



Capitol Region Watershed District

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

**January 8, 2024
Board Meeting**

V. Action Item
A) Approve Minutes of
December 18, 2024, Annual
and Regular Meeting
APPROVED

Annual and Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, December 18, 2024, at 6:00 p.m.**

ANNUAL MEETING MINUTES

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

A) Attendance

Managers

Mary Texer
Hawona Sullivan Janzen (absent w/ notice)
Rick Sanders
Shawn Mazanec
Joe Collins

Staff Present

Anna Eleria
Bob Fossum
Elizabeth Hosch
Meilina Dalit
Nate Zwonitzer

Public Attendees

Mike Trojan, CAC

Other Attendees

Attorney Brad Cousins

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

Motion 24-234: *Approve the Agenda of December 18, 2024, Board Meeting*

Mazanec/Sanders
Unanimously Approved

II. Election of Officers and Committee Appointments (*Joe Collins, President*)

Office Current/Past Officers

President
Vice President
Secretary
Treasurer
Communications and Engagement

December 18, 2024 - Annual Mtg 2025

Joe Collins
Mary Texer
Hawona Sullivan Janzen
Rick Sanders
Shawn Mazanec

Motion 24-235: *To elect the officers to serve the Capitol Region Watershed District from December 18, 2024, to the District's Annual Meeting in 2025.*

Mazanec/Sanders
Unanimously Approved

III. Committee Appointments (*Joe Collins, President*)

Current Appointments

December 18, 2024-Annual Mtg. 2025

Personnel Committee

- 1) *Mary Texer*
- 2) *Joe Collins*

- Mary Texer*
- Joe Collins*

Finance Committee

- 1) *Rick Sanders*
- 2) *Joe Collins*

- Rick Sanders*
- Joe Collins*

Operations

- 1) *Rick Sanders*
- 2) *Mary Texer*

- Rick Sanders*
- Mary Texer*

Programs

- 1) *Mary Texer*
- 2) *Rick Sanders*

- Mary Texer*
- Rick Sanders*

Communications and Community

- 2) *Hawona Sullivan Janzen*
- 3) *Shawn Mazanec*

- Hawona Sullivan Janzen*
- Shawn Mazanec*

Capital Improvements, Projects, and Partnerships

- 1) *Hawona Sullivan Janzen*
- 2) *Shawn Mazanec*

- Hawona Sullivan Janzen*
- Shawn Mazanec*

Motion 24-236: *To appoint committee members to serve the Capitol Region Watershed District from December 18, 2024, to the District’s Annual Meeting in 2025 as follows.*

Mazanec/Sanders
 Unanimously Approved

IV. Other Administrative Assignments (*Joe Collins, President*)

A) Bank/Depository of Funds

- Bank
- Depository of Funds

- 2024
- US Bank
- 4M Fund

- 2025
- US Bank
- 4M Fund

B) Managers Per Diem

- Per Diem

- 2024
- \$125/meeting

- 2025
- \$125/meeting

C) Mileage Reimbursement

- Mileage

- 2024
- \$0.67/mile

- 2025
- \$0.67/mile,
- or as determined by
- IRS in 2025

D) Official Newspaper

- Newspaper

- 2024
- St. Paul Pioneer Press

- 2025
- St. Paul Pioneer Press

E) Accountant	<u>2024</u>	<u>2025</u>
Accountant	Redpath and Company	Redpath and Company
F) Auditor	<u>2024</u>	<u>2025</u>
Auditor	Redpath and Company	Redpath and Company

Motion 24-237: *To make administrative assignments to serve the Capitol Region Watershed District from December 18, 2024, to the District’s Annual Meeting in 2025 as follows:*

Mazanec/Sanders
Unanimously Approved

V. 2025 Board Meeting Calendar *(Joe Collins, President)*

- Wednesday, January 8, 2025 – rescheduled due to a holiday
- Wednesday, January 22, 2025
- Wednesday, February 5, 2025
- Tuesday, February 18, 2025 – rescheduled
- Wednesday, March 5, 2025
- Wednesday, March 19, 2025
- Wednesday, April 2, 2025
- Wednesday, April 16, 2025
- Wednesday, May 7, 2025
- Wednesday, May 21, 2025
- Wednesday, June 4, 2025
- Wednesday, June 18, 2025
- Wednesday, July 2, 2025
- Wednesday, July 16, 2025
- Wednesday, August 6, 2025
- Wednesday, August 20, 2025 – Public Hearing for Budget & Levy
- Wednesday, September 3, 2025 – Adoption of Preliminary Budget and Levy
- Wednesday, September 17, 2025
- Wednesday, October 1, 2025
- Wednesday, October 15, 2025
- Wednesday, November 5, 2025
- Wednesday, November 19, 2025
- Wednesday, December 3, 2025 (tentative due to date of MN Watersheds annual conference)
- Wednesday, December 17, 2025 – Annual Meeting, Adoption of Final Budget and Levy

