



Capitol Region Watershed District

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January 17, 2024
Board Meeting
APPROVED

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, January 3, 2024, at 6:00 p.m.**

ANNUAL MEETING MINUTES

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

A) Attendance

Managers

Mary Texer
Hawona Sullivan Janzen
Joe Collins
Rick Sanders
Shawn Mazanec

Staff Present

Mark Doneux
Belinda Armstead

Public Attendees

Bob Simonet, CAC
Jim Mogen, Ramsey County

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

II. Call to Order of Meeting (*Joe Collins, President*)

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

Motion 24-001: Approve the Agenda of the January 3, 2024, Board Meeting.

Mazanec/Sanders
Unanimously Approved

III. Public Comment

A) Public Comment For Items not on the Agenda (Please observe a limit of three minutes per person.)

None.

IV. Permit Applications and Program Updates

A) 23-020, Highland Park Middle School Entry and Renovations (Hosch)

Administrator Doneux presented Permit #23-020 on behalf of Ms. Hosch. The applicant proposes a new administration and main entry addition with a canopy, replacement of connecting link between existing middle school and high school buildings, surface pavement improvements, including new student drop-off/pick-up loop and parking expansion to the northwest, and new underground stormwater management system. The disturbed Area is 2.19 Acres with an impervious Area: of 1.71 Acres. Stormwater management consists of one underground infiltration system proposed. Existing permit #08-017 filtration basins are also being reconstructed. Staff recommends approving the permit

with two conditions, providing a copy of the NPDES permit and revising device #5 from a 48” vertical orifice to a horizontal orifice for Pond 9P (Western high school basin) in the existing and proposed conditions HydroCAD models.

The Board thanked Administrator Doneux for his report.

Motion 24-002: *Approve Permit # 23-020 with Approve with 2 Conditions:*

1. *Provide a copy of the NPDES permit.*
2. *Revise Device #5 from a 48” vertical orifice to a horizontal orifice for Pond 9P (Western high school basin) in the existing and proposed conditions HydroCAD models.*

Mazanec/Sanders
Unanimously Approved

B) 23-024, Skyline Apartments Parking Lot (Hosch)

Administrator Doneux presented Permit #23-024 Skyline Apartments Parking Lot on behalf of Ms. Hosch. The purpose of the Permit is for the reconstruction of apartments parking lot. Permanent stormwater management consists of an underground CMP infiltration system. Disturbed Area of 4.07 Acres. Impervious Area of 3.47 Acres. Stormwater Management consists of one underground infiltration pipe gallery.

Motion 23-003: *Approve Permit# 23-024 Skyline Apartments Parking Lot Approve with 7 Conditions:*

1. *Receipt of \$24,300 surety.*
2. *Receipt of documentation of maintenance agreement recorded with Ramsey County, including attachments, A (scaled site plan) and B (site-specific maintenance plan).*
3. *Provide a copy of the NPDES permit.*
4. *Provide final soil boring logs with reference elevations once available to verify the design infiltration rate and separation from groundwater.*
5. *Provide shop drawings for stormwater treatment BMPs once available.*
6. *Provide a site-specific maintenance plan that includes the following:*
 - a. *List all stormwater management practices (i.e. CMP Infiltration system, Sciclone Hydrodynamic Separators, etc.).*
 - b. *Person responsible for maintenance of stormwater devices.*
 - c. *Frequency of inspection/ indicator that maintenance is needed (i.e. inspect every 6 months, maintenance is required when sediment depth is > 6 inches).*
 - d. *Description of inspection activities.*
 - f. *Map that includes stormwater management names, locations, and access routes.*
7. *Provide Phase II Environmental Site Assessment to confirm infiltration suitability.*

Mazanec/Sanders
Unanimously Approved

IV. Special Report – None

V. Action Items

- A) Approve Minutes of December 20, 2023, Regular Board Meeting (Armstead)

Manager Texer provided a few grammatical changes to the minutes and advised that the Board meeting date in June needs to be changed due to the Summer Tour.

