



Capitol Region Watershed District

595 Aldine Street
Saint Paul, MN 55104
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December 18, 2024

Board Meeting

V. Action Item

A) Approve Minutes of
December 2, 2024, Regular
Meeting
APPROVED

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, December 2, 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
Rick Sanders
Shawn Mazanec
Joe Collins

Staff Present

Anna Eleria
Belinda Armstead
Luke Martinkosky
Jessica Bromelkamp
Sarah Wein

Public Attendees

Mary Lilly (CAC Member)

Other Attendees

None

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

Motion 24-226: *Approve the Agenda of December 2, 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 #21-010, Highland Bridge Lot 1 Block 7-Closure (Martinkosky)

Mr. Martinkosky presented Permit #21-010 Highland Bridge Lot 1 Block 7-Closure. This permit was issued to construct a five-story, 118-unit senior living building located on Lot 1 Block 7 of Highland Bridge, at Bohland Avenue and Mount Curve Road in Saint Paul. Stormwater treatment is provided by a regional stormwater filtration system that is part of the Ford Site Redevelopment stormwater master plan. Work is complete, the site is stable, and the stormwater treatment will be evaluated as part of permit #20-013. \$5,700 of surety was collected for this project and is available for return. There were no surety deductions for inspection charges.

Motion 24-227: Approve \$5,700 surety return and Certificate of Completion for permit #21-010, Highland Bridge Lot 1 Block 7.

Mazanec/Sanders
Unanimously Approved

B) Permit #23-025 United Village Sculpture and Playground-Extension Approval (Hosch)

Mr. Martinkosky presented Permit #23-025 on behalf of Ms. Hosch.

The purpose of this Permit is for the extension of approval for construction of a sculpture garden, playground, walkways, and landscaping in the northwest corner and central east side of the Snelling Midway Development. The proposed permanent stormwater management comprises 12 rain gardens and one underground 36-inch perforated CMP infiltration system.

Previous approval with conditions was granted on December 6, 2023. The applicant has 1 year from that approval to complete the remaining conditions for permit issuance and begin work. The site work proceeded while the remaining administrative title work was completed, which has been a particularly lengthy process during this complicated development. The applicant has requested additional approval to complete the remaining condition of recording the O&M agreement, which is expected to be completed in December 2024. This work may include collaboration with the City of Saint Paul maintenance requirements to be most efficient.

Manager Sullivan Janzen mentioned the ongoing community concerns about a flooded parking lot facing University Ave., noting that it's still flooded. She wondered if the flooding on University Ave. affected the area that this project will cover. Mr. Martinkosky clarified that the project does not impact the flooded area. He mentioned that the flooded area will come under a different permit; he anticipates several permits within the next year.

Motion 24-228: *Approve Permit #23-025 with 1 Condition: 1. Receipt of documentation of maintenance agreement recorded with Ramsey County, being sure to include attachments A (scaled site plan) and B (site specific maintenance plan).*

Mazanec/Sanders
Unanimously Approved

IV. Special Reports-None

V. Action Items

A) Approve Minutes of November 20, 2024, Regular Board Meeting (Armstead)

Motion 24-229: *Approve the November 20, 2024, Minutes, Regular Meeting*

Mazanec/Sanders
Unanimously Approved

B) Approve Partial Accounts Payable for November 2024 (Dalit)

Motion 24-230: *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

C) Adopt an Updated Safety Program (Wein)

Ms. Wein presented the updated CRWD Safety Program.

The previous audit was completed in 2019, so 2024 was the five-year mark to complete the next audit. In late spring 2024, CRWD hired Atlas Technical Consultants LLC, a local environmental health and safety company, to audit CRWD's safety program. This included a review and written report of both the 595 Aldine and 1736 Thomas building spaces, on-site assessments and staff interviews of divisional field operations, and a full review of the CRWD Safety Program Manual.

Atlas made several recommendations for our office, shop, and garage spaces (at 595 Aldine and 1736 Thomas), CRWD staff field operations, and the CRWD Safety Program Manual. CRWD has completed a full manual revision and is addressing all recommendations for workspace improvements and field operations. Staff will highlight the audit's outcomes, summarize updates to the manual, and seek Board comment and adoption of the updated safety program.

The Board commended the updated safety program, which was well-written. The Board Managers liked how the safety and parking audit was conducted. There was a discussion about the exposure control plan from a previous audit.

Mr. Sanders inquired about safety diagrams at other facilities. Ms. Wein replied that other facilities have postings; however, there are not many facilities where we actively open and close many valves. If there are extenuating circumstances, we will notify someone who will handle the emergency. There was more discussion about emergencies, safety protocols, and incorporating safety diagrams so anyone who encounters the hazard would know what to do.

Motion 24-231: *Adopt the updated CRWD Safety Program.*

Mazanec/Sanders
Unanimously Approved

D) Approve 2025 Employee Handbook (Eleria and Fossum)

Administrator Eleria and Deputy Administrator Fossum presented the 2025 Employee Handbook updates for Board approval.

The Board Personnel Committee is recommending an update to the Salary Structure. In 2024, the Mississippi Water Management Organization conducted an extensive salary survey of similar organizations, including the District. The survey and subsequent analysis were similar to the one conducted in 2022.

The remainder of the employee handbook updates can be divided into two categories:

- 1) general updates and clarifications in the main body and
- 2) updates to the Salary Structure.

Key updates and clarifications include:

- Add a new paid holiday, Indigenous Peoples Day, on the second Monday of October;
- Provide paid bereavement leave – 3 days for close family members and 1 day for other family members;
- Clarify work off-site (WOS) purpose; and
- Document that part-time employees prorate WOS and leave.

President Collins mentioned that he did preliminary research on Grade 6 and agrees that the salary administration policy needs updating.

Manager Mazanec mentioned that his organization lost a few key employees and expressed the importance of showing that we value staff and will do everything possible to support employees.

Motion 24-232: *Adopt the 2025 CRWD Employee Handbook and approve a 2.0% increase to staff salaries effective in 2025.*

Mazanec/Sanders
Unanimously Approved

VI. Unfinished Business

A) 2025 Budget Update (Eleria)

Administrator Eleria provided a brief update on the 2025 Budget Update. The Board will be asked to adopt the budget at the 12/18 Board meeting.

The Board inquired about McMurray field. The Deputy Administrator replied that we would look into it. Manager Texer replied that we will need a backup plan.

B) 2024 Watershed Stewards Awards (Bromelkamp)

Ms. Bromelkamp presented on the 2024 Watershed Stewards Awards nominations.

The Recognition & Awards Ceremony will be held on January 16, 2025, from 6:00 to 8:30 p.m. at CRWD's office. Each winner will be asked to provide photos or a video of their work and to say

a few words about our work together at the ceremony. Highlights from the ceremony will be shared on CRWD’s website, blog, e-newsletter, and social media channels.

Ms. Bromelkamp presented the recommendations for all categories and announced the award winners and their accomplishments.

VII. General Information

A) Board of Managers’ Updates

Manager Mazanec has Jury Duty in December. Manager Sullivan Janzen will not be at the 12/18 meeting. Manager Sanders commended the staff for investigating the green paint, which turned out to be algae, and it was immediately fixed.

B) Administrator’s Update

Administrator Eleria thanked the Board for supporting salary increases, which the Board has shown in several ways to show appreciation for staff. The Board's support makes this a great place to work. She also mentioned that she looks forward to seeing the Managers at the MN Watershed Conference.

VIII. Adjournment

Motion 24-233: *Adjournment of December 2, 2024, Regular Board Meeting at 7:08 PM.*

Mazanec/Sanders
Unanimously Approved

Respectfully submitted,
Belinda Armstead