



Capitol Region Watershed District

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April 17, 2024
Board Meeting
Approved

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, April 3, 2024, at 6:00 p.m.**

REGULAR MEETING MINUTES

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

A) Attendance

Managers

Mary Texer
Hawona Sullivan Janzen
Shawn Mazanec
Joe Collins
Rick Sanders

Staff Present

Mark Doneux
Belinda Armstead
Britta Belden
Alex Morrison
Bob Fossum
Marta Wichman
Christopher Bates, Ramsey County Attorney

Public Attendees

Mary Lilly, CAC Member
Bob Simonet, CAC Member

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

Motion 24-049: Approve the Agenda of the April 3, 2024, Board Meeting.

Mazanec/Sanders
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

None.

V. Action Items

A) Approve Minutes of March 20, 2024, Regular Board Meeting (Armstead)

Manager Sullivan Janzen inquired about Motion 24-042, the term 5,106 ft³, which has been clarified as 5,106 cubic feet.

Motion 24-050: Approve the Minutes of March 20, 2024, Regular Board Meeting.

Mazanec/Sanders
Unanimously Approved

B) Approve Partial Accounts Payable/Receivable for March 2024 (Dalit)

Motion 24-051: *Approve a partial March 2024 accounts payable and direct the Board Treasurer and President to endorse and disperse checks for these payments. Authorize the Administrator to issue electronic payments for March US Bank and Menards credit card payments.*

Mazanec/Sanders
Unanimously Approved

C) Approve Consultant for Targeted Site Investigation (Morrison)

Ms. Morrison presented on the Targeted Site Investigation project. Capitol Region Watershed District (CRWD) implements grant programs to support practices that prevent stormwater pollution and protect local lakes and the Mississippi River. These grant programs have historically been community interest-driven, relying on resident and property owner inquiries. Staff identified four consultants from CRWD's approved services pool, including one DBE, to receive a request for proposals. CRWD received proposals from four consultants— Emmons & Olivier Resources, Geosyntec Consultants, HR Green, and Resilience Resources. CRWD staff reviewed and scored proposals independently and agreed upon HR Green as the preferred consultant. HR Green's proposed project cost is \$60,000, which is equal to the anticipated level of effort of \$60,000. HR Green's proposal demonstrated a qualified team and a clear understanding of project needs. CRWD has successfully worked with HR Green on similar projects, including the Pedro Park Feasibility Study. Staff recommends approval of the Consultant Services Agreement with HR Green.

President Collins supported this project and inquired about connecting with Public Works on street reconstruction projects. Ms. Morrison replied that the streets would be identified and reviewed as part of the boulevard curb cut objective data review.

Motions 24-052: *Approve HR Green as the consultant for the Targeted Site Investigation and authorize the Administrator to execute a Consultant Services Agreement for an amount not to exceed \$60,000.00 and any amendments to the agreement up to \$8,000.00.*

Mazanec/Sanders
Unanimously Approved

D) Approve 2024 Quality Assurance Program Plan (QAPP)

Ms. Wichman presented the 2024 Quality Assurance Program 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, defining data quality assurance goals and procedures and summarizing the program design, sampling methods, analytical procedures, and data review protocols. The revised CRWD QAPP was updated to reflect changes made to the monitoring program since the last update of the QAPP in 2023. No major changes have been made to the 2024 QAPP. 2024 updates include changes in District staff, monitoring stations, laboratories, equipment, and routine

sampling protocols. CRWD staff are requesting acceptance of the 2024 QAPP by the Board of Managers to endorse its formal use in the CRWD Monitoring Program.

Manager Texer mentioned that Mr. Kelley is missing from the organization chart. Ms. Wichman replied that she would update the plan with the updated organization chart when available. President Collins mentioned that the document is impressive and phenomenally complex. Manager Sanders inquired about any other organizations that look at this plan, and Ms. Wichman replied that this is mostly an internal document; in addition, Ms. Belden commented that the plan also serves as a Best Practices tool that ensures high-quality data, and we provide the information alongside our procedures for external parties.