Motion 24-238: *To set the regular meetings of the Board of Managers of the Capitol Region Watershed District for 6:00 P.M. at the District office generally on the 1st and 3rd Wednesdays of each month unless otherwise noted.*

Mazanec/Sanders
Unanimously Approved

VI. 2025 Community Advisory Committee Meeting Schedule

- Wednesday, January 15, 2025 – Virtual
- Wednesday, February 12, 2025 – Virtual

Wednesday, March 12, 2025
Wednesday, April 9, 2025
Wednesday, May 14, 2025
Wednesday, June 11, 2025
Wednesday, July 9, 2025
Wednesday, August 13, 2025
Wednesday, September 10, 2025
Wednesday, October 8, 2025
Wednesday, November 12, 2025
Wednesday, December 10, 2025 – Virtual

Motion 24-239: *To set the regular meetings of the Community Advisory Committee of the Capitol Region Watershed District for 5:30 P.M. Virtually and at the District office, generally on the 2nd Wednesday of each month.*

Mazanec/Sanders
Unanimously Approved

VII. Community Advisory Committee Appointments.

The Board of Managers must annually appoint the Community Advisory Committee members. To maintain an orderly CAC roster and fully comply with State Statutes, the Community Advisory Committee submits a recommended roster to the Board of Managers, who will appoint CAC members for 2025 at the CRWD Annual Meeting on December 18, 2024.

Steven Duerre
Barbara Hall
Michael MacDonald
Michelle Ulrich
Richard Weil
Mike Trojan
Gwen Willems
Mary Lilly
Tom Elko
Lauren Wheeler
Andrew Montain
Tori Philippi

Motion 24-240: *Recommend reappointing the current CAC members through December 2025.*

Mazanec/Sanders
Unanimously Approved

VIII. Conflict of Interest Policy

The Board of Managers reviewed the Conflict of Interest policy and filled out annual statements acknowledging receipt and review of CRWD's Conflict of Interest policy, dated April 21, 2005.

IX. Public Question and Comment Period

No public questions.

IX. Adjournment of Annual Meeting

Motion 24-241: *Adjournment of December 20, 2023, Annual Board Meeting at 6:04 P.M.*

Mazanec/Sanders
Unanimously Approved

REGULAR MEETING MINUTES

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

A) Attendance

Managers

Mary Texer
Hawona Sullivan Janzen (absent w/ notice)
Rick Sanders
Shawn Mazanec
Joe Collins

Staff Present

Anna Eleria
Bob Fossum
Elizabeth Hosch
Meilina Dalit
Nate Zwonitzer

Public Attendees

Mike Trojan, CAC

Other Attendees

Attorney Brad Cousins

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

Administrator Eleria requested the addition of Action Item V. B1) Additional Check Payment to December 18 Check Register and the removal of Action Item V. D) Approve 2024 Watershed Artist in Residence (staff anticipate this update at the January 8th Board meeting).

Motion 24-242: *Approve the Agenda of the December 18, 2024, Board Meeting.*

Mazanec/Sanders

Unanimously Approved

II. Public Comment

A) Public Comment on items not on the Agenda (please observe a limit of three minutes per person.) – None.

III. Permit Applications and Program Updates

A) Permit 23-023, Lee & Penny Anderson Arena – Amendment (Hosch)

The applicant proposes an amendment, for the Owens Hall Microgrid building project, to the multipurpose arena for St. Thomas Hockey and Basketball programs. The project now includes this additional campus building along with previously approved practice facilities, coaching offices, locker rooms, and student athlete support services that will also host other university events.

Motion 24-243: *Approve Amendment with 2 Conditions:*

- 1) *Receipt of additional \$3,800 site surety and additional \$1,600 MTD surety.*
- 2) *Revise Solution Blue plans to include items a.-c. on permit report R7b dated 12/11/24.*

Mazanec/Sanders

Unanimously Approved

B) Permit #23-024, Skyline Apartments Parking Lot Improvements – Approval Extension (Stephan)

The applicant proposes upgraded parking facilities, landscaping, storm sewer system, and stormwater BMPs. Previous approval with conditions was granted on January 3, 2024. The applicant has 1 year from the approval to complete the remaining conditions for permit issuance and begin work. The applicant has informed us that construction is expected to begin in spring of 2025 and has requested additional approval time to complete the remaining conditions and begin work. No changes to the plan have been proposed, nor any Rule changes to incorporate.

