



Capitol Region Watershed District

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

October 2, 2024
Board Meeting
APPROVED

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, September 18, 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

Anna Eleria
Chris Kucek
Belinda Armstead
Elizabeth Hosch
Maricella Xiong
Forrest Kelley
Britta Belden

Public Attendees

None

Other Attendees

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

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

Motion 24-167: *Approve the Agenda of the September 18, 2024, Board Meeting*

Administrator Eleria noted that she will present agenda item V. E Job families on behalf of Deputy Administrator Fossum.

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 #20-032 MnDOT Noise Wall-Closure (Stephan)

Ms. Hosch presented Permit #20-032 on behalf of Ms. Stephan. This permit was issued to construct a noise wall along the south side of I-94 between Prior Ave and Fairview Ave. Due to limited space and steep slopes, alternative compliance for Rule C (Stormwater Management) was requested. The applicant complied with the volume retention standard by using qualified

banking credits. Work is complete, and the site is stable. No surety was collected for this public project.

Motion 24-168: *Approve Certificate of Completion for permit #20-032, MnDOT Noise Wall, and withdrawal of 120 ft³ from the MnDOT Volume Bank.*

Mazanec/Sanders
Unanimously Approved

B) Permit #23-032, Rice Street Reconstruction (Hosch)

Ms. Hosch presented Permit #23-032 Rice Street Reconstruction of Rice Street from Pennsylvania Avenue to Wheelock Parkway. This public linear project will fully reconstruct 17.6 acres of the existing Rice Street urban corridor to accommodate the new Rice Street multi-modal corridor. This will consist of pulling existing curb lines in towards the roadway centerline to replace existing roadway areas with pedestrian-friendly facilities. Permanent stormwater management consists of seven infiltration BMPs and nine filtration BMPs.

Motion 24-169: *Approve permit #23-032 Rice Street Reconstruction with 1 Condition:
1. Complete/achieve an executed programmatic Memorandum of Agreement for Maintenance of Stormwater Facilities between CRWD and Ramsey County.*

Mazanec/Sanders
Sullivan Janzen Abstained

IV. Special Reports- Como Lake Long-Term Vegetation Management Plan Update (Belden)

Ms. Belden presented critical updates to the Como Lake Management Plan (CLMP), which the Board of Managers adopted in 2019. It presents an adaptive management framework for achieving Como Lake's water quality goals over the next 20 years. As part of the CLMP, several actions for aquatic vegetation management were recommended to work toward an ecologically healthy Como Lake. Specifically, develop and implement a lake vegetation management plan. CRWD developed and adopted the Como Lake Long-term Vegetation Management Plan (CLLVMP) in 2020 as a next step. The plan establishes an adaptive management approach for restoring and enhancing Como Lake's aquatic vegetation community. The plan specifies a first 3-year implementation cycle for managing the plant community in Como Lake with emphasis on native plant succession following curly-leaf pondweed control. It also recommends a 3-year review of the approach to evaluate past management activities and results and then develop a strategy for the subsequent management cycle based on outcomes of the previous. Ms. Belden stated that invasive hybrid watermilfoil has been identified in Como Lake.

The Board inquired about where the milfoil comes from. Ms. Belden responded that plant parts, birds, and authorized watercraft could transport it. Manager Mazanec asked about the control of carp. Ms. Belden replied that the carp in Como Lake are common. Manager Mazanec inquired about other species of fish. Ms. Belden replied that we would never get rid of it; we could control and manage it so the native plants could dominate. President Collins commented that Como was clear until algae came in August, and the lake is cleaner than it has been. Ms. Belden replied that concentration is essential. Ms. Belden commented that recent rainfall and stormwater runoff drove this algae production. President Collins asked Ms. Belden if she was happy with the report. Ms. Belden replied that it was easy to use and straightforward and that she was pleased with the report.

V. Action Items

A) Approve Minutes of September 4, 2024, Board Workshop and Regular Board Meeting (Armstead)

Motion 24-170: *Approve the September 4, 2024, Minutes, Board Workshop and Regular Board Meeting.*

Mazanec/Sanders
Unanimously Approved

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

Motion 24-171: *Approve August 2024 accounts payable/receivable and direct the Board Treasurer and President to endorse and disperse checks for these payments.*

Mazanec/Sanders
Unanimously Approved

C) Approve 2024-2025 Adopt-a-Drain K12 Program (Xiong)