Motions 24-053: *Accept the 2024 Quality Assurance Program Plan.*

Mazanec/Sanders
Unanimously Approved

E) Approve Consultant for Chloride Management Plan Development

Ms. Belden provided an update on the Chloride Management Plan Development. In January 2024, CRWD's Board of Managers authorized a Request for Qualifications (RFQ) for consultant services to assist CRWD in developing a Chloride Management Plan. The RFQ was distributed to five firms from CRWD's approved consultant pool. SOQ review focused on the firm's general approach to planning development, understanding of chloride pollution and associated water quality issues in northern climate urban areas, relevant firm and staff experience, and alignment with CRWD's diversity, equity, and inclusion goals. The SOQs were reviewed by CRWD Program Committee members, Manager Texer and Manager Sanders, and CRWD staff. Based on the interviews conducted on March 20th, the committee recommends the full Board approve Young Environmental Consulting Group as the consultant for developing CRWD's Chloride Management Plan and direct staff to work with them to develop a scope of work and budget, which will be presented to the Board for review and approval at a future meeting.

Manager Sanders commented that the interviewing process was good, and it was very apparent that Young Environmental understood the needs of CRWD staff. Manager Texer mentioned that the Young Environmental approach was tailored to CRWD versus a global approach used by other parties. Manager Collins replied that it emphasizes the need for interviews and reviews.

Motions 24-054: *Approve Young Environmental Consulting Group as the consultant to develop CRWD's Chloride Management Plan and direct staff to develop a scope of work and budget to be reviewed and approved by the Board at a future meeting.*

Mazanec/Sanders
Unanimously Approved

F) Approve Comment Letter on the Capitol Mall Design Framework

Mr. Fossum presented the Capitol Mall Design Framework Draft comment letter. CRWD staff have prepared a draft comment letter paying particular attention to how the framework aligns with our joint stormwater management study with the CAAPB. Staff also tried to reflect comments made by the Board at the March 20th meeting in the letter. On March 20th, the Capitol Area Architectural Planning Board (CAAPB) presented the preliminary approved Capitol Mall Design Framework (CMDf) to the Board. The framework aims to make the Capitol Mall more welcoming for Minnesotans by defining clear design goals for landscape, infrastructure, memorials, arts, and other design elements. It includes ten bold design moves and Phase I implementation project plans. One of the bold moves is to ‘Celebrate Minnesota’s Connection to Water in All Seasons.’ Converting Rev. Martin Luther King Boulevard to a shared community street and planting trees in a portion of the Upper Mall campus have been identified as the Phase I Project.

President Collins agreed that the letter captured everything that was said by the Board and staff.

Motions 24-55: *Approve Comment Letter on the Capitol Mall Design Framework*

Mazanec/Sanders
Unanimously Approved

VI. Unfinished Business

A) CAC Reinvigoration Project Update (Armstead/Sullivan Janzen)

Ms. Armstead provided an update on the CAC Reinvigoration Project. We conducted a survey/poll of current members at the March 13th meeting and sent an electronic survey to those who missed the meeting with 100% participation. District Staff met with CAC Co-chairs on April 2nd to discuss compiling all CAC Member survey results. District staff will send a survey to Division Managers and Board members on April 4th and request that they complete it by April 15. Ms. Armstead is gathering data about CACs of other watershed districts/management organizations and other public agencies. Manager Sullivan Janzen mentioned the next steps include evaluating the information collected and identifying what works well, barriers to participation, and areas of opportunity for increasing participation and achieving goals. Staff will bring an update to the May 1st Board Meeting.

B) Upcoming Event (Xiong)

Administrator Doneux provided an update on an upcoming event on May 11th, Rice Larpenteur Alliance, Community In Bloom Saturday, May 11th, 12:00 PM – 2:00 PM to be held outdoors at Lake McCarrons County Park. To support a tabling effort, please email Maricella Xiong at mxiong@capitolregionwd.org with any questions.

VII. General Information

A) Board of Managers’ Updates

Manager Mazanec mentioned an article on removing phosphorus by removing oxygen from water treatment plants.

B) Administrator's Update

Administrator Doneux inquired about the board meeting date for the second board meeting in June. Manager Texer commented that we changed the meeting to Thursday, June 20. Ms. Armstead recommended that we check the minutes to confirm that a motion was made to change the meeting date to June 20. Administrator Doneux commented that we would email the board with an update on what was approved by the Board.

VIII. Next Meetings

Wednesday, April 10, 2024 - 7:00 PM - CAC Meeting: Ms. Sullivan Janzen will attend
Tuesday, April 16, 2024 – 7:00 PM – Metro MN Watersheds Meeting at CRWD Office
Wednesday, April 17, 2024 - 6:00 PM - Board Meeting

IX. Adjournment

Motion 24-056: *Adjournment of April 3, 2024, Regular Board Meeting at 6:37 PM.*

Mazanec/Sanders
Unanimously Approved

Respectfully submitted,
Belinda Armstead