



## Capitol Region Watershed District

595 Aldine Street  
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**February 5, 2025**  
**Board Meeting**  
APPROVED

**Regular Board Meeting** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, January 22, 2025, 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  
Britta Belden  
Meilina Dalit  
Luke Martinkosky  
Alexandra Morrison  
Sarah Wein

**Public Attendees**

Mike Trojan (CAC)

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

**Motion 25-013:** *Approve the Agenda of January 22, 2025, 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 #25-001, CSAH 30 – Larpenteur Avenue (Martinkosky)

The applicant proposes to remove accumulated sediment from a wetland, Woodview Marsh, replace a stormwater pipe beneath Larpenteur, and the catch basins on the north and south side of the road. A baffle and skimmer water quality device will be placed inside a new structure upstream of the storm sewer outlet. The affected roadway, curblines, and sidewalks will be reinstalled to match the existing type and grade. The south sidewalk and bituminous curblines will be replaced to remove a slight bend and to match the road alignment. A reinforced soil slope (RSS) will be constructed to stabilize the north slope. The modular block wall and wooden fence will be reconstructed to match existing conditions.

**Motion 25-014:** *Approve with 6 Conditions:*

1. *Provide approved plans signed by a professional engineer per the Minnesota Board of AELSLAGID.*
2. *Verify constructability of baffle and skimmer in Structure 512 with current manhole diameter and pipe size/orientation.*
3. *Revise SWPPP (Sheet 23) to adjust “LAND FEATURE CHANGES” section text so that impervious surface areas are not cut off.*
4. *Revise Erosion and Sediment Control Plan (Sheet 27) to address the following:*
  - a) *Provide redundant (double) perimeter sediment controls on the north and south sides of the project where the project’s earth disturbances are located within 50 feet of a surface water.*
  - b) *Adjust silt fence north of road so that ends of silt fence extend upslope to prevent stormwater runoff bypass.*
5. *Provide a Detail for the following:*
  - a) *Super duty silt fence noted in the SWPPP (Sheet 25) for stockpile perimeter control.*
  - b) *Staple pattern for erosion control blanket Category 30 to be installed at the outlet of the culvert.*
6. *Clarify the need wetland replacement under the BWSR Local Government Road Wetland Replacement Program described in the Permit Narrative, all proposed work restores the wetland to pre-existing elevations.*

Mazanec/Sanders  
Unanimously Approved

IV. Special Reports – Draft Chloride Plan Goals and Objectives (Wein)

As part of the development of the CRWD Chloride Plan, staff have been working with Young Environmental to carry out an engagement plan. Last year, Young and CRWD conducted surveys to the public and workshops with these four key groups (Board of Managers, Community Advisory Committee, Staff, and TAG) to identify issues with chloride use and CRWD’s role in chloride reduction. Young Environmental summarized all of the workshop and public survey data into a Summary Memo and identified major themes that arose from the issues and roles identification process. Using this summary, CRWD developed a list of goals and objectives which will provide the framework for the Chloride Plan. The goals are broad in scope and describe an overall desired outcome. The objectives are the primary measurable components that must be completed to fulfill each goal. Eventually, each objective will have actions accompanying them which will describe actual tasks, projects, and programs to be implemented.

The Board had a positive response to the refined purpose of the plan as they felt it narrowed the focus on the District. The Board discussed the importance of messaging and educating homeowners on the negative impacts of chloride and how they can contribute to its reduction. They also discussed exploring ways to get chloride reduction built into City site plan reviews on redevelopment projects.

V. Action Items

- A) Approve Minutes of January 8, 2025, Annual & Regular Board Meeting (Fossum)

**Motion 25-015:** *Approve the January 8, 2025, Minutes, Regular Meeting.*

Mazanec/Sanders  
Unanimously Approved

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

**Motion 25-016:** *Approve remaining partial December 2024 accounts payable and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Mazanec/Sanders  
Unanimously Approved

**Motion 25-017:** *Approve December 2024 expenditures and accounts receivable as presented in the financial statement.*

Mazanec/Sanders  
Unanimously Approved

C) Approve Agreement with Ramsey County Soil & Water Conservation Division (Morrison)

CRWD staff have reviewed the anticipated technical assistance needs for 2025 with Ramsey County Soil and Water Conservation Division staff. Technical assistance includes support for the Stewardship Grant Program, boulevard rain garden design/construction oversight, MN Water Steward support, Como Lake Turion Study, aquatic vegetation survey and transplanting, and invasive weed management. The estimated total cost for SWCD technical assistance is estimated to be \$134,320.