Ms. Xiong provided an update on the 2023-2024 Adopt-a-Drain residential and K-12 program outcomes and shared plans for the 2024-2025 school year, which includes serving 30 classrooms with a minimum of 20 in the Focus Area and the remaining ten being located anywhere within CRWD's boundaries. The proposed investment of \$24,000 from the Clean Streets budget would continue the program. Ms. Xiong also presented the Adopt a Drain K12 Contract. CRWD has partnered with the City of Saint Paul and Hamline University's Center for Global Environmental Education (CGEE) to implement the Adopt-a-Drain program in neighborhoods across the District since 2014. The program encourages residents to take action to protect water quality by signing up to keep storm drains near their homes free of leaves and debris. The promotion of the program has included a presence at community events, distributing door-hangers to residential properties in target neighborhoods, and posting social

media and direct mail. New participants receive a welcome packet with additional ways to reduce runoff pollution on their property and a yard sign highlighting their commitment to clean water. Participants are asked to report the pounds of debris they remove annually to calculate pollutant load reductions.

President Collins commented on weighing the leaves and transport. Ms. Xiong replied that it depends on the season, the weight can fluctuate, and if you pick up glass or plastic. Manager Sullivan Janzen asked if the teachers' chief challenge was having access to a scale to weigh correctly or if it was the burden of having to transport. Ms. Xiong replied that there were a couple of notes reported; one of the challenges expressed by the teachers is the motivation for the students to do the mathematics and weighing; they are excited to go out there, but when it comes to the weighing and the mathematics, the teachers end up doing the weighing and scale themselves. Ms. Xiong replied that the incentives are if you can see what you have and the connection between the river and the purpose. Manager Texer inquired about the contract's language and nondiscrimination language regarding citizens. She asked about including green card holders. Attorney Cousins replied that the language is from state statute; it is the minimum, but you can add additional language.

Ms. Xiong emphasized that the Adopt A Drain program has reached a ten-year milestone.

Motion 24-172: *Approve the 2024-2025 Adopt-a-Drain K-12 Program and authorize the Administrator to execute an agreement with Hamline University's Center for Global Environmental Education in an amount not to exceed \$24,000.*

Mazanec/Sanders
Unanimously Approved

D) Approve Planning Grant with Trust for Public Land for Maxfield Elementary School (Kucek)

Mr. Kucek presented the Planning Grant application with the Trust for Public Land for Maxfield Elementary School. The Trust for Public Land (TPL) has applied for a Water Quality Planning Grant to support the development of stormwater and green infrastructure elements of their community schoolyard planning effort for Maxfield Elementary, located at 380 Victoria St. N, St. Paul. The schoolyard is approximately 2.5 acres in St. Paul's Rondo neighborhood within CRWD's St. Anthony Hill Subwatershed. As with their previous work on Midway Peace Park, TPL emphasizes youth and community input to drive the design process. Current concepts for stormwater infrastructure on-site include a large bioswale to capture and infiltrate runoff that causes localized flooding and icing in the winter. Stormwater projects identified as viable within the feasibility phase will be eligible for detailed design funding and may be eligible for Clean Water Project implementation funding in the future. The grant request is \$20,000 (18%) of the \$113,031 total project design cost. Staff recommends approval of this grant, funded through Large Scale Planning Grants with a remaining 2024 grant balance of \$64,700.

President Collins commented that this is a great project and the type of organization we should work with. Working with kids could eventually motivate them to enter the water quality field. Manager Mazanec asked if painting a parking lot was appropriate. Mr. Kucek replied that impacts might be minor.

Administrator Eleria commented that conversations with TPL about Maxfield Elementary School started 2-4 years ago. It was through the partnership with Midway Peace Park that CRWD came to mind as an organization that could bring technical and financial support to the school. There may be an opportunity to replicate this type of work at recreation centers and other community spaces. Manager Texer commented on the site map that all the trees will help. Manager Sullivan Jazen said the school would be a good candidate for the Adopt a Drain project.

Motion 24-173: *Approve Planning Grant with Trust for Public Land for Maxfield Elementary Community Schoolyard and authorize the Administrator to execute the agreement for an amount not to exceed \$20,000.*

Mazanec/Sanders

Unanimously Approved

E) Adopt CRWD Administrative, Communication & Engagement, and Technical Job Families (Fossum)

Administrator Eleria presented CRWD Administrative, Communication and Engagement, and Technical Job Families. Staff have developed three job families that include all positions at CRWD. Those families are Technical, Communications & Engagement, and Administrative. The job families are in a table structure, and the intention is to outline the minimum requirements for a position within each grade. The classifications (I-VI) align with CRWD grades defined in the employee handbook. When reviewing a grade/classification, it should be assumed that all minimum requirements from lower grades/classifications apply. The job families include minimum requirements: General Duties, Supervision Received, Supervision Provided to Others, Core Competencies, Education/Experience, and Communication. The job families allow a common understanding between employees and their supervisors of the minimum requirement for each position. Employees meeting minimum classification requirements is only one of several considerations when hiring new staff, evaluating new positions, or considering promotions for existing staff (others may include current openings, needs of the District, and individual performance). This will also help provide more consistency across all Divisions of the District. The job families have been reviewed and supported by the Personnel Committee, which recommends adoption by the entire Board.

