



Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104
T: 651-644-8888 • F: 651-644-8894 • capitolregionwd.org

June 17, 2020 Board Workshop
APPROVED

Board Workshop of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, June 3, 2020, 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
Seitu Jones, remote
Shawn Murphy, remote
Rick Sanders, remote
Mary Texer, remote

Staff Present

Jessica Bromelkamp, CRWD - remote
Mark Doneux, CRWD
Anna Eleria, CRWD - remote
Bob Fossum, CRWD, remote
Forrest Kelley, CRWD, remote

Public Attendees

None

B) Review, Amendments and Approval of the Agenda.

Motion 20-097: *Approve the Agenda of June 3, 2020.*

Murphy/Sanders
Unanimously Approved

II. Review of 2020 and Preliminary 2021 Budget (Mark Doneux)

Administrator Doneux reviewed that each year the Board of Managers must develop a work plan for the upcoming year and establish a budget and levy to accommodate it. At the May 20, 2020 Board Meeting, staff provided an update to the Board about how capital improvement project expenditures and revenue may be adjusted based on current projections. The 2021 budget process will be unique in that we are transitioning from our 2010 Watershed Management Plan (WMP) approach and budgeting to the new 2020 WMP. Administrator Doneux added that we also will be tracking the impacts of the COVID-19 Pandemic on our budget and revenue. The focus of the workshop should be to:

- 1) Understand and review our current 2020 budget,
- 2) The format for the new budget to reflect the WMP format,
- 3) Identify Board priorities for 2021, and
- 4) Set goals or targets for the overall 2021 budget and levy.

To support the start of the 2021 budget process, Administrator Doneux drafted documents that compares the current 2020 adopted budget with the items identified in our new WMP for 2021. The actual 2021 budget will be based on the items from WMP for 2021 but adjusted to reflect what programs and projects that are expected to be implemented next year. Administrator Doneux asked the managers for their thoughts regarding the budget. Manager Sanders suggested keeping the 2021 tax levy the same as 2020 with no increase and no decrease. Manger Jones asked about how much of an increase would be needed to maintain the same actual levy due to a likely decrease in property tax payments caused the COVID-19 pandemic and recent property damage. Administrator Doneux stated that a 1-2 percent increase may be necessary to achieve the actual planned levy revenue. President Collins and Manager Jones shared concerns about property values and property tax deductions on larger commercial properties. Managers shared questions regarding paying off the bond early and the savings. Administrator Doneux shared that paying off the bond early would save \$30,000 - \$50,000. Mangers agreed that they are comfortable with no increase in the tax levy. Manager Jones and Manager Sanders both felt that a 2-3 percent increase would be acceptable to protect the fund balance if necessary. Manager Texer suggested a 1-2% increase just to protect the budget from dropping property values resulting in less revenue. President Collins asked the managers how they felt about a 1-2% increase. Managers agreed that an increase may be needed. Manager Texer shared concerns for partners future needs and CRWD having the funding available to help. Administrator Doneux stated that staff will begin drafting the 2021 budget and levy based on Manager input and thanked the Managers for the thoughts and perspectives on the budget.

III. Adjourn Board Workshop

Motion 20-098: *Adjournment of the June 3, 2020 Review of 2020 and Preliminary 2021 Budget Workshop at 5:55 P.M.*

Murphy/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander



Capitol Region Watershed District

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**June 17, 2020 Board Meeting
APPROVED**

Regular Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, June 3, 2020, 6:00 p.m.** (Regular Meeting) **via telephone and/or the web-based application Go To Meeting.**

REGULAR MEETING MINUTES

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

Managers

Joe Collins, remote
Seitu Jones, remote
Shawn Murphy, remote
Rick Sanders, remote
Mary Texer, remote

Staff Present

Mark Doneux, CRWD
Anna Eleria, CRWD - remote
Forrest Kelley, CRWD – remote
Luke Martinkosy, CRWD - remote
Michelle Sylvander, CRWD - remote
James Mogen, Ramsey County Attorney - remote

Public Attendees

B) Review, Amendments and Approval of the Agenda.

