



Capitol Region Watershed District

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

May 1, 2024
Board Meeting
Approved

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, April 17, 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
Meilina Dalit
Elizabeth Hosch
Acadia Stephan
Mary Van Sant
Chris Kucek
Britta Belden
Lindsay Schwantes
Bob Fossum

Public Attendees

None

Other Attendees

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

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

Motion 24-057: Approve the Agenda of the April 17, 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) 24-004 Pedro Park Development (Hosch)

Ms. Hosch reviewed permit 24-004, Pedro Park Development, in which the City of St. Paul Parks and Recreation Department is proposing construction of a new city park on the southwest corner of 10th Street East and Robert Street North. The disturbed area is 0.99 acres. Given that the site is close to the one-acre threshold, the applicant follows best practices by applying for a permit and complying with permitting rules. A permanent stormwater management system includes an underground infiltration system.

Motion 24-058: *Approve permit 24-004, Pedro Park Development, with one condition:*

1. *Revise site-specific maintenance plan to include inspection and maintenance activities for the Preserver pretreatment manhole and the outlet control structure.*

Mazanec/Sanders

Unanimously Approved

B) 24-007 MnDOT TH36 Rice to Victoria (Hosch)

Ms. Hosch reviewed permit 24-007, MnDOT TH36 Rice to Victoria, in which MnDOT proposes a roadway construction project on TH 36 from Highway 35W in Roseville to 0.23 miles east of Edgerton St. in Maplewood. The project is primarily a linear mill and overlay pavement preservation project. However, it also includes secondary construction needs including guardrail work, ADA improvements, sidewalk construction, and preservation work on existing deficient drainage infrastructure. The disturbed area is 1.1 acres. Permanent stormwater management consists of one surface infiltration system.

Motion 24-059: *Approve permit 24-007, MnDOT TH36 Rice to Victoria, with five 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. *Provide detailed plan for restoration of wetland grades and vegetation following temporary impact from clearing and grubbing that includes the following:*
 - a. *See Permit Report R3d items a) – d).*
4. *Provide a shapefile or equivalent digital file for the delineated WCA jurisdictional wetland boundaries inside CRWD.*
5. *Revise plans to update legend and note on Sheet 14 of the Construction Plan (226 of 367) and Drainage Plan (300 of 367) to reference the revised infiltration design of ditch block 2.*

Mazanec/Sanders

Unanimously Approved

C) 24-013 MnDOT Pond Maintenance Group A (Hosch)

Ms. Hosch reviewed permit 24-013, MnDOT Pond Maintenance Group A, in which MnDOT proposes clearing and grubbing within basin limits and dredging to remove accumulated sediment to return basin to original design capacity.

Motion 24-060: *Approve permit 24-013, MnDOT Pond Maintenance Group A, with five 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 erosion and sediment control plan to address the following:*
 - a. *Provide a vehicle tracking reduction BMP such as a rock construction entrance. Site access appears to be near the intersection of Roselawn Ave E and Adolphus St. and would be an ideal location for a vehicle tracking reduction BMP.*
 - b. *Provide inlet protection for catch basins near and down-gradient of the construction entrance.*
4. *Provide an updated wetland delineation showing the Roselawn Dry Pond (site 21) is a jurisdictional wetland based on historic aerial photographs and topographic maps (sent to MnDOT 3/21/24) or provide additional information supporting the non-jurisdictional status. The use of only the soil survey is insufficient.*
5. *Based on the historic presence of wetlands at the site, the current wet condition, and the anticipated regular inundation of the project site, CRWD recommends that a native seed mix more tolerant of wet conditions than 35-241 be used to ensure successful establishment.*

*Mazanec/Sanders
Unanimously Approved*

V. Action Items

A) Approve Minutes of April 3, 2024, Regular Board Meeting (Armstead)

Board Manager Sullivan Janzen requested clarification of the attendance list in the minutes of the April 3, 2024, meeting. Christopher Bates, Ramsey County Attorney, is listed under the list of staff. Staff clarified it is because Mr. Bates is not considered a public attendee. Staff suggested adding another category, such as Consultants or Other, in future minutes. The Board approved the minutes as is.

Motion 24-061: *Approve the April 3, 2024, Minutes, Regular Board Meeting.*

*Mazanec/Sanders
Unanimously Approved*

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

Motion 24-062: *Approve April 2024 accounts payable/receivable and direct Board Treasurer and President to endorse and disperse checks for these payments.*

*Mazanec/Sanders
Unanimously Approved*

C) Approve 2023 Audit and Annual Financial Report (Eleria)

Ms. Eleria provided an update on the 2023 audit and annual financial report, which was completed by Redpath. The objectives of the audit were to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement; issue an

auditor's report that includes their opinion about whether CRWD's financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles (GAAP); and report on the fairness of the supplementary information when considered in relation to the financial statements as a whole. Redpath issued an unmodified opinion of CRWD's 2023 financial statements.

