



Capitol Region Watershed District

595 Aldine Street
Saint Paul, MN 55104
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June 5, 2024
Board Meeting
V. Action Item
APPROVED

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, May 15, 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
Anna Eleria
Belinda Armstead
Bob Fossum
Elizabeth Hosch
Terrence Chastan-Davis
Luke Martinkosky
Chris Kucek
Rachel Funke
Acadia Stephan

Public Attendees

Mike Trojan, CAC Member

Other Attendees

Christopher Bates, Ramsey County Attorney
(Legal Counsel for CRWD)

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

Motion 24-077: *Approve the Agenda of the May 15, 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

A) Permit #17-018 Trilogy Apartments Closure (Martinkosky)

Mr. Martinkosky presented permit #17-018 Trilogy Apartments Closure. This permit was issued for construction of a multi-family apartment building and associated infrastructure at Exchange St. and Eagle Pkwy. in Saint Paul. Stormwater treatment is provided by an underground stormwater filtration system and Jellyfish filter (a manufactured treatment device). Work is

complete, the site is stable, and the stormwater treatment has been confirmed functional. \$5,300 of surety was collected for this project and is available for return.

Motion 24-078: *Approve \$5,300 surety return and Certificate of Completion for permit 17-018, Trilogy Apartments (fka Exchange Street Apartments).*

Mazanec/Sanders
Unanimously Approved

B) Permit #23-008, Hidden River Middle School Renovations (Stephan)

Ms. Stephan presented Permit #23-008 Hidden River Middle School Renovations. 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 Prinsco HydroStor Chamber systems and two Contech StormFilter Manufactured Treatment Devices. The applicant proposes a new main entrance at the northeast corner of the building facing Summit Avenue, an expanded kitchen with a loading dock on the west side, and other exterior improvements. An amendment to the application (originally approved on 11/15/2023) is proposed to change the product used in the underground filtration system.

Motion 24-079: *Approve Amendment of Permit 23-008 Hidden River Middle School Renovations with 4 Conditions:*

- 1. Revise effective diameter of the “Tube/Siphon/Float Valve” outlet device for Ponds 2P (east system) and 3P (west system) in the HydroCAD to be 0.651” and reflect a specific flow rate of 1 gpm/ft².*
- 2. Submit final Prinsco HydroStor Chamber and Contech StormFilter shop drawings for review and approval before field installation. Updated shop drawings shall include items 2.a. 2.c. in permit report dated 5/8/24.*
- 3. Revise site-specific maintenance plan to include the location of CBMH-101 on the map.*
- 4. Revise plans to incorporate the updated system high water levels (HWL) on Sheet C600 and confirm freeboard is still met, after completion of Condition 1.*

Mazanec/Sanders
Unanimously Approved

C) Permit #24-006, Minnesota Street Reconstruction Phase II (Hosch)

Ms. Stephan presented permit #24-006, Minnesota Street Reconstruction Phase II. The City of Saint Paul Streets Division proposes to complete the reconstruction of Minnesota Street between 6th and 11th Street, including new concrete pavement, sidewalks, off-street bike trail, utility upgrades, tree planting, street lighting, and traffic signals. Permanent stormwater management consists of two Modular Wetland Filtration Systems.

Motion 24-080: *Approve the request for a variance from the requirements of Stormwater Rule C to provide storage of runoff volume below the low outlet of the system, and use an alternative treatment calculation based on flow rate to satisfy the volume reduction standards in Rule C.*

Mazanec/Sanders
Unanimously Approved

Motion 24-081: *Approve Permit #24-006, Minnesota Street Reconstruction Phase II with 2 Conditions:*

- 1. Provide a copy of the NPDES permit.*
- 2. Submit Modular Wetland shop drawings for review and approval before field installation.*

Mazanec/Sanders
Unanimously Approved

D) 24-017, Highland Bridge: Lot 1 Block 9 CommonBond (Martinkosky)

Mr. Martinkosky presented Permit 24-017 Highland Bridge Lot 1 Block 9, an Affordable housing development by CommonBond Communities on Lot 1, Block 9 within Highland Bridge. The development will consist of approximately 60 units and 55,000 square feet of affordable rental housing for seniors.

Motion 24-082:
Mazanec/Sanders
Unanimously Approved

IV. Special Reports

A) CAC Reinvigoration Project Survey Results (Armstead)

Ms. Armstead presented the CAC Reinvigoration Project survey results. It was a collaborative effort. The CAC Co-Chairs compiled 13 CAC member surveys, and staff compiled 4 Board of Managers and 7 Staff responses. The next steps include 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.

