



Capitol Region Watershed District

595 Aldine Street
Saint Paul, MN 55104
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December 6, 2023
Board Meeting
APPROVED

Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, November 15, 2023, at 6:00 p.m.**

MEETING MINUTES

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

Managers

Mary Texer
Joe Collins
Rick Sanders, absent w/ notice
Shawn Mazanec, absent w/ notice
Hawona Sullivan Janzen

Staff Present

Mark Doneux
Anna Eleria
Meilina Dalit
Elizabeth Hosch
Luke Martinkosky
Lucas Roessler-Caram
Acadia Stephan

Public Attendees

Attorney Jim Mogen
Barbara Hall

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

Motion 23-160: Approve the Agenda of the November 15, 2023, Board Meeting.

Texer/Sullivan Janzen
Unanimously Approved

II. Public Comment

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

None.

III. Permit Applications and Program Updates

A) Permit #16-016 Willow Reserve – Closure (Martinkosky)

Mr. Martinkosky reviewed permit #16-016, Willow Reserve Development. This permit was issued for construction of 11 single family homes, an alley, and sidewalks at Maryland Avenue and Arundel Street in Saint Paul. Stormwater treatment is provided by one surface biofiltration basin. Construction activity is complete, stormwater treatment practices have been confirmed functional, and the site is stable. A surety of \$6,230 was collected for this project.

Motion 23-161: *Approve \$6,230 surety return and Certificate of Completion for permit #16-016, Willow Reserve Development.*

Texer/Sullivan Janzen
Unanimously Approved

B) 20-019, Marshall and Finn – Closure (Martinkosky)

Mr. Martinkosky reviewed permit #20-019, Marshall and Finn Apartments. This permit was issued for the demolition of existing single-family homes and the construction of townhomes and apartments and associated onsite driveways and parking at Marshall Avenue and North Finn Street in Saint Paul. Stormwater treatment is provided by one underground infiltration system and one manufactured treatment device (Kraken Filters) with detention. Construction activity is complete, stormwater treatment practices have been confirmed functional, and the site is stable. A surety of \$3,800 was collected for this project. There was a \$960 surety deduction for inspection charges; \$2,840 of surety is available for return.

Motion 23-161: *Approve \$2,840 surety return and Certificate of Completion for permit #20-019, Marshall and Finn Apartments.*

Texer/Sullivan Janzen
Unanimously Approved

C) 23-008, Hidden River Middle School (Stephan)

Ms. Stephan reviewed permit #23-008, Hidden River Middle School. The scope of this project is to fully renovate the interior of the building, build two small additions, install a new parking lot, and other miscellaneous exterior improvements. Permanent stormwater management consists of two underground StormTech Chamber systems and two ADS BayFilter Manufactured Treatment Devices.

Motion 23-161: *Approve permit #23-008, Hidden River Middle School, with 6 conditions:*

1. *Provide a copy of the NPDES permit.*
2. *Submit ADS Chamber and Bayfilter shop drawings when available. All shop drawings will need to be reviewed and approved by CRWD.*
 - a. *Provide clarification on location of CBMH-101 within shop drawings.*
3. *Revise plans to address the following:*
 - a. *Revise maintenance access to the East Bayfilter. Include, at a minimum, an access/maintenance manhole above the inlet, outlet, and above the BayFilter cartridges. Detail on Sheet C605 appears to show no access/maintenance manhole above the East Bayfilter system outlet.*

D) 23-013, MnDOT S.P. 6215-117 TH 51 Snelling Avenue (Hosch)

Ms. Hosch reviewed permit #23-013, MnDOT S.P. 6215-117 TH 51 Snelling Avenue. MnDOT is resurfacing Snelling Avenue from Montreal Avenue to Ford Parkway, reducing the roadway width from a four-lane road to a two-lane road with turn lanes and medians. The project will also add a new trail on the east side of Snelling Avenue. New and reconstructed impervious will be treated via eight infiltration trenches between the road and trail. MnDOT is also requesting a deduction from their volume bank for the remaining treatment that cannot be provided on site.

Motion 23-161: *Approve withdrawal of 1,297 ft³ from MnDOT's credit bank for permit #23-013, MnDOT S.P. 6215-117 TH 51 Snelling Avenue.*

Texer/Sullivan Janzen
Unanimously Approved

Motion 23-161: *Approve permit #23-013, MnDOT S.P. 6215-117 TH 51 Snelling Avenue, with 2 conditions:*

1. *Provide a copy of the NPDES permit prior to construction.*
2. *Add a note to plan that states, "Submit field measured infiltration rates to Capitol Region Watershed District to confirm a minimum of 0.3 in/hour. Redesign to meet CRWD Rules will be needed if this infiltration rate is not measured. Infiltration rate tests shall be completed within the footprint of each BMP prior to installation of infiltration system. After the subsoil is decompacted, infiltration rates shall be measured at the invert of the infiltration trenches. For design purposes, field measured rates shall be divided by 2 as a safety factor".*

Texer/Sullivan Janzen
Unanimously Approved

E) 23-026, Bush-Desoto Pond Improvements (Martinkosky)

Mr. Martinkosky reviewed permit #23-026, Bush-Desoto Pond Improvements. This project consists of reconstruction of the Bush-Desoto pond for deposit of credits in the City of Saint Paul Department of Public Works volume bank. Proposed changes to the pond include regrading, replacement of the existing outlet, construction of an underground pretreatment system, and native plantings. The existing flared end section and outlet control structure will be replaced with a new overflow outlet structure and underdrain system.

Motion 23-161: *Approve permit #23-026, Bush-Desoto Pond Improvements, with 4 conditions:*

1. *Provide a copy of the NPDES permit.*
2. *Revise SWPPP to include the following:*
 - a. *Provide Saint Paul site contacts for page one of the SWPPP.*

- b. Provide contractor site contacts for page one of the SWPPP when available.*
- 3. For clarity and consistency with the comment response, add a note to Sheet C-03 to “Submit field measured infiltration rates within the BMP footprint prior to installation of infiltration system. After the subsoil is decompacted, infiltration rates shall be measured at the invert of the infiltration system (101.19’). For design purposes, field measured rates shall be divided by 2 as a safety factor.”*
- 4. Revise the banking volume request in the project narrative to cubic feet instead of acre-feet to avoid rounding error.*

Texer/Sullivan Janzen
Unanimously Approved

F) 23-027, Highland Park High School Athletic Fields (Hosch)

Ms. Hosch reviewed permit #23-027, Highland Park High School Athletic Fields. Saint Paul Public Schools is replacing the existing field with synthetic turf and making other improvements at the SE corner of Snelling Avenue and Montreal Avenue. New storm sewer infrastructure and stormwater management systems will be included to accommodate the proposed improvements.

Motion 23-161: *Approve permit #23-027, Highland Park High School Athletic Fields, with 7 conditions:*

- 1. Provide approved plans signed by a professional engineer per the Minnesota Board of AELSLAGID.*
- 2. Provide a copy of the NPDES permit.*
- 3. Revise plans to address items a.-c. in the 11/8/2023 permit report.*
- 4. Revise model or plans to correspond. Pond 2P has 784 LF of chamber in the HydroCAD and 775 LF of chambers in the plans on Sheet C4.0.*
- 5. Revise HydroCAD exfiltration rates for Pond 1P (North System) and Pond 2P (South System) to 0.255 in/hr.*
- 6. Submit Hydrostor shop drawings for the north and south systems when available. All shop drawings will need to be reviewed and approved by CRWD.*
- 7. Revise site-specific maintenance plan to include items a.-d. in the 11/8/2023 permit report.*

Texer/Sullivan Janzen
Unanimously Approved

IV. Special Report – District Seeps and Springs Study (Roessler-Caram)

Mr. Roessler-Caram presented the findings of a seeps and springs study that was conducted throughout the district. CRWD determined that the number of inquiries and the number of seeps and springs throughout the watershed warranted further investigation and included an inventory project in its 2021-2030 Watershed Management Plan. In March 2021, CRWD contracted Stantec to conduct a study

of seeps and springs throughout the district. The goal of the study was to inventory locations and assess their potential impact on water quality, property, and infrastructure.

Stantec Engineering performed desktop and field verification of seeps and springs between 2021 and 2023. In 2021 Stantec began a desktop survey collecting existing data on seeps and springs from CRWD, partner cities, Ramsey County, and the Department of Natural Resources. CRWD and Stantec then completed field verification of identified features in 2022 and 2023 to improve the accuracy of the inventory and better understand the dynamic characteristics of seeps and springs throughout the district. The information gathered is summarized in the enclosed draft report. The primary deliverables are maps and a ranking matrix that prioritizes the features based on their natural resource value and their potential to negatively impact water quality, slope stability, and/or public infrastructure.

While no implementation activities are currently planned, future recommendations include revisiting identified features under different climate conditions, using the inventory to evaluate CRWD's future roles and policies regarding groundwater, and informing CRWD and partners on development/redevelopment and construction activities.

Motion 23-162: Accept Report for District Seeps and Springs Inventory.

Texer/Sullivan Janzen
Unanimously Approved

V. Action Items

- A) Approve Minutes of November 1, 2023, Regular Board Meeting (Armstead)

Motion 23-163: *Approve the Minutes as amended of November 1, 2023, Regular Board Meeting.*

President Collins provided an edit to the November 1, 2023, meeting minutes.

Texer/Sullivan Janzen
Unanimously Approved

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

Motion 23-164: *Approve October 2023 Accounts Payable/Receivable and 2023 Year-to-Date Financial Report and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Texer/Sullivan Janzen

Unanimously Approved

C) Appoint Barbara Hall to the Community Advisory Committee (Doneux)

On October 27, 2023, CRWD received an application from Barbara Hall with a request to become a member of the Community Advisory Committee. Ms. Hall was present at the meeting and provided an overview of her 30 years of experience working with nonprofits, government bodies, and other stakeholders. Her role as a nonprofit consultant is to work with community-based organizations and provide them with advice and technical assistance. She is motivated by her “sacred responsibilities.” She was born and raised as an islander and spent her life swimming and fishing in creeks, rivers, and quarries. Her earth-centered spiritual beliefs and ancestry as a multiracial African and Asian American with SE Indigenous ancestry motivate her to care for water and ensure it is stewarded well for future generations.

Motion 23-165: *Appoint Barbara Hall to the Community Advisory Committee.*

Texer/Sullivan Janzen
Unanimously Approved

D) Approve Engineering Amendment, and Authorize Notice of Award and Order Construction of the TBI Repair Project at Station 135+00 to 180+50 (Eleria)

On October 18, 2023, CRWD Board of Managers approved plans and authorized bidding for the TBI Repair Project – St. 135+00 to 180+50. The project entails filling cracks and fractures with hydrophilic grout, sealing exposed reinforcement, repairing eroded concrete tunnel, removing concrete debris, and repairing access hatches. The estimate for the project was \$2.05 million. On November 9th, CRWD received bids from three contractors: Engineering and Construction Innovations, Inc. (ECI) for \$999,101; Minger Construction for \$1,179,850; and PCi Roads for \$1,573,315.

ECI, who was the contractor for the 2016-2017 TBI repairs, submitted the lowest total bid of \$999,101. Barr Engineering, the engineer for the TBI Repair Project, has verified their responsiveness and qualifications for this project. CRWD staff recommend ECI for the TBI Repair Project.

Motion 23-165: *Approve amendment to TBI Work Order No. 14 in an amount not to exceed \$148,000 and authorize Administrator to execute amendments not to exceed \$20,000.*

Texer/Sullivan Janzen
Unanimously Approved

Motion 23-165: *Order construction of the TBI Repair Project – St. 135+00 to 180+50 and authorize the Board President and Administrator to execute a Notice of Award and an Agreement with Engineering and Construction Innovations, Inc. 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 \$100,000.*

Texer/Sullivan Janzen
Unanimously Approved

E) Appoint Delegates to MN Watersheds Annual Meeting (Doneux)

Delegates are asked to consider and vote on resolutions and other actions as part of the MN Watersheds Annual Business meeting to be held on December 1, 2023, from 9:00 AM – 12:00 PM. Each member organization of MN Watersheds is allowed up to two delegates and one alternate to the Annual Business meeting. Delegates vote on all actions under consideration during the Business Meeting.

Managers Collins and Mazanec will serve as delegates, and Manager Sullivan Janzen will serve as an alternate.

Motion 23-165: *Appoint Joe Collins and Shawn Mazanec as delegates and Hawona Sullivan Janzen as alternate to MN Watersheds Annual Meeting*

Texer/Sullivan Janzen
Unanimously Approved

F) Authorize Delegates to Vote on MN Watersheds Annual Meeting Action Items (Doneux)

Action items of note in the MN Watersheds Annual Meeting packet include the Treasurer’s Reports, By-Laws, Resolutions, and Legislative Platform. Staff supports the Resolution Committee’s recommendations on this year’s resolutions.

Motion 23-165: *Authorize Delegates to Vote on MN Watersheds Annual Meeting Action Items*

Texer/Sullivan Janzen
Unanimously Approved

VI. Unfinished Business

None.

VII. General Information

A) Board of Managers' Updates.

Manager Texer shared that the MN Watersheds lobbyist is retiring, and the organization recently approved a new lobbyist who will be introduced at the conference luncheon on Thursday, November 30. She also confirmed that Board members can attend the Minnesota Association of Watersheds Administrators meeting that will be held during the conference.

B) Administrator's Update

Administrator Doneux shared that the office will be closed on Thursday and Friday, November 23-24, for the Thanksgiving holiday. Most staff will be attending the MN Watersheds Annual Conference. Staff are working to prepare the Board meeting agenda and packet in light of the upcoming holiday and conference.

There are several Board Committee meetings to accommodate a number of year-end items, including:

- Facility Management Program Charter and Workplan
- 2024 Budget and Levy
- Financial Policy Update including recommendations for a new CIP Fund Balance
- 2023 Awards Program
- 2024 Partner Grants
- 2024 Employee Handbook

VIII. Next Meetings

- A) Monday, November 20, 2023, 2:00 PM – Board Finance Committee Meeting
- B) Monday, November 20, 2023, 4:00 PM – Joint Meeting of the Board Communications and Community Committee and CAC Liaisons
- C) Tuesday, November 28 – Friday, December 1, 2023 – MN Watersheds Annual Conference
- D) Wednesday, December 6, 2023, 6:00 PM – Board Meeting
- E) Wednesday, December 13, 2023, 7:00 PM – CAC Meeting – Mary Texer will attend.

IX. Adjournment

Motion 23-166: *Adjournment of November 15, 2023, Regular Board Meeting at 6:55 P.M.*

Texer/Sullivan Janzen
Unanimously Approved

Respectfully submitted,
Meilina Dalit