



Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104
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November 18, 2020 Regular Meeting
APPROVED

Board Workshop of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, November 4, 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
Hawona Sullivan Janzen, remote
Shawn Murphy, remote
Rick Sanders, remote
Mary Texer, remote

Staff Present

Mark Doneux, CRWD
Forrest Kelley, CRWD, remote
Michelle Sylvander, CRWD, remote
James Mogen, Ramsey County Attorney, remote

Public Attendees

Bob Simonet, CAC

B) Review, Amendments and Approval of the Agenda.

Motion 20-200: *Approve the Agenda of November 4, 2020.*

Murphy/Sanders
Unanimously Approved

II. Board Governance

Administrator Doneux reviewed that in 1999, the Board of Managers establish the first Bylaws that provide rules for governing and the conduct and procedure of business for the Board. This was one (1) year after the formation of the District and prior to hiring staff. The Bylaws were updated in 2004 and last updated 11 years ago in 2009. In 2002, the Board first established several Board Committees to conduct business of the organization. At that time seven (7) committees were formed. Since 2002, the Board has expanded the number of committees to thirteen (13).

In evaluating the current District Bylaws, they appear, in large part, to be effective and functional. However, since our move we should update Article I, A. Office. In reviewing the Article III District Board of Managers, Section C. Duties of Officers, these appear to be somewhat outdated. Over time, staff have taken on many of the administrative duties of some Board Officer positions. Since 2017, the District has welcomed three (3) new Managers to the Board so a review and update would be appropriate at this time.

Administrator Doneux drafted a Board Governance Summary and Recommendations document for the managers to review and consider when evaluating the Bylaws. Like the Bylaws, the Board Committees have evolved and expanded overtime. In considering the current list of Board Committees, Administrator Doneux recommended reducing the number of committees and broadening out the topics for more meaningful committee assignments.

Managers discussed addressing meetings being held remotely due to COVID-19. Attorney Mogen recommended continuing to treat offsite board meetings as a one-time event. Managers discussed the 48-hour notification noted in the Bylaws. Manager Texer asked for clarification about canceling a meeting. Attorney Mogen replied that a meeting cannot be conducted until it is properly called to order.

Manager Texer and Manager Sullivan Janzen agreed to serve on the Nominating Committee. Administrator Doneux made recommendations for updating some of the committee names such as changing education & communications to communications and outreach. The committee for Real Estate to be changed to Building Operations.

Administrator Doneux added if the Board were to make changes to either the Bylaws and/or Committees, those changes should be done in time for the annual meeting to be held on December 16th.

No Action was taken. Workshop for informational and discussion only.

III. Adjourn Board Workshop

Motion 20-201: *Adjournment of the November 4, 2020 Board Governance workshop at 6:00P.M.*

Murphy/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander



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November 18, 2020 Board Meeting
V. Action Item A) Approve Minutes of
November 4, 2020
Regular Board Meeting (*Sylvander*)

Regular Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, November 4, 2020, 6:00 p.m.** (Regular Meeting) **via telephone and/or the web-based application Go To Meeting.**

REGULAR MEETING MINUTES

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

A) Attendance

Managers

Joe Collins, remote
Shawn Murphy, remote
Rick Sanders, remote
Hawona Sullivan Janzen, remote
Mary Texer, remote

Staff Present

Mark Doneux, CRWD
Anna Eleria, CRWD – remote
Rachel Funke, CRWD - remote
Elizabeth Hosch, CRWD – remote
Luke Martinkosky, CRWD - remote
Michelle Sylvander, CRWD – remote
James Mogen, Ramsey County Attorney, remote

Public Attendees

Brandon Eleger
Bob Simonet, CAC

B) Review, Amendments and Approval of the Agenda.

Motion 20-202: *Approve the Agenda November 4, 2020. Remove 6A Ford site update*

Murphy/Sanders
Unanimously Approved

II. Public Comment

No Public Comments.

III. Permit Applications and Program Updates

A) 16-024 Hmong Academy Expansion– Closure (Hosch)

Ms. Hosch reviewed permit #16-024 for Hmong Academy Expansion. This permit was issued for the construction of a school expansion and new athletic fields. Stormwater is treated via three unground infiltration systems. The site is stable, and the stormwater treatment systems have been confirmed

functional. One small area of erosion on the border with the adjacent railroad will be addressed by the railroad this fall as coordinated with the applicant. There is a \$29,445 surety to return.

Motion 20-203: *Approve \$29,445 surety return and Certificate of Completion for permit #16-024, Hmong Academy Expansion.*

Murphy/Sanders
Unanimously Approved

B) 18-015 Metropolitan Council Sanitary Sewer – Closure (Martinkosky)

Mr. Martinkosky reviewed permit #18-015 for Metropolitan Council Sanitary Sewer. This permit was issued for sanitary sewer rehabilitation in Roseville and Saint Paul. The permit for the portion of the project within Villa Park in Roseville was transferred to the City of Roseville via permit amendments on November 12, 2019 and July 8, 2020. The area of the project outside of Villa Park was approved for closure by the Board on August 19, 2020. The site stormwater is treated through stabilization of two eroding hillsides and withdrawal of 485 cubic feet from the City of Roseville volume bank, approved by the Board of Managers on August 19, 2020. The portion of the site within Villa Park is stable. No surety was required for this public project.

Motion 20-204: *Approve Certificate of Completion for permit #18-015, Met Council Villa Park Sanitary (Portion within Villa Park).*

Murphy/Sanders
Unanimously Approved

C) 20-023 2383 University (Hosch)

Ms. Hosch reviewed permit #20-023 for 2383 University. The applicant, Kraus-Anderson Development will demo the existing building and associated parking lot. Construction of multi-level apartment complex with sub-grade parking and associated utilities. 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 1.58 acres with 1.23 acres impervious surface.

Motion 20-205: *Approve with 4 Conditions*
Conditions:

- 1. Receipt of \$6,100 surety.*
- 2. Receipt of documentation of maintenance agreement recorded with Ramsey County.*
- 3. Provide a copy of the NPDES permit.*
- 4. Update operations and maintenance plan to include the Storm Filter device and a calculation that supports an annual maintenance schedule.*

Murphy/Sanders
Unanimously Approved

D) 20-032 MnDOT TH94 (Hosch)

Ms. Hosch reviewed permit #20-032 for MnDOT TH94. The applicant, MnDOT will construct a noise wall along the south side of I94 between Prior Avenue and Fairview Avenue. 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 1.36 acres with .03 acres impervious surface.

Motion 20-206: *Approve with 3 Conditions:*

1. *Provide plans signed by a professional engineer per the Minnesota Board of AELSLAGID.*
2. *Provide a copy of the NPDES permit.*
3. *Revise erosion control plan on Sheet 30 to show location(s) of vehicle tracking BMPs. Sheets 12 and 28 indicate the presence of a construction exit to minimize sediment track out, but the locations are not shown on Sheet 30.*

Murphy/Sanders
Unanimously Approved

Manager Murphy asked about banking of credits being sellable. Ms. Hosch replied that it is not very common and has not seen.

Motion 20-207: *Approve withdrawal of 120 ft from MnDOT's volume credit bank.*

Murphy/Sanders
Unanimously Approved

E) 20-034 Marydale Wetland (Martinkosky)

Ms. Hosch reviewed permit #20-034 for Marydale Wetland. The applicant, Semple Excavating and Trucking, Inc. will replace wetland impacted from trail construction. 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 .15 acres with no impervious surface.

Motion 20-208: *Approve with 5 Conditions:*

1. *Adjust the end of Section 1.2 Presence of wetland hydrology to read "within 12 inches of the surface for at least 14 consecutive days during the growing season."*
2. *Add the following note to Section 1.2 Presence of wetland hydrology: "If the documented hydrology within the wetland meets the above criteria for two consecutive years with normal to drier than normal precipitation, hydrology monitoring may be discontinued for the area."*
3. *Also include the following in the annual site monitoring reports:*
 - a. *Total vegetative cover*
 - b. *Hydrology data (see Condition 5)*
 - c. *Comparison of observations to performance criteria*
4. *Specify that the Year 5 monitoring report will include a delineation of the wetland mitigation area based on the most current versions of the Corps of Engineers Wetlands Delineation Manual (USACE, current version) and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region (USACE, current version).*

5. *Provide a hydrology monitoring plan in Section 3.1. Hydrology monitoring may be accomplished by installation of a shallow water table monitoring well within the mitigation area in accordance with the Hydrologic Monitoring of Wetlands (BWSR, 2013) or monitoring the water surface elevation of Loeb Lake or the adjacent Type 3 wetland using a staff gauge. Surface or groundwater elevations should be recorded at least twice weekly during the first 2 months of the growing season and at least weekly thereafter.*

Murphy/Sanders
Unanimously Approved

IV. Special Reports – 2020 BMP Inspection Results Summary (Funke)

Ms. Funke provided the Managers with an update on the 2020 BMP Inspection Results. Ms. Funke reviewed that each year, CRWD staff complete inspections of completed grant projects to ensure their function and to offer maintenance advice to grantees. From June through August, CRWD staff and Minnesota Water Stewards completed inspections of clean water projects completed through the Saint Paul Streets (SPS) program and the Stewardship Grant program. In total, 333 projects were inspected.

CRWD staff and Minnesota Water Stewards completed inspections of all SPS boulevard curb-cut rain gardens, resulting in 250 inspections. CRWD staff also completed inspections of Stewardship Grant projects completed in the past five years, totaling 83 inspections. Stewardship Grant project types included rain gardens, permeable pavers, and shoreline buffer plantings.

In total, 92% of the 333 clean water projects inspected received an A or B grade, meaning that the projects needed no or only light maintenance. The most common maintenance needs included weeding, clearing rain garden inlets, and replacing plants.

Although most projects were in good condition, there were some common issues that emerged as barriers to successful maintenance. Though analysis of inspection results and grantee feedback, staff determined several common roadblocks for grantees. With this information in mind, CRWD plans to expand its support available to grantees in multiple ways.

Although the responsibility of the property owner, CRWD decided to implement several improvements to existing grant-funded projects. These improvements included renovation of five rain gardens that were part of a 2012 Special Grant project along Burns Avenue and the removal of tall grasses at multiple 2008 SPS boulevard rain gardens. Improvements are also planned for the 2014 Montreal Avenue SPS rain gardens in Spring 2021. CRWD staff plan to continue inspections and maintenance programming to ensure the water quality benefit of the District's BMPs and to provide meaningful support to grantees.

Manager Sanders recommended a plant sale/exchange for stewards. Ms. Funke replied that staff has been in contact with partnering groups to coordinate a plant sale that would focus on plants for rain gardens.

No Action was taken. Workshop for informational and discussion only.

V. Action Items

A) AR: Approve Minutes of the October 21, 2020 Regular Meeting (Sylvander)

Motion 20-209: *Approve the Minutes of the October 21, 2020 Regular Meeting.*

Murphy/Sanders
Unanimously Approved

B) AR: Adopt CRWD 2021-2030 Watershed Management Plan (Eleria)

Ms. Eleria shared that after two years of work the 2021-2030 Watershed Management Plan is ready for adoption. On October 28th, the 2021-2030 Watershed Management Plan has been reviewed and approved by the MN Board of Water and Soil (BWSR). President Collins was in attendance.

In early September, CRWD's Board of Managers approved the final draft 2021 – 2030 Watershed Management Plan, which encompasses the priority issues, focus areas, measurable goals and implementation activities for CRWD over the next ten years.

For over a month and a half, the final draft Plan underwent review by BWSR staff, Central Region Committee members and the full BWSR Board. CRWD staff presented the plan to the Central Region Committee in mid-October. The committee then recommended its approval to the full BWSR Board. Key comments from BWSR staff, Central Committee and Board included praise for undergoing a thorough and inclusive Plan update, creating a visually appealing, well thought out and plain language Plan, and focusing on engagement and service to underserved areas and communities in the District.

CRWD staff are conducting one final review of the Plan to identify minor edits (e.g. spelling errors, formatting issues, grammatical errors, and minor information updates). Ms. Eleria shared that the final draft will be available in Dec.

President Collins added, BWSR was very pleased with the plan, and the Diversity plan being the first of its kind being recognized in a plan.

Motion 20-210: *Adopt the CRWD 2021-2030 Watershed Management Plan subject to minor edits approved by the Administrator.*

Murphy/Sanders
Unanimously approved

VI. Unfinished Business

A) Ford Site Redevelopment (Fossum)

Removed from agenda.

B) Possible Rescheduling of December 2, 2020 Board Meeting date and time (all)

The MAWD annual meeting is scheduled for Dec. 1-4. CRWD has a board meeting scheduled to be held on Wednesday, December 2nd. Administrator Doneux suggested omitting a workshop so the meeting could have a later starting time. Manager Texer suggested moving the meeting to November 30th with a 3:00pm start time. President Collins suggested keeping the meeting to essential agenda items. Motion will be made at the November 18th Board Meeting.

VII. General Information

A) Board of Manager's Updates

Manager Sanders share a documentary that he recently saw called "Kiss the Earth".

Next Meetings

- A) Tuesday, November 10, 2020 – 7:00 PM – CAC Meeting – Manager Murphy will attend.
Electronic Only
- B) Wednesday, November 18, 2020 6:00 PM – Regular Meeting – **Electronic Only**

VIII. Adjournment

Motion 20-211: *Adjournment of the November 4, 2020 Regular Board Meeting at 7:35 P.M.*

Murphy/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander