



Capitol Region Watershed District

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August 4, 2021 Board Meeting
Approved

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, July 21, 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
Hawona Sullivan Janzen
Mary Texer

Staff Present

Mark Doneux, CRWD
Elizabeth Hosch, CRWD
Forrest Kelley, CRWD
Michelle Sylvander, CRWD

Public Attendees

Bob Simonet, CAC

B) Review, Amendments and Approval of the Agenda.

Motion 21-135: *Approve the Agenda of July 21, 2021.*

Murphy/Sanders
Unanimously Approved

II. Public Comment

No public comments were made.

III. Permit Applications and Program Updates

A) 16-027, RiverEast School – Closure (Hosch)

Ms. Hosch reviewed permit #16-027 for RiverEast School. This permit was issued for a new school building and grounds at 1055 Mackubin south of Jessmine, in St. Paul. Stormwater treatment is provided onsite with one underground infiltration system. Work is complete and the site is stable. No surety was collected for this project. St. Paul Public Schools has also requested banking of 9,668 cf of additional stormwater volume provided at this site, above the required 8,739 cf of volume.

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

Motion 21-136: *Approve deposit of 9,668 cf of stormwater volume into the St. Paul Public Schools volume treatment bank.*

Murphy/Sanders
Unanimously Approved

Motion 21-137: *Approve Certificate of Completion for permit #16-027, RiverEast School.*

Murphy/Sanders
Unanimously Approved

B) 20-036, Lexington Apartments – 4th Review Period Extension (Hosch)

Ms. Hosch remarked that the current review period for Permit 20-036 Lexington Apartments expires on 7-21-2021. The applicant requested an extension to the 60-day review period prior to the expiration to complete the permit requirements.

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

Motion 21-138: *Approve 60-day review period extension for Permit 20-036 Lexington Apartments to expire September 19, 2021.*

Murphy/Sanders
Unanimously Approved

IV. Special Reports – No Special Reports

V. Action Items

A) AR: Approve Minutes of the July 7, 2021, Workshop and Regular Meeting (Sylvander)

Vice President Texer noted two corrections. Manager Sanders was absent. Under next meetings, Mr. Kelley will be filling in for Administrator Doneux.

Motion 21-139: *Approve the Minutes of July 7, 2021, Regular Meeting with corrections.*

Murphy/Sanders
Unanimously Approved

B) AR: Approve Accounts Payable/Receivable for June 2021 (Sylvander)

Motion 21-140: *Approve June 2021 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: Approve Preliminary 2022 Budget and Levy for Public Comment (Doneux)

Administrator Doneux reviewed that the Finance Committee of the Board met on June 9th to review the proposed 2022 budget and levy. The Board of Managers reviewed and discussed the 2022 budget and levy at the June 16th and July 7th Board meetings. 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. Administrator Doneux provided a review of the expenditure, revenue, and levy summary. Administrator Doneux made note of the following changes made to the 2022 budget and levy:

- 1) Detailed budget worksheets were developed for each project. Several project budgets increased after the development of detailed budgets, while some decreased. These changes, in total, resulted in a net decrease in the overall budget by \$283,570.
- 2) The 2007A Bond Repayment of \$750,000 was removed from the 2022 budget.
- 3) Estimated 2021 expenses were adjusted based on the June 2021 Budget Report.
- 4) The overall tax levy was increased to 3.94% to ensure compliance with Fund Balance Policy.

Administrator Doneux provided a review of how the tax levy is calculated. President Collins provided a review of the finance committees discussions of paying off the 2007 bond. The Finance Committee proposed 6% increase in the budget pending board approval. President Collins requested Administrator Doneux provide more detail on shared projects. Administrator Doneux reviewed projects totaling about 1.5 million dollars and added that about 1/3 of the capitol funds are going to other entities such as the City of Saint Paul, or the City of Roseville for water quality projects. Manager Murphy addressed concerns of the average home value rate seeming low. Discussion occurred. No increase was made to the 2020 budget. The Managers agreed to a 6% increase for 2022. The Board must approve the budget for public comment and set the public hearing for 6:00 PM on August 18, 2021. Administrator Doneux restated approving the preliminary 2022 budget and levy with the 6% levy increase as proposed by the Finance Committee.

Motion 21-141: *Approve Preliminary 2022 budget and levy for Public Comment and set Public Hearing date for August 18, 2021, at 6:00 PM.*

Murphy/Sanders
Unanimously Approved

VI. Unfinished Business

A) Snelling Midway O & M (Kelley)

Mr. Kelley shared an update on Allianz Field. The facility opened in 2019. The building site was formerly owned by Metro Transit and a private property owner. The site had complications including multiple landowners, long-term leaseholders, and soil contamination. Mr. Kelley provided a review of site plans showing the comprehensive stormwater approach, including tree trenches in Right of Way to treat streets, two filtration rain gardens for temporary parking lots, storm filter medica cartridge filtration system, sand filtration, underdrain soccer field underdrains, rate control tanks and pumps, and a two-acre-foot rainwater harvest and reuse tank. Mr. Kelley provided a review of issues in the 2020 system.

Mr. Kelley also provided a review of 2021 issues. In the spring of 2021, the system was experiencing pressure loss after water ran through the filters, and the self-cleaning filters were backflushing nearly constantly. The storage tanks were drained and inspected for excessive sediment accumulation. Only the wet well where the pumps are housed required sediment removal. The system still needs city water to meet pressure and demand needs. President Collins and Manager Murphy inquired about sediment collecting on the roof. Mr. Kelley replied that construction is still taking place in the surrounding areas could contribute to dust gathering on the roof. Mr. Kelley also added that the recommended pre-treatment filter was not what was constructed. Manager Texer inquired if the system is affected by the drought. Mr. Kelley replied that the system is functioning on reused water for a longer time period because of the lower flow rates from the tank. Manager Sullivan Janzen inquired about the costs for taking on the management. Mr. Kelley replied that CRWD has been reimbursed by the City of Saint Paul and that most of the costs were for cleaning. CRWD gets preapproval for cleaning. Mr. Kelley added that the system has been running smoothly for June and July. Manager Sullivan Janzen inquired about the costs of using city water versus the reuse water. Mr. Kelley replied the team pays for the water and added that a large volume of water being used to maintain the soccer fields. Information was provided as an update. The Board thanked Mr. Kelley for his presentation. No action was taken.

VII. General Information

A) Board of Managers' Updates

President Collins shared he will be absent from the August 4th meeting. Administrator Doneux will also be absent. Mr. Kelley will be filling in for Administrator Doneux. Vice President Texer shared that former MAWD Board Member Craig Leiser passed away. Mr. Leiser was a founding member and President of Brown's Creek Watershed District, MAWD Treasure for many years and was active in Rotary both locally and internationally. MAWD awarded Mr. Leiser with the Lifetime Achievement Award.

B) Administrator's Update

Administrator Doneux will be out of the office on August 4, 2021. Mr. Kelley will be filling in for Administrator Doneux at the August 4th Board Meeting. The CAC meeting will be virtual on August 11th. The annual CAC tour is being planned for Wednesday, September 8, 2021. Administrator Doneux added that the WEF Board will be touring the office on Thursday, July 22nd.

VIII. Next Meetings

- A) Wednesday, August 4, 2021, at 6:00 PM – Regular Board Meeting, VP Texer will lead, no workshop will be held, President Collins will be absent.
- B) Wednesday, August 11, 2021, at 7:00 PM – CAC Meeting, President Collins and Manager Sanders both plan to attend.

IX. Adjournment

Motion 21-142: *Adjournment of the July 21, 2021, Regular Board Meeting at 7:30 P.M.*

Murphy/Sanders

Unanimously Approved

Respectfully Submitted,

Michelle Sylvander