The following survey results represent an opportunity for improvement, new ideas for meaningful and engaging activities, and suggestions for promoting the CAC in diverse communities:

- A better-defined purpose or goal
- Developing a 2-year CAC Work Plan
- More active participation in meetings, community events, and Board meetings

- Promoting the CAC to diverse audiences such as partner organizations, BIPOC youth groups, and other groups already identified as CRWD Focus Areas.
- Modifying the meeting format and offering compensation/per diem
- Creating a CAC Communications Kit for recruiting new members and public outreach.

After Ms. Armstead’s presentation, the Managers expressed that the CAC is very valuable to the District and supports efforts to minimize barriers to participation and ways to keep them interested and engaged. The Managers discussed many of the items listed above including better definition of CAC purpose, per diem or stipend for CAC members, changes to meeting time and format, development of CAC communications kit for recruitment and onboarding, and their participation in CRWD events.

V. Action Items

A) Approve Minutes of May 1, 2024, Regular Board Meeting (Armstead)

Motion 24-083: *Approve the May 1, 2024, Minutes, Regular Board Meeting.*

Mazanec/Sanders

Unanimously Approved

B) Accounts Payable/Receivable for April 2024 and Year-to-Date Financial Report (Dalit)

Motion 24-084: *Approve April 2024 and direct Board Treasurer and President to endorse and disperse checks for these payments*

Mazanec/Sanders

Unanimously Approved

C) Approve Contractor for Pooled Rain Garden Maintenance Project (Kelley)

On behalf of Mr. Kelley, Ms. Eleria presented the pilot program to coordinate maintenance of publicly owned rain gardens throughout the District. On April 18th, 2024, CRWD distributed a Request for Quotes (RFQ) to contractors to complete rain garden maintenance as outlined in a scope of work created with assistance from SRF. Eight contractors received the RFQ, five attended the pre-quote meeting, and four submitted quotes on May 9th. Stantec provided the lowest quote to complete the requested annual maintenance items for the 37 rain gardens within the scope. Pending additional review and confirmation with SRF, staff recommended awarding the project to Stantec.

Motion 24-085: Authorize the Administrator to execute an agreement with Stantec for the Pooled Rain Garden Maintenance Services Project in an amount not to exceed \$184,788.34, and authorize Administrator to approve change orders up to \$18,000 in aggregate.

Mazanec/Sanders

Unanimously Approved

D) Approve Consultant for TBI Flood Area Screening (Funke)

CRWD issued a request for proposals to four firms from CRWD's approved professional services pool, HTPO, Stanley Consultants, CBS2 (DBE), and Bolton + Menk. Proposals were received from two consultants—CBS2 and Stanley Consultants, Inc., both of which are new firms to CRWD. Staff reviewed and scored each of the proposals and determined Stanley Consultants, Inc. as the best-qualified firm. Their project experience and team qualifications demonstrated their suitability for this type of work. Stanley's proposed project cost is \$38,685 which is under the anticipated level of effort of \$40,000 and similar to the cost submitted by CBS2 (\$36,000). Project funding will come from fund 315-24560 (TBI Subwatershed Study), which has a 2024 professional engineering budget of \$100,000. Staff recommend Stanley Consultants, Inc. as the consultant for this project.

Motion 24-086: Approve Stanley Consultants, Inc. as the consultant for the Trout Brook Subwatershed Flood Area Screening Project and authorize the Administrator to execute a Consultant Services Agreement for an amount not to exceed \$39,000; and any amendments to the agreement up to \$5,000.

Mazanec/Sanders
Unanimously Approved

E) Approve Planning Grant with Saint Paul Regional Water Services (Kucek)

Saint Paul Regional Water Services (SPRWS) has applied for a Water Quality Planning Grant to support the development of a Stormwater Master Plan to assess the efficacy of existing stormwater management practices and identify opportunities for future best management practices (BMPs) on their McCarrons Treatment Plant campus at 1900 Rice St., St. Paul. The study area is approximately 40 acres on the SPRWS property and is located near the headwaters of Trout Brook within CRWD's Trout Brook Subwatershed. The site is visited regularly by water utility customers and educational opportunities for stormwater BMPs will be explored in the study as well. SPRWS's project will update the CRWD TBI water quality model using the best available information to quantify pollution reduction at the existing swales, rain gardens, and stormwater pond onsite and evaluate future BMP opportunities on the campus based on cost and performance. Projects identified may be eligible for Clean Water Project grant funding in the future. The grant request is for \$26,300 (84%) of the \$31,300 total project cost. SPRWS will provide a grant match of \$5,000. Staff recommend approval of this grant, funded through project #210-24160 (Large Scale Planning Grants), which has a 2024 grant budget of \$100,000.

