



Capitol Region Watershed District

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April 7, 2021 Board Meeting
APPROVED

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, March 17, 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, remote
Shawn Murphy, remote
Rick Sanders, remote
Hawona Sullivan Janzen, remote
Mary Texer, remote

Staff Present

Mark Doneux, CRWD
Anna Eleria, CRWD
Mark Doneux, CRWD
Elizabeth Hosch, CRWD
Bob Fossum, CRWD
Rachel Funke, CRWD
Luke Martinkosky, CRWD
Michelle Sylvander, CRWD
James Mogen, Ramsey County Atty

Public Attendees

Wes Saunders-Pearce, City of St. Paul

B) Review, Amendments and Approval of the Agenda.

Motion 21-049: *Approve the Agenda of March 17, 2021, with no changes.*

Murphy/Sanders
Unanimously Approved

II. Public Comment

No comments were made.

III. Permit Applications and Program Updates

A) 17-013, Great River School – Closure (Martinkosky)

Mr. Martinkosky reviewed permit #17-013 for Great River School. The applicant has completed the site improvements and the stormwater is treated through one underground infiltration system that has been confirmed functional. There is a \$3,600 surety to return. There were no questions or comments.

Motion 21-050: *Approve \$3,600 surety return and approve Certificate of Completion for permit #17-013, Great River School Addition.*

Murphy/Sanders
Unanimously Approved

B) 20-013, Ford Site Stormwater Master Plan – Amendment (Kelley)

Mr. Kelley reviewed permit #20-013 for Ford Site Stormwater Master Plan amendment. The applicant, Ryan Companies, will amend permit to include open channel stream crossing beneath Mississippi River Blvd. The applicable rules are Stormwater Management (Rule C), and Flood Control (Rule D). The disturbed area of this project is 122 acres with 86.43 acres of impervious surface. Mr. Wes Saunders-Pearce from the City of St. Paul was in attendance to provide a project update for the managers under special reports. President Collins requested any questions or comments. Manager Sullivan Janzen asked about a clarification of the conditions listed in the original permit versus the amendment. Mr. Kelley replied that the conditions in the original permit have been met. Manager Sullivan Janzen thanked Mr. Kelley for the clarification. President Collins asked Mr. Kelley to explain permitting with a master plan and how development will default back to the master plan. Mr. Kelley shared that in permit #20-013, the permits is for the overall project, phases of the project receive permits to maintain an accounting of compliance to the master plan. Manager Murphy asked if the tunnel is included as impervious surface. Mr. Kelley replied that only the above area of a tunnel is included and that tunnels are exempt from stormwater rules.

Motion 21-051: *Approve 20-013 Ford Site Stormwater Master Plan Amendment with 6 Conditions.*
Conditions:

- 1. Provide final plans signed by a professional engineer per the Minnesota Board of AELSLAGID.*
- 2. Provide documentation to demonstrate the proposed stream channel materials are appropriate for the proposed hydraulics.*
- 3. Provide updated Impervious Design Spreadsheet with areas populated for constructed impervious.*
- 4. Provide updated erosion control plan and SWPPP to document proposed methods to safely convey runoff and contain sediment during construction of open channel and removal of existing pipe connection.*
- 5. Revise drainage area map (Figure 4) and tributary areas in Tables 2-2 and 2-3 in the stormwater management plan to account for changes in drainage areas based on lot build outs.*
- 6. Revise grading plan for South Biofiltration Basin 5. Bottom contour (797.5') crosses the 798' and 800' contour lines in the southeast corner of the basin.*

Murphy/Sanders
Unanimously Approved

C) 20-036, Lexington Apartments – Review Period Extension (Hosch)

Ms. Hosch reviewed permit #20-036 for Lexington Apartments. The applicant has requested the additional time to complete the permit requirements and anticipates more engineering work over the

next two months towards attaining CRWD approval. President Collins asked for any questions or comments. No comments were made.

Motion 21-052: *Approve 60-day review period extension for Permit 20-036 Lexington Apartments to expire May 22, 2021.*

Murphy/Sanders
Unanimously Approved

D) 21-003, St. Paul City School (Hosch)

Ms. Hosch reviewed permit #21-003 for St Paul City School. The applicant, Charter School Property, Inc, will construct a new K-12 school with a permanent stormwater management system consisting of an underground 60-inch CMP infiltration system. 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 2.16 acres with 1.61 acres of impervious surface. Manager Texer noted the site presented does not have home sites. Ms. Hosch thanked Manager Texer for identifying the error and corrected the location description for the proposed permit.

Motion 21-053: *Approve with 3 Conditions*

Conditions:

1. *Receipt of documentation of maintenance agreement recorded with Ramsey County.*
2. *Provide a copy of the NPDES permit.*
3. *Provide copies of the Response Action Plan (RAP) and RAP Approval, as referenced in the Draft Phase II ESA report to document that infiltration is acceptable as proposed.*

Murphy/Sanders
Unanimously Approved

E) 21-004, Lexington Landing Phase II Sr. Community (Hosch)

Ms. Hosch reviewed permit #21-004 for Lexington Landing Phase II. The applicant, Sambatek, will construct of a four-story, 92-unit senior living building with underground parking, surface parking, and related utility connections. Permanent stormwater management consists of an underground StormTech MC-4500 Chamber infiltration system. 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 2.50 acres with 1.48 acres impervious surface. President Collins asked for any questions or comments. No comments were made.

Motion 21-054: *Approve with 5 Conditions*

Conditions:

1. *Receipt of \$7,400 surety.*
2. *Receipt of documentation of maintenance agreement recorded with Ramsey County.*
3. *Provide a copy of the NPDES permit.*

4. *Revise foundation stone specification to match the embedment stone specification shown on the StormTech cross-section on Sheet C9.02. Specification shall include the following according to the Minnesota Stormwater Manual:*
 - a. *Double-washed, angular, uniform (uniformity coefficient of two or smaller) aggregate between 1.5 and 3.0-inch diameter.*
 - b. *Acceptable rock types: igneous and crystalline metamorphic (granite, rhyolite, gabbro, basalt, quartzite).*
 - c. *Unacceptable rock types: carbonate (limestone, dolomite, dolostone) and non-crystalline metamorphic (shale).*
5. *Revise model or plans to correspond for Pond UIS (4500 Underground Infiltration System). The system is modeled with 4 rows of 35 chambers in HydroCAD but details on Sheet C9.03 states 4 rows of 34 chambers.*

Murphy/Sanders
Unanimously Approved

President Collins asked Ms. Hosch and Mr. Fossum if they knew of any activity regarding the former Sears site. Administrator Doneux replied that he had met with the developer about a year ago and not heard anything recently.

IV. Special Reports – Ford Site Redevelopment (Fossum)

Mr. Fossum introduced Mr. Wes Saunders-Pearce from the City of St. Paul. Mr. Fossum shared that Capitol Region Watershed District is providing a grant to the City of St. Paul to help with funding for this project. Mr. Wes Saunders-Pearce provided a review of the Highland Bridge Project. Mr. Saunders-Pearce started with a presentation reviewing the work that has been completed at the site. Over that last year most of the infrastructure has been completed that leads to the central water feature. Mr. Saunders-Pearce reviewed the grant funding for the site. In 2019, CRWD hosted a Charrette that brought together key project members to discuss connecting Park C to the Hidden Falls Regional Park. A Feasibility Study was fast tracked in 2020 to see if the open water channel connection and pedestrian trail were possible. A new concept plan was developed from the feasibility study and a preferred alternative was made. Mr. Saunders-Pearce reviewed project milestones highlighting the last six months of the project. Mr. Saunders-Pearce reviewed grant funding that was available from Minnesota Pollution Control Agency (MPCA). The project had a low score for filtration, but the project was construction ready making the site fundable. In October, a bonding bill was signed. Grant funds from MPCA will be used to pay back the TIF bond funding. Mr. Saunders-Pearce reviewed some of the cost saving design changes. He shared projected design and approval dates. By April 2nd, the plans will be complete. The Amended permits are anticipated to be complete by April 19th. Construction is anticipated to take approximately 4 ½ months. The bedrock removal is scheduled to start in late April and expected to take about two months. Mr. Wes Saunders-Pearce thanked the Managers for their support. Manager Texer asked Mr. Saunders-Pearce about the retaining wall being removed by the channel. Mr. Saunders-Pearce replied that it was removed for cost savings and more visual softness. Mr. Saunders-Pearce added that the incline would be feathered for a more gradual slope. Manger Texer shared concerns about pedestrians climbing down the area and CRWD being asked to enforce the wall. Mr. Saunders-Pearce replied that he would have additional conversations with Mr. Kelley to address her concerns. Manager Murphy appreciated Mr. Saunders-Pearce work in this project and asked if the bridge will be named.

Manager Murphy suggested the bridge/tunnel area be named after former Manager Seitu Jones. Manager Texer agreed. Mr. Saunders-Pearce replied that there are currently no plans for naming the tunnel/bridge area. President Collins asked about how the story of this area will be told. Mr. Saunders-Pearce replied that currently is no plan. Mr. Saunders-Pearce added that many pictures have been taken to document the project. President Collins added that the history of the area needs to be captured. Ms. Saunders-Pearce agreed. Administrator Doneux inquired about the MPCA funding being a grant or loan for the project. Mr. Saunders-Pearce replied that the funding from MPCA was a grant. Administrator Doneux confirmed that the sanitary sewer work was completed last summer. President Collins and Managers thanked Mr. Saunders-Pearce for all his work.

No Motions were made. Information was provided to update Managers on the site progress.

V. Action Items

- A) AR: Approve Amended Minutes of the February 17, 2021 Board Meeting (Sylvander)

A discussion regarding contract solicitation was mistakenly omitted from the previously approved minutes.

Motion 21-055: *Approve the amended Minutes of the February 17, 2021 Regular Meeting with correction.*

Murphy/Sanders
Unanimously Approved

- B) AR: Approve Minutes of the March 3rd Workshop Meeting (Sylvander)

Motion 21-056: *Approve the Minutes of the March 3, 2021 Workshop Meeting.*

Murphy/Sanders
Unanimously Approved

- C) AR: Approve Minutes of the March 3rd Regular Meeting (Sylvander)

Motion 21-057: *Approve the Minutes of the March 3, 2021 Regular Meeting.*

Murphy/Sanders
Unanimously Approved

- D) AR: Approve Accounts Payable/Receivable for February 2021 (Sylvander)

Motion 21-058: *Approve Accounts Payable/receivable for February 2021 and direct Board Treasure and President to endorse and disburse checks for these payments.*

Murphy/Sanders
Unanimously Approved

- E) AR: Appoint Andrew Montain to the Community Advisory Committee (Doneux)

Administrator Doneux reviewed that Mr. Andrew Montain has applied to be serve on the Community Advisory Committee. Mr. Montain is a resident in the City of Roseville and provided comments on the resent meeting regarding a permit application near Lake McCarrons. Manger Sanders was pleased to see his application and encouraged Mr. Montain to apply.

Motion 21-059: *Appoint Andrew Montain to the Community Advisory Committee.*

Murphy/Sanders

Unanimously Approved

- F) AR: Approve Agreement with Young Environmental for IDDE Prioritization Mapping (Martinkosky)

Mr. Martinkosky provided a review of the IDDE Prioritization Mapping. As a Small Municipal Separate Storm Sewer System (MS4) permit holder, CRWD is required to implement an Illicit Discharge Detection and Elimination Program (IDDE). An illicit discharge is any unpermitted direct or indirect non-stormwater discharge to the storm drain system, with exceptions as outlined in CRWD Rule G, 5(a). In February 2019, Young Environmental Consulting Group, LLC (Young Environmental) completed CRWD's IDDE program update. As part of the program update, future recommended actions were identified, including identifying sites at higher risk of generating illicit discharges.

The MS4 General Permit requires CRWD to maintain an inventory of priority areas that are higher risk of illicit discharges. The priority areas must evaluate business/industrial land uses, areas where illicit discharges have previously occurred, and areas that store significant amounts of materials that could result in an illicit discharge. Additional illicit discharge inspections in these priority areas are required by the MS4 permit. A team of four Young Environmental staff will complete the mapping and analysis in approximately 250 hours of work. Young Environmental's proposal includes an analysis of CRWD sub watersheds for screening factors including land use, NPDES Industrial stormwater permittees, and historic illicit discharges. Young Environmental is a Minnesota-based, minority and woman-owned small business and has worked with CRWD previously during the 2018/2019 IDDE program update. Mr. Martinkosky shared that staff will schedule the IDDE Prioritization Mapping for Spring and Summer 2021, pending Board approval, with an anticipated completion deadline by late Summer 2021. Though this action is under the \$20,000 threshold that would normally require Board approval, staff think it is important to gain Board understanding and support for this new project. This project is budgeted for under the Illicit Discharge Detection and Elimination program.

Manager Murphy asked about residents reporting discharge. Mr. Martinkosky shared some examples of inspections reported by residents. Manager Murphy inquired about compost causing illicit discharge if located near a wetland. Mr. Martinkosky replied that compost is nutritionally rich and not desired to be located near wetlands. President Collins shared a past example where monitoring discovered elevated levels of bacteria. Further testing and investigation revealed that City sanitary sewer lines were not connected correctly and were leaking into the stormwater system. Manager Texer inquired about CRWD having any regulating authority over the U of M. Administrator Doneux replied that the U of M is not regulated by CRWD and obtain their own MS4 permit.

