



Capitol Region Watershed District

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

Annual and Regular Meetings of the Capitol Region Watershed District (CRWD) Board of Managers, for Wednesday, December 20, 2023, at 6:00 p.m. (Regular Meeting).

ANNUAL MEETING AGENDA

Materials Enclosed

- I. **Call to Order** (*President Collins*)
 - A) Attendance
 - B) Review, Amendments, and Approval of the Agenda
- II. **Election of Officers** (Board President)
- III. **Committee Appointments** (Board President)
- IV. **Other Administrative Assignments** (Board President)
- V. **Annual Meeting Calendar** (Board President)
- VI. **2024 Community Advisory Committee (CAC) Meeting Schedule** (Board President)
- VII. **2024 CAC Appointments** (Board President)
- VIII. **Public Question and Comment Period**
- IX. **Adjournment of Annual Meeting**

REGULAR MEETING AGENDA

- I. **Call to Order of Regular Meeting** (*President Joe Collins*)
 - A) Attendance
 - B) Review, Amendments, and Approval of the Agenda
- II. **Public Comment**
 - A) Public Comment For Items not on the Agenda (*Please observe a limit of three minutes per person.*)
- III. **Permit Applications and Program Updates**

(*Permit Process: 1) Staff Review/Recommendation, 2) Applicant Response, 3) Public Comment, and 4) Board Discussion and Action.*)

 - A) 23-015, SPPS Obama School (Hosch)
 - B) 23-023, Lee & Penny Anderson Multipurpose Arena (Hosch)
 - C) 23-029, Hamline Avenue Trail (Martinkosky)
 - D) 23-030, Combined Heat and Power Generation (Hosch)
 - E) Adopt Cost Cap and Stormwater Impact Fund Resolutions (Hosch)
- IV. **Special Reports –**
- V. **Action Items**
 - A) Approve Minutes of December 6, 2023, Regular Meeting (Armstead)
 - B) Approve Accounts Payable/Receivable for November 2023 (Dalit)

- C) Approve 2024 Partner Grants (Schwantes)
- D) Adopt Final 2024 Budget and Levy (Doneux)
- E) Establish Facility Management Division (Doneux)

VI. Unfinished Business

- A) 2023 Watershed Steward Awards Update (Bromelkamp)

VII. General Information

- A) Board of Managers Updates

VIII. Next Meetings

- A) Wednesday, January 3, 2022 - 6:00 PM – Board of Managers Meeting
- B) Wednesday, January 10, 2022 - 7:00 PM – CAC Meeting

IX. Adjournment



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Annual Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for Wednesday, December 20, 2023, 6:00 p.m.

Agenda Item II. Election of Officers – Nominating Committee

Motion: To elect the officers to serve the Capitol Region Watershed District from December 20, 2023, to the District’s Annual Meeting in 2024 as follows:

<u>Office Current/Past Officers (2023)</u>		<u>December 20, 2023-Annual Mtg 2024</u>
President ₁	Joe Collins	_____
Vice President	Mary Texer	_____
Secretary ₁	Hawona Sullivan Janzen	_____
Treasurer ₁	Rick Sanders	_____
Communications and Engagement	Shawn Mazanec	_____

1 – Required



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Annual Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for Wednesday, December 20, 2023, 6:00 p.m.

Agenda Item III. Committee Appointments

Motion: To appoint committee members to serve the Capitol Region Watershed District from December 20, 2023, to the District’s Annual Meeting in 2024 as follows.

Current Appointments

December 20, 2023-Annual Mtg. 2024

Personnel Committee

1) Mary Texer

2) Joe Collins

Finance Committee

1) Rick Sanders

2) Joe Collins

Operations

1) Rick Sanders

2) Mary Texer

Programs

1) Mary Texer

2) Rick Sanders

Communications and Community

2) Hawona Sullivan Janzen

3) Shawn Mazanec

Capital Improvements, Projects, and Partnerships

1) Hawona Sullivan Janzen

2) Shawn Mazanec



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Annual Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for Wednesday, December 20, 2023, 6:00 p.m.

Agenda Item IV. Other Administrative Assignments

Motion: To make administrative assignments to serve the Capitol Region Watershed District from December 20, 2023, to the District's Annual Meeting in 2024 as follows:

A) Bank/Depository of Funds

	<u>2023</u>	<u>2024</u>
Bank	US Bank	US Bank
Depository of Funds	4M Fund	4M Fund

B) Managers Per Diem

	<u>2023</u>	<u>2024</u>
	\$125/meeting	\$125/meeting

C) Mileage Reimbursement

	<u>2023</u>	<u>2024</u>
	\$.625/mile	TBD by IRS

D) Official Newspaper

	<u>2023</u>	<u>2024</u>
	St. Paul Pioneer Press	St. Paul Pioneer Press

E) Accountant

	<u>2023</u>	<u>2024</u>
	Redpath and Company	Redpath and Company

F) Auditor

	<u>2023</u>	<u>2024</u>
	Redpath and Company	Redpath and Company

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Annual Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for Wednesday, December 20, 2023, at 6:00 p.m.

