



Capitol Region Watershed District

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September 2, 2020 Board Meeting
APPROVED

Regular Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, August 19, 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
Elizabeth Hosch, CRWD - remote
Forrest Kelley, CRWD – remote
Belinda Gardner, CRWD – remote
Luke Martinkosky, CRWD - remote
Michelle Sylvander, CRWD - remote
James Mogen, Ramsey County Attorney, remote

Public Attendees

Erik Henery
Peter Allen, Stantec

B) Review, Amendments and Approval of the Agenda.

Motion 20-152: *Approve the Agenda August 19, 2020 with no changes.*

Murphy/Sanders
Unanimously Approved

II. Public Comment

A) Public Hearings

1) PUBLIC HEARING – WATERSHED DISTRICT 2020 Watershed Management Plan

At this date and time, the Board of Managers will hear and accept public comments regarding the proposed 2020 Watershed Management Plan of the Capitol Region Watershed District. Administrator Doneux reviewed that in mid-May 2020, the District's Board of Managers approved the draft 2021-2030 Watershed Management Plan and authorized a formal, 60-day comment period. The draft WMP was distributed to plan review agencies, District cities, Ramsey County, other government partners, CAC, community organizations, past WMP meeting attendees and survey respondents, and many others. The plan was also posted on the District's website and promoted through our social media channels. Two community

meetings were held in June to present the draft WMP, answer questions and receive comments. The District received over 160 comments on the draft WMP including over 90 from the CAC. The most significant comments were:

- Add more measurability to plan goals to assess progress towards meeting goals.
- Provide clarity in the District's theme of community equity and engaging underrepresented groups; and
- Provide a discussion on fiscal management and health.

Ms. Eleria presented the responses to comments to CRWD's Board of Managers in early August. The Board of Managers approved the responses to comments with minor changes. Upon approval of the responses to comments, the District is required to hold a public hearing on the draft WMP and receive comments no sooner than ten days after distribution of response to comments. The public hearing notice was published in the Saint Paul Pioneer Press and CRWD's website and social media channels. It was also disseminated to plan review agencies, TAC members and WMP community email list.

President Collins asked for clarification on the 160 comments being reviewed. Administrator Doneux replied that all comments were reviewed. President Collins requested any comments. No comments were made. No action requested, for your information only. Public Hearing for Watershed Management Plan closed.

2) PUBLIC HEARING – WATERSHED DISTRICT 2021 Budget and Levy

At this date and time, the Board of Managers will hear and accept public comments regarding the proposed 2021 Budget and Levy of the Capitol Region Watershed District. 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 required public hearing notice was published twice in the Saint Paul Pioneer Press, sent out to Ramsey County, the cities within our watershed, all the interested parties and posted on our website. The Work Plan, Budget and Levy were reviewed with the Citizen's Advisory Committee at their August 12th meeting. President Collins asked about changes to the levy. Administrator Doneux replied that there will be no increase. No comments received to date. President Collins requested any public comments. No public comments were made. No Action Requested.

Next Steps

1. Provide comments and recommend changes to proposed Work Plan, Budget and Levy for the September 2nd Regular meeting.
2. Adopt and certify the 2021 preliminary budget and levy at the September 2nd regular meeting.
3. November - Review 2021 budget to better reflect actual 2020 expenditures.
4. December 16th – Adopt Final 2021 Work Plan, Budget and Levy.

Public Hearing for Budget and Levy closed.

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

No Comments were made.

III. Permit Applications and Program Updates

A) 16-028 Adams School – Closure (Martinkosky)

Mr. Martinkosky reviewed this permit was issued for the expansion of an existing school including a new building addition. Stormwater is treated via one underground filtration system and two tree trenches supported by a CRWD Special Grant. The site is stable, and the stormwater treatment system has been confirmed to be functional. No surety was required for this project.

Motion 20-153: *Approve Certificate of Completion for permit #16-028, Adams School.*

Murphy/Sanders
Unanimously Approved

B) 17-020 Transfer Road Storage – Closure (Hosch)

Ms. Hosch reviewed this permit was issued for the redevelopment of a parking lot into a new storage facility on Transfer just north of University in St. Paul. Stormwater is treated via one surface infiltration basin on the south side of the property. The site is stable, and the stormwater treatment system has been confirmed functional. There is \$4,200 surety to return.

Motion 20-154: *Approve \$4,200 surety return and Certificate of Completion for permit #17-020, Transfer Road Storage.*

Murphy/Sanders
Unanimously Approved

C) 18-015 Met Council Villa Park Sanitary – Partial Closure (Martinkosky)

Mr. Martinkosky reviewed 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 site stormwater is treated through stabilization of two eroding hillsides and withdrawal of 485 cubic feet from the City of Roseville volume bank. Withdrawal from the City of Roseville volume bank was authorized by Ryan Johnson, Roseville Environmental Specialist, in a letter dated May 20, 2019. No surety was required for this project.

Motion 20-155: *Withdrawal 485 Cubic feet from the City of Roseville volume bank.*

Murphy/Sanders
Unanimously Approved

Motion 20-156: *Approve Certificate of Completion for permit #18-015, Met Council Villa Park Sanitary (Portions outside of Villa Park).*

Murphy/Sanders
Unanimously Approved

D) 20-020 Wilder Square – Permit Review Period Extension (Hosch)

Ms. Hosch reviewed permit #20-020 Wilder Square. The current review period expires on 8-21-2020. 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 required conditions.

Motion 20-157: *Approve 60-day review period extension for Permit 20-020 Wilder Square to expire October 20, 2020.*

Murphy/Sanders
Unanimously Approved

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

Ms. Hosch reviewed the current review period for Permit 20-021 Hope Community Academy expires on 8-28-2020. 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 required conditions.

Motion 20-158: *Approve 60-day review period extension for Permit 20-021 Hope Community Academy to expire October 27, 2020.*

Murphy/Sanders
Unanimously Approved

F) 20-024 Seminary Pond Wetland (Martinkosky)

Mr. Martinkosky reviewed permit #20-024 for Seminary Pond Wetland. The applicant, Capitol Region Watershed District will be converting an existing regional dry stormwater pond to a shallow wet pond with iron-enhanced sand filter benches to improve water quality and flood control. The applicable rules are Wetland Management (Rule E), and Erosion and Sediment Control (Rule F). The disturbed area of this project is 2.47 acres with 0 acres impervious surface.

The project involves converting an existing regional dry stormwater pond to a shallow wet pond with iron-enhanced sand filter benches to improve water quality and flood control. In addition, three upstream eroded slopes will be stabilized with storm sewer infrastructure improvements and slope stabilization measures. The highly disturbed site will be restored with native plants, shrubs, and trees.

Manager Jones lead a discussion about returning wetlands and preserving the natural flow. Mr. Kelley added that Ms. Eleria and Barr Engineering have spent a lot of time and researching to make sure there is as little impact possible on the environment.

Motion 20-159: *Approve with 1 Condition:*

1. *CRWD shall identify opportunities to create or restore wetlands as part of a Comprehensive Wetland Management Plan and ensure sufficient area is created to mitigate the loss at a 2:1 ratio.*

Murphy/Sanders
Unanimously Approved

G) 20-025 Highland Bridge Lot 1 Block 3 (Kelley)

Mr. Kelley reviewed permit #20-025 for Highland Bridge Lot 1 Block 3. The applicant, Ryan Companies proposes a mixed-use development. 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 3.14 acres with 3.07 acres impervious surface. Manager Murphy asked how often the site is being inspected. Mr. Kelley replied that Ms. Hosch visits the site on a weekly basis.

Motion 20-160: *Approve with 8 Conditions:*

1. *Receipt of \$15,300 surety.*
2. *Receipt of documentation of maintenance agreements.*
3. *Provide plans signed by a professional engineer per the Minnesota Board of AELSLAGID.*
4. *Provide a copy of the NPDES permit.*
5. *Revise Erosion Control Plan Sheet C200 to include silt fence around entire site boundary. There is no silt fence proposed along the east boundary of the site.*
6. *Revise SWPPP to include perimeter control for stockpiles and downstream drainage ways.*
7. *Provide details or notes that indicate how roof drains connect to the existing 18" RCP STRM stubs.*
8. *Clarify discrepancy between the application materials indicated 2.81 acres of impervious surface and CRWD measured 3.07 acres and provide updated tracking spreadsheet to ensure compliance with Ford Site Master.*

Murphy/Sanders
Unanimously Approved

IV. Special Reports - Diversity Plan Update, Belinda Gardner

CRWD's Board of Managers formalized a diversity and inclusion statement in 2010, "*The Capitol Region Watershed District embraces and values diversity and seeks to recruit, promote and retain employees that reflect the community we serve. We believe that a diverse mix of employees enrich the workplace and enhance the quality of our service. The Capitol Region Watershed District encourages all qualified to apply for open positions.*"

Ms. Gardner reviewed that the Board directed staff to develop a Diversity Plan with support from a consultant in 2016. A Committee comprised of two Board Managers (President Collins & Manager Jones), a Citizen Advisory Committee (CAC) member and staff Administrator Doneux & Ms. Bromelkamp was created to interview and hire a firm to develop the Plan. A Diversity Strategic Plan was developed and

approved in 2018. In 2020, District staff along with Kevin Lindsay, developed Implementation Tasks supporting the Diversity, Equity, and Inclusion Plan.

In August 2020, staff reviewed and commented on the Implementation Tasks. Updates were made to the plan. Next, a meeting will be held with the Diversity Committee and Citizens Advisory Committee (CAC). A final draft will be presented at the September 16th Board Meeting. President Collins asked if training will be held via Zoom or GoToMeeting. Ms. Gardner replied that all training will be held virtually. Manager Jones noted that the September meeting will be his last meeting and a new member will need to be appointed. No action requested, for your information only.

V. Action Items

A) AR: Approve Minutes of the August 5, 2020 Workshop and Regular Meeting (Sylvander)

Motion 20-161: *Approve the Minutes of the August 5, 2020 Regular Meeting.*

Murphy/Sanders
Unanimously Approved

B) AR: Approve Accounts Payable/Receivables for July (Sylvander)

Motion 20-162: *Approve July 2020 Accounts Payable/Receivable and Budget Report.*

Murphy/Sanders
Unanimously approved

VI. Unfinished Business

A) Ford Site Redevelopment Update (Fossum)

Administrator Doneux provided an update. A cooperative agreement is being drafted.

VII. General Information

A) Board of Manager's Updates

Manager Texer shared that the MAWD annual meeting will be held virtually. President Collins will be on vacation the second meeting in September and asked Manager Texer to chair the meeting. President Collins requested that Manager Jones stay with the board till a replacement is found.

VIII. Next Meetings

- A) Wednesday, September 2, 2020 - 5:00 PM – Watershed Management Plan Workshop and Regular Meeting. The workshop will be regarding the future for the Thomas building.
- B) Wednesday, September 9, 2020 - 7:00 PM – CAC Meeting – Shawn Murphy will attend.

IX. Adjournment

Motion 20-163: *Adjournment of the August 19, 2020 Regular Board Meeting at 6:56 P.M.*

Murphy/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander