



Capitol Region Watershed District

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

Approved at the September 15,
2021, Board Meeting

Board Workshop of the Capitol Region Watershed District (CRWD) Board of Managers, for
Wednesday, September 1, 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 absent w/notice

Staff Present

Mark Doneux, CRWD
Bob Fossum, CRWD
Anna Eleria, CRWD

Public Attendees

Nick Anhut, Ehlers
James Mogen, Ramsey
County Attorney's Office

B) Review, Amendments and Approval of the Agenda.

Motion 21-162: *Approve the Workshop Agenda of September 1, 2021. With no changes.*

Murphy/Sanders
Unanimously Approved

II. Discussion Items

A) Redemption of 2007A Bond and Refunding of 2013A Bond

Administrator Doneux provided a review of the 2007A Bond and refunding (refinancing) of the 2013A Bonds. The District has used debt as a form of financing for select projects since 2007. Currently, the District has bonds issued in 2007, 2013 and 2018 and an MPCA Clean Water Loan from 2014. The option to prepay (call date) the 2007A bonds started in 2017. While the call date for the 2013A is approaching in 2022, the repayment amount of over \$2,000,000 may make it infeasible, at this point, to repay in full. The 2018A bonds have a balance of over \$8,000,000 and its call date is in 2027. The MPCA loan only has a \$50,000/year payment plan and will be fully repaid in 2023. Given the current estimated 2021 year-end Capital Improvement Program (CIP) Fund Balance of over \$5,000,000, it is recommended that the District fully prepay the 2007A bonds that is approximately \$615,000. This prepayment would save the District approximately \$76,000 over the final six years of the debt schedule. Funds would come from the CIP Fund Balance. The actual payment would be made in October of this year. By retiring this debt early, the District will be able to reduce its debt service each year by approximately \$120,000 and apply that savings to the 2013A payments.

In addition to prepaying the 2007A bonds, the Finance Committee along with our Financial Planner, Nick Anhut from Ehlers, reviewed the feasibility of refunding (refinancing) the 2013A bonds. At current interest rates, Mr. Anhut estimates that by refunding the 2013A bonds, the District could realize savings of approximately \$118,000 over the next 12 years of the debt schedule. Administrator Doneux recommend that the District use the approximately \$120,000 of freed levy capacity, from prepaying the 2007A debt, and apply it to accelerate repayment on the refunded (refinanced) 2013A bonds. Doing this, the District would be able to shorten the repayment to 8 years and increase net interest cost savings to \$208,500. The debt still retires 4 years early without incurring any new levy burden.

Mr. Nick Anhut from Ehlers was in attendance and provided a review of the pay back process of bonds. President Collins inquired about the interest rate. Mr. Anhut replied that by refinancing the 2013A, he anticipates a lower interest rate of about 1%. Mr. Anhut added that a review of the 2018A debt can be done in the future for additional savings. President Collins inquired about the Districts credit rating. Mr. Anhut replied that the District already has a very high desirable rating and paying off the 2007A Bond only adds to the credibility of the District. Administrator Doneux asked for any questions. Manager Murphy inquired about the Districts rating and its ability to pay debt. Mr. Anhut replied that the District has a large tax base and ability to levy. Mr. Anhut added that the fund balance is a factor in the credit rating.

B) Preliminary 2022 Budget and Levy

Administrator Doneux provided a review of the 2022 Budget and Levy and recommended that the Board restore the 2022 debt service back to \$1,056,439. In previous budgets, it was reduced by approximately \$120,000 in anticipation of a lower debt service. Administrator Doneux also recommended the additional \$121,985 be applied towards the 2013A bonds to accelerate repayment to eight years. Staff is recommending the preliminary budget of \$825,550 for Administration, \$3,769,328 for Programs, \$1,564,882 for Projects for a total Operations Budget of \$6,159,760 and \$4,532,822 for Capital Improvement Projects. This results in a total Preliminary 2022 Budget of \$10,692,582. This is an increase of \$1,288,518 from the adopted budget for 2021. The proposed 2022 tax levy is \$8,774,361. This includes \$7,717,922 for the operations and capital levy and \$1,056,439 for debt. This levy is 6% greater than 2021. Manager Sullivan Janzen recommended a correction in the date of the memo.