Motion 24-087: Approve Planning Grant with Saint Paul Regional Water Services for Stormwater Master Plan and authorize the Administrator to execute the agreement for an amount not to exceed \$26,300.

Mazanec/Sanders
Unanimously Approved

F) Approve Consultant for Expanded District 6 (NENO) NRI (Kucek)

The North End Neighborhood Organization is updating its District Plan in 2024 which will contain topics including Environment, Water Resources, and Land Use, among others. The North End neighborhood is largely developed, and the extent of existing green space and potential restoration opportunities have not been fully documented. CRWD conducted a natural resource inventory in 2015 for a portion of NENO, and NENO has expressed support for expanding this effort to include the entire area. Results from this natural resource inventory will be used to inform their District Plan and future CRWD support.

Motion 24-088: Approve RES as the consultant for the NENO Natural Resources Inventory and authorize the Administrator to execute a Consultant Services Agreement for an amount not to exceed \$66,000; and any amendments to the agreement up to \$8,000.

Mazanec/Sanders
Unanimously Approved

G) Approve Transfer of Funds from CIP Fund to Debt Levy Fund and 2024 Amended Budget (Eleria)

Ms. Eleria requested Board approval of the transfer of funds from CIP Fund to Debt Levy Fund and 2024 Budget amendment. The request was made for two reasons:

1. The IT Program (#24972) is listed in the Administration Fund (#101) with a budget of \$88,600, however, its \$88,600 budget was not added into the total administrative costs. This means that the administration budget, total operations budget, and overall total 2024 budget are incorrect or less by \$88,600. The proposed revised 2024 budget table was included as an attachment.
2. In late 2023, the Board adopted updated District financial policies which outlines the three-year timeline for adopting debt service levy, collecting the debt levy, and paying the debt service with the collected levy. The District makes debt service levy payments on February 1st and August 1st of each year. The total 2024 debt service payments is \$949,525.00. On January 1, 2024, the debt service fund balance was \$494,555.54. This leaves a gap of \$454,969.46. To close this gap, District staff recommends that \$454,969.46 be transferred from the CIP fund balance to the debt service fund balance expenses. As of March 31st, the CIP fund balance is \$8,012,709. Also, the 2024 Debt Service Expenditures was corrected to reflect estimated 2024 Debt Service payments.

Motions 24-089: Approve the amendment to the 2024 Budget and authorize the transfer of \$454,969.46 from the CIP Fund Balance to the Debt Service Fund.

Mazanec/Sanders
Unanimously Approved

VI. Unfinished Business

A) New Staff Introductions (Hosch)

Ms. Hosch introduced the new Regulatory Technician in the Regulatory Division, Mr. Terrence Chastan Davis. Mr. Chastan Davis shared his background and his experience with the Board.

B) Upcoming Events (Xiong)

A list of upcoming community events where CRWD needs volunteers was shared with the Board.

C) McMurray Field Improvements Update (Fossum)

Mr. Fossum presented an update on McMurray Field Improvements. Mr. Fossum reviewed the latest project layout and how the system would function. Mr. Fossum reviewed the estimated cost and financing alternatives that are available. The financing includes various partner and grant funding options. President Collins inquired about BWSR staying informed on the timing. Mr. Fossum replied that it seems there would be good justification for an extension if other funding was being secured. Mr. Mazanec inquired about water reuse at Como Park and Como Zoo beyond irrigation. Mr. Fossum replied that this water couldn't be used at the Como Zoo, but an option could be to include a station to fill a water truck. The Board thanked Mr. Fossum for the update.

VII. General Information

A) Board of Managers' Updates

The Board approved a resolution honoring Mark Doneux, CRWD's Administrator, whose last day at CRWD was May 17th.

B) Administrator's Update

The CRWD CAC Tour will be held on July 17th instead of June 12th. More details will be provided next month.

The Board was reminded to notify CRWD staff if they'd like to register for the MN Watersheds Summer Tour. The joint CRWD/RWMWD tour will be held on June 25-26.

VIII. Next Meetings

A) Wednesday, June 5, 2024 – Board Workshop at 5:00 PM and Regular Meeting at 6:00PM

B) Wednesday, June 12, 2024 – CAC Meeting at 7:00PM. Ms. Sullivan Janzen will attend the meeting.

IX. Adjournment

Motion 24-090: *Adjournment of May 15, 2024, Regular Board Meeting at 7:28 PM.*

Mazanec/Sanders
Unanimously Approved

Respectfully submitted,
Belinda Armstead