Manager Texer commented that everything was logical, including the process and the description of the separate job families. President Collins also commended the work and mentioned that this work provides staff with a road map for advancement.

Motion 24-174: *Adopt CRWD Technical, Communication & Engagement, and Administrative Job Families.*

Mazanec/Sanders

Unanimously Approved

F) Approve Establishment of Grade 3, Technical Specialist III Stormwater Facility Operations Specialist Position (Kelley)

Mr. Kelley presented the Technical Specialist III Stormwater Facility Operations Specialist Position.

The Facility Management Division was created in December 2023 to increase BMP function through improved operation and maintenance and consolidation of maintenance activities spread throughout multiple divisions.

To date, the Division has completed work within the Facility Management Program Plan with assistance from the Planning, Projects, and Grants Division staff. The Plan identified this approach to staffing during the first transitional year of Division development, and the 2024 Work Plan suggests the timing of hiring additional staff should occur in late 2024. In anticipation of 2025 work planning and prioritization of additional infrastructure maintenance demands, bringing on additional staffing resources is needed to assist with implementing activities and programs such as managing the Pooled BMP Maintenance offering, Trout Brook Interceptor inspection and repairs, and prioritizing partner infrastructure to assume additional maintenance responsibilities.

The Personnel Committee reviewed the position description. Staff intends to initiate the internal hiring process within the CRWD employee handbook, allowing existing qualified personnel to apply for the position before advertising externally.

Motion 24-175: *Approve the Grade 3 Technical Specialist III Stormwater Facility Operations Specialist Position and authorize staff to advertise and fill the position.*

Mazanec/Sanders

Unanimously Approved

G) Approve the Preliminary 2025 Budget and Levy (Eleria)

Administrator Eleria provided another update on the Preliminary 2025 Budget and Levy. Operationally, the budget supports existing administrative, programmatic, and project work and allows the expansion of stormwater facility management activities, implementation of new initiatives for chloride management and climate resiliency, and development of new designs and plans by CRWD or our partners, including Loeb Lake Management Plan, Saint Anthony Hill

Subwatershed Modeling and River Learning Center. Most of the preliminary CIP budget will go towards the McMurray Field Stormwater BMP Project in Como Regional Park in Saint Paul.

Administrator Eleria provided information about the estimated property tax impacts of CRWD's actual 2024 levy and anticipated 2025 levy. The Managers commented on the usefulness of this information and how CRWD's proposed tax levy increase compares to other public agency levies.

Motion 24-176: *Adopt resolution approving CRWD Preliminary 2025 Budget and Levy and direct the Treasurer and Administrator to certify the levy with Ramsey County.*

Mazanec/Sanders

Unanimously Approved

H) Appoint Tori Philippi to the Community Advisory Committee (Eleria)

Administrator Eleria introduced the application for Ms. Philippi, who currently works for the Comfort Lake-Forest Lake Watershed District, performing administrative tasks for the Board of Managers. She has extensive experience working with natural resources, having been a trail guide in the Boundary Waters Canoe Area Wilderness and a trip leader in college. She is interested in supporting environmental efforts by joining the Community Advisory Committee, specifically in the district where she lives.

Motion 24-177: *Appoint Tori Philippi to the Community Advisory Committee.*

Mazanec/Sanders

Unanimously Approved

VI. Unfinished Business

A) 2024 Investment Update (Eleria)

Administrator Eleria provided an update on the 2024 CRWD Investments. CDs were purchased with terms ranging from 6 months to 2 years and interest rates ranging from 4% to 5%.

VII. General Information

A) Board of Managers' Updates

None.

B) Administrator's Update

Administrator Eleria will attend an administrator meeting in Fergus Falls next week. Administrator Eleria stated that Ms. Bromelkamp is seeking Board assistance in distributing the RFQ for the Artist in Residence. She also mentioned that Ms. Krivichi has her art displayed at the MN Arboretum until the end of October. Manager Sullivan Janzen inquired about the hotel

registration for the MN Watershed Conference. Administrator Eleria replied that Ms. Dalit has reserved lodging for staff and the Board and will ask Ms. Dalit to send confirmation emails to the Board. Manager Sanders inquired about the MN Seed collection event at the District.

VIII. Adjournment

Motion 24-178: *Adjournment of September 18, 2024, Regular Board Meeting at 7:25 PM.*

Mazanec/Sanders
Unanimously Approved

Respectfully submitted,
Belinda Armstead