



Capitol Region Watershed District

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

January 6, 2020 Board Meeting
APPROVED

Annual Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, December 16, 2020, 6:00 p.m.** (Workshop) at the office of CRWD, 595 Aldine Street, St. Paul, Minnesota.

ANNUAL MEETING MINUTES

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

Managers

Joe Collins
Hawona Sullivan Janzen
Shawn Murphy
Rick Sanders
Mary Texer

Staff Present

Mark Doneux, CRWD
Elizabeth Hosch, CRWD
Michelle Sylvander, CRWD
Luke Martinkosky, CRWD
Lindsay Schwantes, CRWD
Elizabeth Hosch, CRWD
Anna Eleria, CRWD
Bob Fossum, CRWD

Public Attendees

Bob Simonet, CAC
Mary Lilly, CAC

B) Review, Amendments and Approval of the Agenda.

Motion 20-232: *Approve the Agenda of December 16, 2020 with no changes.*

Murphy/Sanders
Unanimously Approved

II. Election of Officers and Committee Appointments (*Joe Collins*)

Office

President
Vice President
Secretary
Treasurer
Communications and Engagement

December 16, 2020 - Annual Mtg 2021

Joe Collins
Mary Texer
Hawona Sullivan Janzen
Rick Sanders
Shawn Murphy

Motion 20-233: To elect the officers to serve the Capitol Region Watershed District from December 16, 2020 to the District's Annual Meeting in 2021.

Murphy/Sanders
Unanimously Approved

III. Committee Appointments

2021 Appointments

Board Committees	Committee Topics	Joe Collins	Mary Texer	Rick Sanders	Shawn Murphy	Hawona Sullivan Janzen
Personnel	Human Resources Benefits	X	X			
Finance	Budget Financial Planning Bonding	X		X		
Operations	Real Estate (595 Aldine & 1736 Thomas) Building Management (Aldine and Thomas Buildings) Safety Program		X	X		
Programs	Regulatory (Rule Amendments) Monitoring and Research (Research Funding Policy) Planning, Projects, and Grants (Stewardship Grants) Facility Management (BMP O & M)		X	X		
Communications & Community	Communications and Engagement Partner Grants Awards Diversity				X	X
Capital Improvements, Projects & Partnerships	Capital Improvement Program Special Grants WMP and Amendments				X	X

Motion 20-234: *To appoint committee members to serve the Capitol Region Watershed District from December 16, 2020 to the District's Annual Meeting in 2021.*

Murphy/Sanders
Unanimously Approved

IV. Other Administrative Assignments

A)	Bank/Depository of Funds	<u>2020</u>	<u>2021</u>
	Bank	US Bank	US Bank
	Depository of Funds	4M Fund	4M Fund
B)	Managers Per Diem	<u>2020</u>	<u>2021</u>
	Per Diem	\$125/meeting	\$125/meeting
C)	Mileage Reimbursement	<u>2020</u>	<u>2021</u>
	Mileage	\$0.58/mile	TBD by IRS
D)	Official Newspaper	<u>2020</u>	<u>2021</u>
	Newspaper	St. Paul Pioneer Press	St. Paul Pioneer Press
E)	Accountant	<u>2020</u>	<u>2021</u>
	Accountant	Redpath CPAs	Redpath CPAs
F)	Auditor	<u>2020</u>	<u>2021</u>
	Auditor	Office of State Auditor	Office of State Auditor

Motion 20-235: *To make administrative assignments to serve the Capitol Region Watershed District from December 16, 2020 to the District's Annual Meeting in 2021.*

Murphy/Sanders
Unanimously Approved

V. Annual Meeting Schedule

Wednesday, January 6, 2021
Wednesday, January 20, 2021
Wednesday, February 3, 2021
Wednesday, February 17, 2021
Wednesday, March 3, 2021
Wednesday, March 17, 2021
Wednesday, April 7, 2021
Wednesday, April 21, 2021
Wednesday, May 5, 2021
Wednesday, May 19, 2021
Wednesday, June 2, 2021
Wednesday, June 16, 2021
Wednesday, July 7, 2021
Wednesday, July 21, 2021
Wednesday, August 4, 2021
Wednesday, August 18, 2021 – Public Hearing for Budget & Levy
Wednesday, September 1, 2021 – Adoption of Preliminary Budget and Levy
Wednesday, September 15, 2021
Wednesday, October 6, 2021
Wednesday, October 20, 2021
Wednesday, November 3, 2021

