



Capitol Region Watershed District

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May 5, 2021 Board Meeting
APPROVED

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, April 21, 2021, 6:05 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
Elizabeth Hosch, CRWD
Michelle Sylvander, CRWD
Mary Van Sant, CRWD
Nate Zwonitzer, CRWD
James Mogen, Ramsey County Atty

Public Attendees

B) Review, Amendments and Approval of the Agenda.

Motion 21-078: *Approve the Agenda of April 21, 2021, with addition of Unfinished Business B trash project update.*

Manager Sullivan Janzen noted a correction on the Agenda. Action Item A should read Approve the Minutes of the April 7th Board Workshop and Regular Meeting not April 14th.

Murphy/Sanders
Unanimously Approved

II. Public Comment

President Joe Collins shared a quote made by Vice President Kamala Harris in remembrance of Mr. George Floyd. *"A measure of justice is not the same as equal justice. The fact is we still have work to do"*.

III. Permit Applications and Program Updates

A) MnDOT I94 and 35E (Hosch)

Ms. Hosch reviewed permit #21-011 for MnDOT I94 and 35E. The applicant, Minnesota Department of Transportation, will start a project which includes concrete pavement rehabilitation, signals, lighting, drainage repair work, and slope seepage fixes. Permanent stormwater management consists of an iron enhanced filtration basin. 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 4.21 acres with 0.38 acres impervious surface.

Motion 21-079: *Approve with 3 Conditions*

Conditions:

1. *Provide a copy of the NPDES permit.*
2. *Update stormwater management cost estimate to correspond with quantities in the most recent plan set.*
 - a. *Remove mobilization and traffic control line items. These items will already be done for the project and are not stormwater specific costs.*
 - b. *Remove geotextile filter fabric.*
 - c. *Remove bale barrier and silt fence line items or show where these will be installed. The only reference to stormwater basin perimeter control is the placement of sediment control logs at the bottom of the basin slopes.*
 - d. *Increase Iron-enhanced sand quantity per updated design.*
3. *Clarify location/intent of Geotextile Filter Type 3 on shown Sheet 204 to ensure that the geotextile is removed from the basin cross-section.*

President Collins asked for any questions. Manager Texer commented that it would be difficult getting around this summer. Ms. Hosch replied that she will provide updates with progress as they become available. Manager Murphy asked for explanation why fabric would need to be removed. Ms. Hosch replied that the fabric is used in-between the layers of the filtration basin. Typically, it is included around the drain. The filter tends to clog and should only be used during construction period.

Murphy/Sanders

Unanimously Approved

B) 21-016 Xcel CR B Phase 3 (Hosch)

Ms. Hosch reviewed permit #21-016 for Xcel CR B Phase. The applicant, Xcel Energy, will install two miles of new 16-inch gas main and retirement in-place of an existing 12-inch gas pipe. The new piping will be installed using open trench and horizontal direction drilling (HDD) boring techniques. All disturbed impervious surface will be replaced and no additional impervious is proposed. 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 0.71 acres with 0.71 acres impervious surface.

President Collins inquired about the name of the BMP Cooper filtration basin. Ms. Hosch clarified the term Cooper is the name given to the basin and has nothing to do with the performance of the basin. Manager Sanders asked if the variance is just for this permit or the whole project. Ms. Hosch replied that the variance is just for this section of the work. Manager Sanders asked who the property owner is. Ms. Hosch replied, Ramsey County and the City of Roseville own the right away.

Motion 21-080: *Approve variance of 2,835 cf from volume retention requirement of Rule C for street impervious.*

Murphy/Sanders
Unanimously Approved

Motion 21-081: *Approve with 5 Conditions*

Conditions:

1. *Receipt of \$3,600 surety.*
2. *Provide plans signed by a professional engineer per the Minnesota Board of AELSLAGID.*
3. *Provide a copy of the NPDES permit.*
4. *Revise SWPPP to include a note stating that silt fence or fabric placed under the grate is not an approved form of inlet protection.*
5. *Verify disturbed area and the area of reconstructed impervious within CRWD boundary for Phase 3. Application lists 0.71 acres for both disturbance and reconstructed impervious. SWPPP lists areas for both Phases 3 and 4 but does not separate by phase. The delineation for these areas is not clear in the plans. Current CRWD assumption is that reconstructed impervious area is 0.71 acres.*

Murphy/Sanders
Unanimously Approved

IV. Special Reports – No Special Report

V. Action Items

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

Motion 21-082: *Approve the Minutes of April 7, 2021 Board Workshop and Regular Meeting.*

Murphy/Sanders
Unanimously Approved

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

Motion 21-083: *Approve March 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: Authorize Notice of Award and Order Construction of the 2021 Boulevard Rain Garden Project (Zwonitzer)

Mr. Zwonitzer reviewed that in 2016, CRWD was awarded a \$1.76 million grant through BWSR's Targeted Watershed Program (TWP) for work in the Como and McCarrons subwatersheds. Boulevard

rain gardens were identified as part of CRWD's Clean Street Initiatives for the purposes of the grant. CRWD promoted rain gardens in the Como Subwatershed and McCarrons Subwatershed, and designs were developed by Ramsey County Soil and Water Conservation Division. In early March 2021, CRWD's Board of Managers approved plans and authorized bidding for the 2021 Boulevard Rain Garden Project. The bidding period for the project extended over a four-week period from March 5 – April 2, 2021. During bidding, one rain garden needed to be eliminated and another downsized due to previously unidentified utility conflicts. Bid quantities were updated via a bid addendum to include 24 rain gardens on 23 properties. CRWD received bids from six contractors ranging from approximately \$195,000 to \$406,372. The project estimate was \$199,000 and two bids were within \$5,000 of the estimate. Minnesota Native Landscapes, Inc. (MNL) submitted the lowest bid. President Collins asked for any questions or comments. No comments were made.

Motion 21-084: *Order construction of the CRWD 2021 Boulevard Rain Garden Project and authorize the Board President and Administrator to execute a Notice of Award and an Agreement with Minnesota Native Landscapes, subject to the review and approval of the Ramsey County Attorney; and authorize the Administrator to execute change orders in an amount not to exceed \$20,000.*

Murphy/Sanders
Unanimously Approved

D) AR: Approve Consultant for TBI Detailed Modeling Project (Zwonitzer)

Mr. Zwonitzer shared that in CRWD's 2021 budget funding is included to conduct additional detailed modeling of Trout Brook Interceptor (TBI) and the 8,150-acre Trout Brook subwatershed. This expands on the Atlas-14 model update completed in 2018 by adding spatial resolution to the model particularly in the City of Saint Paul and includes evaluating storm sewer capacity issues, areas of flooding, and watershed pollutant loading. The results will help CRWD, and its partners, identify and prioritize future mitigation efforts. The CRWD Board of Managers previously reviewed a draft project scope and approved a \$375,000 grant application for the effort through a State and Federal Hazard Mitigation Program in November 2020 and authorized an RFP for the project in February 2021.

In March, CRWD received proposals to complete the modeling project from three consulting firms: HZ United (DBE), Barr Engineering, and HR Green. All three proposals met the requirements of the RFP and costs were within the anticipated level of effort ranging from \$382,616 - \$411,579.

Mr. Zwonitzer reviewed the scoring process used to review proposals. Proposals were independently evaluated and scored by a review team consisting of three CRWD staff as well as one staff from the City of St. Paul's Sewers Division, a key stakeholder with extensive experience working with consultants on highly technical modeling efforts. Independent proposal scoring identified Barr Engineering as the top proposal in all review categories, particularly personnel qualifications and relevant experience. The review committee also agreed the project approach and allocation of staff resources outlined by Barr was the best fit for this project. Staff recommend approving Barr Engineering as the consultant and are seeking approval of an agreement amount for the project base tasks. In addition, staff recommend the Board give authorization to the Administrator for amendments to conduct the optional tasks outlined in the proposal if they are deemed necessary. CRWD has budgeted \$150,000 for the project in 2021 (CRWD Project #315-21554) and will budget an additional \$250,000 in 2022. In addition to the

potential federal grant for this project, CRWD staff will approach City and County partners for contributions towards this effort. Work will begin on the project shortly and is anticipated to be completed by July 2022.

Manager Texer inquired about partnership contributions. Mr. Zwonitzer felt confident that partners would contribute and that CRWD would be able to cover the project costs with out partnership support. President Collins asked about other areas being identified for future projects. President Collins also inquired if this project would be eligible for Federal funding. Mr. Zwonitzer replied that this project would be eligible, and an application has been submitted. Mr. Zwonitzer added that it would be 6-8 months before CRWD would hear back. Managers thanked Mr. Zwonitzer.