Motion 24-244: *Approve Extension with 4 Conditions:*

- 1) *Receipt of documentation of maintenance agreement recorded with Ramsey County, including attachments A (scaled site plan) and B (site specific maintenance plan).*
- 2) *Provide a copy of the NPDES permit.*
- 3) *Submit final shop drawings to Capitol Region Watershed District for review and approval at least seven (7) days before construction of permanent stormwater treatment systems. Email acknowledgement of this requirement will satisfy the condition if schedule does not align to submit before permit issuance.*
- 4) *Include the following note on Sheet C4.0:*
 - a. *Submit final shop drawings to Capitol Region Watershed District for review and approval at least seven (7) days before construction of permanent stormwater treatment systems.*

Mazanec/Sanders
Unanimously Approved

IV. Special Reports-None

V. Action Items

A) Approve Minutes of December 2, 2024, Regular Board Meeting (Armstead)

Motion 24-245: *Approve the November 20, 2024, Minutes, Regular Meeting*

Mazanec/Sanders
Unanimously Approved

B) Approve Accounts Payable/Receivable for December 2024 (Dalit)

Motion 24-246: *Approve a partial November 2024 accounts payable and direct Board Treasurer and President to endorse and disperse checks for these payments. Authorize the Administrator to issue electronic payments for November US Bank and Menards credit card payments.*

Mazanec/Sanders
Unanimously Approved

B1) Additional Check Payment to December 18 Check Register

Staff request the approval of an additional check payment to JE Dunn in the amount of \$18,619 for a pay application for the Thomas Building Capital Maintenance Project. The pay application had been submitted to CRWD before our deadline, but it required approval from the architect,

which was provided after the December 18th check register payments had been approved by the Deputy Administrator. JE Dunn also requested to receive the payment for this pay application in December for their year-end accounting purposes.

Motion 24-247: *Approve an additional check payment to JE Dunn in the amount of \$18,619 and direct Board Treasurer and President to endorse and disperse this payment.*

Mazanec/Sanders
Unanimously Approved

C) Approve Agreement for Accounting and Audit Services by Redpath (Dalit)

Staff request approval to enter into two contracts with Redpath and Company for their services in 2025: one for 2025 accounting and payroll services and another for the 2024 financial audit. Redpath provided a proposal for accounting and payroll services as well as an audit engagement letter outlining the scope of work for the audit.

Redpath and Company has provided monthly accounting and biweekly payroll processing services for the District for many years. They have also offered the District assistance with PERA administration and other miscellaneous accounting and payroll services. Redpath has conducted the two previous financial audits for the District.

The estimated cost of accounting and payroll services in 2025 is \$82,560. The estimated cost for the audit is \$34,000-36,000. The grand total of estimated services from Redpath next year is \$118,560.

Motion 24-248: *Approve accounting and payroll processing services from Redpath and Company and authorize Administrator to execute an agreement for an amount not to exceed \$82,560, and any amendments up to \$15,000.*

Mazanec/Sanders
Unanimously Approved

Motion 24-249: *Approve the 2024 financial audit services from Redpath and Company and authorize Administrator to execute an agreement for an amount not to exceed \$36,000, and any amendments up to \$5,000.*

Mazanec/Sanders
Unanimously Approved

D) Approve Amendment with Stantec Engineering and Athorize Request for Quotes for Highland Ravine 3 Repairs (Roessler-Caram)

Due to the topography and land use in the Highland Park Neighborhood, runoff flows rapidly through Highland Ravine. This leads to erosion, flooding, and the delivery of pollutants to the Mississippi River. During an inspection in June 2023, CRWD staff observed rocks from nearly all 33 grade control structures had been dislodged and transported downstream. CRWD and

Stantec staff determined sediment transport from bare sections of side slopes combined with a large storm event generated enough energy to dislodge the rocks. The findings indicated that the ravine experienced a 10- to 35-year storm event on June 10, 2023. This created instability in the channel and allowed a significant amount of sediment to move downstream, clogging the outlet structure. The new condition increased the likelihood of further damage, including risks to nearby infrastructure and adjacent properties. As a result, CRWD initiated designs to repair the ravine.

Stantec has developed construction plans which include repairing all 33 check dams and replacing the outlet structure with an easier to maintain design. The engineer's estimate for this work is approximately \$95,000. Staff recommend authorizing solicitation of quotes for construction so ravine repair and structure replacement can occur this winter, weather permitting.