**Motion 25-018:** *Approve the 2025 Professional Service Agreement with Ramsey County Parks and Recreation Department – Soil and Water Conservation Division for an amount not to exceed \$134,320 and authorize the Administrator to execute the agreement.*

Mazanec/Sanders  
Unanimously Approved

D) Approve BMP Database Agreement with Houston Engineering (Morrison)

CRWD has been contracting with Houston Engineering, Inc. (HEI) for the past 10 years to host and implement a customized web-based BMP database to track projects throughout District programs. To streamline administration and services for this ongoing technology, staff recommend approving a consultant general services agreement with HEI for a 5-year term.

This agreement would cover annual database web-hosting, maintenance, enhancements, GIS support, and programming updates for data management as requested by CRWD staff. Similar to the existing 5-year agreement with HEI for BMP database hosting and maintenance, the new HEI contract would renew each year for a maximum contract amount of \$25,000 for general database management tasks and expenses as described in the attached agreement. Staff recommend approving the agreement for up to \$25,000 per year through the dedicated BMP Database fund which has a 2025 budget of \$59,220.

**Motion 25-019:** *Approve consultant general services agreement with Houston Engineering Inc. for an amount not to exceed \$25,000 per year for CRWD's BMP Database and authorize the Administrator to execute the agreement.*

Mazanec/Sanders

Unanimously Approved

E) Authorize Pay Equity Reporting (Dalit)

The State of Minnesota Management and Budget is responsible for the enforcement of the Local Government Pay Equity Act (LPGEA), which examines local government pay structures for evidence of gender inequity. The LPGEA requires local government jurisdictions to submit a pay equity report to the State of Minnesota Management and Budget every three years.

To meet the State of Minnesota Management and Budget's deadline a new report is due January 31, 2025. The State established a state pay equity account for CRWD this past fall. CRWD will be submitting its first pay equity report. District staff will input CRWD employee data spreadsheet into the State of Minnesota Management and Budget's online pay equity portal. Staff reviewed the data that will be submitted with the Board.

After submitting the employee data, a compliance report will be produced by the State. Staff may review the results to determine if the report is in compliance, but all final determinations will be made by the State of Minnesota Management and Budget.

**Motion 25-020:** *Approve submission of CRWD employee data for pay equity compliance and authorize the Board President and Administrator to submit the State Pay Equity report by January 31, 2025.*

Mazanec/Sanders

Unanimously Approved

F) Approve Human Resources Consulting Services (Eleria)

Because of the larger size of the organization and complex and changing federal, state and local laws, human resources (HR) work of CRWD staff is steadily increasing. Staff seek to obtain professional human resource services from a consultant to assist with HR-related activities and provide on-call guidance as needed. This outside service would not supplant the work of CRWD staff or its Attorney. Instead they would offer greater expertise and complement our human resources work.

Staff have prepared a draft Request for Qualifications (RFQ), which was reviewed and commented on by the Board Personnel Committee. Staff anticipate sending the RFQ to six local firms and seeking Board approval of a consultant in early March. Upon Board approval, staff would work with the selected firm to develop a scope of work and budget for their services in 2025-2026.

**Motion 25-021:** *Approve Request for Qualifications for Human Resources Consulting Services.*

Mazanec/Sanders

Unanimously Approved

VI. Unfinished Business – None.

VII. General Information

A) Board of Managers' Updates

The Board commended Manager Mazanec for the Metropolitan Mosquito Control District presentation made at the last Metro Watersheds meeting. The Board thanked the Community Advisory Committee (CAC) and staff for the Awards Ceremony. They thought it was a great event. Manager Sanders will be unable to attend the February 5<sup>th</sup> and February 18<sup>th</sup> Board of Managers meetings. Manager Sullivan Janzen will attend the February virtual CAC meeting.

B) Administrator's Update

Administrator Eleria asked the Board if they had any feedback regarding the Awards Ceremony. The Board responded that the food was great and that they liked the table setup. Manager Texer suggested creating a video summary that could be sent out to councilmembers and commissioners who are unable to attend. Staff plan to invite two award winners who could not attend the Awards Ceremony to an upcoming Board meeting so that they can present their awards in person.

Administrator Eleria shared that long-time CAC member Steve Duerre has announced his retirement from the CAC. He served on the CAC for over 24 years. The Board and Administrator Eleria discussed ways they can celebrate his service including presenting him a plaque at an upcoming Board meeting.

VIII. Adjournment

**Motion 25-022:** *Adjournment of January 22, 2025, Regular Board Meeting at 7:20 PM.*

Mazanec/Sanders

Unanimously Approved

Respectfully submitted,

Meilina Dalit, Office Manager