



Capitol Region Watershed District

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

February 3, 2021 Board Meeting
APPROVED

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, January 20, 2021, 6:00 p.m.** (Regular Meeting) at the office of CRWD, 595 Aldine Street, St. Paul, Minnesota.

REGULAR MEETING MINUTES

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

Managers

Joe Collins
Hawona Sullivan Janzen
Shawn Murphy
Rick Sanders
Mary Texer

Staff Present

Jessica Bromelkamp, CRWD
Mark Doneux, CRWD
Elizabeth Hosch, CRWD
Michelle Sylvander, CRWD
James Mogen, Ramsey County Attorney

Public Attendees

Mike MacDonald, CAC

B) Review, Amendments and Approval of the Agenda.

Administrator Doneux requested the addition of operations and initiatives to be added under unfinished business.

Motion 21-008: *Approve the Agenda of January 20, 2021 with addition to Unfinished Business.*

Sanders/Murphy
Unanimously Approved

II. Public Comment

No Comments

III. Permit Applications and Program Updates

A) 16-032, St. Paul JCC – Closure (Hosch)

Ms. Hosch reviewed permit #16-032 for St. Paul JCC. This permit was issued for a new building addition and site improvements to the St. Paul Jewish Community Center at the corner of St. Paul Ave. and Davern in St. Paul. Stormwater is treated through one underground infiltration system that has been confirmed functional through site inspection during a flood test. Work is complete and the site is stable. There is a \$5,400 surety to return.

Motion 21-009: *Approve \$5,400 surety return and approve Certificate of Completion for permit #16-032, St. Paul JCC Addition.*

Sanders/Murphy
Unanimously Approved

B) 17-024, St. Catherine Library Lot – Closure (Hosch)

Ms. Hosch reviewed permit #17-024 for St. Catherine Library Lot. This permit was issued for a new parking lot on the campus of St. Catherine University near Cleveland and Bayard in St. Paul. Stormwater is treated through one surface filtration basin that has been confirmed functional. Work is complete and the site has been stabilized. One small section of swale on the south side of the parking lot has been temporarily stabilized with the expectation of additional planting in the spring if warranted upon future inspection. There is a \$8,900 surety to return.

Mr. MacDonald asked about the high-water table in this area. Manager Sanders and Manager Texer commented about the number of trees that were removed. Ms. Hosch replied that an area that has been dedicated to an outdoor classroom area.

Motion 21-010: *Approve \$8,900 surety return and approve Certificate of Completion for permit #17-024, St. Catherine Library Lot.*

Murphy/Sanders
Unanimously Approved

C) 19-012, UST 2nd year housing – Closure (Martinkosky)

Ms. Hosch reviewed permit #19-012 for UST 2nd Year Housing. This permit was issued for the demolition of an existing faculty residence building and surface lot and construction of a sophomore residence building with associated utilities at the intersection of Cleveland Ave. N. and Ashland Ave. in St. Paul. Stormwater is treated through one underground infiltration system and one green roof that have been confirmed functional. Work is complete and the site is stable. There is a \$6,000 surety to return.

Motion 21-011: *Approve \$6,000 surety return and approve Certificate of Completion for permit #19-012, UST 2nd Year Housing.*

Murphy/Sanders
Unanimously Approved

Motion 21-012: *Reconsider Certificate of Completion for permit #19-012, UST 2nd Year Housing.*

Murphy/Sanders
Unanimously Approved

Motion 21-013: Amend \$6,000 surety to \$6,600 surety return and approve Certificate of Completion for permit #19-012, UST 2nd Year Housing.

Murphy/Sanders
Unanimously Approved

Motion 21-014: Adopt the amended motion to Approve \$6,600 surety return and approve Certificate of Completion for permit #19-012, UST 2nd Year Housing.

Murphy/Sanders
Unanimously Approved

D) 20-021, Hope Community Academy (Hosch)

Ms. Hosch reviewed permit #20-021 for Hope Community Academy. The applicant, HCA Building Company will redevelop the existing Hope Community Academy. 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 1.1 acres with .87 acres impervious surface.

Motion 21-015: Approve with 7 Conditions
Conditions:

1. Receipt of \$4,400 surety.
2. Receipt of documentation of maintenance agreement recorded with Ramsey County.
3. Provide plans signed by a professional engineer per the Minnesota Board of AELSLAGID.
4. Provide a copy of the NPDES permit.
5. Provide a SWPPP that includes the following:
 - a. Dewatering provisions (if any).
 - b. Perimeter control for stockpiles.
 - c. Plan for temporary stabilization.
 - d. Engineered soil shall remain uncontaminated (not mixed with other soil) before and during installation.
 - e. Silt fence or fabric placed under the grate is not an approved form of inlet protection.
6. Provide a site-specific maintenance plan that includes the following:
 - a. List all stormwater management practices.
 - b. Person(s) responsible for maintenance of stormwater devices(s).
 - c. Frequency of inspection/ indicator that maintenance is needed.
 - d. Description of inspection activities.
 - e. Description of maintenance activities.
 - f. Inspect in winter months to ensure plowed snow is not being stored on infiltration practices.
 - g. Establish a watering plan that extends a minimum of one year after planting.
 - h. Annual maintenance to include trimming vegetation, replacing vegetation where needed, mulch replacement, and removal of accumulated sediment and debris.
7. Revise plans/filtration system drain tile design to accommodate the following:
 - a. Underdrain pipes should have a minimum of four (4) inches of the proposed ASTM #8 choker stone above and on each side of the pipe (stone is not required below the pipe).

- b. *Cleanout details should specify least four inches diameter vertical non-perforated schedule 40 PVC pipe, and extend to the surface. Cap cleanouts with a watertight removable cap.*

Murphy/Sanders
Unanimously Approved

- E) 20-036, Lexington Apartments – Review Period Extension (Hosch)

Ms. Hosch reviewed permit #20-036 for Lexington Apartments. 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 21-016: *Approve 60-day review period extension for Permit 20-036 Lexington Apartments to expire March 23, 2021.*

Murphy/Sanders
Unanimously Approved

IV. Special Reports – No Special Reports

V. Action Items

- A) AR: Approve Minutes of the January 6th Annual Meeting (Sylvander)

Manager Texer noted a correction.

Motion 21-017: *Approve the amended Minutes of the January 6, 2021 Annual Meeting.*

Murphy/Sanders
Unanimously approved.

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

Motion 21-018: *Approve Accounts Payable/Receivable for December 2020.*

Murphy/Sanders
Unanimously approved.

- C) AR: Approve Community Advisory Committee Bylaws (Doneux)

Administrator Doneux reviewed the Community Advisory Committee Bylaws. Per State Statute 103D.331, the Board of Managers “must annually appoint an advisory committee to advise and assist the managers on all matters affecting the interests of the watershed district and make recommendations to the managers on all contemplated projects and improvements in the watershed district.”

Most watershed districts have named their advisory committees as their “Citizen Advisory Committee.” The name for Capitol Region Watershed District’s advisory committee was also set as Citizen Advisory Committee (CAC) in the original bylaws in 1999.

The topic of changing the name of the Citizen Advisory Committee was discussed at the November 10, 2020 CAC meeting. The CAC voted at its December 9, 2020 meeting to change its name to Community Advisory Committee. The Committee also asked that the current Bylaws be distributed to the group to get any other minor changes included before adopting the revised Bylaws at the January 13, 2021 meeting. Comments were received from Nicole Soderholm and Richard Weil and Gwen Willems offered two changes at the meeting. These changes are reflected in the final approved Bylaws. The CAC adopted the changes to the Bylaws at their January 13, 2021 meeting and requires Board approval.

Manager Sullivan Janzen addressed the board for clarification in the CAC Bylaws regarding the wording of co-chair versus co-chairs. Manager Sullivan Janzen also requested clarification on unexcused absences and who to report an excused absence to. Mr. MacDonald felt that these items were just overlooked and could be discussed and corrected at the next CAC meeting. Manager Sullivan Janzen requested that the CAC return to the board regarding clarification of the two noted items. Administrator Doneux recommended that the CAC make the changes to the bylaws and the board could approve the revised Bylaws at this time with clarification to the noted items.

Motion 21-019: *Approve revised CAC Bylaws with clarification to items noted.*

Sanders/Murphy
Unanimously Approved

VI. Unfinished Business

A) 2020 Watershed Stewards Awards (Bromelkamp)

Ms. Bromelkamp reviewed that CRWD has transitioned most of its in-person meetings and events to a virtual platform to adhere to the Minnesota Department of Health’s guidance to reduce risks associated with Covid-19. At the December CAC meeting, staff proposed hosting a smaller, virtual 2020 Awards Ceremony with the board, CAC, staff, and this year’s winners in attendance. The CAC was supportive of this approach. CRWD plans to recognize three awards categories for 2020 including the Watershed Citizen, Watershed Partner and Watershed Outreach Program of the Year. A shorter program is also planned to highlight CRWD’s major accomplishments in 2020 as well as board, staff, and CAC anniversaries.

The virtual Awards Ceremony will be held on Thursday, February 25, 2021 from 4-5 pm. Winners will receive their awards and a gift basket with local treats in advance of the ceremony. Each winner will be asked to provide photos or a video of their work and to say a few words about our work together as part of the ceremony. Highlights will be shared on CRWD’s website, blog, and social media accounts.

The Awards Committee, comprised of CAC members (Mary Lilly and Mike MacDonald), Board Managers (Shawn Murphy and Hawona Sullivan-Janzen), and CRWD staff (Mark Doneux and Jessica Bromelkamp), recommended the following 2020 Watershed Steward Award winners to the CAC at

the January 13 meeting. The list of winners was unanimously approved.

Watershed Citizen Award: Chris Kunz – Minnesota Water Steward

Watershed Outreach Program Award: Saint Paul Parks and Recreation's BIPOC Outdoors

Watershed Partner Award: City of Lauderdale

Mangers were very pleased with staff being able to make the event virtual.

B) Seminary Pond Update (Eleria)

Administrator Doneux shared that the Seminary Pond is just about complete. Ms. Eleria will attend at a later date for a more detailed report.

C) Operational Initiatives

Administrator Doneux provided a review of continuous operational initiatives such as the employee handbook, Crisis Go Application, M-Files, Contracting, and Procurement Guidelines, exterior cameras, multi factor authentication, program review, and exterior signage.

The employee handbook was last updated in 2011. Staff are working with the Human Resource contractor Gallagher & Co. to make updates to incorporate the salary administration policy, work off site policy, administrative procedures and FMLA guidance. A draft of the handbook will be going to the Personnel Committee before Board adoption.

Staff have been working on a Crisis Communication Plan with an application called Crisis Go. The phone application would provide instant, automated crisis communications. The application included incident reporting, drill management, emergency response plans, digital maps, staff check-in, contacts and will require regular updates. The application is planned to roll out in 2021.

For five years staff have been exploring and discussing a platform to improve document management. The M-Files platform uses optical character recognition. It is anticipated to improved document retrieval, security, archival and improve workflows. Staff will begin rolling out M-Files in 2021.

District staff have been reviewing Contracting and Procurement Guidelines. The current policies are out of date and inadequate. Staff have been working for multiple years with CRWD Attorney and Kennedy Graven to make sure the district is compliant with municipal contracting laws.

The district currently has a robust firewall for server security. To add an additional layer of security to the server staff will be adding a multi factor authentication phone application. The application is currently being tested with anticipated roll out in February of 2021.

Administrator Doneux explained how exterior cameras were not included as part of the initial security system. Staff have received a quote to add protection for the District, staff, and visitors. Implementation is expected in 2021.

As part of the regular program review, staff are evaluating priority issues such as program equity goals, boulevard rain garden projects, maintenance, and program consolidation.

Administrator Doneux reviewed that exterior signage around the exterior of the building is being evaluated for Best Management Practices (BMPs). Locations are being identified for best exposure. This would include signage explaining the pocket park and interactive exhibit.

President Collins thanked Administrator Doneux for keeping the board updated with the operations of the office.

VII. General Information

A) Board of Managers' Updates

Manager Texer shared that MAWD received a request for funding. A Professor at the U of M requested funding for \$9,000 to help with a seminar on water. Administrator Doneux recommended the professor contact MN stormwater resource center to request funding. Manager Sullivan Janzen recommended that support be offered to the professor.

Manager Murphy complimented how well Ms. Hosch explains the permits and requested more information about the entire permitting process. Mr. MacDonald added that the CAC could benefit from a presentation about the permitting process as well.

Manager Murphy asked about BWSR academy training. President Collins replied that the academy training is restricted to BWSR staff.

Manager Murphy noted that he has been appointed to the MN invasive species council.

President Collins asked Board managers to provide a list of initiatives for the board to talk about.

Manager Sullivan Janzen shared information about a mini medical school offered at U of M. The course was offered to average people wanting to learn more about health and care. Manager Sullivan Janzen recommended a similar watershed academy that people of all ages could come and learn about water, watersheds, and improving water quality.

VIII. Next Meetings

- A) Wednesday, February 3, 2021 6:00 PM – Regular Meeting– **Electronic Only** Manager Murphy will be absent.
- B) Wednesday, February 10, 2021 7:00 PM- CAC Meeting – **Electronic Only** Manager Texer will attend.

IX. Adjournment

Motion 21-020: *Adjournment of the January 20, 2021 Regular Board Meeting at 7:30 P.M.*

Murphy/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander