



Capitol Region Watershed District

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May 3, 2023, Board Meeting
APPROVED

Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, April 19, 2023, at 6:00 p.m.**

CRWD has returned to in-person Board of Managers meetings. The public is invited to attend in person as well. Currently, a virtual attendance option is not available.

Please visit www.capitolregionwd.org to get additional CRWD COVID-19 information.

MEETING MINUTES

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

Managers

Joe Collins
Hawona Sullivan Janzen
Shawn Mazanec
Rick Sanders
Mary Texer

Staff Present

Mark Doneux
Meilina Dalit
Rachel Funke
Elizabeth Hosch
Chris Kucek
Alexandra Morrison
Lucas Roessler-Caram
Mary Van Zant
Nate Zwonitzer

Public Attendees

James Mogen, Ramsey County Attorney
Mike MacDonald, CAC
Ryan Fucci, HDR Inc.
Alan Catchpool, Kimley-Horn
Eric Osterdyk, Stantec

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

Motion 23-052: *Approve the Agenda of April 19, 2023.*

Mazanec/Sanders
Unanimously Approved

II. **Public Comment** – No comments submitted.

III. **Permit Applications and Program Updates**

A) 20-035, North End Community Center – Amendment (Hosch)

Ms. Hosch reviewed an amendment for permit #20-035 for the North End Community Center. An extension for the permit was re-approved at the February 1, 2023, Board meeting. The February submittal anticipated an amended design to mitigate loss of flood storage. This amendment focuses on the design and function of the neighborhood flood storage system. Staff recommended amendment approval with 2 conditions.

Motion 23-053: *Approve amendment for permit #22-035, North End Community Center with 2 conditions:*

1. *Submit shop drawings for all three underground systems when available. Shop drawings will need to be reviewed and approved by CRWD to ensure consistency with approved plans.*
2. *Revise pipe lengths for Pond 9P (Off-Site Flood Storage) in the HydroCAD Model to correspond with the plans:*
 - a. *Length of 96-inch pipe is 1,805 LF in the HydroCAD and 1,444 LF on Sheet 4.10 in the plans.*
 - b. *Length of 60-inch pipe is 952 LF in the HydroCAD and 970 LF on Sheet 4.10 in the plans.*

Mazanec/Sanders

Unanimously Approved

B) 22-005, Edgcumbe Road reconstruction – Approval Extension (Hosch)

Ms. Hosch reviewed permit #22-005 for Edgcumbe Road reconstruction between Hampshire Avenue and Saint Paul Avenue. The permit was approved at the April 20, 2022, Board meeting. Approval is valid for one year, during which time the project must meet conditions for permit issuance and begin construction. The applicant, City of Saint Paul Public Works, has requested an extension to accommodate a delayed construction schedule. Staff recommended approval extension with 3 conditions. Construction is expected to begin in 2023.

Motion 23-054: *Approve extension for permit #22-005, Edgcumbe Road reconstruction with 3 conditions:*

1. *Provide a copy of the NPDES permit.*
2. *Provide explanation of current excavated volume and aggregate quantities in revised cost estimate that have increased from the previous cost estimate. Volumes and quantities must align with the proposed design and dimensions of the proposed filtration trench.*
3. *Contribute funds to the Stormwater Impact Fund for the difference between the project linear cost cap and the proposed filtration trench cost, if any, following completion of Condition 2.*

Mazanec/Sanders

Unanimously Approved

C) 22-027, Mississippi River Residences (Hosch)

Elizabeth Hosch reviewed permit #22-027 for Mississippi River Residences in Highland Park. The project consists of the demolition of an existing apartment complex and church and the construction of a new mixed-use building with underground parking. Infiltration is the first in the sequence of options that is available in the District's rules to meet stormwater requirements. Using a manufactured treatment device (MTD) is one way of achieving stormwater retention, as proposed with this project. The proposed project meets CRWD requirements and staff recommended approval with 7 conditions. Manager Collins welcomed guests in the audience to comment on the permit; there was no response.

Motion 23-055: *Approve extension for permit #22-027, Mississippi River Residences with 7 conditions:*

1. *Receipt of \$5,500 surety.*
2. *Receipt of \$13,300 Manufactured Treatment Device Maintenance surety. The MTD surety is \$10,000 + \$3,000/acre of new/reconstructed impervious area.*
3. *Receipt of documentation of maintenance agreement recorded with Ramsey County, being sure to include attachments A (scaled site plan) and B (site specific maintenance plan).*
4. *Provide a copy of the NPDES permit.*
5. *Provide a site-specific maintenance plan that includes items a.-g. in the 4/3/23 permit report. iii.*
6. *Provide mechanical plans to verify that entire roof area discharges to two stubs.*
7. *Submit StormFilter shop drawings when available. All manufactured treatment device shop drawings will need to be reviewed and approved by CRWD.*

Mazanec/Sanders
Unanimously Approved

IV. Special Report – Stewardship Grant Update (Planning, Projects, and Grants Division)

The Planning, Projects, and Grants (PPG) Division—Nate Zwonitzer, Rachel Funke, Alexandra Morrison, Lucas Roessler-Caram, and Chris Kucek—provided an overview and update on CRWD’s Stewardship Grant Programs. Chris Kucek, who joined CRWD as the Projects and Grants Specialist on April 17th, introduced himself to the board. He previously worked in CRWD’s Monitoring and Research Division.

Stewardship Grant Programs include Clean Water Project Grants, Native Landscape Grants, Maintenance Grants, and Well Sealing Grants. In 2022, CRWD awarded 21 Clean Water Project Grants, 22 Native Landscaping Grants, 17 Maintenance Grants, and 5 Well Sealing Grants. The total funding for all grant awarded projects in 2022 was \$170,617. Notable projects that were completed in 2022 include Lake McCarrons shoreline restorations and Roseville boulevard curb-cut rain gardens.

One of the Clean Water Projects in progress is a multi-use building called Plaza del Sol, acquired by the Latino Economic Development Center. Proposed plans for the project include rain gardens receiving runoff from the parking lot and stormwater planters similar to those along the Green Line. Manager Sullivan Janzen asked if the project is expected to have challenges with trash as is seen in planters near the Green Line. Ms. Morrison noted that the trash along the Green Line is mostly due to high pedestrian traffic. As a multi-use site, Plaza del Sol will have to do trash collection around the property, and it would be eligible for a maintenance grant after the project is completed.

CRWD has been offering grants to seal unused wells since 2002 and has completed 297 grants totaling around \$143,800. PPG is considering retiring this grant program as there has been very minimal participation in the program over the past few years. Ramsey County offers the same grant award, which would still be available for all District residents.

Manager Mazanec noted that there are grants for native landscaping projects and asked if there are grants for removing invasive plants. Mr. Zwonitzer responded that removing invasive plants is part of the project preparation for planting native plants. Ms. Funke added that PPG staff have directed homeowners to Ramsey County, which has a program to manage invasive plants in the County.

Manager Mazanec commented that there was discussion at the recent Metro MAWD meeting about grants from the Clean Water Fund specifically for drinking water, and there may be connection to work by watershed districts and watershed management organizations. Mr. Zwonitzer added that eligibility for funding may be challenging because most of Saint Paul’s drinking water comes from the river.

V. Action Items

- A) Approve Minutes of the April 5, 2023, Workshop and Regular Board Meeting (Dalit)

There were some corrections to be made to the minutes.

Motion 23-056: *Approve the minutes as amended of the April 5, 2023, Regular Board Meeting.*

Mazanec/Sanders
Unanimously Approved

- B) Approve Accounts Payable/Receivable for March 2023 (Dalit)

Motion 23-057: *Approve March 2023 Accounts Payable/Receivable and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Mazanec/Sanders
Unanimously Approved

- C) Approve Creative and Information Services and Professional Service Providers Pools
(Zwonitzer/Bromelkamp)

CRWD adopted a policy for soliciting professional services in 2010 and solicits statements of qualifications from interested consultants on a biennial basis. In March, requests for qualifications for creative and information services and professional/technical services were distributed for the 2023-2024 consultant pools. Requests were distributed to over 270 businesses, including approximately 130 businesses that meet WBE (women-owned) or MBE (minority-owned) certifications through MNUCP (federal/state database) and/or CERT (Metro database administered by City of St. Paul).

Staff reviewed statements of qualifications (SOQs) for each consultant pool. A total of 37 proposals were received for the creative and information services pool, 26 of which were certified DBE/WBEs and 18 were new firms to CRWD's pool. For professional/technical services, CRWD received 33 proposals including 12 DBEs and 10 new firms. CRWD staff will utilize these qualified pools for selecting firms to request proposals or qualifications on new projects as needed over the next two years. CRWD typically seeks one to four proposals or SOQs for new projects.

Manager Sullivan Janzen asked why there is a pool if firms can be added to the consultant pool any time after the close date. Mr. Zwonitzer responded that CRWD is required to do pre-approval of consultants, and so it is administratively easier for staff to request proposals in a set timeframe.

Motion 23-058: *Approve 2023-2024 Creative and Information Services, and Professional Services Consultant Pools.*

Mazanec/Sanders
Unanimously Approved

- D) Approve 2022 Annual Report (Van Sant)

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). The Community Advisory Committee provided feedback on the general format and contents of the report at their April 12th meeting.

Staff will submit the final 2022 Annual Report to BWSR by April 28, 2023. The Board commented that the report was very well done, and the photos were excellent and showcased all the great work during the year. Administrator Doneux added that the 2022 Financial Audit has been completed and will be included in the Annual Report as one package to BWSR.

Motion 23-059: *Approve the 2022 Annual Report for submission to the Minnesota Board of Water and Soil Resources (BWSR).*

Mazanec/Sanders
Unanimously Approved

E) Approve Contract for 2023 ROW Rain Garden Project (Funke)

CRWD offers grant funding for the installation of curb-cut rain gardens through its Clean Water Project grant program. CRWD and Ramsey County Soil and Water Conservation (RCSWCD) staff have received design approval from Saint Paul and Roseville for eleven curb-cut boulevard rain gardens. Construction will take place in spring 2023 between April and June. The selected contractor will excavate the basins; construct retaining walls where necessary; add pretreatment structures; install soil, mulch, and plants; and pour concrete curb inlets.

Four contractors responded to a request for quotes; the lowest quote came from Davey Resource Group in the amount of \$110,777.25. Davey Resource Group has been the contractor for multiple CRWD curb-cut projects including the recently completed 2022 Roseville rain gardens. The project will be largely funded through a BWSR Watershed Based Implementation Funding Grant totaling \$77,618. The grant matching funds and remainder of the project cost will be funded through project #210-23150 (ROW Projects – Boulevard Rain Gardens) which has a 2023 budget of \$147,340.

Motion 23-060: *Approve a construction services agreement with Davey Resource Group for construction of the 2023 Curb-Cut Rain Garden Project for an amount not to exceed \$110,777.25 and authorize the Administrator to execute the agreement and any amendments not to exceed \$10,000.*

Mazanec/Sanders
Unanimously Approved

F) Approve Amendment for Seeps and Springs Study (Roessler-Caram)

The presence of seeps and springs and their impacts on public and private property has generated inquiries from constituents and partners. In March 2021, CRWD contracted Stantec to conduct a study of seeps and spring sites throughout the district. Findings will be compiled in a final report, shared with project partners to determine next steps, and will inform future decisions about CRWD's role and policies regarding groundwater impacts to water quality and property.

Upon completing field verification for 2022 and 2023, CRWD requested Stantec to update a site ranking table by combining the field data from both years. The original contract amount was \$19,460. Amendment 1 increased the project cost by \$5,000. Staff requested approval of amendment 2, which will increase the project by \$4,516. The project total will be \$28,976.

Motion 23-061: *Approve amendment 2 with Stantec Engineering in the amount of \$4,516 for the Seeps and Springs Study and authorize the Administrator to execute the amendment.*

Mazanec/Sanders
Unanimously Approved

VI. Unfinished Business

A) None

VII. General Information

A) Board of Managers' Updates

Manager Texer noted that the CAC had a great meeting and discussion of the 2022 Annual Report. She also said that city officials of St. Paul have proposed changing the zoning code to allow construction of

more multiple housing such as duplexes. This may lead to stress on the city's infrastructure. The CAC discussed revising District rules to require permits for projects that disturb less than one acre if this zoning change is made.

Manager Collins noted that the Personnel Committee is meeting on April 21st to discuss Administrator Doneux's annual performance evaluation. A closed-door Personnel Committee session will be held sometime in May for his annual review.

Manager Sullivan Janzen shared that she was accepted to the Minnesota Rural-Urban Exchange in a cohort that is committed to working together over the next two years to learn more about the cultural and historical experiences of Minnesota communities. She is looking forward to visiting the places the program will bring her. She said she would like some help with preparing for these visits so she can represent CRWD well.

B) Administrator's Update

Administrator Doneux noted that there is no May Board workshop. The Finance Committee will meet on Wednesday, May 3rd, at 5:00 PM with the auditor to review the findings of the 2022 Financial Audit.

The CAC tour is scheduled on Wednesday, June 14th, with the bus leaving at 5:30 PM. Planned site visits include Cleveland Avenue, Como Golf Course BMPs, Springboard for the Arts, and Allianz Field. The Board is welcome to attend; more details will be provided in May.

Plans are underway for a celebration of our 25th anniversary on Friday, September 22nd. An invitation email was sent to the Board; more details will follow. Planning for signage around our building is underway, hopefully in time for the 25th anniversary event.

Discussions are underway to restart meetings with the City of St. Paul Department Directors (Parks and Recreation, Public Works, Department of Safety and Inspections, and Planning and Economic Development). Two meeting dates under consideration are May 31st and June 7th.

VIII. Next Meetings

- A) Wednesday, May 3, 2023, 5:00 PM – Finance Committee Meeting
- B) Wednesday, May 3, 2023, 6:00 PM – Regular Board Meeting
- C) Wednesday, May 10, 2023, 7:00 PM – CAC Meeting – In Person. Joe Collins will attend.

IX. Adjournment

Motion 23-062: *Adjournment of April 19, 2023, Regular Board Meeting at 7:27 P.M.*

Respectfully submitted,

Meilina Dalit