



## Capitol Region Watershed District

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Approved

**Regular Meeting** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Tuesday, March 6, 2018, 6:00 p.m.** at the office of CRWD, 1410 Energy Park Drive, Suite 4, St. Paul, Minnesota.

### REGULAR MEETING MINUTES

#### I. A) Call to Order of Regular Meeting (*President Joe Collins*)

##### Managers

Joe Collins  
Seitu Jones  
Shirley Reider  
Rick Sanders, Absent  
Mary Texer

##### Staff Present

Mark Doneux, CRWD  
Anna Eleria, CRWD  
Forrest Kelley, CRWD

##### Public Attendees

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

President Collins asked for any additions or changes to the agenda. Administrator Doneux requested the addition of item VII. C. Ramsey Conservation District Update.

**Motion 18-026:** *Approve the Agenda of March 6, 2018 with the addition of VII. C. Ramsey Conservation District Update.*

Reider/Texer  
Unanimously Approved

#### II. Public Comment – For Items not on the Agenda

No Comments made.

#### III. Permit Applications and Program Updates

##### A) Permit #16-025 Snelling-Midway Permit Approval Renewal Request (Kelley)

Mr. Kelley reviewed permit #16-025 Snelling-Midway. The permit was approved on March 15, 2017. The applicant has requested a renewal of the permit approval. Over the past six months, the MN United FC Design Team, City of St. Paul, and CRWD have been meeting to finalize the details of the comprehensive stormwater management approach for the entire 35-acre development. This has been a collaborative effort to provide a design that meets the needs of all parties. Final City comments were submitted to the Design Team on February 23<sup>rd</sup>. Final plans to address comments will be received in the coming weeks and hope to formally issue the Stormwater management permit sometime in March.

**Motion 18-027:** *Approve permit renewal for #16-025 Snelling-Midway to expire March 15, 2019.*

Reider/Jones  
Unanimously Approved

#### **IV. Special Reports**

##### A) Strategic and Watershed Management Planning (Doneux)

Administrator Doneux reviewed of the Strategic & Watershed Management Plan from 2008. The Management Plan included drafting a Vision Statement, Mission Statement, creating a set of values and goals. Managers agreed that goals have been met or were in the process of being met. Administrator Doneux reviewed plans for the 2018 strategic planning initiative. The goal is to complete a plan by the fall of 2018. Administrator Doneux clarified strategic plan vs. watershed plan. Managers shared concerns about the deadline being close to the same time as office relocation. Administrator Doneux shared that there is flexibility with the deadline. The goal for the draft plan would be to have it completed by 2019 and be able to review the plan in early 2020 for adoption and Implement in 2020. President Collins suggested a goal of more financial independence and less dependency from outside sources. No action was taken.

#### **V. Action Items**

A) AR: Approve Minutes of the February 21, 2018 Regular Meeting (Sylvander).

**Motion 18-028:** *Approve Minutes of the February 21, 2018 Regular Meeting.*

Jones/Texer  
Unanimously approved

B) AR: Approve Contract Amendment with JE Dunn for Construction Services and a Contract Amendment with MSR Design for Construction Administration Services for the 595 Aldine Renovation Project (Doneux)

JE Dunn was selected as the Construction Manager and entered into a construction manager at risk agreement for the project of renovating the 595 Aldine property for use as the CRWD office building. Pursuant to the Construction Managers Agreement, JE Dunn will provide services in accordance with the plans and specifications. As agreed by CRWD and JE Dunn, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work. JE Dunn's Guaranteed Maximum Price is \$7,344,846. This is consistent with the estimate at the end of the Design Development Phase. The overall total project budget remains at \$10,777,428. MSR Design has submitted a final fee proposal of \$324,380 for bidding and permit assistance as well as construction administration. Administrator Doneux reviewed the overall project and fees for JE Dunn with the Board of Managers.

**Motion 18-029:** *Authorize Administrator to execute a contract amendment with JE Dunn for Construction Manager at Risk Services for the CRWD Office Renovation Project, at a Guaranteed Maximum Price of \$7,344,846 subject to the review and approval of the Ramsey County Attorney.*

Reider/Texer  
Unanimously approved

**Motion 18-030:** *Approve Contract Amendment with MSR Design for Construction Administration Services for the 595 Aldine Renovation Project in an amount not to exceed \$324,380.*

Reider/Texer

Unanimously approved

**Motion 18-031:** *Authorize Administrator to execute necessary work orders and agreements for testing, contingency and owner installed building elements consistent with the Overall Project Budget.*

Reider/Texer

Unanimously approved

## **VI. Unfinished Business**

### **A) Trout Brook Nature Sanctuary Lift Station (Eleria)**

Ms. Eleria provided the Board of Managers with an update on the repairs needed at the Trout Brook Nature Sanctuary Lift Station. Barr Engineering has designed a plan to fill a void and repair a fracture in the tunnel. The cost estimated is \$30,000. CRWD has met with the City of St. Paul. Barr Engineering will be performing the repairs and CRWD will be reimbursing the City of St. Paul for the costs. Ms. Eleria will bring back an amendment to the board to review.

## **VII. General Information**

### **A) Board of Managers Updates**

Manager Texer and President Collins will be attending the MAWD Legislative Breakfast. Manager Texer shared that Sauk River Watershed District is currently disputing the MAWD dues.

### **B) Administrator's Report**

- a) Consultant Services Amendment No 1. with Zenman Productions for the 2018 Website Design and Development for an amount not to exceed \$65,000.
- b) Consultant Services Agreement with Silverman for 2018 New Building Photography Project for an amount not to exceed \$7,000.
- c) Consultant Services Agreement with Storyteller for 2018 New Building project media and communications for an amount not to exceed \$18,920.
- d) Consultant Services Agreement with Christine Baeumler for 2018 Artist Consultant Services for an amount not to exceed \$12,600.
- e) Grant Agreement with Wilder Square Cooperative for 2018 design services for an amount not to exceed \$1,500.

### **Board Approved Agreements**

No Manager Approved Agreements in February.

### **General Updates**

- a) MAWD Legislative Briefing and Breakfast, March 7<sup>th</sup> and 8<sup>th</sup>
- b) Watershed Based Funding Convening Meeting, Wednesday, March 14<sup>th</sup>

C) Ramsey Conservation District

Administrator Doneux commented that the Ramsey Conservation District has voted to dissolve. Ramsey Conservation District will continue to operate until that happens. President Collins shared the Hennepin Conservation District took ten years to dissolve. Administrator Doneux stated that CRWD will continue working with Ramsey Conservation District. Manager Reider clarified that the Conservation District is established under state law.

**VIII. Next Meetings**

- A) Wednesday, March 14, 2018 CAC Meeting, Manager Jones will attend
- B) Wednesday, March 21, 2018 Department Directors Meeting 4:30 at Capitol Region Watershed District
- C) Wednesday, March 21, 2018 Regular Board Meeting, Manager Sanders maybe absent

**IX. Adjournment**

**Motion 18-032:** *Adjournment of the March 6, 2018 Regular Board Meeting at 6:55 p.m.*

Reider/Texer  
Unanimously Approved

Respectfully submitted,

Michelle Sylvander

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