Motion 21-085: *Approve Barr Engineering as the consultant for the TBI Detailed Modeling Project and authorize the Administrator to execute an agreement not to exceed \$320,310 and any amendments to the agreement up to \$84,020.*

Murphy/Sanders
Unanimously Approved

E) AR: Approve 2020 Annual Report (Van Sant)

Ms. Van Sant reviewed that all metropolitan watershed management organizations are required by Minnesota Statute 103.B to submit an annual Activity Report, Financial Report and Financial Audit to the Minnesota Board of Water and Soil Resources (BWSR). Ms. Van Sant shared that staff are requesting feedback from the Community Advisory Committee (CAC) about the general format and contents of the report as well as how best to share this information with residents by April 14, 2021. Staff requests Board feedback as part of the discussion at the April 21 meeting or written feedback no later than the meeting date. Attached is the Draft 2020 Annual Report. Please contact Belinda Gardner at bgardner@capitolregionwd.org if you would like a hard copy of the Annual Report for the Board meeting. Staff will submit the final 2020 Annual Report on April 29, 2021. CRWD's 2020 Financial Statement and Audit and the Stormwater Pollution Prevention Program Annual Report will be sent upon completion later this year.

Manager Sullivan Janzen said it was very attractive and well designed and that she did not know about a lot of the things that were included in the report. Manager Sanders added that the report was easy to read and thanked Ms. Van Sant for the work. President Collins added that liked the charts and recommended achievements be highlighted. Ms. Van Sant replied that she will share with the graphic designer. Administrator Doneux noted the one-page summary that was suggested by Manager Murphy in 2020.

Motion 21-086: *Approve the 2020 Annual Report for submission to BWSR.*

Murphy/Sanders
Unanimously Approved

VI. Unfinished Business

A) COVID 19 Update (Doneux)

Administrator Doneux shared with the Board of Manager's a plan for staff returning to the office. About 75% of staff have school aged children so planning is important. Based on state requirements and Department of Health recommendations the intention is to return to the office full-time after Labor Day. Public meetings return later. Manager Sullivan Janzen inquired about a way to ask staff about vaccination status. Administrator Doneux replied based on HIPAA privacy laws he did not think CRWD could require any proof of vaccination. Administrator Doneux added that there is a protocol if someone has symptoms. President Collins asked if Administrator Doneux had heard of any concerns from staff about return to work at the office. Administrator Doneux replied that most of the comments have been regarding planning for day care. Administrator Doneux added that a new employee handbook is being drafted and will be presented to the board for adoption this summer.

B) Trash Collection app

Administrator Doneux shared that Chris Kucek came to the board regarding an application to work with the community in tracking trash pickup. CRWD learned that the City of St. Paul has signed on with Mississippi River Cities and Towns Initiative. The Mississippi River Plastics pollution Campaign is a nationwide program that the City of St. Paul, Saint Louis and Baton Rouge are the lead cities. CRWD will be working with the App developer of to help with collecting data in our area. Manager Murphy asked Manager Sanders about a City wide clean up in Roseville. Manager Sanders replied that a clean up took place last weekend. Manager Sanders added that it was around his neighborhood and might not have been part of a City-Wide cleanup.

Administrator Doneux shared that the workshop scheduled on May 5th from 5:00 pm to 6:00 pm will be with the Department directors from the City of St. Paul. Administrator Doneux will not be attending. Mr. Fossum will be attending in Administrator Doneux's place. Manager Murphy asked what the Board's roll will be in the workshop. Administrator Doneux replied that the Board would be provided with list of topics and key issues. Managers are encouraged to ask questions. Manager Texer asked if the City of St. Paul department heads would be provided with general information. Administrator Doneux replied that staff are working on materials for the presentation. Administrator Doneux explained how this annual meeting has benefited relationships with the City of St. Paul. Administrator Doneux asked Manager Sanders about having a meeting with department heads from the City of Roseville. President Collins explained how a portion of St. Paul is not included in CRWD boundaries.

VII. General Information

A) Board of Managers' Updates

Manager Texer shared Metro MAWD had a meeting. Manager Sanders and Texer attended the Operations Committee meeting and toured Thomas building. The committee is reviewing tentative plans for making repairs and reviewing the budget to finance the needed repairs. Manager Texer shared the Annual Meeting for MAWD is being planned in person for November 30 – Dec. 4th. MAWD will make a final decision for these plans in June.

Manager Sanders attended the CAC meeting and shared that the June tour was discussed. The CAC tour may take place later. Manager Sanders added the Annual report was reviewed and approved by the CAC.

VIII. Next Meetings

- A) Wednesday, May 5, 2021 5:00 PM - Workshop and Regular Meeting– **Electronic Only**
- B) Wednesday, May 12, 2021 7:00 PM- CAC Meeting – **Electronic Only President Collins**

IX. Adjournment

Motion 21-087: *Adjournment of the April 21, 2021 Regular Board Meeting at 7:20 P.M.*

Murphy/Sanders
Unanimously Approved

Respectfully submitted,
Michelle Sylvander