes to the annual meeting agenda. There were no additions or changes to the agenda.

*The Board adopted the Annual Meeting Agenda as presented by consensus.*

**I. Year in Review and Acknowledgements** (President Piram/Administrator Doneux)

Administrator Doneux gave a presentation highlighting some of the accomplishments for 2011. Administrator Doneux began by saying that the Central Corridor Light Rail Transit (CCLRT) continues to be a major initiative for the District. The University Avenue Tree Trench system is nearly 50% complete and four of the nine green infrastructure practices are complete adjacent to CCLRT. Administrator Doneux said the District is making great strides with the Trillium Site Water Resource Feature Study.

Administrator Doneux noted that when CRWD was founded in 1998, one of the major goals included resolving Gottfried's Pit Flooding Issue. The \$500,000 Project was completed in 2010 and became fully operational in 2011.

Administrator Doneux said Education and Outreach continues to inform residents of the issues related to water quality and stormwater management, the role of the District, and ways people can change their behaviors related to water.

Administrator Doneux said District Monitoring staff continues to work closely with the City of Saint Paul to determine and eliminate the source(s) of the illicit discharges. Administrator Doneux said staff will continue to investigate the data from the subwatersheds to better identify relationships between the variations from year to year, and the differences in discharge and pollutant loading between baseflow and stormflow. Administrator Doneux said the CRWD Monitoring program continues to be a leading urban program and is nationally recognized.

Administrator Doneux said there were 30 permits and 28 active construction sites in 2011. There were several major transportation projects. Administrator Doneux noted the performance testing of CCLRT tree trench and will report the findings at a meeting this winter.

Administrator Doneux reported the District's Citizen's Advisory Committee held 12 meetings in 2011 with a summer tour in June. The committee has had an average of 9 members per meeting and at least one committee member has attended the MAWD annual conference the past four years.

Administrator Doneux gave a special acknowledgement to 3 special staff that provided assistance during the year, Kat McCarthy, Green Corps member, and Daniel Durnahm and Destiny Vang, students from Gordan Parks.

## **II. Election of Officers and Committee Appointments (Mike Thienes)**

As Nominating Committee, Managers Thienes presented a slate of officers for 2012 and moved its approval.

**Motion: 11-12-07:** *To elect the officers to serve the Capitol Region Watershed District from December 21, 2011, to the District's Annual Meeting in 2012 as follows:*

*President, Joe Collins*  
*Vice President, Mary Texer*  
*Treasurer, Mike Thienes*  
*Secretary, Seitu Jones*  
*Education/Information, Bob Piram*

Thienes/Jones  
Unanimously approved

**Motion: 11-12-08:** *To appoint committee members to serve the Capitol Region Watershed District from December 21, 2011 to the District's Annual Meeting in 2012 as follows:*

Thienes/Texer  
Unanimously approved

### **Personnel Committee**

December 21, 2011 – Annual Meeting 2012

- 1) Bob Piram
- 2) Joe Collins
- 3) Alternate – Mary Texer

### **Ramsey Conservation District Board Liaison**

December 21, 2011 – Annual Meeting 2012

- 1) Seitu Jones
- 2) Alternate – Bob Piram

### **Citizen Advisory Committee Liaison**

December 21, 2011 – Annual Meeting 2012

- 1) Mike Thienes
- 2) Alternate – Seitu Jones
- 3) Alternate – Joe Collins
- 4) Alternate – Mary Texer
- 5) Alternate – Bob Piram

Manager Thienes suggested the Managers alternate attending CAC meetings. The Board agreed.

**Minnesota Association of Watershed Districts (State) Liaison:**

December 21, 2011 – Annual Meeting 2012

- 1) Mike Thienes
- 2) Alternate – Joe Collins
- 3) Alternate – Mary Texer

**Finance Committee**

December 21, 2011 – Annual Meeting 2012

- 1) Mike Thienes
- 2) Joe Collins

**Additional Committees/Liaison Positions**

**Trout Brook Committee**

December 21, 2011 – Annual Meeting 2012

- 1) Joe Collins
- 2) Bob Piram

**Rules Committee**

December 21, 2011 – Annual Meeting 2012

- 1) Mike Thienes
- 2) Seitu Jones
- 3) Joe Collins
- 4) Bob Piram
- 5) Mary Texer

**Subwatershed Study Committee**

December 21, 2011 – Annual Meeting 2012

- 1) Mike Thienes
- 2) Alternate – Joe Collins

**Education/Outreach Committee**

December 21, 2011 – Annual Meeting 2012

- 1) Mary Texer
- 2) Seitu Jones
- 3) Bob Piram

**Special Projects/Grants Committee**

December 21, 2011 – Annual Meeting 2012

- 1) Seitu Jones
- 2) Mike Thienes

**III. Other Assignments and Duties (Board President)**

Administrator Doneux asked for approval of the Bank/Depository for District Funds, Manager per diem and mileage reimbursement rate, designation of the Official newspaper and to adopt the Conflict of Interest Policy. Administrator Doneux noted that the mileage reimbursement has increased from .51 a mile to .555 a mile for 2012.

**Motion: 11-12-09:** *To make administrative assignments to serve the Capitol Region Watershed District from December 21, 2011 to the District's Annual Meeting in 2012 as follows:*

**A) Bank/Depository of Funds**

	<u>2012</u>
Bank	US Bank
Depository of Funds	4M Fund

**B) Managers Per Diem**

	<u>2012</u>
Per Diem	\$75/meeting

**C) Mileage Reimbursement**

	<u>2012</u>
Mileage	\$0.555/mile

**D) Official Newspaper**

	<u>2012</u>
Newspaper	St. Paul Pioneer Press

Texer/Jones  
Unanimously approved

**B)** Administrator Doneux noted that the Conflict of Interest Policy is a product of the District's 2004 audit. The Board adopted this policy several years ago and decided it would be adopted and signed annually. The Board Managers signed the Conflict of Interest Policy and returned them to Dawn Nelson to be kept on file.

**Motion 11-12-10:** Adopt the Conflict of Interest Policy for 2012.

Thienes/Jones  
Unanimously approved

**V. Annual Meeting Calendar** (Board President)

Manager Piram asked for approval of the 2012 CRWD Board of Managers Regular Meeting schedule.

**Motion 11-12-11:** *To set the regular meetings of the Board of Managers of the Capitol Region Watershed District for 6:00 P.M. at the District office on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month as follows:*

Wednesday, January 4, 2012  
Wednesday, January 18, 2012  
Wednesday, February 1, 2012  
Wednesday, February 15, 2012  
Wednesday, March 7, 2012  
Wednesday, March 21, 2012  
Wednesday, April 4, 2012  
Wednesday, April 18, 2012  
Wednesday, May 2, 2012  
Wednesday, May 16, 2012  
Wednesday, June 6, 2012  
Wednesday, June 20, 2012  
Wednesday, July 4, 2012

Wednesday, July 18, 2012  
Wednesday, August 1, 2012  
Wednesday, August 15, 2012 - Public Hearing for Budget & Levy  
Wednesday, September 5, 2012 - Adoption of Preliminary Budget and Levy  
Wednesday, September 19, 2012  
Wednesday, October 3, 2012  
Wednesday, October 17, 2012  
Wednesday, November 7, 2012  
Wednesday, November 21, 2012  
Wednesday, December 5, 2012  
Wednesday, December 19, 2012 – 2013 Annual Meeting, Adoption of Final Budget and Levy

Thienes/Jones  
Unanimously approved

**IV. Public Question and Comment Period**

There were no public comments.

**V. Adjournment of Annual Meeting**

Manager Piram called for adjournment of the 2011 Annual Meeting at 6:15 p.m.

**Motion 11-12-12:** *To adjourn the 2011 Annual Meeting.*

Thienes/Texer  
Unanimously approved

Respectfully submitted,

Dawn Nelson