Motion 21-060: *Approve Consulting Services Agreement with Young Environmental for an Amount not to Exceed \$19,620 and Authorize Administrator to Execute the Agreement.*

Murphy/Sanders
Unanimously Approved

G) AR: Approve Solicitation of Qualifications for 2021-2022 Professional Service Providers (Eleria)

Ms. Eleria provided a review of CRWD's policy adopted in 2010 for soliciting professional services and statements of qualifications (SOQs) from interested consultants on a biennial basis. The last time CRWD staff solicited qualifications from consultants was in spring 2019 for the 2019–2020 consultant pool. Staff have prepared a Request for Qualifications (RFQ) for several professional, technical services for 2021 and 2022. Some of the services include water resource/watershed management planning, design and engineering, watershed permitting, landscape architecture, storm sewer inspection, maintenance and repair and soil/geotechnical surveying. Interested consulting firms are required to submit statement of qualifications that includes information about the firm, key personnel, similar projects, and billing rates. In addition, each firm will identify service areas for which they are qualified. Ms. Eleria explained that in this round of solicitations, CRWD is requesting that interested firms describe their own diversity, equity and inclusion goals and efforts. CRWD staff will be distributing the RFQ to 146 firms based in Minnesota. Approximately 87 firms are WBE (women-owned) or MBE (minority-owned) and certified through MNUCP (Federal/State database) and/or CERT (Metro database administered by St. Paul). Mr. Eleria explained that staff will review all SOQs and determine which firms are qualified for each service area. Those firms qualified in each area will be placed in the 2021-2022 pool of professional service consultants. Staff will request project proposals from the pool of consultants within a respective service area as needed. Staff are seeking Board authorization to distribute and advertise the Request for Qualifications. Manager Sullivan Janzen asked Ms. Eleria if she had access to the list used by the U of M. Ms. Eleria replied that she did find overlap in the two lists that were used to generate the RFQ list. Ms. Eleria asked if the list could be found on the U of M website. Manager Sullivan Janzen offered to help Ms. Eleria connect with the U of M for a copy of their consultant list. Administrator Doneux added that Ms. Bromelkamp will be soliciting a list for contractors geared toward communications and outreach serves.

Motion 21-061: *Authorize solicitation of qualifications for professional service consultants for 2021-2022.*

Murphy/Sanders
Unanimously Approved

H) AR: Approve 2021 BMP Maintenance Service Contract (Funke)

Ms. Funke reviewed that over ten years, CRWD staff have been coordinating the inspection and maintenance of District-owned best management practices (BMPs) by landscape contractors. Projects include the Arlington-Pascal rain gardens, the Green Line raingardens and stormwater planters, and the BMPs at the CRWD office. Staff opted to keep Highland Ravine under separate maintenance contract in 2021 due to the differences in the scope of work between sites. CRWD distributed a request for quotes to seven contractors. Efforts were made to include a diverse array of contractors including disadvantaged business enterprises (DBEs) and those in our District boundary. Three contractors submitted quotes.

CRWD staff recommends the Board approve Prescription Landscape as the 2021 contractor for the BMP Maintenance Program. Prescription Landscape is located within the North End Neighborhood of St. Paul and specializes in creating and maintaining sustainable land practices and urban greenspace. Prescription Landscape submitted the lowest quote for annual routine maintenance work. Ms. Funke explained that CRWD's request for contract did not clarify the preferred method of hand pulled weed removal. The original quote from Prescription Landscape included using herbicide to treat the weeds. Understanding that hand pulling weeds is more time consuming, CRWD clarified the preferred method of weed removal and offered Prescription Landscape to revise their bid. Manager Texer asked if the other two bids included hand pulling of weeds. Ms. Funke replied that the other two bids were much higher than Prescription Landscapes revised bid. President Collins replied that he was happy to see the reason for the price increase. Manager Sullivan Janzen commented about the costs of the supplemental services. Administrator Doneux added that additional services are not known so prices of additional services are requested upfront.

Motion 21-062: *Authorize the Administrator to execute an agreement with Prescription Landscape for 2021 BMP maintenance services in an amount not to exceed \$34,000 and any agreement amendments for additional maintenance activities up to \$20,000; and authorize the Administrator to approve extension of the BMP maintenance services agreement for up to two years upon written agreement of both parties.*

Murphy/Sanders
Unanimously Approved

VI. Unfinished Business

A) 2020 Watershed Steward Awards Update (Bromelkamp)

Administrator Doneux provided an update on behalf of Ms. Bromelkamp. Attendance for the virtual award ceremony was 55 attendees. Administrator Doneux requested feedback and thoughts from Managers on the event. Manager Texer and Manager Sullivan Janzen were both very pleased that three County Commissioners were in attendance with short notice. Manager Sanders and President Collins commented that they missed the food.

VII. General Information

A) Board of Managers' Updates

Manager Texer will share the link to the MAWD workshop.

VIII. Next Meetings

- A) Wednesday, March 24, 2021 1:00 PM - Crisis Communication Media Training Manager Sullivan Janzen and Manager Murphy will not be able to attend. The training will be recorded.
- B) Wednesday, April 7, 2021 5:00 PM - Workshop and Regular Meeting— **Electronic**
- C) Wednesday, April 14, 2021 7:00 PM- CAC Meeting – **Electronic** Manager Sanders will attend.

IX. Adjournment

Motion 21-063: *Adjournment of the March 17, 2021 Regular Board Meeting at 8:00 P.M.*

Murphy/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander