



Capitol Region Watershed District

595 Aldine Street
Saint Paul, MN 55104
(651) 644-8888 • capitolregionwd.org

**April 2, 2025
Board Meeting
APPROVED**

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, March 19, 2025, at 6:00 p.m.**

REGULAR MEETING MINUTES

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

Managers

Mary Texer
Hawona Sullivan Janzen
Shawn Mazanec
Joe Collins
Rick Sanders

Staff Present

Anna Eleria
Rachele Krivichi
Nate Zwonitzer
Elizabeth Hosch
Forrest Kelley

Public Attendees

Mary Lilly
Mike Trojan
Mike MacDonald
Ruth MacDonald

Other Attendees

Caitlin Mohamed, Ramsey
County Attorney

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

Motion 25-060: *Approve the Agenda of April 2, 2025.*

Mazanec/Sanders
Unanimously Approved

II. Public Comment – None.

III. Permit Applications and Program Updates (Hosch)

A) Permit 24-009, United Village Restaurants, Lot F1

The Snelling-Midway Redevelopment (SMR) organization proposes to build 2 food buildings and patio space within the 35-acre superblock development now known as United Village. Permitting is required for individual lots as part of this common plan of development. Collaboration is ongoing with SMR to verify that the current evolution of the development plan continues to align with the stormwater masterplan approved under permit #16-025 and meet CRWD Rules.

Motion 25-061: *Approve permit #24-009, United Village Restaurants, Lot F1 with 7 conditions:*

1. Provide shop drawings for the irrigation pump, communications network, and day tank, or provide updated plans showing direct connection to the rainwater reuse distribution main line if day tank is removed.

2. *Revise stormwater management report to provide an overall site exhibit(s) similar to the Lot F1 specific Exhibit H2-5 in terms of colors/hatching.*
3. *Provide mechanical or roof drain plans to verify overflow scupper depth and that the two 3” downspouts from the canopy areas connect to the 10” PVC that drains to the reuse system.*
4. *Revise “Phase 2 - Proposed roofs -As-Built PH1 Full Build-Lot D-SEPERATE-as-built” HydroCAD model to address the following:*
 - a. *Revise Subcatchment 20S area to correspond with Figure H2-5. Subcatchment 20S includes 0.296 ac (12,894 ft²) of impervious where Figure H2-5 indicates 13,820 ft².*
 - b. *Justify roof storage included in Pond 27P (roof). Provided surface area of 4,750 ft² with*

Mazanec/Sanders
Unanimously Approved

B) Permit 25-009, Como-Western Lead Water Service Line Replacement (Hosch)

Saint Paul Regional Water Service (SPRWS) proposes replacing lead water service lines for up to 574 properties in the Frogtown-North End area of Saint Paul. SPRWS is requesting a variance from Rule C. A similar request for variance was made and approved for the Hatch-Park Lead Water Service Line Replacement project in 2023 and Lawson-Forest Lead Water Service Line Replacement in 2024. Approving the requested variance will not nullify the intent of the Rules or the overall plan of the District for reasons outlined in the attached permit report.

Motion 25-062: *Approve variance of 8,947 cubic ft from volume retention of Rule C for street and sidewalk impervious area with two conditions:*

Mazanec/Sanders
Unanimously Approved

Motion 25-063: *Approve with 2 conditions:*

1. *Provide an erosion and sediment control plan.*
 1. *Provide location and type of all temporary and permanent erosion prevention and sediment control BMPs. SWPPP notes 342 inlet protections, but location needed.*
 2. *Provide a site map which includes direction of flow and all discharge points where stormwater is leaving the site. Sheet 12 shows only some flows and does not include location of catch basins.*
 3. *Provide standard details of specifications for BMPs including:*
 - i. *Installation of erosion and sediment controls for disturbed areas. Standard details show turf establishment but must specify type of erosion and sediment controls such as erosion control blanket and sediment control logs per SWPPP.*

ii. Installation of erosion and sediment controls for stockpiles, showing location of stockpiles outside of stormwater conveyance or design of bypass to be placed.

2. Revise SWPPP to address the following:

- 1. Revise disturbed area on Sheet 10 from 1.4 acres to 2.24 acres to correspond with the project narrative. See Condition 1, the total may be updated.*
- 2. Revise receiving waters table on Sheet 10 to correctly reference Loeb Lake (MN DNR 62-0231-00) within 1-mile of project. Loeb Lake is incorrectly referenced as Unnamed Pond.*
- 3. Revise to include estimated quantities of sediment control logs and erosion control blanket needed in BMP Summary table on Sheet 10.*
- 4. Revise note 2 of the general construction notes on Sheet 11 to correctly reference Capitol Region Watershed District and update the phone number to 651-644-8888.*
- 5. Revise note 3 of the general construction notes on Sheet 11 to state “[...] within 24 hours of discovery or sooner as needed to prevent nuisance conditions such as discharge of visually turbid water.”*
- 6. Revise note 4 of general SWPPP notes for construction activity on Sheet 11 to “[...] as necessary, to eliminate tracking of sediment onto paved surfaces within and adjacent to the project area.”*
- 7. Revise or clarify note 5 of the erosion control supervisor inspection and maintenance notes on Sheet 11 which references Part IV. E of the NPDES Permit. Section 11.11 of the NPDES Permit describes adjustments to the inspection schedule.*
- 8. Revise note 5.a. of the erosion control supervisor inspection and maintenance notes on Sheet 11 to reflect perimeter control types selected in plans. Proposed SWPPP does not include silt fence.*
- 9. Revise note 2 of the erosion control plans on Sheet 11 to establish standard to which stormwater will be cleaned prior to discharge and process for inspection. Section 10.2 of the NPDES Permit notes prevention of discharges of visually turbid water and that discharges will be photographed at the beginning of the operation.*
- 10. Revise to include note referencing Section 9.10 of the NPDES Permit “Permittees must locate stockpiles outside of natural buffers or surface waters, including stormwater conveyances such as curb and gutter systems unless there is a bypass in place for the stormwater.”*
- 11. Revise to include note that whereas structural vehicle tracking BMPs may not be practical, non-structural BMPs must be used to minimize tracking out of sediment onto paved surfaces.*

Mazanec/Sanders
Unanimously Approved

C) Permit 25-012, Shepard Road-Duct Install (Hosch)

Xcel Energy proposes installation of a buried electric transmission line duct along Shepard Road between Smith Street and Eagle Parkway in Saint Paul, including trenching and site restoration.

Motion 25-064: *Approve permit 25-012 Shepard Road - Duct Install permit report R1 dated 3/11/2025 and plan with two conditions:*

1. Receipt of \$2,000 surety.

2. Revise Erosion and Sediment Control Plan to address the following:

a. Include a note stating, "Silt fence or fabric placed under the grate is not an approved form of inlet protection".

b. Provide redundant (double) perimeter control if the project's earth disturbances are within 50 feet of and drain to a surface water.

c. Provide temporary stabilization note for areas that will be unworked for 7 days. Make particular note of any areas that will require temporary traffic access, noting that class 5 material is not a stable surface.

Mazanec/Sanders
Unanimously Approved

IV. Special Reports – Mike MacDonald, CAC Member Recognition

The District recognized Mike MacDonald for 19 years on CRWD's Community Advisory Committee.

V. Action Items

A) Approve Minutes of March 5, 2025, Regular Board Meeting (Dalit)

Motion 25-065: *Approve the March 5, 2025, Minutes, Regular Board Meeting*

Mazanec/Sanders
Unanimously Approved

B) Approve Accounts Payable/Receivable for February 2025 (Dalit)

Motion 25-066: *Approve remaining partial February 2025 accounts payable and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Motion 25-067: Approve February 2025 expenditures and accounts receivable as presented in the enclosed financial statement

Mazanec/Sanders
Unanimously Approved

C) Approve CRWD Human Resources Consultant (Eleria)

In January 2025, the Board approved the Request for Qualifications (RFQ) for Human Resources Consulting Services. Reasons for seeking outside human resources services include increasing demands and needs due to our organization's larger size and the complex and changing federal, state and local laws. Currently, nearly all of CRWD's day-to-day human resources work for 25 permanent staff is handled internally by the Administrative staff.

The RFQ was distributed to six local firms and statements of qualifications (SOQ) were received from three firms. The three firms include: Abdo, HR Business Partners, and Optima HR Solutions.

The SOQ review committee, comprised of two Board Managers and three Administrative staff, discussed the expertise and experience of each firm and their proposed approach to working with CRWD. The committee reached a consensus that Optima HR Solutions is the preferred firm for several reasons and then met with several Optima staff to learn more about the firm's human resource services and meet some of the staff we'd be working with. See the enclosed summary of firm ranking and comments.

Optima has a wide range of experience working with organizations of different sizes and sectors, and at various levels from full to partial assistance. They also demonstrated the best understanding of what we are looking for in their description of tailoring and right-sizing their services and customizing an approach for working with CRWD. Their approach would start with an in-depth assessment of CRWD's human resource strategies, programs and operations against best practices through the lens of CRWD's mission, values, goals and culture. From there, an appropriate support model would be developed in conjunction with staff.

Manager Texer knows some of the staff from Optima and thinks their staff will work nicely with District staff. She abstained from the vote.

Motion 25-068: *Approve Optima HR Solutions as CRWD's Human Resources Consultant and authorize the Administrator to develop a scope of work and execute an agreement with Optima HR Solutions.*

Mazanec/Sanders
Approved with One Abstention

D) Approve Computer Replacement Purchase (Zwonitzer)

CRWD staff rely heavily on laptops to do their work. Many staff spend the majority of each day using their laptops for data analysis, report review, correspondence, attending meetings etc. Staff computers need to be portable, reliable, and have sufficient computing power for staff to work

efficiently. CRWD first purchased laptops at the end of 2018 when the office was relocated. They are on a three-year replacement cycle and were last replaced in spring of 2022. The three-year replacement cycle coincides well with expected reduction in computing power, battery life, and dependability of aging technology.

Staff elected to continue using Lenovo ThinkPad X1 laptops which have been very reliable. Staff received five quotes to replace current laptops with the same model but a newer generation. The newer generation includes much faster processing and will hold up to increasing computing demands expected over the next three years.

To be consistent with statutory requirements and CRWD's updated procurement guidance, the State's Cooperative Purchasing Venture (CPV) was also consulted. The two lowest quotes received were from CRWD's current IT service provider, RYMARK IT Navigation (\$76,570, quote enclosed), and a CPV provider, Nor-Tech. Nor-Tech's quote was approximately \$1,500 lower than RYMARK, however using another vendor significantly increases coordination time since RYMARK is already on contract to manage the laptops. There may be additional costs such as shipping the laptops to RYMARK for setup. Staff think purchasing directly from RYMARK for a slightly higher cost is justified by the ease of the transaction, acquisition, setup and certainty in deployment of the new laptops. Staff recommend approval of the laptop purchase from RYMARK.

Motion 25-069: *Approve purchase of District laptops from RYMARK IT Navigation in an amount not to exceed \$76,570 and authorize Administrator to execute an agreement.*

Mazanec/Sanders
Unanimously Approved

E) Approve Cost Share for Saint Paul Public Schools Rain Garden Maintenance (Kucek and Kelley)

The Pooled BMP Maintenance Services Program (Program) completed its inaugural season at the end of 2024. CRWD's Facility Management Division managed a pooled maintenance service contract for fifteen rain gardens owned by five public partner organizations and received positive feedback from all partners on the program.

Saint Paul Public Schools (SPPS) responded to CRWD's initial partner interest survey and submitted four basins for inclusion in the original request for quotes (RFQ). However, SPPS withdrew from the Program due to budget shortfalls and a reduction in maintenance personnel. The Board previously expressed interest in exploring options to provide additional support for partners that are not able to commit funds to the program. CRWD staff met with SPPS staff in early 2025 to discuss what would be needed for SPPS to enroll in the program. SPPS confirmed that funding for rain garden maintenance was unlikely to be approved in any upcoming budgets, and outside funding would be required for this work to move forward in 2025.