Manager Sullivan Janzen commented that her request about updating the Annual Meeting documents was not noted in the minutes. She inquired about the edits to those Annual documents. Administrator Doneux replied that the action was to approve the IRS rate that is currently set at \$0.67 per mile. Manager Sullivan Janzen questioned whether the charts with incorrect 2023 information were corrected, and she wanted to make sure that we corrected them. Attorney Mogen replied that what the Board is doing now is approving the minutes, but if the comment is about referencing other documents that need correcting it would not be at this time. Manager Sullivan Janzen asked when we would go back to fix the archive of that meeting to correct the error of the attachment. Attorney Mogen replied that we should make a note of it in the current minutes. Attorney Mogen replied that what we're doing with the minutes is adopting a reflection of what was said at the meeting and the intent. President Collins clarified that if we have changes or notes then we should reflect those changes during the meeting and then give it to Ms. Armstead during the meeting for the record.

Motion 24-004: *Approve the Minutes of December 20, 2023, Regular Board Meeting as amended.*

Mazanec/Sanders
Unanimously Approved

VI. Unfinished Business

A) Saint Paul Department Directors Meeting Update

Administrator Doneux provided a document for the Director's meeting with the agenda and names of attendees. He mentioned that there would be a breakout session at the beginning of the meeting. There will be a short presentation on key initiatives that we are working on including our new Facility Management Program and we want to understand the new City sales tax as it applies to maintenance. Administrator Doneux mentioned that the Directors are all relatively new in their current roles. President Collins asked what the Board's role should be. Administrator Doneux replied that the Board should be thinking about questions and connecting our work with the City work. He noted the topic areas are on the handout, but if they have others in mind, they should bring them up.

Manager Texer asked what we hoped to get out of the meeting. Administrator Doneux replied that it is important that the City knows what we do and that we work with the City on collaborative projects. There was a discussion about the priorities of the City and how it connects to our work. Manager Texer recommended that we invite them to the Summer Tour.

The Board thanked Administrator Doneux for his presentation.

B) Trout Brook Interceptor Repair Project at Station 135+00 to 180+50 Update

Administrator Doneux provided an update on the Trout Brook Interceptor Repair Project. He noted that the contractor was experiencing challenges with the type 2 repairs.

There was a discussion on the status of the inspection and repairs. Staff will be meeting about the repair options.

The Board thanked Administrator Doneux for his update.

VII. General Information

A) Board of Managers' Updates.

Manager Sanders went to the Minnesota Watersheds Events Committee meeting on the 12th.

Manager Sullivan Janzen will not be here for the February 21st meeting.

Manager Texer attended the CAC meeting.

President Collins attended the Soil and Water Conservation District's Annual Conference.

B) Administrator's Update

Administrator Doneux commented on his retirement in May 2024, he will make it official at the next Board meeting and make it will be effective May 17, 2024.

VIII. Next Meetings

A) Wednesday, January 10, 2024- 7:00 PM -CAC Meeting-Manager Sullivan Janzen will attend

B) Wednesday, January 17, 2024- 4:00 PM- City of Saint Paul's Department Directors Meeting

B) Wednesday, January 17, 2024-6:00 PM -Board of Managers Meeting

At the end of the meeting, Attorney Mogen asked Manager Texer for clarification on her request to change the second June Board meeting date on the record. Attorney Mogen recommended to the Board that they adopt a motion to change the Board Meeting Date. Ms. Armstead asked if the Board had a recommendation on a date that would work best. President Collins and the board recommended Thursday, June 20th.

Motion 24-005: *Change the second June 2024 Board Meeting date from June 26 to June 20.*

Mazanec/Sanders
Unanimously Approved

IX. Adjournment

Motion 24-006: *Adjournment of January 3, 2023, Regular Board Meeting at 6:48.*

Mazanec/Sanders
Unanimously Approved

Respectfully submitted,
Belinda Armstead