CRWD's original contract with Stantec was for \$9,137 and included developing the ravine stabilization plans and coordinating solicitation of quotes. Stantec provided the enclosed amendment request which includes two tasks. Task 1 is for construction administration and observation of the channel and outlet work. Task 2 includes developing the vegetation management plan. Staff recommend approval of Amendment 1 for \$33,560.

Motion 24-250: *Authorize Request for Quotes for Highland Ravine 3 Repair Project.*

Mazanec/Sanders
Unanimously Approved

Motion 24-251: *Approve Amendment 1 with Stantec Engineering in the amount of \$33,560 for the Highland Ravine 3 construction administration services and vegetation management plan.*

Mazanec/Sanders
Unanimously Approved

F) Approve Final 2025 Budget and Levy (Eleria)

The Board of Managers reviewed and discussed the Preliminary 2025 Budget and Levy at several Board meetings in 2024. The Community Advisory Committee reviewed and recommended approval of the draft Preliminary 2025 Budget and Levy at their August 14, 2024, meeting. A duly noticed Public Hearing was held on August 21st, with no comments received. The Board of Managers adopted a Preliminary 2025 Budget and Levy at their September 18, 2024, meeting.

The 2025 Budget has some minor changes between programs and projects, however, the total preliminary budget of \$16,354,231 that was previously certified remains unchanged. Additionally, the proposed Preliminary 2025 Levy of \$10,516,667 remains unchanged. The 2025 Levy represents a 6% increase from the 2024 Levy amount. Administrator Eleria reviewed the minor changes to the 2025 Budget with the Board.

Motion 24-252: *Adopt Resolution approving the Final 2025 Budget and Levy and direct the Treasurer and Administrator to certify the levy with Ramsey County.*

Mazanec/Sanders
Unanimously Approved

VI. Unfinished Business

A) Municipal Partner Funding Research for Stormwater Facility Management (Fossum)

Deputy Administrator shared that CRWD is starting a research project to better understand municipal partner funding for stormwater facility management to maintain our BMPs and partner BMPs. CRWD has entered a contract in the amount of approximately \$13,000 with Watershed Management Solutions, an LLC formed by former employee Mark Doneux. This is a research project that has been long desired by CRWD staff. The findings will help set CRWD to be able to have discussions with leadership at City of Saint Paul to see how we can leverage their funding mechanisms and use our funding to most efficiently manage our BMPs.

VII. General Information

A) Board of Managers' Updates

Manager Sanders attended a MN Watersheds Board meeting earlier this week. One of the items discussed was the 2025 rental lease with CRWD, which the Board voted to approve. Another discussion item was the location of the MN Watersheds annual conference and whether they will explore different venues next year.

Manager Mazanec recently attended a MN Watersheds Legislative Committee meeting, where they discussed a lot about the process of their meetings. They discussed what their priorities, and two that were discussed were smart salting and DNR permitting in a timely fashion. There has been increased interest from people who want to join the Legislative Committee.

Manager Collins commended Administrator Eleria and Deputy Administrator Fossum on their work in 2024 and for a smooth transition since the retirement of former Administrator Doneux. done since Mark has left. Administator Eleria thanked the Board for their support and said it was helpful to have the opportunity to transition into the Administrator role for the past two years. She said it could not have been possible without CRWD's staff, who are dedicated to the mission of cleaning water, nor without the help of external parties including Attorney Cousins.

Manager Texer will attend the January CAC meeting, which will be held virtually.

B) Administrator's Update

Administrator Eleria thanked the Board for participating in the MN Watersheds annual conference. There was an engaging legislature session during the conference that both Administrator Eleria and Manager Texer attended. Attendees were encouraged to build relationships with state legislature leaders and that now is a good time to reach out to them before the 2025 session begins. Staff have started outreach with state representative, who is a champion of environmental causes including chloride issues. Staff have invited her to meet with Administrator Eleria and Manager Collins to learn more about CRWD. Staff will next be reaching out to Minnesota Senator Sandy Pappas. Manager Texer expressed an interest in meeting with the Senator. Manager Mazanec mentioned that he has reached out to state representative Curtis Johnson.

The CRWD Awards Ceremony will be held on Thursday, January 16, 2025.

VII. Adjournment

Motion 24-253: *Adjournment of December 18, 2024, Regular Board Meeting at 7:15 PM.*

Mazanec/Sanders

Unanimously Approved

Respectfully submitted,

Meilina Dalit