Two material misstatements were identified during the audit and both items were subsequently corrected. The misstatements were related to unrecognized grant revenue and allocation of payment for invoices during the appropriate year. Staff and the Board Finance Committee met and reviewed these items with the auditor prior to the Board meeting.

Staff and the Finance Committee recommend accepting the 2023 Audit and Annual Financial Report.

Motions 24-063: *Accept 2023 Audit and Annual Financial Report.*

Mazanec/Sanders
Unanimously Approved

D) Approve 2023 Annual Report (Van Sant)

Ms. Van Sant requested feedback from the Board of Managers about the general format and contents of the draft 2023 Annual Report. The Board provided positive feedback about the format and the photos included in the report. They thought it was easy to read and that it looks outstanding.

Motions 24-064: *Approve the 2023 Annual Report for submission to the Minnesota Board of Water and Soil Resources (BWSR).*

Mazanec/Sanders
Unanimously Approved

E) Approve Contract for Spring 2024 ROW Rain Garden Construction (Kucek)

Mr. Kucek presented plans for right-of-way (ROW) rain garden construction to take place in the spring, between May and July. CRWD and Ramsey County Soil and Water Conservation Division (RCSWCD) staff have prepared designs and received design approval from St. Paul and Roseville for seven curb cut boulevard rain gardens. A request for quotes was distributed to five contractors. The selected contractor will excavate the basins; construct retaining walls where necessary; add pretreatment structures; install soil, mulch, and plants; and pour concrete curb inlets. Three contractors returned quotes. The lowest quote came from JL Theis, Inc. at \$76,204.00. JL Theis, Inc. was the contractor for CRWD's 2019 curb cut rain garden construction. Staff recommend JL Theis to complete this work in 2024.

Manager Mazanec asked whether participants that are funded by this grant program post signage in their yards. Mr. Kucek responded that as part of the grant agreement, CRWD installs small signs that include CRWD's logo and a small description of the project.

Motions 24-065: *Approve construction services agreement with JL Theis, Inc. for construction of Spring 2024 ROW Rain Garden project for an amount not to exceed \$76,204.00 and authorize the Administrator to execute the agreement and any amendments not to exceed \$8,000.*

Mazanec/Sanders
Unanimously Approved

F) Approve Partner Grant Program Review Charter (Schwantes)

Ms. Schwantes presented the Partner Grant Program Review Charter. CRWD Partner Grants support organizations who share in our mission to protect, manage, and improve water resources of the District. The District has been funding Partner Grant projects since 2007.

The draft Partner Grant Program Review Charter outlines a process and timeline to document how the program has been implemented, collect internal and external feedback, and develop a set of recommended program changes. The goal is to develop program changes that better align with District resources and goals. Staff met with the Communications and Community Committee of Managers Mazanec and Sullivan Janzen on April 3 to review the Draft Charter and get feedback. The Charter was presented to the CAC at the April 10 meeting. Staff and the CAC discussed eligibility and funding processes and difficulties that arise during the proposal review process. Manager Sullivan Janzen commented that it is important to recognize the role that the CAC has historically played in the partner grant program and that they provided a lot of good feedback during their discussion of the program review charter.

Motions 24-066: *Approve the Partner Grant Program Review Charter.*

Mazanec/Sanders
Unanimously Approved

G) Approve Comment Letter on the Como Regional Park Long-Range Plan (Belden)

Ms. Belden requested approval of a comment letter on the Como Regional Park Long-Range Plan. The City of St. Paul is accepting comments on the plan until April 26th. The plan has not been updated since the early 1980s. Staff prepared a draft letter paying particular attention to how the plan aligns with our Watershed Management Plan and the Como Lake Management Plan. Staff included comments reflecting on the long partnership between CRWD and the City of St. Paul over the last couple of decades in Como Park. Ms. Belden was a member of the Design Advisory Committee and afforded the ability to ensure many District priorities were included in the plan.

Motions 24-067: *Approve comment letter on the Como Regional Park Long-Range Plan.*

Mazanec/Sanders
Unanimously Approved

H) Approve Promotion of Bob Fossum to Deputy Administrator (Eleria)

Ms. Eleria recommended the promotion of Bob Fossum to Deputy Administrator, effective May 18, 2024. With the Board's appointment of Ms. Eleria to the Administrator position effective May 18, there will be a vacancy in the Deputy Administrator position. Bob Fossum, who has worked for the District since 2004 and currently serves as the Monitoring, Research and Maintenance (MRM) Division Manager, is well qualified to fill this vacancy. Mr. Fossum brings a tremendous amount of technical, project management and supervision skills and experience to this position. Mr. Fossum's exceptional project management and partnership building skills have been displayed through numerous District planning and capital improvement projects including the District's second generation watershed management plan, Arlington-Pascal Stormwater Improvement Project, Trout Brook Nature Sanctuary stream re-creation, and Highland Bridge regional stormwater management.