As envisioned in CRWD’s 2023 Comprehensive Stormwater Facility Management Program Report, the majority of the Program’s garden maintenance costs are fully funded by the owners, and permitted sites are not eligible for cost share. However, the Report also notes that cost share maintenance grant agreements will be considered on a case-by-case basis. In order to more equitably recognize the constraints, variability, and uncertainty of maintenance funding for some partners, and because the maintenance needs of SPPS for these basins do not change based on their regulatory status, staff feel that additional flexibility in grant funding is warranted.

In the interest of supporting the function of SPPS rain gardens and bringing them into a condition that will be easier to maintain going forward, staff recommend CRWD fully fund maintenance for the four submitted SPPS rain gardens in 2025 and 2026 through the Pooled BMP Maintenance Services Program. The estimated cost of this maintenance was \$14,000 in 2024, and our contractor will provide updated cost estimates for the 2025 work for incorporation into a Cooperative Agreement with SPPS.

The Pooled BMP Program Budget is \$225,100 for 2025, which did account for additional cost share funding for partner rain gardens. In 2024, CRWD provided 50% and 75% cost share for maintenance at three enrolled grant awarded rain gardens (Falcon Heights City Hall (50%), Midway Peace Park (75%), and Harambee Elementary (75%)) at a cost to CRWD of \$4,224 dollars. The total contract payment for all Pooled BMP rain gardens was \$59,995 resulting in 93% of the cost being covered by the partners.

President Collins said Mr. Kelley handled this project well and it’s nice that Mr. Kelley is looking at other solutions. Manager Sullivan Janzen said the District can’t underestimate how important these gardens are for all involved. Where the funding comes from is not apparent to the people who see them on a daily basis, so keeping them maintained speaks volumes to getting the word out and raising awareness about rain gardens.

Motion 25-070: *Approve 100% cost share funding for Saint Paul Public Schools rain garden maintenance and authorize Administrator to execute a Cooperative Maintenance Agreement.*

Mazanec/Sanders
Unanimously Approved

VI. Unfinished Business – None.

VII. General Information

A) Board of Managers’ Updates

Manager Sanders was contacted by Redpath who asked some questions for the audit.

Manager Sanders also shared that an upcoming event called Juneteenth Roseville would be a good opportunity for young people and others to learn about the District’s work. If anyone would like to get involved, speak with Manager Sanders. There is a Facebook page called Juneteenth Roseville where more information can be found.

There are two board members going to St. Cloud this Friday for a special meeting for Minnesota Watersheds.

B) Administrator's Update

Administrator Eleria will not be at the next Board meeting on April 2nd. She will be on spring break vacation.

Last week a number of monitoring staff attended the National Monitoring Conference in Green Bay, WI. The District staff gave three presentations: one about microplastics, one about monitoring techniques, and one about aquatic vegetation transplanting.

Next month the District's new Artist in Residence will be attending the board meeting and she will be introducing herself and explaining her scope of work.

There is a Metro Minnesota Watersheds meeting this April 15th. There will be some guests from League of Women Voters as well as MN DOT. Administrator Eleria will not be there because she will be presenting at the LWV Roseville Chapter.

Later in April, the District will host the annual meeting of the League of Women Voters at our office. The organization's focus has been on local watershed management. They conducted a research project on metro watershed management and interviewed several managers including Administrator Eleria and have a report coming out with that information. Administrator Eleria will pass along more information to the Board of Managers.

VIII. Next Meetings

A) Wednesday, April 2, 2025, 6:00 PM - Regular Board Meeting

B) Wednesday, April 9, 2025, 5:30 PM – CAC Meeting. Manager Sullivan Janzen will be attending.

IX. Adjournment

Motion 25-071: *Adjournment of March 19, 2025, Regular Board Meeting at 6:50 PM.*

Mazanec/Sanders
Unanimously Approved

Respectfully submitted,
Rachele Krivichi