Wednesday, November 17, 2021

Wednesday, December 1, 2021

Wednesday, December 15, 2021 – Annual Meeting, Adoption of Final Budget and Levy

Motion 20-236: *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 1st and 3rd Wednesdays of each month.*

Murphy/Sanders

Unanimously Approved

VI. CAC 2020 Meeting Schedule

Wednesday, January 13, 2021

Wednesday, February 10, 2021

Wednesday, March 10, 2021

Wednesday, April 14, 2021

Wednesday, May 12, 2021

Wednesday, June 9, 2021

Wednesday, July 14, 2021

Wednesday, August 11, 2021

Wednesday, September 8, 2021

Wednesday, October 13, 2021

Wednesday, November 10, 2021

Wednesday, December 8, 2021

Motion 20-237: *To set the regular meetings of the Citizen Advisory Committee of the Capitol Region Watershed District for 7:00 P.M. at the District office on the 1st and 3rd Wednesdays of each month.*

Murphy/Sanders

Unanimously Approved

VII. CAC Committee Appointments

Administrator Doneux reviewed that in 2010, the Citizen Advisory Committee (CAC) By-Laws were updated to include attendance requirements. Since that time, the CAC has annually made recommendations to the Board for reappointment based on attendance and other factors.

The Board of Managers must annually appoint the Citizen Advisory Committee members. In order to maintain an orderly CAC roster and fully comply with state statute the Citizen's Advisory Committee is submitting a recommended roster to the Board of Managers who will appoint CAC members for 2021 at the CRWD Annual Meeting on December 16, 2020.

Motion 20-238: *Recommend reappointing CAC members through December 2021.*

David Arbeit, 1384 East Como Blvd., St. Paul, MN 55117

Patricia Cavanaugh, 908 Saint Paul Ave., St. Paul, MN 55116

Steven Duerre, 76 Bates Street, St. Paul, MN 55106

Michael MacDonald, 1391 Almond Ave., St. Paul, MN 55108
Michelle Ulrich, 1561 Lincoln Ave., St Paul, MN 55105
Richard Weil, 25 Charles Ave, St. Paul, MN 55103
Gwen Willems, 1880 Tatum Street, Falcon Heights, MN 55113
Nicole Soderholm, 1920 Marshall Ave #202, St. Paul 55104
Bob Simonet, 494 Wheelock Pkwy West, St. Paul, MN 55117
Mary Lilly, 458 Mount Curve Blvd. St. Paul, MN 55105
Tom Elko, 267 Roma Ave. Roseville, MN 55113
Cheryl Braun, 1144 Pleasant Ave. Saint Paul, MN 55102

Murphy/Sanders
Unanimously Approved

VIII. Public Question and Comment Period

No public comments were made.

IX. Adjournment of Annual Meeting

Motion 20-239: *Adjournment of the December 16, 2020 Annual Board Meeting at 6:18 P.M.*

Murphy/Sanders
Unanimously approved



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January 6, 2021 Board Meeting
V. Action Item B) Approve Minutes of
December 16, 2020
Regular Board Meeting (*Sylvander*)

Regular Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, December 16, 2020, 6:19 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
Hawona Sullivan Janzen
Shawn Murphy
Rick Sanders
Mary Texer

Staff Present

Mark Doneux, CRWD
Elizabeth Hosch, CRWD
Michelle Sylvander, CRWD
Luke Martinkosky, CRWD
Lindsay Schwantes, CRWD
Elizabeth Hosch, CRWD
Anna Eleria, CRWD
Bob Fossum, CRWD

Public Attendees

Bob Simonet, CAC
Mary Lilly, CAC

B) Review, Amendments and Approval of the Agenda.

Motion 20-240: *Approve the Agenda December 16, 2020 with no changes.*

Murphy/Sanders
Unanimously Approved

II. Public Comment

No comments were made.

III. Permit Applications and Program Updates

A) 15-007 Ramsey County Demo – Closure (Hosch)

Ms. Hosch reviewed that this permit was issued for demolition of the Ramsey County West Government Center and Adult Detention Center at the SW corner of Kellogg and the Wabasha Street bridge in St. Paul. The permit was later administratively amended to include the haul off of demo material not part of

the original scope. Stormwater is treated through one temporary surface filtration basin that will be replaced by permanent treatment upon site redevelopment. The basin is functional. Site work is complete, and the site is in a state of long-term temporary stabilization, pending redevelopment plans. No surety was required for this public project.

Ms. Hosch explained that the project has been complete for some time, but construction materials were being stored on site and have now been removed for the permit to be closed out.

Motion 20-241: *Approve Certificate of Completion for permit #15-007 Ramsey County Demo.*

Murphy/Sanders
Unanimously Approved

B) 17-022 Regions Birth Center – Closure (Martinkosky)

Mr. Martinkosky reviewed this permit was issued for multi-phase construction of a new Birth Center building, including demolition and of a loading dock, including off-site stockpiling at University and Mississippi in St. Paul. Stormwater is treated via one underground iron enhanced sand filtration system. The site is stable, and the stormwater treatment system has been confirmed to be functional. There is a \$13,500 surety to return.

Motion 20-242: *Approve \$13,500 surety return and approve Certificate of Completion for permit #17-022 Regions Birth Center.*

Murphy/Sanders
Unanimously Approved

C) 18-003 Marydale Park – Closure (Martinkosky)

Mr. Martinkosky reviewed permit #18-003 for Marydale Park – Closure. This permit was issued for the reconstruction of the Marydale Park playground and associated sidewalks. Stormwater is treated via four small rain gardens. The site is stable, and the rain gardens function has been confirmed. No surety was required for this public project.

Motion 20-243: *Approve Certificate of Completion for permit #18-003, Marydale Park.*

Murphy/Sanders
Unanimously Approved

D) 20-021 Hope Community Academy – Review Period Extension (Hosch)

Ms. Hosch reviewed permit #20-021 for Hope Community Academy. The current review period expires on 12-26-2020. The applicant requested an additional extension to the 60-day review prior to the expiration. The applicant has requested the additional time to complete the required conditions.

Motion 20-244: *Approve 60-day review period extension for Permit 20-021 Hope Community Academy to expire February 24, 2021.*

Murphy/Sanders
Unanimously Approved

E) 20-029 Fairview and University (Hosch)

Ms. Hosch reviewed permit #20-029 for Fairview and University. The applicant, 1825 University Limited Partnership will remove all existing structures. 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 3.2 acres with 2.58 acres impervious surface.

Motion 20-245: *Approve with 4 Conditions*

Conditions:

1. *Receipt of additional \$1,900 surety. Total surety of \$12,900 is due based on impervious area in plans dated 12/2/20. \$11,000 surety check has already been received by the CRWD.*
2. *Receipt of documentation of maintenance agreement recorded with Ramsey County.*
3. *Revise operations and maintenance plan to address the following:*
 - a. *Identify the SAFL baffle and sump in CBMH 13 and the solid wall sections of the underground system serving as pretreatment.*
 - b. *Include the following for SAFL and sump structures:*
 - i. *Frequency of inspection/ indicator that maintenance is needed.*
 - ii. *Description of inspection activities.*
 - iii. *Description of maintenance activities.*
 - c. *Revise the indicator that maintenance is needed within the underground system. The indicator stated in the report is to clean the system when sediment or trash is clogging the discharge orifice. Maintenance within the system will needed well before sediment reaches the discharge orifice. The system will also need maintenance when it fails to drawdown within 48 hours.*
 - d. *Revise descriptions of maintenance activities for the underground system to include jetting and vacuuming out sediment from the system.*
4. *Revise plans to address the following:*
 - a. *Clarify how pretreatment is achieved for CB 10, CB 11, and CB 12. CRWD understands that the intention is for CB 10, CB 11, and CB 12 to connect to a solid wall section of the underground system, but this is not clearly shown in the plans. Label the solid wall sections in the plan and provide a detail of the solid wall section including the weir elevation to verify pretreatment is achieved.*
 - b. *Revise Underground Infiltration System cross-section detail on Sheet C5.1 to address the following:*
 - i. *Remove Contech C-40 non-woven geotextile from the bottom of the system.*
 - ii. *Add note stating that fabric shall be excluded from the bottom of the infiltration practice*
 - c. *Revise excavation notes on Sheet C3.5 to state, "Over-excavate down to 886.2' (five feet below the bottom of the system) or until silty sands are encountered and backfill with clean washed medium sand meeting AASHTO M-6 or ASTM C-33 concrete sand."*

- d. *Locate maintenance access risers at each inlet and outlet of the system and within each solid wall section of the CMP pipe.*

Murphy/Sanders
Unanimously Approved

F) 20-035 North End Community Center – Review Period Extension (Hosch)

Ms. Hosch reviewed permit #20-035 for North End Community Center. The current review period for Permit #20-035 North End Community Center expires on 12-27-2020. 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 permit requirements.

Motion 20-246: *Approve 60-day review period extension for Permit 20-035 North End Community Center to expire February 25, 2021.*

Murphy/Sanders
Unanimously Approved

IV. Special Reports – No Special Reports

V. Action Items

- A) AR: Approve Minutes of the November 30, 2020 Regular Meeting (Sylvander)

Motion 20-247: *Approve the Minutes of the November 30, 2020 Regular Meeting.*

Murphy/Sanders
Unanimously Approved

- B) AR: Approve Accounts Payable/Receivable for November 2020 (Sylvander)

Motion 20-248: *Approve November 2020 Accounts Payable/Receivable and Budget Report and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Murphy/Sanders
Unanimously approved

- C) AR: Authorize Building Fund Transfer to Capital Improvement Program Fund (Doneux)

Administrator Doneux reviewed that in 2006 it was the desire of the Board to separate the finances of the District into a General Operating Fund (Operations) and a Capital Improvement Fund and to authorize the transfer of funds. On July 10, 2006, the Board of Managers established a Capital Improvement Fund to finance current and future capital improvements and transferred \$2,402,169 from the General Operating Fund to the Capital Improvement Fund.

In early December 2017, CRWD's Board of Managers approved the budget and financing plan for the 595 Aldine Renovation Project and adopted a reimbursement resolution providing for the reimbursement of capital improvement funds from sale of \$10,000,000 general obligation bonds. On January 17, 2018, CRWD Board of Managers authorized \$10,000,000 in general obligation (GO) bonds to be sold for improvements to the 595 Aldine property.

On November 18, 2020, CRWD has certified completion of the 595 Aldine Office Renovation Project and made final payments. The District incurred costs for the project prior to the issuance of bonds and the Board of Managers had previously issued a reimbursement resolution to utilize bonds funds to reimburse Capitol Funds used for property acquisition and design services.

As of November 30, 2020, \$2,012,750.59 remains in the bond fund and should now be transferred to the Capitol Improvement as a reimbursement for costs incurred prior to issuance of bonds.

Motion 20-249: *Adopt Resolution authorizing the transfer \$2,012,750.59 and any additional interest from the Bond/Building Fund to the Capital Improvement Fund.*

Murphy/Sanders
Unanimously approved

D) AR: Approve 2021 Partner Grants (Schwantes)

Ms. Schwantes reviewed that the Board approved distribution of the 2021 Partner Grant Request for Proposals at the September 2 meeting. A virtual workshop was held on October 7 for 28 prospective grantees to discuss the application and contracting process and for staff to present program priorities with the goal of receiving stronger proposals. Applicants were asked to address how COVID-19 restrictions would impact the execution of their proposal and proposals serving communities in CRWD's identified key watersheds of Trout Brook, Phalen Creek, Saint Anthony Hill, Como Lake or Lake McCarrons would receive additional consideration.

Proposals for 2021 Partner Grants were due November 1. CRWD received 26 applications totaling \$330,758. The 2021 Partner Grants budget is \$135,000. On November 30, the Partner Grant Review Committee consisting of President Collins, Manager Murphy and CAC members David Arbeit and Mary Lilly reviewed the applications and staff recommendation and agreed on the proposed funding recommendation.

The Committee developed recommendations totaling \$140,500 for 18 proposals or \$5,500 over the 2021 budget for the program. Staff request the Board amend the 2021 Partner Grant Program budget to support the projects and programs recommended by the Committee.

The Committee continued to discuss how to review proposals and support grantees that have received funding for several consecutive years as well as new partnerships. A meeting with program staff and the 2021 Partner Grant Review Committee will be scheduled for early 2021 to discuss program improvements including budgeting and the review process.

Motion 20-250: *Approve 2021 Partner Grant funding and amended program budget and authorize the Administrator to enter into grant agreements with the applicants.*

Murphy/Sanders
Unanimously approved

E) AR: Approve MN Stormwater Research Council Contribution (Fossum)

Mr. Fossum reviewed that over the past three years, the Managers have approved an annual \$25,000 contribution to the MN Stormwater Research Council. This money along with funding from other organizations has totaled \$325,000 and has funded twenty projects. This level of effort would not be possible without the collective approach being implemented.