C) 2021 Employee Handbook

Administrator Doneux provided a presentation reviewing the process of updating the 2021 Employee Handbook. Handbooks for other watershed districts were reviewed to compare benefits. Administrator Doneux provided details about the major changes outlined in the handbook including:

1. Increase Paid Time Off for all staff and provide 16 hours of PTO to new staff upon hiring.
2. Provide 4 consecutive weeks of Paid Family Medical Leave
3. Provide 200 hours of Work Off Site time each year (post COVID-19 restrictions).
4. The Cell Phone Allowance (increased to \$50/month) and Apparel Allowance (increased to \$100/year) were increased to reflect present day costs.

Manager Murphy inquired about PTO balance and how it is distributed at the time an employee would leave the District. Administrator Doneux replied that PTO is paid out in one lump sum, and it is not considered a retirement program. Manager Sullivan Janzen asked for clarification of the apparel allowance. Administrator Doneux replied that the cell phone allowance is \$50 a month and the apparel allowance increased from \$50 a year to \$100 a year. Administrator Doneux added that appendices will be updated every year with benefits for open enrollment. Manager Murphy inquired about other Districts recognizing the Work Off Site policy. Administrator Doneux replied that other districts that were reviewed did not have a Work Off Site policy in place. President Collins added that the City of St. Paul has a Work Off Site policy. Mr. Fossum added that Ramsey County, Hennepin County, St. Paul, and Minneapolis have a policy for paid family medical leave of four weeks. Administrator Doneux thanked Mr. Fossum and Ms. Bromelkamp for all their hard work on the handbook. President Collins added that the handbook is very well done.

D) 2021 MAWD Resolutions

Administrator Doneux provided a review on three possible resolutions drafted for the 2021 MAWD Resolutions.

1. Amend Session law Section 6, (a) (2) to state *“seven-county metropolitan groundwater or watershed management plans that have a board-approved and local-government-adopted plan as authorized in Minnesota Statutes, section 103B.”*

2. Redirect Clean Water Funds from SWCD Local Capacity Services to BWSR Accelerated Implementation of Watershed Based Implementation Funding. Current Session Law Section 6, (q) provides *“\$12,000,000 the first year and \$12,000,000 the second year are for payments to soil and water conservation districts for the purposes of Minnesota Statutes, sections 103C.321 and 103C.331. From this appropriation, each soil and water conservation district shall receive an increase in its base funding of \$100,000 per year.”* The title of this resolution was changed to be more specific on how the funds should be reallocated to BWSR Accelerated Implementation of Watershed Based Implementation Funding rather than solely on opposing the capacity funding.

President Collins added that Clean Water Funds were not supposed to fund operating expenses. Administrator Doneux added that this money was not intended for local government funding.

3. Require State Agencies to seek review and comment from affected local units of government on new or amended water management policies prior to adoption.

President Collins stated that language should consider final approval by affected local government units. Administrator Doneux added that an approval period could help clear up this problem. Administrator Doneux added that he expects that this will be supported by other watershed districts. These resolutions are not just for CRWD, but have metro and statewide impact. President Collins thanked Administrator Doneux. *No Action was taken, the workshop was for information and discussion only.*

III. Adjourn Board Workshop

Motion 21-163: *Adjournment of the September 1, 2021, Discussion Board Workshop at 6:00P.M.*

Murphy/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander



Capitol Region Watershed District

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September 15, 2021 Board Workshop
V. Action Item A) Approve Minutes of
September 1, 2021
Workshop & Regular Board Meeting
(Sylvander)

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, September 1, 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
Shawn Murphy
Rick Sanders
Hawona Sullivan Janzen
Mary Texer absent w/notice

Staff Present

Mark Doneux, CRWD
Elizabeth Hosch, CRWD
Anna Eleria, CRWD
Lindsay Schwantes, CRWD
Bob Fossum, CRWD

Public Attendees

Nick Anhut, Ehlers

B) Review, Amendments and Approval of the Agenda.

Motion 21-164: *Approve the Agenda of September 1, 2021, with no changes.*

Murphy/Sanders
Unanimously Approved

II. Public Comment

No comments were made.

III. Permit Applications and Program Updates

A) 21-002, Mississippi River Boulevard Subdivision – Review Period Extension (Hosch)

Ms. Hosch reviewed permit #21-002, Mississippi River Boulevard Subdivision. The current review period for the permit expires on 9-12-2021. 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.