Motion 20-099: *Approve the Agenda of June 3, 2020 with no changes.*

Murphy/Sanders
Unanimously Approved

II. Public Comment

No public Comments.

III. Permit Applications and Program Updates

A) 20-015 Ford Site Wetland (Martinkosky)

Mr. Martinkosky reviewed permit #20-015 for Ford Site Wetland. The applicant, Ryan Companies is applying for a wetland replacement plan that impacts the Ford Site Redevelopment project. The applicable district rule is E. The disturbed area of this project is 123 acres with 91 acres impervious surface.

Approve variance of up to 25 feet from the required wetland buffer for the western and southern boundary of Wetland A (<1 to 10-foot buffer) and 15 feet from the required wetland buffer for the western boundary of Wetland C (~10-foot buffer) along the western wetland boundary. Attorney Mogen asked for clarification of the variance. Manager Texer asked if there was anything that could be done to improve wetland A. Mr. Martinkosky responded that it is not required in the permit.

Motion 20-100: *Approve variance for permit #20-015 Ford Site Wetland.*

Murphy/Sanders
Unanimously Approved

Motion 20-101: *Approve permit #20-015 Ford Site Redevelopment Wetland Permit with 5 Conditions:*

1. *Receipt of \$37,986 surety.*
2. *Revise the Wetland Replacement Success Criteria to address the following:*
 - a. *Wetland hydrology monitoring must occur for 5 years or until 2 consecutive years with normal precipitation meet the Hydrology Criteria.*
 - b. *Upland buffer vegetation criteria shall include a minimum of 80 percent relative cover of native, non-invasive species.*
3. *Provide planned location of monitoring well(s) in the figures and provide justification for the planned number of monitoring wells.*
4. *Revise structural components monitoring such that corrective action is taken if there is an elevation change of 0.2 feet or greater of the control structure system.*
5. *Add the following notes to the Wetland B Expansion Plan:*
 - a. *Specify that subsoil in the upland buffer and mitigation area shall be ripped a minimum of 12” to reduce compaction and promote long-term plant growth.*
 - b. *Add one foot or less elevation markings to the wetland profiles.*
 - c. *Provide spot elevation at bottom edge of upland buffer.*
 - d. *Specify that erosion control blankets used in the mitigation area and upland buffer must be composed of natural (ie. non-plastic) materials.*

Murphy/Sanders
Unanimously Approved

IV. Special Reports – Trout Brook Nature Sanctuary (Fossum)

Item removed from the agenda and will return for the June 17th meeting.

V. Action Items

- A) AR: Approve Minutes of the May 20, 2020 Regular Meeting (Sylvander)

Motion 20-102: *Approve the Minutes of the May 20, 2020 Regular Meeting.*

Murphy/Sanders

Unanimously approved by four out of five, Manager Jones has lost connection and was unable to confirm.

B) AR: Approve Salary Structure Update (Doneux)

The Board of Managers adopted a Personnel Policy Manual in 2003. The Personnel Policy Manual provided the Board, Personnel Committee and Administrator general guidance with regards to establishing new positions, setting salary ranges and general wage and salary administration. In 2005, the Board adopted the Performance Based Salary Increase Guidelines to provide further guidance for annual salary adjustments using a performance-based system. In 2009, the District adopted a new Salary Administration Policy. The goal of the new policy was to establish a uniform salary structure for the District and provide clear steps (zones) within each grade and to adopt a clear system to allow greater professional development for staff within the District. The Salary Structure was updated in 2011 and 2016. In 2018, work was started on both the next update of the Salary Structure as well as a comprehensive update on all the position descriptions. In addition to updating the salary structure, staff have observed that there is significant salary overlap between several of the grades in the current system. It is not uncommon to move an employee up two grades to reach a comparable salary level during a promotion. To reduce this occurrence, staff evaluated if there was a possible modification that would have no Zone 2 overlap of salaries. Staff worked with the District's HR consultant, Arthur J. Gallagher, & Co., to evaluate this approach and to recommend overall adjustments to the salaries in the Salary Structure to reflect current conditions. The updated salary structure reflects a 2% increase to adjust for the current market rates. While the work on the position descriptions has not been completed the Salary Administration Policy is being recommended for an update.

Motion 20-103: *Approve June 3, 2020 Salary Administration Policy Update.*

Murphy/Sanders

Unanimously approved by four out of five, Manager Jones has lost connection and was unable to confirm.

C) AR: Approve Establishment of Permit Program Manager (Kelley)

Mr. Kelley reviewed that since in 2013, CRWD established four new Divisions to the management and staffing structure of the District. The Regulatory Division currently includes 3 permanent staff and one seasonal employee to implement assigned program initiatives within the Watershed Plan. Over time, the daily tasks associated with processing permits have been transferred from the Division Manager to other staff. In order to more accurately reflect current work assignments, and to recognize significant efforts and additional responsibilities, Mr. Kelley requested the Board of Managers establish the Permit Program Manager position within the Regulatory Division, and recommend Elizabeth Hosch be promoted to Program Manager II to fill this position. President Collins said she was well deserving of the promotion. In accordance with the District Salary Administration Policy, the Personnel Committee and Board of Managers must approve any change in Grade for an existing employee. The Personnel Committee has met and supports this promotion.

Motion 20-104: *Approve Establishment of the Permit Program Manager Position and Approve Promotion of Elizabeth Hosch to Grade 4 - Program Manager II.*

Murphy/Sanders

Unanimously approved by four out of five, Manager Jones has lost connection and was unable to confirm.

- D) AR: Approve Contract Amendment with Barr Engineering for Seminary Pond Project Bidding and Construction Engineering Services (Eleria)

Ms. Eleria reviewed for the past several years, CRWD and the City of Lauderdale have been working together to identify opportunities to address existing water quality and quantity issues within our shared boundaries. Seminary Pond, a regional stormwater pond built over 20 years ago serves a 128-acre sub watershed, was determined to be the best location for mitigating stormwater runoff volumes and pollutant loads. CRWD hired Barr Engineering to assist with designing improvements to Seminary Pond and nearby eroded areas to minimize downstream flooding and reduce pollutant loading to the Mississippi River. The pond improvements include: 1) deepening and regarding the pond to convert it from a dry pond to a wet pond; 2) installing two iron-enhanced sand filter benches and pretreatment structures; and 3) stabilizing up to three slopes upstream of the pond. CRWD and Barr have completed the engineering plans and are working on the contract documents for the project. Barr's existing agreement with CRWD has covered their engineering work through preparation of the contract documents. Staff are seeking Board approval of an amendment to Barr's agreement for bidding and construction engineering services. The estimated cost is \$73,200, which will be funded by Project #16886. This project has a 2020 budget of \$500,250. Ms. Eleria added that are also seeking Board approval of the amendment to Barr's consultant services agreement. Ms. Eleria provided the Board an update on the project design, anticipated bidding and construction schedule and draft cooperative agreement with partners. Manager Murphy asked about the drainage near the golf course. Manager Murphy also asked about a neighbor wanting the drainage changed. Ms. Eleria has had several conversations with the family.

Motion 20-105: *Approve an agreement amendment #4 with Barr Engineering for bidding and construction engineering services for the Seminary Pond Improvement Project in an amount not to exceed \$73,200; and authorize the Administrator to approve additional engineering services in an amount not to exceed \$10,000.*

Murphy/Sanders

Unanimously approved by four out of five, Manager Jones has lost connection and was unable to confirm.

- E) AR: Authorize Notice of Award and Order Construction for Como Zoo and Golf Course Stormwater BMP Project (Kelley)

Mr. Kelley reviewed that in 2016, CRWD was awarded a \$1.76 million grant through BWSR's Targeted Watershed Program (TWP) for work in the Como and McCarrons sub watersheds. Two of the BMPs are located on the Como Park Golf Course – expansion of the existing Polar Bear Infiltration basin and installation of an underground infiltration pipe gallery at Hole 7, and an Iron-Enhanced Sand Filtration (IESF) bench along the east shoreline of the Northwest Pond between Holes 3 and 11. The bidding for the project extended over a three-week period from May 5th to May 22, 2020. CRWD received bids from six contractors. Rachel Contracting, LLC submitted the lowest bid at \$1,420,890.20. A majority of the cost discrepancy is attributed to a few bid items that came in higher than expected. The golf course specialist restoration work came in \$118,000 higher than estimated, and the Opti RTC system and impermeable liner for the filter were around \$40,000 higher each. Rachel Contracting provided the necessary Responsible Bidder Evaluation Form and demonstrated the experience and ability to complete the required work. CRWD has worked closely with City Parks staff, critical partners in moving this project forward, to ensure the project minimizes impacts to the golf course. As part of the Cooperative Construction Agreement, CRWD is

providing \$85,000 towards the construction of the Hole 8 lift station, and \$12,500 (50%) for consultant services to incorporate golf course and irrigation restoration plans into Houston's bid plan set and for observation and oversight during construction. Work is anticipated to start this summer and be complete by the spring of 2021. The 2020 budget for the Como Zoo and Golf Course BMPs is \$940,220.

Motion 20-106: *Order construction of the Como Zoo and Golf Course Stormwater BMPs and authorize the Board President and Administrator to execute a Notice of Award and an Agreement with Rachel Contracting, LLC, subject to the review and approval of the Ramsey County Attorney; and authorize the Administrator to execute change orders in an amount not to exceed \$75,000.*

Murphy/Sanders

Unanimously approved by four out of five, Manager Jones has lost connection and was unable to confirm.

F) AR: Authorize Public Comment Period for 2019 MS4 Annual Report (Funke)

Ms. Eleria reviewed that as a regulated operator of a small municipal separate storm sewer system (MS4), CRWD is required to prepare and submit an annual report of activities and accomplishments associated with its stormwater pollution prevention program (SWPPP) by June 30th to MN Pollution Control Agency (MPCA). CRWD must solicit public comment on the MS4 annual report and hold an annual public meeting to present the SWPPP activities and accomplishments made each year. CRWD staff have summarized CRWD's stormwater management activities and accomplishments in 2019 in an MS4 Annual Report Form provided by MPCA and CRWD's 2019 Annual Report submitted to BWSR earlier this year. CRWD staff propose that the public comment period on CRWD's 2019 SWPPP work commence on June 4th and end on June 28th and the public meeting for presenting this work occur at the second June Board meeting, June 17th. Announcements of the public comment period and public meeting will be published in the Saint Paul Pioneer Press and CRWD's website. The 2019 annual report will be available on CRWD's website. Ms. Funke will present at the June 17th meeting

Motion 20-107: *Authorize public comment period on CRWD's MS4 Annual Report for 2019; and approve the June 17, 2019 Board meeting as the public meeting date for the annual report.*

Murphy/Sanders

Unanimously approved by four out of five, Manager Jones has lost connection and was unable to confirm.

VI. Unfinished Business

A) COVID 19 Update (Doneux)

Administrator Doneux shared that staff are being encouraged and supported to work at home. The office was closed to staff on Friday May 29th due to protesting and rioting. President Collins asked if the community room will be used again. Administrator Doneux replied that he hopes that we will be able to return to having meetings at the office after COVID-19. Administrator Doneux will provide additional updates at the June 17th meeting.

VII. General Information

A) Board of Manager's Updates

VIII. Next Meetings

A) Wednesday, June 10, 2020 7:00 PM – CAC Virtual Tour and Meeting– Electronic Only

B) Wednesday, June 17, 2020 6:00 PM- Regular Meeting – Electronic Only

IX. Adjournment

Motion 20-108: *Adjournment of the June 3, 2020 Regular Board Meeting at 7:19 P.M.*

Murphy/Sanders

Unanimously approved by four out of five, Manager Jones has lost connection and was unable to confirm.

Respectfully submitted,
Michelle Sylvander