



Capitol Region Watershed District

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May 15, 2024
Board Meeting
Approved

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, May 1, 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
(Absent, excused)
Joe Collins
Rick Sanders
Shawn Mazanec

Staff Present

Mark Doneux
Forrest Kelley
Belinda Armstead
Jessica Bromelkamp

Public Attendees

Bob Simonet, CAC Member

Other Attendees

Bradley Cousins, Ramsey County Attorney
(Legal Counsel for CRWD)

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

Motion 24-072: Approve the Agenda of the May 1, 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 April 17, 2024, Regular Board Meeting (Armstead)

Motion 24-073: *Approve the April 17, 2024, Minutes, Regular Board Meeting.*

Mazanec/Sanders
Unanimously Approved

B) Approve Partial Accounts payable/Receivable for April 2024 (Dalit)

Motion 24-074: *Partial April 2024 Check Register*

Mazanec/Sanders

Unanimously Approved

C) Approve Communications & Engagement (C&E) Program Review (Bromelkamp)

Ms. Bromelkamp presented the C&E program Review. The work of the CE division has grown significantly over the past five years as the needs of the district have grown. CE staff regularly collaborate with other divisions and often must be nimble as new projects and programs arise. Being responsive to short-term requests can lead to delays in making progress on long-term district goals. A C&E Program Review was conducted to prioritize work during 2024-2026. The draft C&E Program Review has been shared with the Board Communications & Community Committee and CRWD's Community Advisory Committee for their input.

Manager Mazanec mentioned that Ms. Bromelkamp and her team can tackle the challenging work ahead and mentioned that the Artist in Residence is important. President Collins mentioned that the review was a realistic evaluation of the program; he supports the report on assignments for staff and working with more Black Indigenous People of Color (BIPOC) youth and the recommendations reflect organizational goals. Manager Texer asked how we measure success and when would we know that we've reached our goals. Ms. Bromelkamp replied that there is no shortage of projects and the evaluation of Annual work plans, making incremental progress, staying in touch with the Administrator for capacity, and focusing on high-priority items. Manager Mazanec and President Collins commented on the benefits of local papers and newsletters. Overall, the Board supports the program review.

Motions 24-075: *Staff requests the Board of Managers review and approval of the C&E Program Review.*

Mazanec/Sanders

Unanimously Approved

VI. Unfinished Business

A) Upcoming Events (Xiong)

Administrator Doneux provided an update on Ms. Xiong's behalf for the following Community events:

[WaterFest 2024](#)

Saturday, June 1st Event Time: 11:00 AM – 4:00 PM

(Indoors: Pavilion) Lake Phalen Regional Park

Need 1 more volunteer for the second shift.

[Birding at Crosby Farm with Urban Bird Collective](#)

Sunday, June 30th Event Time: 9:00 AM – 11:00 AM
(Outdoors) Crosby Farm
Need: 1 volunteer to support tabling with Maricella.
Shift: 8:30AM – 11:30AM

B) CAC Reinvigoration Project Update (Armstead)

Ms. Armstead provided an update on the CAC Reinvigoration Project. The survey process was a collaborative effort, with the CAC Co-Chairs conducting a survey/poll of current members at the March 13th meeting and staff sending an electronic survey to those who were absent. The next steps include presenting the information at the May 8 CAC Meeting, evaluating the information collected and identifying what works well, barriers to participation, and areas of opportunity for achieving goals, ensuring that the project is shaped by the collective voices of the CAC, Board, and staff.

C) Procurement and Contract Lines Guidelines Update (Doneux)

Administrator Doneux presented the Contract Guidelines project and introduced Attorney Bradley Cousins. Administrator Doneux provided a historical perspective on our relationship with the Ramsey County Attorney's Office and the types of agreements that we work on together, such as professional services, construction projects, service agreements, general services, and purchasing. Over the past decade, the type, scale, and number of services has varied and increased steadily, which means more staff are involved in procurement and contracting and the level of vendor expertise and experience with contracting ranges from less to more sophistication. Questions and concerns from the outside vendor and staff come up more frequently than in the past and often hinge on risk management. The goals of the project are to update and expand upon the policy, guidance, and process for procurement and contracting that are applicable to most of the projects. Administrator Doneux provided an update on the work to date and discussed some key policy issues that will come before the Board in the coming months.

Key policy decisions will need to be made, such as the Contract Approval limit, currently at \$20,000. Bradley Cousins offered some perspective on the thresholds. He commented that the Board of Managers has the right to decide how to delegate this authority. The Board is requesting a listing of contracts that are signed under \$20,000 in one month. President Collins mentioned that \$20,000 does not make sense. Manager Sanders also commented that \$20,000 is too low and that \$50,000 may be a good limit. Manager Texer is asking for a quarterly report on agreements for the past year. Administrator Doneux noted that staff will also be requesting that the Board adopt an electronic signatures policy.

Manager Mazanec replied that \$50,000 seems reasonable, but inquired about the dollar amount for change orders and provided an example. Administrator Doneux mentioned that this was a great question and that staff will be presenting more information about those types of details at a future meeting.

D) Pooled BMP Maintenance Services Request for Quotes (Kelley)

Mr. Kelley discussed the Pooled BMP Maintenance Services Request for Quotes. Based on partner and staff input on existing maintenance needs, the plan recommended that rain gardens be the focus of the first cooperative maintenance service offering. Last fall, staff requested CRWD partners submit projects for consideration in the pool. Forty individual basins were submitted from 7 partners Ramsey County, St. Paul Public Works, St. Paul Parks and Recreation, Roseville, Falcon Heights, St. Paul Public Schools, and Roseville Area Schools. CRWD staff conducted site inspections to review and prioritize sites for inclusion and selected 37 of the rain gardens. SRF Consulting Group assisted staff in preparing a scope of work and RFQ that was distributed to 8 contractors Windsor Companies, Davey Resource Group, Landbridge Ecological, Stantec, Resource Environmental Solutions, Sandstrom Land Management, Minnesota Native Landscapes, and Great River Greening on April 18th. Submittals are due May 9th, and a pre-quote meeting is scheduled for May 2nd. The engineer's estimate for total costs is approximately \$134,000. CRWD will fund upfront costs and pay the contractor directly and invoice the partners for their share of the actual costs. Rain gardens that were funded by previous CRWD grants are eligible for a 50% cost share up to \$2,000, similar to the maintenance grant program implemented by the Projects Planning and Grants Division. Staff have distributed a draft cooperative agreement for review and execution by the partners to formalize site access and funding. Staff will seek Board approval of the low bidder at the May 15th Board Meeting.

Mr. Simonet commented that the last line mentioning a low bidder should be changed to the lowest responsible bidder.

VII. General Information

A) Board of Managers' Updates

President Collins Met with Representative Athena Hollins and she is interested in a tour of CRWD's projects.

B) Administrator's Update

Administrator Doneux mentioned that Ms. Stephan, a CRWD staff member, has passed her Engineering in Training (E.I.T.) test on her way to becoming a licensed engineer. She will have a little more service time and just one more test to complete before becoming a Professional Engineer (PE).

VIII. Next Meetings

Wednesday, May 8, 2024 - 7:00 PM – CAC Meeting -Manager Sullivan Janzen will attend
Wednesday, May 15 - 6:00 PM – Board Meeting

IX. Adjournment

Motion 24-076: *Adjournment of May 1, 2024, Regular Board Meeting at 7:06 PM.*

Mazanec/Sanders
Unanimously Approved

Respectfully submitted,
Belinda Armstead