Agenda item V. 2024 Meeting Schedule

Motion: 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 on the 1st and 3rd Wednesdays of each month as follows:

Wednesday, January 3, 2024

Wednesday, January 17, 2024

Wednesday, February 7, 2024

Wednesday, February 21, 2024

Wednesday, March 6, 2024

Wednesday, March 20, 2024

Wednesday, April 3, 2024

Wednesday, April 17, 2024

Wednesday, May 1, 2024

Wednesday, May 15, 2024

Wednesday, June 5, 2024

Wednesday, June 26, 2024

Wednesday, July 10, 2024

Wednesday, July 24, 2024

Wednesday, August 7, 2024

Wednesday, August 21, 2024 – Public Hearing for Budget & Levy

Wednesday, September 4, 2024 – Adoption of Preliminary Budget and Levy

Wednesday, September 18, 2024

Wednesday, October 2, 2024

Wednesday, October 16, 2024

Wednesday, November 6, 2024

Wednesday, November 20, 2024

**The Board of Managers January
– December
2024 Meeting Schedule**

Wednesday, December 4, 2024

Wednesday, December 18, 2024 – Annual Meeting, Adoption of Final Budget and Levy

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2024 Meeting Schedule Community Advisory Committee (CAC)

Wednesday, January 10, 2024
Wednesday, February 14, 2024
Wednesday, March 13, 2024
Wednesday, April 10, 2024
Wednesday, May 08, 2024
Wednesday, June 12, 2024
Wednesday, July 17, 2024
Wednesday, August 14, 2024
Wednesday, September 11, 2024
Wednesday, October 09, 2024
Wednesday, November 13, 2024
Wednesday, December 11, 2024

**CAC 2024 Meeting
Schedule
January – December**

The CRWD Community Advisory Committee Meetings are held the 2nd Wednesday of each month unless otherwise noted 7:00 p.m. – 9:00 p.m.

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Annual Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for Wednesday, December 20, 2023, 7:00 p.m.

Agenda Item VII. Community Advisory Committee Appointments

Background

In 2010, the Community Advisory Committee (CAC) By-Laws were updated to include attendance requirements. Since that time, the CAC has annually made recommendations to the Board for reappointment based on attendance and other factors.

Issues

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 is submitting a recommended roster to the Board of Managers who will appoint CAC members for 2024 at the CRWD Annual Meeting on December 20, 2023.

Requested Action

Recommend reappointing CAC members through December 2024:

Steven Duerre

Michael MacDonald

Michelle Ulrich

Richard Weil

Gwen Willems

Bob Simonet

Mary Lilly

Tom Elko

Cheryl Braun

Andrew Montain

Barbara Hall

Mike Trojan

Lauren Wheeler



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CONFLICT OF INTEREST POLICY

The Board of Managers of the Capitol Region Watershed District shall not enter into any contract or transaction on behalf of the Capitol Region Watershed District with:

- a. One or more of its Managers
- b. A Manager's immediate family member.
- c. An organization in which a Manager of the Capitol Region Watershed District or a Manager's immediate family member is a director, officer, or legal representative, or in some way has a material financial interest.

Unless all of the following are met:

1. That interest is disclosed or known to the Board of Managers.
2. The Board approves, authorizes, or ratifies the action in good faith.
3. The approval is by a majority of Managers (not counting the interested Manager).
4. At a meeting where a quorum is present (not counting the interested Manager).

The interested Manager may be present for discussion to answer questions but may not advocate for the action to be taken and must not vote on the action. The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.

Should a conflict of interest occur that does not meet the above requirements, Minnesota Statute 317A will define the procedure to be followed.

Conflict of Interest Policy Created: April 21, 2005

**ANNUAL STATEMENT CONCERNING POSSIBLE
CONFLICT OF INTEREST**

Capitol Region Watershed District

The undersigned person acknowledges receipt and has reviewed a copy of the Capitol Region Watershed District "Conflict of Interest Policy" dated April 21, 2005. By my signature below I acknowledge my agreement with the spirit and intent of these documents, and I agree to report to the Board President or Vice President any possible conflicts (other than those stated below) that may develop before the completion of the next annual statement.

_____ I am not aware of any Conflict of Interest.

_____ I have a Conflict of Interest in the following area (s):

Signed _____ Date _____

(Type or print name)



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December 20, 2023

Board Meeting

III. Permit Applications and
Program Updates

A) Permit 23-015 SPPS Obama
School
(Hosch)

DATE: December 12, 2023
TO: CRWD Board of Managers
FROM: Elizabeth Hosch, Permit Program Manager
RE: Permit 23-015 SPPS Obama School

Background

The applicant proposes a building expansion of east wing, mill and overlay of existing parking lot, concrete sidewalk and stairway replacement around perimeter of site, and new drop off loop and drive lane with sidewalk access at north side of existing building.

Issues

- Disturbed Area: 1.353 Acres
- Impervious Area: 1.06 Acres
- District Rule(s): —C, D, F
- Stormwater Management: one proposed underground infiltration system, 3 existing underground infiltration systems.

Action Requested

STAFF RECOMMENDATION: Approve with 3

Conditions:

1. Provide a copy of the NPDES permit.
2. Revise drawdown note on Sheet C4.01 to include the following statement, “Results from drawdown verification must be submitted to CRWD for review and approval before permit closure. Additional system maintenance, modification, or reinstallation may be necessary if results indicate that the systems do not meet the 48-hour drawdown requirement”.
3. Revise HydroCAD modeling to address items a.-c. in the 12/12/2023 permit report.

enc. Permit 23-015 SPPS Obama School permit report R3b and plan



Permit Location

Capitol Region Watershed District Permit Report

CRWD Permit #: 23-015

Review date: December 12, 2023

Project Name: SPPS Obama School

Applicant: Michelle Bergman Aho
Saint Paul Public Schools
1930 Como Ave
St. Paul, MN 55108
(651) 744-2226
michelle.bergman-aho@spps.org

Purpose: Building expansion of east wing, mill and overlay of existing parking lot, concrete sidewalk and stairway replacement around perimeter of site, new drop off loop and drive lane with sidewalk access at north side of existing building. Permanent stormwater management consists of three existing underground infiltration systems and one proposed infiltration system.