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

Motion 21-165: *Approve 60-day review period extension for Permit 21-002 Mississippi River Blvd Subdivision to expire November 11, 2021.*

Murphy/Sanders
Unanimously Approved

- B) 21-028, Highland Bridge Lot 2, Block 1B Emma Norton – Project for Pride in Living (Hosch)

Ms. Hosch reviewed permit #21-028, Highland Bridge Lot 2, Block 1B Emma Norton. The applicant, Project for Pride in Living, will reconstruct a 60-Unit Affordable Housing Building located near the southeast corner of Block 1 at Highland Bridge, now referred to as Lot 2 Block 1B. 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 0.33 acres with 0.65 acres impervious surface.

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

Motion 21-166: *Approve permit #21-028 Highland Bridge Lot 2, Block 1B Emma Norton with 4 Conditions:*

1. *Receipt of \$1,500 surety.*
2. *Provide approved plans signed by a professional engineer per the Minnesota Board of AELSLAGID.*
3. *Revise erosion control plan to include the following:*
 - a. *Construction entrance*
 - b. *Inlet protection for catch basin(s) to the west of the proposed building across the driveway.*
4. *Revise SWPPP to state that silt fence or fabric placed under the grate is not an approved form of inlet protection.*

Murphy/Sanders
Unanimously Approved

- C) 21-029, Highland Bridge Lot 2, Block 1A Nellie Francis Court – Project for Pride in Living (Hosch)

Ms. Hosch reviewed permit #21-029, Highland Bridge Lot 2, Block 1A Nellie Francis Court. The applicant, Project for Pride in Living, will construct a 75 Unit Affordable Housing Building located near the southwest corner of Block 1 at Highland Bridge, now referred to as Lot 2 Block 1A. 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 0.43 acres with 0.65 acres impervious surface.

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

Motion 21-167: *Approve permit #21-029, Highland Bridge Lot 2, Block 1A Nellie Francis Court with four conditions:*

1. *Receipt of \$1,800 surety.*

2. *Provide approved plans signed by a professional engineer per the Minnesota Board of AELSLAGID.*
3. *Revise erosion control plan to include inlet protection for five additional catch basins.*
4. *Revise SWPP to state that silt fence or fabric placed under the grate is not an approved form of inlet protection.*

Murphy/Sanders
Unanimously Approved

IV. Special Reports – No Special Reports

V. Action Items

- A) AR: Approve Minutes of the August 18, 2021, Regular Meeting (Sylvander)

Manager Sullivan Janzen suggested the Board delay approving the minutes until a workshop could be held to discuss the goal, purpose, and level of detail the Board desires in meeting minutes. Manager Collins stated the Board could approve the minutes now as is or hold them over until after a workshop. Manager Sullivan Janzen asked if previously approved minutes could be amended later after a future workshop. Manager Collins stated he believed the Board could amend minutes at a later date. The Board discussed the need for the workshop and to clarify what should be included in the minutes. Administrator Doneux noted that due to the fact the minutes are the official record for permits, approval of agreements and other important actions, approval of the minutes as quickly as possible following a meeting is important. He also noted that the Board may provide greater direction to staff on preparing minutes, however it is still somewhat of a judgement call on staff's part on what is a significant comment. Manager Sullivan Janzen noted that in her role as Board Secretary to provide and recommend minutes for approval. She noted that there have been statements that, in her view, were important but were missing and in other cases the context to a statement was not included. She used an example from the August 18th meeting as an example. Manager Sanders said he supported the idea of a workshop and noted that he also does not know what to expect from the meeting minutes. He also noted that the Board has always been open and flexible to adding or amending the minutes at the meeting. Manager Sanders stated he would be comfortable approving the minutes as is but would like a workshop. Manager Sullivan Janzen noted that part of the issue may be the short turnaround time to get draft minutes ready for the next Board meeting. Manager Collins stated that if he notes an error or omission, he provides staff with his notes for an amendment to the minutes. Manager Murphy said he also agreed a workshop to provide greater clarity would be good. He also stated that he also is generally comfortable with the level of detail in the minutes and can appreciate the limits on staff time to turnaround the minutes and noted staff still have to use some judgement on what to include in the draft minutes for the packet.

Manager Collins called the question to see if the Board was comfortable approving the August 18, 2021, Board Meeting minutes. Manager Sullivan Janzen stated she was if there was some additional statements clarifying and adding context to the discussion about handouts at CRWD events or when we are tabling at other events.

Motion 21-168: *Approve the Amended Minutes of August 18, 2021, Regular Meeting.*

Murphy/Sanders
Unanimously Approved

B) Authorize Redemption of 2007A Bond and Refunding of 2013A Bond (Doneux)

Administrator Doneux provided a summary review of the 2007A Bond.

Motion 21-169: *Adopt a Resolution providing for the redemption of Series 2007A watershed district tax supported bonds.*

Murphy/Sanders
Unanimously Approved

Administrator Doneux provided a summary review of the 2013A Bond.

Motion 21-170: *Adopt a Resolution providing for the Sale of \$2,020,000 General Obligation Refunding Bonds, Series 2021A.*

Murphy/Sanders
Unanimously Approved

C) Adopt Preliminary 2022 Budget and Levy (Doneux)

Administrator Doneux provided a summary review of the Preliminary 2022 Budget and Levy.

Motion 21-171: *Adopt Resolution approving the Preliminary 2022 Budget and Levy and direct the Treasurer and Administrator to certify the levy with Ramsey County.*

Murphy/Sanders
Unanimously Approved

D) Adopt 2021 Employee Handbook (Doneux)

Administrator Doneux provided a summary review of the 2021 Employee Handbook.

Motion 21-172: *Adopt 2021 CRWD Employee Handbook.*

Murphy/Sanders
Unanimously Approved

E) Approve 2021 MAWD Resolutions (Doneux)

Administrator Doneux provided a summary review of the 2021 MAWD Resolutions.

Motion 21-173: *Approve 2021 MAWD Resolutions.*

Murphy/Sanders
Unanimously Approved

F) Approve Plans and Authorize Bidding for TBI St. 28+65 to 52+80 Repair Project (Eleria)

Ms. Eleria reviewed that in June 2020, CRWD's Board of Managers approved an engineering work order for the repair designs of in approximately 2,000 feet of the Trout Brook Storm Sewer Interceptor near Phalen Boulevard and I-35E in Saint Paul. The deficiencies in this section of TBI include deteriorating concrete, exposed reinforcement, holes, cracks and fractures, and sediment build up in the tunnel.

Barr Engineering has completed the design of repairs for TBI Station 28+65 to 52+80. Primary repairs involve filling cracks with grout, sealing exposed reinforcement, repairing eroded concrete tunnel and invert, and repairing access hatches. In addition, there is a bid alternate for placing soil cover over a 40-foot section of tunnel that is exposed at the surface. This section is located on BNSF Railroad property, and we have applied for a BNSF temporary occupancy permit. Based on conversation with local BNSF staff, we anticipate no issues obtaining the permit by the time of construction, however, as a precaution, this repair item is a bid alternate.

The engineer's opinion of probable construction cost is \$1.02 million with range from \$914,000 to \$1.17 million. The 2021 engineering and construction budget is \$950,000 (Fund #415-20820) and the proposed 2022 budget is \$640,000. CRWD staff anticipates bid letting in early September and holding a three-week bidding period. Construction of the repairs may commence in mid-fall 2021 and extend through early winter 2022. Ms. Eleria asked for any questions. Manager Sanders asked if CRWD ensures that people cannot access or get into the Trout Brook tunnel, noting he knew one of the individuals that recently died in a St. Paul storm sewer. Ms. Eleria noted that the District ensures that access points are secured and locked. Manager Sanders asked for clarification on CRWD's responsibility for the outlet. Ms. Eleria replied that the last ½ mile is owned by the City of St. Paul. Ms. Eleria added that inlets are inspected on a regular basis.

Motion 21-174: *Approve plans and authorize bidding for the TBI Repair Project – Station 28+65 to 52+80.*

Murphy/Sanders
Unanimously Approved

G) Authorize Field Guide for Working with Artists (Schwantes)

Ms. Schwantes provided a review of the field guide of working with Artists. In 2010, the Board of Managers approved engaging the services of Public Art Saint Paul and Christine Bauemler as CRWD Watershed Artist in Residence. As part of this initiative, a report was drafted called *The Watershed Language of Art* to help provide direction on how art can enhance the District's mission.

Art and artistic consultation have since been integrated into many District projects and programs including the Green Line green infrastructure practices, Midway Peace Park and many elements in our new office as well as adding a Public Art Program to our annual budget.

In July 2020, former Board Manager Seitu Jones, CRWD Watershed Artist in Residence, Christine Baeumler, Mark Doneux, Anna Eleria, Jessica Bromelkamp, Lindsay Schwantes from staff, and CAC member Pat Cavanaugh participated in a Ripple Mapping Exercise evaluation of CRWD's Public Art Program with the goal of providing direction on how best art can further our mission. Artist in Residence, Christine Baeumler, used the exercise to draft a set of recommendations and guidance for enhancing the District's Public Art Program and improving the integration of art into other projects and programs and these Public Art Program Guiding Principles were approved by the Board in September 2020.

These Guiding Principles led to the development of a Field Guide for Working with Artists. This document was drafted by CRWD Artist in Residence with input from staff and members of the Communications and Community Committee of the Board with the goal of providing CRWD staff, Board and CAC as well as partners, a framework for how art and artists can be integrated into our projects and programs to further our mission. This includes programs like the Artist in Residence model as well as other ways of working with artists for CRWD to consider through the Public Art Program.

Following a meeting with Managers Murphy and Sullivan Janzen in March 2021, we continued to finalize the text and pursue artistic elements as part of the final field guide. A digital copy of the final draft of *Capitol Region Watershed District's Field Guide for Working with Artists* is attached and two hard copies of this final draft will be available at the September 1 Board meeting to pass around. Staff will present this document at the meeting as well as any final edits that have been suggested by staff, CRWD's Artist in Residence and the Communications and Community Committee members from the Board.

President Collins reference page 15 regarding the safety training. Administrator Doneux suggested some revised wording. Ms. Schwantes noted the change and has been made aware of edits noted from Manager Murphy. Manager Sullivan Janzen provided some clarification of the title Artist in Residence. Ms. Schwantes noted the term "residence" may cause some confusion as used in the artist community.

Motion 21-175: *Approve CRWD Field Guide for Working with Artists.*

Murphy/Sanders

Unanimously Approved

H) Authorize Minnesota Water Stewards (Schwantes)

Ms. Schwantes provided a review of the Minnesota Water Stewards program. The program trains, certifies, and supports community leaders to install pollution prevention projects that educate community members and reduce polluted runoff. CRWD recruited its first class of Stewards in 2016 and currently has six cohorts and 18 active stewards. Freshwater updated the program name to Minnesota Water Stewards and transitioned to an online training curriculum in 2021 in response to feedback from partner organizations as well as challenges with in-person gatherings due to COVID-19. Freshwater was also able to reduce the

sponsorship fee per steward from \$2,500 to \$1,500 with these changes. The training is now held fully online with opportunities for scheduled in-person or virtual check-ins and kick-off and closing gatherings hosted by Freshwater with training taking place January – May.

Motion 21-176: *Authorize the Administrator to enter into an Agreement with Freshwater to host up to six Minnesota Water Stewards for the 2022 program year at a cost of \$1,500 per steward with a total not to exceed \$9,000.*

Murphy/Sanders
Unanimously Approved

VI. Unfinished Business

A) Covid-19 Update (Doneux)

Administrator Doneux updated the Board about the reinstated mask mandate in the office. The full return to the office has been moved back to October 5th. Out of the abundance of caution, the CAC tour has been cancelled.

B) Como Lake – Aquatic Plant Management (Belden)

Mr. Fossum provided an update on a native plant transplanting event. Mr. Fossum shared how herbicides were applied to Como Lake in 2020 and 2021. CRWD is working with the DNR. Several native plants will be transplanted from a donor lake and planted in Como Lake.

VII. General Information

A) Board of Managers' Updates

President Collins attended the BWSR Annual Field Tour meeting last week. President Collins shared that BWSR and MAWD are getting closer in understanding the Metro Watershed Based Funding. President Collins felt it was a good discussion.

President Collins shared that Manager Texer had surgery on Monday and is doing well.

B) Administrator's Update

Administrator Doneux shared there is a heavy agenda on September 15th and suggested a workshop for the meeting minutes on Wednesday, September 22nd. Administrator Doneux will send out an email to determine if Wednesday, September 22nd will work for all the Managers.

Administrator Doneux shared that Mr. Wes Saunders Pearce will be leaving the City of St. Paul and going to work for the Department of Natural Resources.

VIII. Next Meetings

- A) Wednesday, September 8, 2021, 5:00 PM – CAC Annual Tour - Cancelled
- B) Wednesday, September 15, 2021, 6:00 PM – Regular Meeting

IX. Adjournment

Motion 21-77: *Adjournment of the September 1, 2021, Regular Board Meeting at 7:45 P.M.*

Murphy/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander