



## Capitol Region Watershed District

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**December 16, 2020 Board Meeting**  
APPROVED

**Regular Meeting** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Monday, November 30, 2020, 3:00 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  
Elizabeth Hosch, CRWD – remote  
Carol Lundgren, CRWD – remote  
Michelle Sylvander, CRWD – remote  
James Mogen, Ramsey County Attorney – remote

###### **Public Attendees**

Alan Catchpool, Kimley Horn  
Steve Duerre, CAC

##### **B) Review, Amendments and Approval of the Agenda.**

**Motion 20-220:** *Approve the Agenda November 30, 2020.*

Murphy/Sanders  
Unanimously Approved

#### **II. Public Comment**

No comments were made.

#### **III. Permit Applications and Program Updates**

##### **A) 16-026 St. Anthony Park Elementary – Closure (Martinkosky)**

Ms. Hosch reviewed permit #16-026 for St. Anthony Park Elementary. This permit was issued for the redesign and expansion of the elementary school entrance. Stormwater is treated via impervious disconnection and 743 cubic feet of volume bank credits (withdrawal was approved by the Board of

Managers on 5/16/18). The site is stable, and the impervious disconnection has been confirmed. There is no surety to return.

**Motion 20-221:** *Confirm withdrawal of 743 cf from the St. Paul Public Schools volume bank.*

Murphy/Sanders  
Unanimously Approved

**Motion 20-222:** *Approve Certificate of Completion for permit #16-026 St. Anthony Park Elementary School.*

Murphy/Sanders  
Unanimously Approved

B) 19-001 Fairview Ave – Closure (Hosch)

Ms. Hosch reviewed permit #19-001 for Fairview Ave. This permit was issued for the reconstruction of Fairview Avenue between Shields and University in St. Paul. Stormwater is treated in one under-street infiltration trench that met the cost cap. The site is stable, and the trench function has been confirmed. No surety was required for this public project.

**Motion 20-223:** *Approve Certificate of Completion for permit #19-001, Fairview Ave. 2019.*

Murphy/Sanders  
Unanimously Approved

C) 20-018 2227 University (Hosch)

Ms. Hosch reviewed permit #20-018 for 2227 University. The applicant, Paster Properties will demo existing building and construct a new 5-story, mixed use with commercial and residential units with underground parking. 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 1.03 acres with .765 acres impervious surface.

Manager Texer asked for clarification on the address of the building being demolished. Mr. Catchpool clarified that 2225 and 2227 University will be combined into one permit.

**Motion 20-224:** *Approve with 5 Conditions*

*Conditions:*

1. *Receipt of \$4,500 surety.*
2. *Receipt of documentation of maintenance agreement recorded with Ramsey County.*
3. *Provide a copy of the NPDES permit.*
4. *Provide detail for green roof to ensure sufficient soil depth to collect runoff.*
5. *Revise model or plans to correspond for the filtration basin (See HydroCAD Output Below):*
  - a. *Invert for the rock is 882.77' in the HydroCAD and 882.14' on Sheet C702 in the plans.*

- b. *Invert for the StormTech Chambers is 883.52' in the HydroCAD and 882.89' on Sheet C702 in the plans.*
- c. *Invert for the Sand Section is 881.27' in HydroCAD and 880.64' on Sheet C702 in the plans.*
- d. *Rock prismaoid width is 29.92' in HydroCAD and 30.72' on Sheet C703 in the plans.*
- e. *Rock prismaoid length is 98.91' in HydroCAD and 99.44' on Sheet C703 in the plans.*
- f. *Rock prismaoid height is 5.25' in HydroCAD and 5.5' on Sheet C702 in the plans.*
- g. *Number of StormTech chambers is 52 in the HydroCAD and 49 on Sheet C703 in the plans.*
- h. *Revise outlet sizes, quantity, and elevations to match the plans. The HydroCAD output below shows the corrected outlet configuration.*

Murphy/Sanders  
Unanimously Approved

D) 20-033 Exeter Territorial Road (Hosch)

Ms. Hosch reviewed permit #20-033 for Exeter Territorial Road. The applicant, Exeter Territorial will demo an existing office building and parking lot. 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 2.1 acres with 1.78 acres impervious surface.

**Motion 20-225:** *Approve with 8 Conditions*

*Conditions:*

- 1. *Receipt of \$8,900 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. *Include 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.*
- 6. *Provide a landscaping plan.*
- 7. *Revise plans to address the following:*
  - a. *Add notes to Sheet C300 to clarify discharge location for perimeter drain tile and trench drain. Notes 10 and 12 on Sheet C300 indicate drainage to building sump, but it is not clear where building sump discharges. Do not connect the building sump and foundation draitile to the infiltration system. CRWD understands that the perimeter drain tile will be connected to STRM #2 downstream of the weir and the trench drain will discharge to the infiltration system, but this is not clearly stated in the plans.*
  - b. *Provide specification for "Select Granular Borrow" in Keyed Note 5 on Sheet C200 to be used for fill under the infiltration systems.*
- 8. *Revise HydroCAD model or plans to correspond for the 36" Infiltration System. The length of the rock prismaoid is 20 feet in HydroCAD and 17 feet on Sheet C300. Similarly, the Row Length Adjustment is -10 feet in HydroCAD and -13 feet on Sheet C300. These related changes will decrease volume retention and increase the system HWL.*

Murphy/Sanders  
Unanimously Approved

**IV. Special Reports – No Special Reports**

**V. Action Items**

A) AR: Approve Minutes of the November 18, 2020 Regular Meeting (Sylvander)

Manager Texer noted a correction under Action Item D Authorize CRWD Annual Meeting Delegates to vote on MAWD Resolutions consistent with Resolution Committee Recommendations.

**Motion 20-226:** *Approve the Minutes of the November 18, 2020 Regular Meeting with correction.*

Murphy/Sanders  
Unanimously Approved

B) AR: Approve Stewardship Grant for Bang Brewing (Lundgren)

Ms. Lundgren reviewed Bang Brewing, located in the St. Anthony Park neighborhood of Saint Paul at 2320 Capp Road. In 2016, Bang Brewing received approximately \$10,000 in grant funds from CRWD and Ramsey Soil and Water Conservation Division (RCSWCD) for two rain gardens at the brewery. Last year, Bang Brewing purchased the adjacent parcel and is proposing to construct an 850 square foot rain garden that will capture 15,725 square feet of untreated parking lot and rooftop runoff.

CRWD and RCSWCD have provided a watershed analysis and developed construction site plans for the proposed rain garden. The 850 square foot rain garden will include two basins sized to capture and infiltrate 0.9” rain events from Bang Brewing’s parking lot and the adjacent parking lot at 2325 Endicott Street owned by Deneen Pottery. Deneen Pottery is aware of the rain garden installation and has not indicated any intention of redirecting stormwater on the parking lot for the life expectancy of the stormwater best management practices (BMPs). Each basin will have an inlet with a pretreatment device. The rain garden will capture 126,325 cubic feet of stormwater per year (a 70% reduction). Total suspended solids and total phosphorus will be reduced by 70% and 69%, respectively.

The contractor estimates a project cost of \$55,141. CRWD staff has determined by using the Stewardship Grant Calculator an award not to exceed \$28,945. The grant award is reflective of the water quality benefit this project is designed to provide. A minimum 25% match is required for businesses. Bang Brewing is responsible for the remaining costs of the project, which exceeds the 25% match requirement.

**Motion 20-227:** *Approve a grant award to Bang Brewing for an amount not to exceed \$28,945 and authorize the District Administrator to execute a grant agreement.*

Murphy/Sanders  
Unanimously approved

C) AR: Adopt Bylaws and Committee Structure (Doneux)

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 thirteen (13). At the November 4, 2020 Board Workshop and November 18, 2020 Board meeting, the Bylaws and Committee assignments were discussed. At the November 28th Board meeting, several recommended changes were offered regarding the duties of the officers. No significant changes were offered to the new committee structure except to note that “Other Appointments” would be called “Other Appointments or Assignments” and the Nominating Committee would be included in this group.

It was recommended that the Board make changes to the Bylaws and Committees so that those changes could be done in advance of the annual meeting to be held on December 16th. Manager Texer recommended two clarifications to the bylaws.

**Motion 20-228:** *Adopt Updated Bylaws and Committee Structure.*

Murphy/Sanders  
Unanimously approved

D) AR: Approve Updated COVID-19 Response and Preparedness Plan (Doneux)

Administrator Doneux reviewed that Capitol Region Watershed District is following the Minnesota Department of Health’s (MDH) guidance to slow the spread of COVID-19 and reduce impacts to health and safety as well as complying with the Governor’s declaration of a peacetime state of emergency. CRWD’s office was closed to the public starting on Tuesday, March 17, 2020. Staff have been working remotely, except for essential services, and will be available via phone or email. On April 1, 2020 the Board adopted COVID-19 Response Plan and a list of Essential Services consistent with the Governors Emergency Executive Order 20-20. The Board also affirmed that CRWD Board meetings will be conducted electronically.

On November 5, 2020, Governor Tim Waltz issued Emergency Executive Order 20-94 that is an update to Executive Order 20-8 authorizing and directing the Commissioner of Education to require school districts and charter schools to provide a safe and effective learning environment for Minnesota’s students during the 2020-21 school year. On November 12, 2020, Governor Tim Walz issued Emergency Executive Order 20-97 extending the Stay-at-Home Order through December 15, 2020. CRWD’s response plan was extended to require that staff work from home unless performing essential services as approved by their supervisor or for minimum basic operations and non-critical office-based business work. On November 18, 2020 Governor Tim Walz issued executive order 20-99 that implements a four week dial back on certain activities to slow the spread of covid-19.

Executive Orders 20-94, 20-97 and 20-99 taken together along with the determination of state government to work from home until June of 2021 and a significant increase in positive COVID-19 cases in Ramsey County has prompted me to recommend that CRWD to extend its Work from Home requirement until, at least, June

30, 2021. In addition to this update, Appendix B- COVID-19 Positive Test/Exposure/Symptoms Response Protocol has also been updated to provide better alignment with current MN Department of Health and CDC guidance.

**Motion 20-229:** *Approve Updated COVID-19 Response and Preparedness Plan.*

Murphy/Sanders  
Unanimously approved

E) AR: Approve Work from Home Allowance Policy (Doneux)

Administrator Doneux reviewed that the District has closed its office due to Governor Walz's Peacetime Emergency Orders regarding COVID-19. All work and official meetings have been and will be conducted electronically until further notice. The District will continue to expect staff to follow the Work Off Site Policy. It is contemplated that working off site (Work from Home) and remote Board meetings will continue through June 30, 2021.

In 2006, the District authorized a Cell Phone Allowance Policy that paid staff an allowance of \$24/month for official use of a personal cell phone. The allowance approach was implemented due to the extreme difficulty in determining appropriate business versus personal use costs in monthly cell phone bills.

Currently, we have a similar situation where we have directed staff to work from home and they are incurring costs that are directly related to conducting official business at their home. Actual costs could include computer equipment like a keyboard, monitor or mouse, or furniture like a chair or desk. Others have inquired about reimbursement for improved home internet service. A Work and Meeting Off Site Allowance Policy is recommended to provide an allowance for employees and Board Managers to offset costs associated with working and meeting off site work. Similar to cell phone bills, work and meeting off site expenses would be highly variable and the administrative burden of determining eligibility of these expenses and reimbursements would be an additional burden on staff already working predominantly from home.

An analysis of 2019 versus 2020 office operating costs indicated that the District is spending somewhere between \$1,500-\$2,000 less per month since the work from home order began. This proposal could cost the District approximately \$1,200 per month if all employees and Board members request the allowance.

Administrator Doneux questioned if liability is increased by offering an allowance. Attorney Mogen responded to Administrator Doneux's concerns of liability issues. Attorney Mogen felt the issue of liability was not an issue due to the Governor's orders.

**Motion 20-230:** *Approve Work and Meeting Off Site Allowance Policy*

Murphy/Sanders  
Unanimously approved

## **VI. Unfinished Business**

## **VII. General Information**

### A) Board of Manager's Updates

Manager Texer gave an update the MAWD Annual Meeting. The summer tour schedule in June has been moved to 2022.

## **VIII. Next Meetings**

- A) Wednesday, December 9, 2020 – 7:00 PM – CAC Meeting President Collins will be attending
- B) Wednesday, December 16, 2020 – 6:00 PM Regular Meeting Annual Meeting

## **IX. Adjournment**

**Motion 20-231:** *Adjournment of the November 30, 2020 Regular Board Meeting at 3:50 P.M.*

Murphy/Sanders  
Unanimously Approved

Respectfully submitted,  
Michelle Sylvander