Ms. Eleria added that Mr. Fossum is a trusted advisor and a great sounding board. President Collins commented that Mr. Fossum has done exceptional work and has served a good resource for him to ask questions over the years. Manager Sanders commented it is a well-deserved promotion and he thanked Mr. Fossum for his work. Manager Mazanec added that Mr. Fossum is a "difference-maker" in the organization and that the Board couldn't be any luckier to have him at the District.

Motions 24-068: *Approve the promotion of Bob Fossum to Deputy Administrator effective May 18, 2024.*

Mazanec/Sanders
Unanimously Approved

I) Approve Promotion of Britta Belden to Monitoring and Research Division Manager (Eleria)

Ms. Eleria recommended the promotion of Britta Belden to Monitoring and Research division Manager, effective May 18, 2024. With the pending Board approval of Bob Fossum as the Deputy Administrator position, staff anticipated a vacancy in the Monitoring and Research Division. Britta Belden, who has worked for the District since 2010 and currently serves as a Water Resource Project Manager, is well suited to serve as the next Monitoring and Research Division Manager. Britta is the consummate project manager who brings excellent communication, organizational, and analytical skills and great attention to detail to every aspect of her work. Pairing those skills with her extensive technical knowledge of watershed management and limnology, she successfully led the development of the Como Lake Management Plan in 2018-2019 by compiling and evaluating complex data and science of the lake and listening to diverse stakeholders and finding consensus on a set of goals and implementation activities. Over the past four years, her focus on plan implementation of the in-

lake and shoreline management work has led to Como Lake meeting water quality standards for the first time in 2023.

Ms. Eleria added that it has been an honor to witness Ms. Belden's growth in her career over the years. Manager Texer commented that Ms. Belden has the ability to make the most technical information understandable. President Collins commented this is a well-deserved promotion and he has also enjoyed seeing Ms. Belden grow into various positions at the District. Manager Sullivan Janzen commented she also really appreciates Ms. Belden's ability to translate technical information and Ms. Belden's awareness of artistry in her work.

Motions 24-069: *Approve the promotion of Britta Belden to Monitoring and Research Division Manager effective May 18, 2024.*

Mazanec/Sanders
Unanimously Approved

VI. Unfinished Business

None

VII. General Information

A) Board of Managers' Updates

The second Board meeting in June is confirmed to be held on Thursday, June 20th.

President Collins asked whether the Minnesota Pollution Control Agency (MPCA) provided an update regarding federal funding for McMurray Field. He expressed concerns about having to find an alternative funding source, such as bonding, if the District does not receive funds from MPCA. Mr. Fossum noted our application is expected to score well; however, funds cannot be dispersed until final plans and specs are reviewed and approved by the MPCA's engineer. Unfortunately, staff likely will not know the outcome of funding status until staff are ready to go out to bid for a contractor. Mr. Fossum said he would provide a more detailed report at the next Board meeting.

B) Administrator's Update

Ms. Eleria shared that the Metro Watersheds meeting last night had a good turnout. They discussed the upcoming Summer Tour. They received a primer from the Minnesota Watersheds lobbyist on legislative budgeting, which was very informative.

Manager Mazanec said he has not been able to find additional information on Met Council's website related to water policy feedback and planning. He asked if the staff had any information related to any upcoming meetings. Staff have not received anything directly from the Met Council related to that, though someone from the University of Minnesota Extension has reached out about CRWD participating in workshops on equity in water

management and helping to co-develop policy actions. Staff will follow up on upcoming meeting dates if they receive any updates.

Manager Janzen Sullivan noted she is unable to attend the May 1st Board of Managers meeting.

C) Annual Performance Review of District Administrator

The Board of Managers went into a closed session to conduct the annual performance review of the Administrator.

The Board of Managers came out of the closed session and back into the open session.

Motion 24-070: Approve Annual Performance Review of Administrator Mark Doneux

Mazanec/Sanders
Unanimously Approved

VIII. Next Meetings

Wednesday, May 1, 2024 - 6:00 PM – Board Meeting
Wednesday, May 8, 2024 - 6:00 PM – Board Meeting

IX. Adjournment

Motion 24-071: *Adjournment of April 17, 2024, Regular Board Meeting at 7:00 PM.*

Mazanec/Sanders
Unanimously Approved

Respectfully submitted,
Meilina Dalit