



Capitol Region Watershed District

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April 5, 2023 Board Meeting
APPROVED

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, March 15, 2023, 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.

REGULAR MEETING MINUTES

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

Managers

Joe Collins
Hawona Sullivan Janzen
Shawn Mazanec
Rick Sanders
Mary Texer

Staff Present

Mark Doneux, CRWD
Marta Wichman, CRWD
Mary Van Sant, CRWD
Elizabeth Hosch, CRWD

Public Attendees

Anne Sawyer, BWSR
Lauren Wheeler, CRWD CAC Member

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

Motion 23-032: *Approve the Agenda of March 15, 2023*

Murphy/Sanders
Unanimously Approved

II. Public Comment

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

Anne Sawyer, the Board Conservationist from the Board of Water and Soil Resources, introduced herself and gave a summary of her professional background. The Board and staff present also introduced themselves.

III. Permit Applications and Program Updates

(Permit Process: 1) Staff Review/Recommendation, 2) Applicant Response, 3) Public Comment, and 4) Board Discussion and Action.)

A) 14-008, Lowertown Stormwater (CHS Field) – Closure (Hosch)

Elizabeth Hosch, CRWD Regulatory Program Manager, provided an update regarding the construction activity being completed for permits #14-008, Lowertown Stormwater (CHS Field), and #19-011, Summit Avenue Bridge Reconstruction.

Permit #14-008 was issued for the construction of a new baseball stadium and required stormwater treatment at Broadway and fifth in Lowertown St. Paul. The permit followed the previous erosion and sediment control permit for preceding demolition, previously closed on 2/19/2020. Work is complete, stormwater treatment practices have been confirmed functional, and the site is stable. No surety was collected for this public project.

Motion 23-033: *Approve the Certificate of Completion for permit #14-008, Lowertown Stormwater (CHS Field)*

Mazanec/Sanders
Unanimously Approved

B) 19-011, Summit Avenue Bridge Reconstruction – Closure (Martinkosky)

Permit #19-011 was issued for the bridge and approach roadway reconstruction located on Summit Avenue, between Hamline Avenue South and Dunlap Street South in Saint Paul. Stormwater treatment is provided by one underground sand filtration system. Work is complete, the stormwater treatment practice has been confirmed functional, and the site is stable. No surety was collected for this public project.

Motion 23-034: *Approve the Certificate of Completion for permit #19-011, Summit Ave Bridge Reconstruction*

Mazanec/Sanders
Unanimously Approved

C) 23-001, Jie Ming Academy South Parking Lot Improvements (Hosch)

Elizabeth Hosch provided an update on the Jie Ming Academy parking lot and sidewalk improvements. Permanent stormwater management includes modifying an existing underground system to provide infiltration and a proposed 36” perforated pipe infiltration system. Nearby CRWD permit 22-014 Jie Ming Academy Cafeteria Addition used an underground CMP infiltration system to satisfy CRWD rules. An existing onsite rate control tank is intended to be converted to an infiltration system.

Motion 23-035: *Approve Permit #23-001, Jie Ming Academy South Parking Lot Improvements with 2 conditions:*

- 1. Provide a copy of the NPDES permit.*
- 2. Provide measured infiltration rate for the existing system to verify the 48-hour drawdown. There are no borings within the footprint of the system and nearby boring (ST-8) indicates that the bottom of the system is placed in fill, which may have variable infiltration rates. Additional infiltration function testing after maintenance cleanout may be needed if rates cannot be confirmed by the first inspection. Submittal of all test results with photos to verify the infiltration rate and 48-hour drawdown will satisfy this condition.*

Mazanec/Sanders
Unanimously Approved

IV. Special Reports – None

V. Action Items

- A) Approve Minutes of the March 1, 2023, Workshop and Regular Board Meeting (Eleria)

Approve Minutes as amended.

Motion 23-036: *Approve the Minutes as amended of the March 1, 2023, Workshop and Regular Board Meeting.*

Mazanec/Sanders
Unanimously Approved

- B) Approve Accounts Payable/Receivable for February 2023 (Eleria)

Motion 23-037: *Approve Accounts Payable/Receivable for February 2023.*

Mazanec/Sanders
Unanimously Approved

- C) Approve Monitoring Quality Assurance Project Plan (Wichman)

Marta Wichman, CRWD Water Resource Technician, gave updates on the Monitoring Quality Assurance Project Plan. In 2016, CRWD staff developed and implemented a Quality Assurance Program Plan (QAPP) to guide the CRWD monitoring program.

The QAPP guides the CRWD monitoring program by:

1. Defining data quality assurance goals and procedures; and
2. Summarizing the program design, sampling methods, analytical procedures, and data review protocols.

The contents of a QAPP ensure that quality assurance objectives and regulatory needs are being met. Monitoring data collected using an approved QAPP has strong credibility with outside parties and allows the District to confidently use the data to make regulatory decisions. The first version of the CRWD Monitoring QAPP was presented at the September 7, 2016, meeting and accepted by the Board of Managers. The QAPP is updated annually to reflect any changes that have been made to the CRWD monitoring program as it relates to staffing, monitoring stations, monitoring procedures, and laboratory protocols.

The current updates include:

1. Updated distribution list
2. Updated monitoring station table and map (Table 1, Figure 1)
3. Updated Monitoring Division staff list (Table 3)
4. Updated blank sampling expectations to reflect that overall, 10% of samples are blanks; timing/frequency is dependent on this (Table 4)
 - a. This change was also made in appendix B: Equipment Blanks SOP
5. Updated duplicate and replicate naming convention table to reflect current stations (Table 5)
6. Updated Metropolitan Council Environmental Services Laboratory water quality parameter analytical methods, holding times, and reporting limits (Table 7)
7. Updated WISKI data editing section to reflect changes in outlier identification protocol (section 7.2.2.2)
8. Updated Appendix B:
 - a. Composite Duplicates and Grab Replicates SOP station table and methods
 - i. Reflects new sampling method to prevent duplicate and replicate sample contamination.

- b. Importing SW Lab Data into WISKI – Parameter Oriented SOP
- c. Annual Outlier Identification SOP

Motion 23-038: *Approve the 2023 Monitoring Quality Assurance Program Plan.*

Mazanec/Sanders
Unanimously Approved

D) Approve Website Security and Maintenance Services Agreement (Van Sant)

Mary Van Sant, CRWD Communications Associate, provided details on the use of Cinch Web Services. For the past three years, CRWD has been contracting with Cinch Web Services for ongoing website security and maintenance services and website improvements for the District’s website.

Staff recommends implementing a consultant master services agreement, renewing each year for \$10,000. This agreement would cover annual website security and maintenance and improvements for capitolregionwd.org.

Manager Collins asked if we can terminate the agreement in less than three years. Mary Van Sant said we could terminate the agreement at any time. Manager Mazanec asked if we have had any malicious activity on our website. Mary Van Sant indicated that we have not had any to her knowledge and we have protection in place for our website.

Motion 23-039: *Approve the consultant master services agreement with Cinch Web Services for up to \$10,000 per year for CRWD’s Website Security and Maintenance and authorize the Administrator to execute the agreement.*

Mazanec/Sanders
Unanimously Approved

VI. Unfinished Business

There was no Unfinished Business.

VII. General Information

A) Board of Managers’ Updates

- a. Manager Collins noted that some larger documents in the Board packets will be sent electronically only and wanted to confirm with the Board that this approach was acceptable. The Board concurred. Administrator Doneux noted that staff can always provide a printed copy of a document upon request.
- b. Manager Sanders noted that he attended the Events Committee meeting for Minnesota Watersheds. The Committee discussed the recent Legislative Event. The Committee felt it was a good event and discussed if MN Watersheds would they have it at the same location again next year. The committee also discussed the Summer Tour that will be June 20-21 in Albert Lea.
- c. Manager Mazanec stated that he and Manager Sullivan Janzen attended a meeting of the Board Communications and Community Committee. The Committee reviewed the Diversity, Equity, and Inclusion (DEI) Plan and progress. Manager Mazanec was pleased with the effort and progress and the summary that Belinda Armstead provided. Manager Sullivan Janzen noted the conversation about the Teacher in Residence program and how it may dovetail with DEI efforts

and partnering with non-public schools and schools with a significant population of non-native English speakers. Manager Sullivan Janzen stated that while it is not entirely clear what this program would entail, an initial discussion started focusing on areas of opportunity and need.

Administrator Doneux stated that Jessica Bromelkamp was included in the meeting so that we can bring her along in these conversations. The Committee went back to the initial 2021 Board discussions of the University of Minnesota Mini Medical School comparison and tracked how this concept has evolved into the current Teacher in Residence concept.

Manager Sullivan Janzen also noted that often times Partner Grant applicants have good solid project proposals but may lack an understanding of our organization's goals and priorities. CRWD could consider a pilot program with dedicated funds for organizations who go through our training. Manager Texer stated that the budget is a plan and it is important to include these initiatives in our budget.

Lauren Wheeler, CAC asked how these programs may be different than the Teacher in Residence program. Manager Sullivan Janzen discussed the difference and how the Minnesota Water Steward may not be the right fit for the general public or our new audiences.

Manager Sullivan Janzen noted that she is completing her Master of Fine Arts (MFA) degree at the University of Minnesota this spring in Interdisciplinary and Social Practice and Art Making. Manager Sullivan Janzen said her thesis exhibition will be on display at the Katherine Nash Gallery as part of the Lineage 2023, MFA thesis exhibition from March 28th to April 15th. On the evening of Saturday, April 1st, 6:00–8:30 p.m. there will be a public program and reception, and all are invited.

B) Administrator's Update

- a. Administrator Doneux noted that there are two upcoming building tours including the Conservation Corps and Minneapolis/St. Paul Home Tour. He also noted that staff is drafting a summary report for the Biennial Review and an upcoming budget amendment to reflect final costs for the Thomas Building and adjustments to the capital fund balance.

Manager Collins asked the Administrator to mention his future speaking engagement out east. Administrator Doneux noted that he has been invited to speak on the work of CRWD at a stormwater specialty conference of the New England Water Environment Association in May in Boston.

VIII. Next Meetings

- A) Wednesday, April 5, 2023, 5:00 PM –Regular Meeting
- B) Wednesday, April 12, 2023, 7:00 PM – CAC Meeting -In Person, Mary Texer will attend.

IX. Adjournment

Motion 23-040: *Adjournment of March 15, 2023, Regular Board Meeting at 8:00 P.M*

Mazanec/Sanders
Unanimously Approved

Respectfully submitted,

Mark Doneux, Administrator