Funding for Research has been included in CRWD's Budget and Workplan in each year from 2014—2020. Multiple small-scale research projects have been funded and completed by District staff as well as through partnerships with local research institutions.

Since 2017, CRWD has contributed to the MN Stormwater Research Council to jointly fund applied stormwater research. Staff will review the projects currently underway and request contribution for the next round of funding that is currently being solicited.

Fiscal Note: 2020 Budget for 228-20330 District Research Program is \$50,850.

Motion 20-251: Approve contribution for the MN Stormwater Research Council for \$25,000.

Murphy/Sanders
Unanimously approved

F) AR: Approve Amendment with Barr Engineering for Seminary Pond Improvement Project (Eleria)

Ms. Eleria reviewed that in late September 2020, CRWD's Board of Managers issued a notice of award to Nadeau Companies for construction of the Seminary Pond Improvement Project. Design engineering and construction management services has been provided by Barr Engineering.

In June 2020, the Board approved an agreement amendment for Barr Engineering in the amount of \$73,200 for bidding, permitting and construction management services. Since June, CRWD's Administrator has approved two additional amendments to Barr's agreement for the following work: 1) additional support on wetland permitting, easement and agreement development and bidding and 2) design services for interpretive signage. The amendment amounts are \$11,490 and \$6,535, respectively.

Ms. Eleria shared that with over 60% of construction completed as of this date, CRWD and Barr Engineering anticipate the need for additional budget for surveying and construction administration and observation (C&A). Originally, it was assumed that the contractor would conduct surveying, however based on their method of surveying and staking, it was determined that Barr should conduct survey work. A total of three survey visits are needed totaling \$5,240. In addition, it was assumed back in June

that active construction would last eight weeks, and Barr's C&A budget reflected this timeframe. However, active construction is anticipated to extend an additional 4-6 weeks due to weather conditions and delay in receiving the easement for east outfall work. Additional C&A services may cost up to \$19,980. In total, the additional scope of work for Barr is estimated to cost \$25,220.

Motion 20-252: *Approve an agreement amendment with Barr Engineering for construction management services for the Seminary Pond Improvement Project in an amount not to exceed \$25,220.*

Murphy/Sanders
Unanimously approved

G) AR: Adopt Final 2021 Budget and Levy (Doneux)

Administrator Doneux reviewed that 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 Board of Managers discussed the current 2020 budget and revenue at the May 6th and 21st Board meetings. The Board also reviewed the preliminary 2021 Work Plan along with the budget and levy at Board workshops on June 3rd and July 8th as well as at Board Meetings on June 17th and July 22nd, 2020. The Citizen Advisory Committee reviewed and recommended approval on the proposed 2021 budget and levy at their August 12th meeting. A duly noticed Public Hearing was held on August 19th to collect public comment on the proposed 2021 budget and levy. The District did not receive any comments as of August 27th. The Board of Managers adopted a Preliminary 2021 Budget and Levy Certification on September 2, 2020.

Administrator Doneux recommended that the Board adopt the final budget and levy as presented. The final budget of \$799,100 for Administration, \$3,626,434 for Programs, \$942,786 for Projects for a total Operations Budget of \$5,368,320 and \$4,035,744 for Capital Improvement Projects. This results in a total Final 2021 Budget of \$9,404,064. This is a decrease of \$2,388,419 from the adopted budget for 2020 but a 3.8% increase from the preliminary 2021 budget. Staff will review these minor changes with the Board at the meeting. The proposed 2021 tax levy is \$8,277,699. This includes \$7,223,245 for the operations and capital improvement levy and \$1,054,454 for debt. This levy is the same as 2020.

Motion 20-253: *Adopt the Resolution approving the Final 2021 Budget and Levy and direct Board Treasurer and Administrator to certify the 2021 Property Tax Levy with Ramsey County.*

Murphy/Sanders
Unanimously approved

VI. Unfinished Business

VII. General Information

A) Board of Manager's Updates

President Collins commended Manager Texer for the MAWD Annual Conference. Managers were very pleased on how easy the system was to use.

VIII. Next Meetings

- A) Wednesday, January 6, 2021 - 5:00 PM – Workshop and Regular Board Meeting
- B) Wednesday, January 13, 2021 - 7:00 PM – CAC Meeting – Hawona Sullivan Janzen will be attending

IX. Adjournment

Motion 20-254: *Adjournment of the December 16, 2020 Regular Board Meeting at 7:45 P.M.*

Murphy/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander