



Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104
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July 21, 2021, Board Workshop
V. Action Item A) Approve Minutes of
July 7, 2021
Workshop & Regular Board Meeting
(Sylvander)

Board Workshop of the Capitol Region Watershed District (CRWD) Board of Managers, for
Wednesday, July 7, 2021, 5:00 p.m. (Board Workshop)

BOARD WORKSHOP MINUTES

I. A) **Call to Order of Board Workshop** (*President Joe Collins*)

Managers

Joe Collins
Shawn Murphy
Rick Sanders
Hawona Sullivan Janzen
Mary Texer

Staff Present

Mark Doneux, CRWD
Michelle Sylvander, CRWD
James Mogen, Ramsey County Atty

B) Review, Amendments and Approval of the Agenda.

Motion 21-125: *Approve the Workshop Agenda of July 7, 2021.*

Murphy/Sanders
Unanimously Approved

II. **Review of Preliminary 2022 Budget**

Administrator Doneux shared that each year, the Board of Managers must develop a work plan for the upcoming year and establish a budget and levy to accommodate the work plan. Administrator Doneux provided a review of the draft 2022 Budget expenditures based on Division Manager Recommendations. To support the 2022 budget process. Administrator Doneux reviewed the Revenue and Levy Summary that compares the actuals, 2020 budget, adopted, and estimated 2021 budget along with the proposed 2022 budget. Administrator Doneux made note of the following budget items:

- 1) New Operations revenue for 2021 and 2022 from Snelling Midway O&M as well and FEMA and 319 grants.
- 2) Debt service refunding (pay back) of \$750,000 in 2022.
- 3) Thomas Building Capital Improvements of \$650,000 in 2022.
- 4) CIP Revenue from partners as well as 319 and Clean Water grant
- 5) Operations and CIP Fund Balance meet CRWD Fiscal Policy for 2021 and 2022
- 6) Proposed 3% tax levy increase for 2022.

Manager Texer inquired about the well sealing priority level. Administrator Doneux replied that he will review the definitions more clearly at the next budget meeting. Administrator Doneux reviewed new projects that have been added to the budget. Manager Texer inquired about funding for the former Sears site. Administrator Doneux shared that funding has been budgeted in the 475 Future Capital Improvement Projects. Funding for the Thomas Building has been added to the budget as a placeholder in the Capital Improvement Funds. Administrator Doneux reviewed Bond funding. The Finance Committee and CRWD's financial planner will be meeting to discuss paying off the 2007 bond in September 2021. President Collins asked Administrator Doneux to explain what the 2007 Bond was for. Administrator Doneux explained that in 2007 the district bonded \$1.5 million for the stormwater improvement projects on trenches, an underground system at Arlington/Hamline, and eight rain gardens. The overall budget has increased by about 15%. Manager Texer noted that there was no increase in the 2021 budget and felt comfortable with changes. Manager Murphy inquired about how many different bonds CRWD currently has. Discussion occurred. Administrator Doneux reviewed that the operations committee will be meeting to discuss the future of the Thomas Building. Manager Sullivan Janzen inquired about the roof of the Thomas Building. Administrator Doneux replied that the construction at the Aldine building was designed to be LEAD certified. Manager Murphy inquired about insurance for district assets to protect from potential catastrophic events. Discussion occurred.

No Action was taken, the workshop was for information and discussion only.

III. Adjourn Board Workshop

Motion 21-126: *Adjournment of the July 7, 2021, Review of the Preliminary 2022 Budget Board Workshop at 6:00P.M.*

Murphy/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander



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July 21, 2021 Board Workshop
V. Action Item A) Approve Minutes of
July 7, 2021
Workshop & Regular Board Meeting
(Sylvander)

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, July 7, 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 (*Vice President Mary Texer*)

Managers

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

Staff Present

Mark Doneux, CRWD
Elizabeth Hosch, CRWD
Michelle Sylvander, CRWD
James Mogen, Ramsey County Atty

Public Attendees

B) Review, Amendments and Approval of the Agenda.

Motion 21-127: *Approve the Agenda of July 7, 2021.*

Murphy/Texer
Unanimously Approved

II. Public Comment

No comments were made.

III. Permit Applications and Program Updates

A) 19-026, Tumble Fresh Coin Operated Laundry – Closure (Hosch)

Ms. Hosch reviewed permit #19-026 for Tumble Fresh Coin Operated Laundry and associated facilities at Larpenteur Avenue and Adolphus in Maplewood. Stormwater treatment is provided onsite with 3 surface iron-enhanced filtration basins. Work is complete and the site is stable. \$4,100 surety is available to return.

President Collins asked for any questions or comments. No comments were made.

Motion 21-128: *Approve \$4,100 surety return and Certificate of Completion for permit #19-026, Tumble Fresh Coin Operated Laundry.*

Murphy/Texer
Unanimously Approved

B) 20-017, Hamm's Brewery Improvements – Approval Extension (Hosch)

Ms. Hosch reviewed permit #20-017 for Hamm's Brewery Improvements. The applicant, City of Saint Paul, Department of Planning and Economic Development, will reconstruct a drive between two existing buildings. This path will be converted into a pedestrian walkway with vehicle access for deliveries. 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 1.2 acres with 1.25 acres impervious surface.

President Collins asked for any questions or comments. There were no comments.

Motion 21-129: *Approve Permit 20-017 Hamm's Brewery Improvements with 1 Condition Condition:*

1. *Provide maintenance assurance for proposed stormwater treatment. Options include executing a programmatic MOA between the HRA and CRWD for stormwater maintenance or provide a recorded maintenance agreement with Ramsey County.*

Murphy/Sullivan Janzen
Unanimously Approved

C) 21-002, MRB Subdivision – Review Period Extension (Hosch)

Ms. Hosch reviewed permit #21-002 for MRB Subdivision. 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, with particular attention to City of St. Paul permitting needs, and plans to resubmit later in July.

President Collins asked for any questions or comments. There were no comments.

Motion 21-130: *Approve 60-day review period extension for Permit 21-002 Mississippi River Blvd Subdivision to expire September 12, 2021.*

Murphy/Sullivan Janzen
Unanimously Approved

D) 21-019, 554 Broadway Affordable Housing – Review Period Extension (Hosch)

Ms. Hosch reviewed permit #21-019 for 554 Broadway Affordable Housing. 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 21-131: *Approve 60-day review period extension for Permit 21-019 554 Broadway Affordable housing to expire September 15, 2021.*

Murphy/Sullivan Janzen
Unanimously Approved

E) 21-020, Highland Bridge Lot 2 Block 3 (Hosch)

Ms. Hosch reviewed permit #21-020 for Highland Bridge Lot 2 Block 3. The applicant, Common Bond, will Construction of a five-story, 60-unit senior affordable housing project located on Lot 2 Block 3 within the Highland Bridge 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 0.53 acres with 0.50 acres impervious surface.

Manager Murphy inquired about dewatering. Ms. Hosch explained that when water is removed offsite it needs to be clear. Usually, the water has some sediment, and it is cloudy. The provisions are expected to be able to clean the water before it is pumped off site and not creating a nuisance condition downstream. President Collins thanked Ms. Hosch for detail in the conditions written in permits.

Motion 21-132: *Approve with 5 Conditions*
Conditions:

1. *Receipt of \$2,300 surety.*
2. *Provide plans signed by a professional engineer per the Minnesota Board of AELSLAGID.*
3. *Revise SWPPP to address the following:*
 - a. *Dewatering provisions (if any).*
 - b. *Include a note stating that silt fence or fabric placed under the grate is not an approved form of inlet protection.*
4. *Revise erosion control plan to include inlet protection for three additional inlets (see screenshot below).*
5. *Include updated impervious area in the next XPSWMM model update.*

Murphy/Sullivan Janzen
Unanimously Approved

IV. Special Reports – No Special Reports

V. Action Items

A) AR: Approve Minutes of the June 16, 2021, Regular Meeting (Sylvander)

Manager Murphy noted he left the meeting and did not adjourn the meeting. Ms. Sylvander will make that correction to the minutes.

Motion 21-133: *Approve the Minutes of June 16, 2021, Board Workshop and Regular Meeting w/ amendment.*

Murphy/Sullivan Janzen
Unanimously Approved

VI. Unfinished Business

A) Covid-19 Update (Doneux)

Administrator Doneux updated the Board about the office reopening. July and August will be a transition time for staff to return. Meeting rooms will reopen based on staffing at the front desk. Still unsure when to reopen the entire office. The district has had requests for tours. Manager Sullivan Janzen asked if special protocols are being taken for tours. Administrator Doneux replied that it depends on staff. Administrator Doneux anticipates reopening the building to the public in September. A new Employee Handbook is anticipated for approval in August. The Handbook will include some accommodations for staff to work remotely.

B) C&E Upcoming Events

Administrator Doneux shared that there are several events coming up and help is needed. Please check with Ms. Schwantes.

VII. General Information

A) Board of Managers' Updates

Vice President Texer shared that she ran into House Representative Betty McCollum. Vice President Texer invited Representative McCollum to come visit CRWD's office in August. Vice President Texer shared that the MAWD Summer tour is scheduled online for July 22nd.

Manager Sullivan Janzen shared that she has been appointed to Northern Sparks Art festival. Manager Sullivan Janzen also shared that the Metropolitan Regional Arts Council have funding for artists up to \$15,000. Manager Sullivan Janzen thought this might be an opportunity for CRWD to interact with artist and residents. Administrator Doneux will ask Ms. Bromelkamp to reach out to Manager Sullivan Janzen for application details.

VIII. Next Meetings

A) Wednesday, July 14, 2021, 7:00 PM – CAC Meeting– Meeting Format will be virtual, Manager Sullivan Janzen will attend.

B) Wednesday, July 21, 2021, 6:00 PM- Regular Meeting – Meeting Format In-Person

C) Wednesday, August 4th, President Collins and Administrator Doneux will be absent, Mr. Kelley will be filling in for Administrator Doneux.

IX. Adjournment

Motion 21-134: *Adjournment of the July 7, 2021, Regular Board Meeting at 6:45 P.M.*

Murphy/Sullivan Janzen
Unanimously Approved

Respectfully submitted,
Michelle Sylvander

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