Location: 707 Holly Avenue, St. Paul, MN

Applicable Rules: C, D, and F

Recommendation: Approve with 3 Conditions

EXHIBITS:

1. Civil Plans (11 Sheets), by Loucks, dated 7/12/23, recv. 7/14/23.
2. Stormwater Management Report, by Loucks, dated 7/12/23, recv. 7/14/23.
3. Geotechnical Evaluation Report, by Braun Intertec, dated 2/22/23, recv. 7/14/23.
4. Civil Plans (13 Sheets), by Loucks, dated 10/25/23, recv. 10/25/23.
5. Stormwater Management Report, by Loucks, dated 10/25/23, recv. 10/25/23.
6. Stormwater Management Report, by Loucks, dated 11/22/23, recv. 11/22/23.
7. Existing Storm System As-Built Mark Up, by Loucks, dated 11/14/23, recv. 11/22/23.
8. Televising Notes and Videos, by Bolander, dated 11/13/23, recv. 11/22/23.
9. Updated Civil Plan (Sheet C4.01), by Loucks, dated 11/28/23, recv. 12/6/23.

HISTORY & CONSIDERATIONS:

Previous CRWD Permit #11-011 Obama Elementary is on the same site as the proposed project and included three underground infiltration systems. Permit #11-011 is not yet closed and conditions related to the closure are incorporated in this current review because a portion of the newly reconstructed impervious surface interacts with the #11-011 infiltration systems.

RULE C: STORMWATER MANAGEMENT

Standards

- Proposed discharge rates for the 2-, 10-, and 100-year events shall not exceed existing rates.
- Developments and redevelopments must reduce runoff volumes in the amount equivalent to an inch of runoff from the impervious areas of the site.
- Stormwater must be pretreated before discharging to infiltration areas to maintain the long-term viability of the infiltration area.
- Developments and redevelopments must incorporate effective non-point source pollution reduction BMPs to achieve 90% total suspended solid removal.

Findings

1. A hydrograph method based on sound hydrologic theory is used to analyze runoff for the design or analysis of flows and water levels.
2. Runoff rates for the proposed activity do not exceed existing runoff rates for the 2-, 10-, and 100-year critical storm events. Stormwater leaving the project area is discharged into a well-defined receiving channel or pipe and routed to a public drainage system.
3. Stormwater runoff volume retention is achieved onsite in the amount equivalent to the runoff generated from 1.1-inch of rainfall over the new and reconstructed impervious surfaces of the development.
 - a. The total amount of proposed new/reconstructed impervious is 45,998 ft².
 - i. The amount of unaffected existing impervious from 11-011 is 4,225 ft².
 - ii. The amount of proposed new/reconstructed impervious from 23-015 is 41,773 ft², including some impervious area that was also reconstructed under 11-011.
 - b. Volume retention required:
 - i. Permit #11-011: 4,225 ft² x 0.9 inches x 1 ft/12 inches = 317 ft³
 - ii. Permit #23-015: 41,773 ft² x 1.1 inches x 1 ft/12 inches = 3,829 ft³
 - iii. Total volume retention required = 4,146 ft³

Table 1. Proposed volume retention through abstraction (i.e. infiltration, reuse).

Volume Retention Required (ft ³)	BMP	Volume Retention Provided below outlet (ft ³)	1.1-inch Runoff (ft ³)	2.5-inch Runoff (ft ³)
4,146	23-015 Infiltration System	1,709	2,376	5,400
	11-011 Retention System #1	2,897	539	1,225
	11-011 Retention System #2	926	264	599
	11-011 Retention System #3	1,713	543	1,234
	Total		4,767 ft³	

- c. Banking of excess volume retention is not proposed.
- d. It is unknown if infiltration volume and facility sizes have been calculated using the appropriate hydrologic soil group classification and design infiltration rate.

- e. It is unknown if the infiltration areas are capable of infiltrating the identified volume within 48 hours.
 - f. Soil and compost amendments are not proposed.
 - g. Stormwater runoff is pretreated to remove solids before discharging to infiltration areas.
 - h. Groundwater mounding is not anticipated to affect adjacent properties and buildings.
4. Alternative compliance sequencing has not been requested.
 - a. The applicant intends to comply with the volume retention standard.
 - b. The applicant did not partially comply with the volume retention standard at an offsite location or through the use of qualified banking credits.
 - c. The applicant has not submitted money to be contributed to the Stormwater Impact Fund.
 - d. The project is not linear.
 5. Best management practices achieve 90% total suspended solids removal from the runoff generated on an annual basis.
 6. A memorandum of agreement exists between SPPS and CRWD. Adequate maintenance access is provided for the proposed underground system.

RULE D: FLOOD CONTROL

Standards

- *Compensatory storage shall be provided for fill placed within the 100-year floodplain.*
- *All habitable buildings, roads, and parking structures on or adjacent to a project site shall comply with District freeboard requirements.*

Findings

1. There is no floodplain on the property according to FEMA.
2. All habitable buildings, roads, and parking structures on or adjacent to the project site comply with CRWD freeboard requirements.

RULE E: WETLAND MANAGEMENT

Standard

- *Wetlands shall not be drained, filled (wholly or in part), excavated, or have sustaining hydrology impacted such that there will be a decrease in the inherent (existing) functions and values of the wetland.*
- *A minimum buffer of 25 feet of permanent nonimpacted vegetative ground cover abutting and surrounding a wetland is required.*

Findings

1. There are no known wetlands located on the property.

RULE F: EROSION AND SEDIMENT CONTROL

Standards

- *A plan shall demonstrate that appropriate erosion and sediment control measures protect downstream water bodies from the effects of a land-disturbing activity.*
- *Erosion Control Plans must adhere to the MPCA Protecting Water Quality in Urban Areas Manual.*

Findings

1. Erosion and sediment control measures are consistent with best management practices, as demonstrated in the MPCA manual *Protecting Water Quality in Urban Areas*.
2. Adjacent properties are protected from sediment transport/deposition.
3. Wetlands, waterbodies and water conveyance systems are protected from erosion/sediment transport/deposition.
4. Total disturbed area is 1.35 acres; an NPDES permit is required. A SWPPP has been submitted.

RULE G: ILLICIT DISCHARGE AND CONNECTION

Standard

- *Stormwater management and utility plans shall indicate all existing and proposed connections from developed and undeveloped lands for all water that drains to the District MS4.*

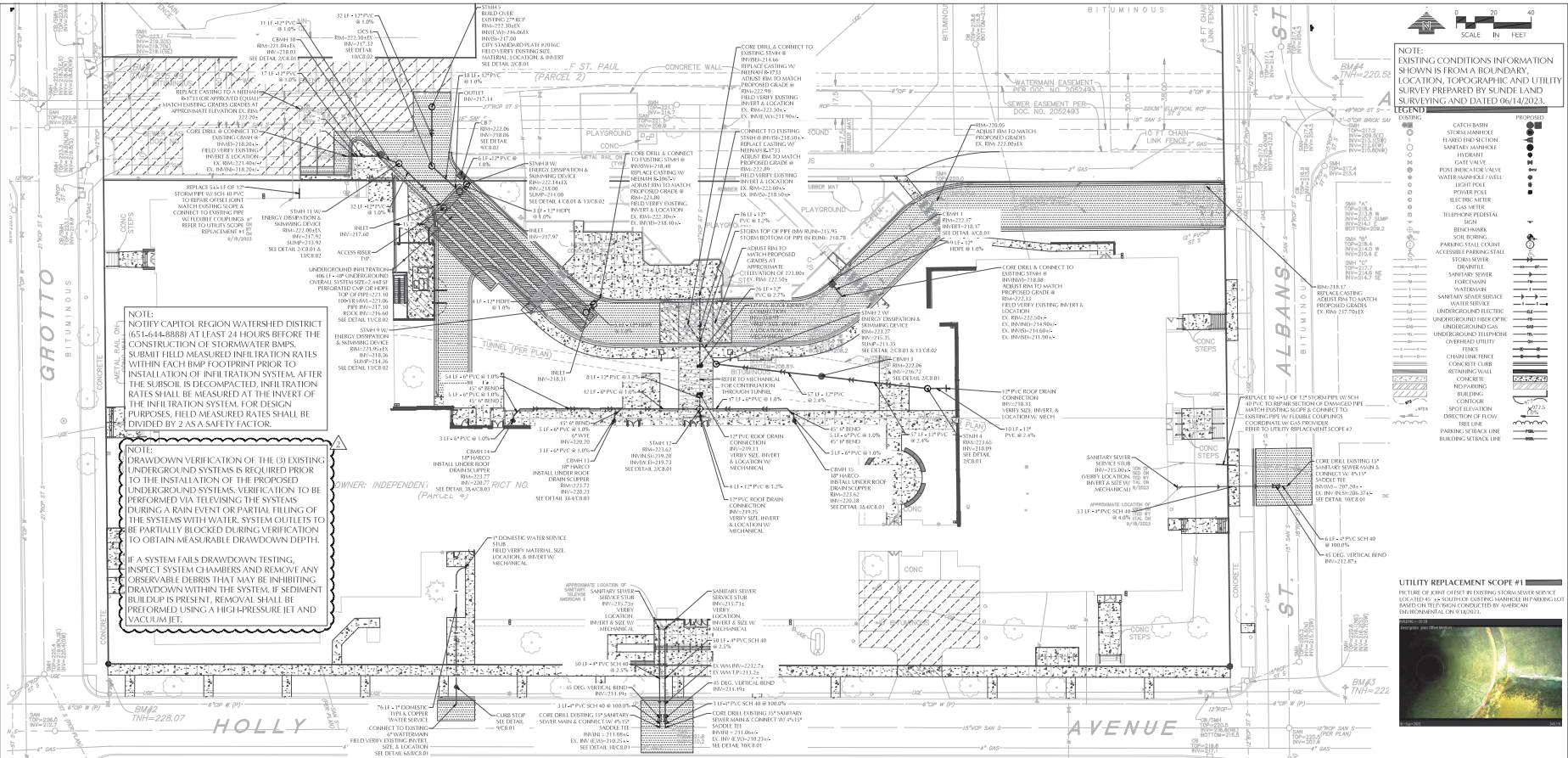
Findings

1. New direct connections or replacement of existing connections are not proposed.
2. Prohibited discharges are not proposed.

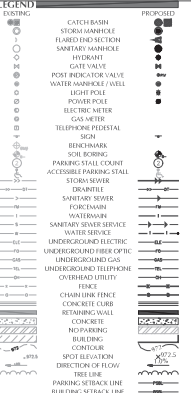
Recommendation: Approve with 3 Conditions

Conditions:

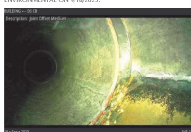
1. Provide a copy of the NPDES permit.
2. Revise drawdown note on Sheet C4.01 to include the following statement, "Results from drawdown verification must be submitted to CRWD for review and approval before permit closure. Additional system maintenance, modification, or reinstallation may be necessary if results indicate that the systems do not meet the 48-hour drawdown requirement".
3. Revise HydroCAD modeling to address the following:
 - a. Revise Pond US1 (Existing System) outlet configuration. According to the original site survey and the as-built mark-up document, the system outlet shall be a 7.65 LF 12-inch pipe with inlet and outlet inverts of 214.66' and 214.6', respectively. This pipe shall be routed to a 14.6 LF 12-inch pipe with inlet and outlet inverts of 214.9' and 214.99' (low outlet), respectively.
 - b. Revise Pond US2 (Existing System) outlet configuration. According to the original site survey and the as-built mark-up document, the system outlet shall be a 6.75 LF 12-inch pipe with inlet and outlet inverts of 213.8' and 213.9', respectively. This pipe shall be routed to a 4 LF 12-inch pipe with inlet and outlet inverts of 214.2' (low outlet) and 213.75', respectively.
 - c. Revise Pond US3 (Existing System) outlet configuration. According to the original site survey and the as-built mark-up document, the system outlet shall be a 6.9 LF 12-inch pipe with inlet and outlet inverts of 213.56' and 213.8', respectively. This pipe shall be routed to a 12-inch pipe with inlet and outlet inverts of 214.1' (low outlet) and 214.0', respectively.



NOTE: EXISTING CONDITIONS INFORMATION SHOWN IS FROM A BOUNDARY, LOCATION, TOPOGRAPHIC AND UTILITY SURVEY PREPARED BY SUNTE LAND SURVEYING AND DATED 06/14/2023.



UTILITY REPLACEMENT SCOPE #1



UTILITY REPLACEMENT SCOPE #2



STORM SEWER NOTES

- 1. ALL STORM SEWER SHALL BE DESIGNED AND INSTALLED TO THE REQUIREMENTS OF THE SPECIFICATIONS TO THE MINNESOTA PLUMBING CODE, THE LOCAL GOVERNING UNIT, AND THE STANDARD UTILITY SPECIFICATION OF THE CITY ENGINEER AND THE MINNESOTA DEPARTMENT OF TRANSPORTATION AND PUBLIC SAFETY. ALL CONNECTIONS SHALL BE PERFORMED BY THE CONTRACTOR TO THE REQUIREMENTS OF THE PLUMBING CODE AND THE MINNESOTA DEPARTMENT OF TRANSPORTATION AND PUBLIC SAFETY. ALL CONNECTIONS SHALL BE PERFORMED BY THE CONTRACTOR TO THE REQUIREMENTS OF THE PLUMBING CODE AND THE MINNESOTA DEPARTMENT OF TRANSPORTATION AND PUBLIC SAFETY. ALL CONNECTIONS SHALL BE PERFORMED BY THE CONTRACTOR TO THE REQUIREMENTS OF THE PLUMBING CODE AND THE MINNESOTA DEPARTMENT OF TRANSPORTATION AND PUBLIC SAFETY.

PIPE MATERIALS

Table with columns: UTILITY TYPE, MATERIAL, SIZE, REFERENCE. Lists materials like DUAL WALL HDPE, POLYPROPYLENE HDPE, and PVC SCH 40 for various utility types and sizes.

WATERMAIN CROSSING SEPARATION TABLE

Table with columns: CROSSING TO, SEWER TOP OF PIPE, SEWER BOT. OF PIPE, WM TOP OF PIPE, WM BOT. OF PIPE, SEPARATION. Shows required separation distances for different pipe types and sizes.

STORM SEWER STRUCTURE SCHEDULE

Table with columns: STRUCTURE NUMBER, STRUCTURE TYPE, MINIMUM CASTING TYPE (OR EQUAL). Lists structure numbers and their corresponding casting requirements.

CITY OF ST. PAUL NOTES

- 1. THE REMOVAL, REPAIR AND REPLACING OF TREES ON THE PUBLIC RIGHT-OF-WAY REQUIRES AN APPROVED PERMIT FROM THE CITY ENGINEER. ALL WORK MUST BE COMPLETED BY A LICENSED TREE SURVIVOR OR ANOTHER QUALIFIED PERSONNEL. THE CITY ENGINEER SHALL BE NOTIFIED AT LEAST 14 DAYS BEFORE THE COMMENCEMENT OF WORK. THE CITY ENGINEER SHALL BE NOTIFIED AT LEAST 14 DAYS BEFORE THE COMMENCEMENT OF WORK.

CAPLIT REGION WATERSHED DISTRICT PERMIT CONDITIONS

- 1. THE CONTRACTOR SHALL PROVIDE FULL SITE RESTORATION PRIOR TO ANY VEGETATION TO 70% COVER. ALL RESTORATION SHALL BE COMPLETED WITHIN 90 DAYS OF THE COMPLETION OF THE PROJECT. THE CONTRACTOR SHALL PROVIDE FULL SITE RESTORATION PRIOR TO ANY VEGETATION TO 70% COVER.



1-800-487-2222

WARNING: THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING THE LOCATION OF ALL UTILITIES UNDER THE EARTH SURFACE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING THE LOCATION OF ALL UTILITIES UNDER THE EARTH SURFACE.

UTILITY PLAN

C4.01



Capitol Region Watershed District

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December 20, 2023

Board Meeting

III. Permit Applications and
Program Updates
B) Permit 23-023 Lee & Penny
Anderson Multipurpose Arena
(Hosch)

DATE: December 12, 2023
TO: CRWD Board of Managers
FROM: Elizabeth Hosch, Permit Program Manager
RE: Permit 23-023 Lee & Penny Anderson Multipurpose Arena

Background

The applicant proposes a multipurpose arena for St. Thomas Hockey and Basketball programs with practice facilities, coaching offices, locker rooms, and student athlete support services that will also host other university events such as commencement ceremonies, academic convocations, speakers, and career fairs.

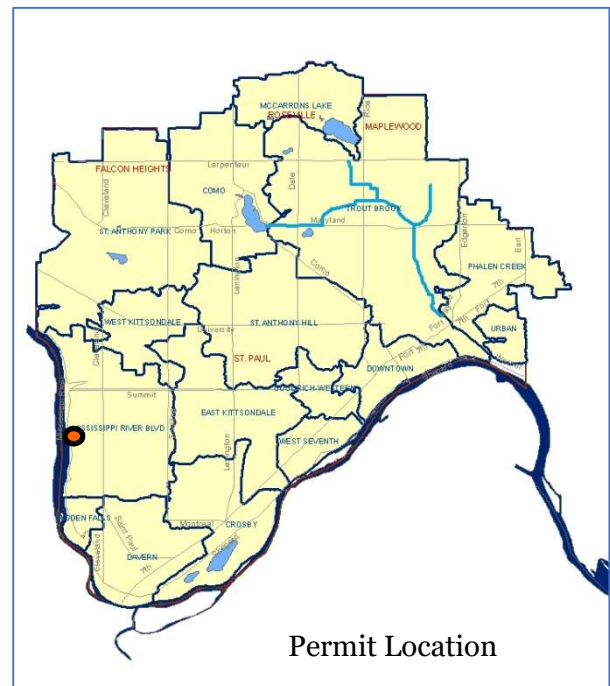
Issues

- Disturbed Area: 7.31 Acres
- Impervious Area: 4.93 Acres
- District Rule(s): —C, D, F
- Stormwater Management: 2 filtration MTDs proposed

Action Requested

STAFF RECOMMENDATION: Approve with 4 Conditions:

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).
2. Provide a copy of the NPDES permit.
3. Revise plans to address items a.-b. in the 12/12/23 permit report.
4. Submit an executed maintenance contract for the StormFilter with a qualified vendor prior to permit closure and before the project can begin the 5 years of satisfactory maintenance and StormFilter performance period. Email acknowledgement of this future requirement will satisfy the condition.



enc. Permit 23-023 Lee & Penny Anderson Multipurpose Arena permit report R4d and plan

<W:\07 Programs\Permitting\2023\23-023, Lee and Penny Anderson Multipurpose Arena\23-023 Board Cover Sheet.docx>

Capitol Region Watershed District Permit Report

CRWD Permit #: 23-023

Review date: December 12, 2023

Project Name: Lee & Penny Anderson Multipurpose Arena

Applicant: Jim Brummer
University of St. Thomas
2260 Summit Ave
St. Paul, MN 55105
(651) 962-6595
jim.brummer@stthomas.edu

Purpose: Multipurpose arena for St. Thomas Hockey and Basketball programs. Permanent stormwater management consists of a 120" CMP Detention System and a StormFilter Manufactured Treatment Device and a 108" CMP Detention System and a StormFilter Manufactured Treatment Device.

Location: 2260 Summit Ave, St. Paul, MN

Applicable Rules: C, D, and F

Recommendation: Approve with 4 Conditions

EXHIBITS:

1. Civil Plans (46 Sheets), by Ryan A+E, dated 9/1/23, recv. 9/12/23.
2. Stormwater Management Plan, by Ryan A+E, dated 9/11/23, recv. 9/12/23.
3. Figure 1 – CRWD MTD Credit Table, by Unknown, not dated, recv. 9/12/23.
4. Figure 2 – Existing Drainage Area Map, by Ryan A+E, dated 9/11/23, recv. 9/12/23.
5. Figure 3 – Proposed Drainage Area Map, by Ryan A+E, dated 9/11/23, recv. 9/12/23.
6. Figure 4 - CDS Detail, by Contech, not dated, recv. 9/12/23.
7. Figure 5 – StormFilter Standard Detail, by Contech, not dated, recv. 9/12/23.
8. Figure 6 – 120" CMP Detention Detail, by Contech, dated 7/25/23, recv. 9/12/23.
9. Figure 7 – Proposed Drainages for Storm Sewer Sizing, by Ryan A+E, dated 9/11/23, recv. 9/12/23.
10. Appendix A – Report of Geotechnical Exploration, by AET, dated 6/23/23, recv. 9/12/23.
11. Appendix B – Stormwater Management Plan (22-001 – Schoenecker Center), by Kimley Horn, dated 4-6-22, recv. 9/12/23.
12. Appendix C – HydroCAD Report (07-028 – Parking Ramp), by Ryan Companies, dated 12/12/07, recv. 9/12/23.

13. Appendix D – Stormwater Management Report (13-009 – Soccer/Softball Field), by AJA, dated 2/11/13, recv. 9/12/23.
14. Appendix E – HydroCAD Report, by Ryan A+E, dated 9/11/23, recv. 9/12/23.
15. Appendix F – StormFilter Mass Loading Calculations, by Contech, dated 7/10/23, recv. 9/12/23.
16. Appendix G – Hydraflow Summary Report, by Ryan A+E, dated 9/11/23, recv. 9/12/23.
17. Resubmittal Letter, by Ryan Companies, dated 10/30/23, recv. 10/31/23.
18. Civil Plans (46 Sheets), by Ryan A+E, dated 10/30/23, recv. 10/31/23.
19. Stormwater Management Plan, by Ryan A+E, dated 10/30/23, recv. 10/31/23.
20. Landscaping Plans (Sheet L001, L100, L400, L401, L402, L500), by Crawford Architects, dated 9/1/23, recv. 10/31/23.
21. Figure 2 – Existing Drainage Area Map, by Ryan A+E, dated 11/3/23, recv. 10/31/23.
22. Figure 3 – Proposed Drainage Area Map, by Ryan A+E, dated 11/3/23, recv. 10/31/23.
23. Figure 5 – StormFilter Standard Detail, by Contech, dated 10/31/23, recv. 11/1/23.
24. Figure 6 – 84" CMP Detention Detail, by Contech, dated 10/11/23, recv. 10/31/23.
25. Appendix E – HydroCAD Report, by Ryan A+E, dated 10/30/23, recv. 10/31/23.
26. Appendix F – StormFilter Mass Loading Calculations, dated 10/24/23, recv. 10/31/23.
27. Appendix H – Operations & Maintenance Plan, by Ryan Companies, dated 10/30/23, recv. 10/31/23.
28. Appendix I – SWPPP, by Ryan Companies, dated 10/30/23, recv. 10/31/23.
29. StormFilter and CMP Detention Shop Drawing Mark-Ups, by Ryan Companies, dated 11/6/23, recv. 11/6/23.
30. Adjust CMP Outflow HydroCAD, by Ryan Companies, dated 11/7/23, recv. 11/7/23.
31. Adjust StormFilter Outflow HydroCAD, by Ryan Companies, dated 11/7/23, recv. 11/7/23.
32. Adjust CMP Outflow 3 HydroCAD, by Ryan Companies, dated 11/8/23, recv. 11/8/23.
33. Resubmittal Letter, by Ryan Companies, dated 11/17/23, recv. 11/18/23.
34. Stormwater Management Plan, by Ryan A+E, dated 11/17/23, recv. 11/18/23.
35. Appendix E – HydroCAD Report, by Ryan A+E, dated 11/16/23, recv. 11/18/23.
36. Figure 2 – Existing Drainage Area Map, by Ryan A+E, dated 11/17/23, recv. 11/18/23.
37. Figure 3 – Proposed Drainage Area Map, by Ryan A+E, dated 11/17/23, recv. 11/18/23.
38. Figure 4 – SAFL Baffle Detail, by Upstream Technologies, dated 11/9/23, recv. 11/18/23.
39. North System Shop Drawings, by Ryan Companies, dated 11/13/23, recv. 11/18/23.
40. South System Shop Drawings, by Ryan Companies, dated 11/13/23, recv. 11/18/23.
41. Appendix H – Operations & Maintenance Plan, by Ryan Companies, dated 11/17/23, recv. 11/18/23.
42. Civil Plans (50 Sheets), by Ryan A+E, dated 11/17/23, recv. 11/18/23.
43. Stormwater Management Plan, by Ryan A+E, dated 12/5/23, recv. 12/5/23.
44. Appendix E – HydroCAD Report, by Ryan A+E, dated 12/4/23, recv. 12/5/23.
45. Figure 2 – Existing Drainage Area Map, by Ryan A+E, dated 12/5/23, recv. 12/5/23.
46. Figure 3 – Proposed Drainage Area Map, by Ryan A+E, dated 12/5/23, recv. 12/5/23.
47. Resubmittal Letter, by Ryan Companies, dated 12/5/23, recv. 12/5/23.
48. Surety and MTD surety checks, dated 12/5/23, recv. 12/7/23.

HISTORY & CONSIDERATIONS:

Nearby CRWD permits include 07-028 St. Thomas Parking Ramp (underground storage pipes & Bayfilter Manufactured Treatment Device), 09-003 Cretin-Goodrich (two infiltration

trenches/cost cap), 13-009 St. Thomas Field (subsurface sand field filtration & rate control storage), and 22-001 UST Schoenecker Center (water reuse cistern).

RULE C: STORMWATER MANAGEMENT

Standards

- *Proposed discharge rates for the 2-, 10-, and 100-year events shall not exceed existing rates.*
- *Developments and redevelopments must reduce runoff volumes in the amount equivalent to an inch of runoff from the impervious areas of the site.*
- *Stormwater must be pretreated before discharging to infiltration areas to maintain the long-term viability of the infiltration area.*
- *Developments and redevelopments must incorporate effective non-point source pollution reduction BMPs to achieve 90% total suspended solid removal.*

Findings

1. A hydrograph method based on sound hydrologic theory is used to analyze runoff for the design or analysis of flows and water levels.
2. Runoff rates for the proposed activity do not exceed existing runoff rates for the 2-, 10-, and 100-year critical storm events. Stormwater leaving the project area is discharged into a well-defined receiving channel or pipe and routed to a public drainage system.
3. Stormwater runoff volume retention is not achieved onsite in the amount equivalent to the runoff generated from 1.1-inch of rainfall over the impervious surfaces of the development.
 - a. The amount of existing impervious:
 - i. 07-028: 99,663 ft² (based on 2021 existing conditions survey by Sunde)
 - ii. 13-009: 12,334 ft² (based on 2021 existing conditions survey by Sunde)
 - b. The amount of proposed impervious:
 - i. 07-028: 137,814 ft²
 - ii. 13-009: 14,054 ft²
 - iii. 23-023: 214,577 ft²
 - c. The difference in impervious area:
 - i. 07-028: 38,151 ft²
 - ii. 13-009: 1,720 ft²
 - iii. 23-023: 214,577 ft² - 38,151 ft² - 1,720 ft² = 174,706 ft²
 - d. Volume retention required:
 - i. Impervious area constructed as part of the 07-028 St. Thomas Parking Ramp and 13-009 St. Thomas Field was subject to a volume retention standard of 0.9 inches. Some of this impervious is being reconstructed and may be treated in a different location, which would then be subject to the (higher 1.1 inches) volume retention standard. Reconstructed impervious that continues to drain to and be treated by the original BMPs are subject to the 0.9-inch standard.
 - ii. 07-028: 99,663 ft² x 0.9 inches x 1 ft/12 inches = 7,475 ft³
 - iii. 07-028: 38,151 ft² x 1.1 inches x 1 ft/12 inches = 3,497 ft³

- iv. 13-009: $12,334 \text{ ft}^2 \times 0.9 \text{ inches} \times 1 \text{ ft}/12 \text{ inches} = 925 \text{ ft}^3$
- v. 13-009: $1,720 \text{ ft}^2 \times 1.1 \text{ inches} \times 1 \text{ ft}/12 \text{ inches} = 158 \text{ ft}^3$
- vi. 23-023: $174,706 \text{ ft}^2 \times 1.1 \text{ inches} \times 1 \text{ ft}/12 \text{ inches} = 16,015 \text{ ft}^3$
- vii. Total: $7,475 \text{ ft}^3 + 3,497 \text{ ft}^3 + 925 \text{ ft}^3 + 158 \text{ ft}^3 + 16,015 \text{ ft}^3 = 28,070 \text{ ft}^3$

Table 1. Proposed volume retention through abstraction (i.e. infiltration, reuse).

Volume Retention Required (ft ³)	BMP	Volume Retention Provided below outlet (ft ³)	1.1-inch Runoff (ft ³)	2.5-inch Runoff (ft ³)
28,070	None, filtration is proposed.			

- 4. Alternative compliance has been requested due to high bedrock and seasonal high groundwater. Supporting documentation has been provided.
 - a. The applicant did not partially comply with the volume retention standard.
 - b. Filtration using Bayfilter (55% credit), Sand Filtration (55% credit), and Contech StormFilter with Phosphosorb (68% credit) is proposed; filtration required:
 - i. 07-028: $(7,475 \text{ ft}^3) \times 1.3 \text{ credit factor} = 9,718 \text{ ft}^3$
 - ii. 07-028: $(3,497 \text{ ft}^3) \times 1.82 \text{ credit factor} = 6,365 \text{ ft}^3$
 - iii. 13-009: $(925 \text{ ft}^3) \times 1.3 \text{ credit factor} = 1,203 \text{ ft}^3$
 - iv. 13-009: $(158 \text{ ft}^3) \times 1.82 \text{ credit factor} = 288 \text{ ft}^3$
 - v. 23-023: $16,015 \text{ ft}^3 \times 1.47 \text{ credit factor} = 23,542 \text{ ft}^3$
 - vi. Total: $9,718 \text{ ft}^3 + 6,365 \text{ ft}^3 + 1,203 \text{ ft}^3 + 288 \text{ ft}^3 + 23,542 \text{ ft}^3 = 41,116 \text{ ft}^3$

Table 2. Proposed volume retention through filtration (i.e. sand, enhanced).

Filtration Volume Required (ft ³)	BMP	Filtration Volume Provided below outlet (ft ³)	1.1-inch Runoff (ft ³)	2.5-inch Runoff (ft ³)
41,116	07-028 Bayfilter	1,444	12,633*	28,711
	13-009 Athletic Field	27,834	1,288	2,928
	120" CMP & StormFilter with Phosphosorb	21,669	12,206	27,740
	108" CMP & StormFilter with Phosphosorb	4,917	5,505	12,511
	Total	42,147 ft³		

*Credit given based on no bypass for the 1.1" flow-through event, achieved by plugging the existing orifice.

- vii. Filtration volume and facility sizes have been calculated using the appropriate design filtration rate.
- viii. The filtration areas are capable of filtering the required volume within 48 hours.
- ix. Soil and compost amendments are not proposed.
- x. Stormwater runoff is pretreated to remove solids before discharging to filtration areas.

- c. The applicant did not partially comply with the volume retention standard at an offsite location or through the use of qualified banking credits.
 - d. The applicant has not submitted money to be contributed to the Stormwater Impact Fund.
 - e. The project is not linear.
5. Best management practices achieve 90% total suspended solids removal from the runoff generated on an annual basis.
 6. A maintenance agreement recorded with Ramsey County has not been submitted.
 7. Adequate maintenance access is provided for the underground systems. A site-specific plan, schedule, and narrative for maintenance of the proposed stormwater management practices has been submitted.

RULE D: FLOOD CONTROL

Standards

- *Compensatory storage shall be provided for fill placed within the 100-year floodplain.*
- *All habitable buildings, roads, and parking structures on or adjacent to a project site shall comply with District freeboard requirements.*

Findings

1. There is no floodplain on the property according to FEMA.
2. All habitable buildings, roads, and parking structures on or adjacent to the project site comply with CRWD freeboard requirements.

RULE E: WETLAND MANAGEMENT

Standard

- *Wetlands shall not be drained, filled (wholly or in part), excavated, or have sustaining hydrology impacted such that there will be a decrease in the inherent (existing) functions and values of the wetland.*
- *A minimum buffer of 25 feet of permanent nonimpacted vegetative ground cover abutting and surrounding a wetland is required.*

Findings

1. There are no known wetlands located on the property.

RULE F: EROSION AND SEDIMENT CONTROL

Standards

- *A plan shall demonstrate that appropriate erosion and sediment control measures protect downstream water bodies from the effects of a land-disturbing activity.*
- *Erosion Control Plans must adhere to the MPCA Protecting Water Quality in Urban Areas Manual.*

Findings

1. Erosion and sediment control measures are consistent with best management practices, as demonstrated in the MPCA manual *Protecting Water Quality in Urban Areas*.
2. Adjacent properties are protected from sediment transport/deposition.

3. Wetlands, waterbodies and water conveyance systems are protected from erosion/sediment transport/deposition.
4. Total disturbed area is 7.37 acres; an NPDES permit is required. A SWPPP has been submitted.

RULE G: ILLICIT DISCHARGE AND CONNECTION

Standard

- *Stormwater management and utility plans shall indicate all existing and proposed connections from developed and undeveloped lands for all water that drains to the District MS4.*

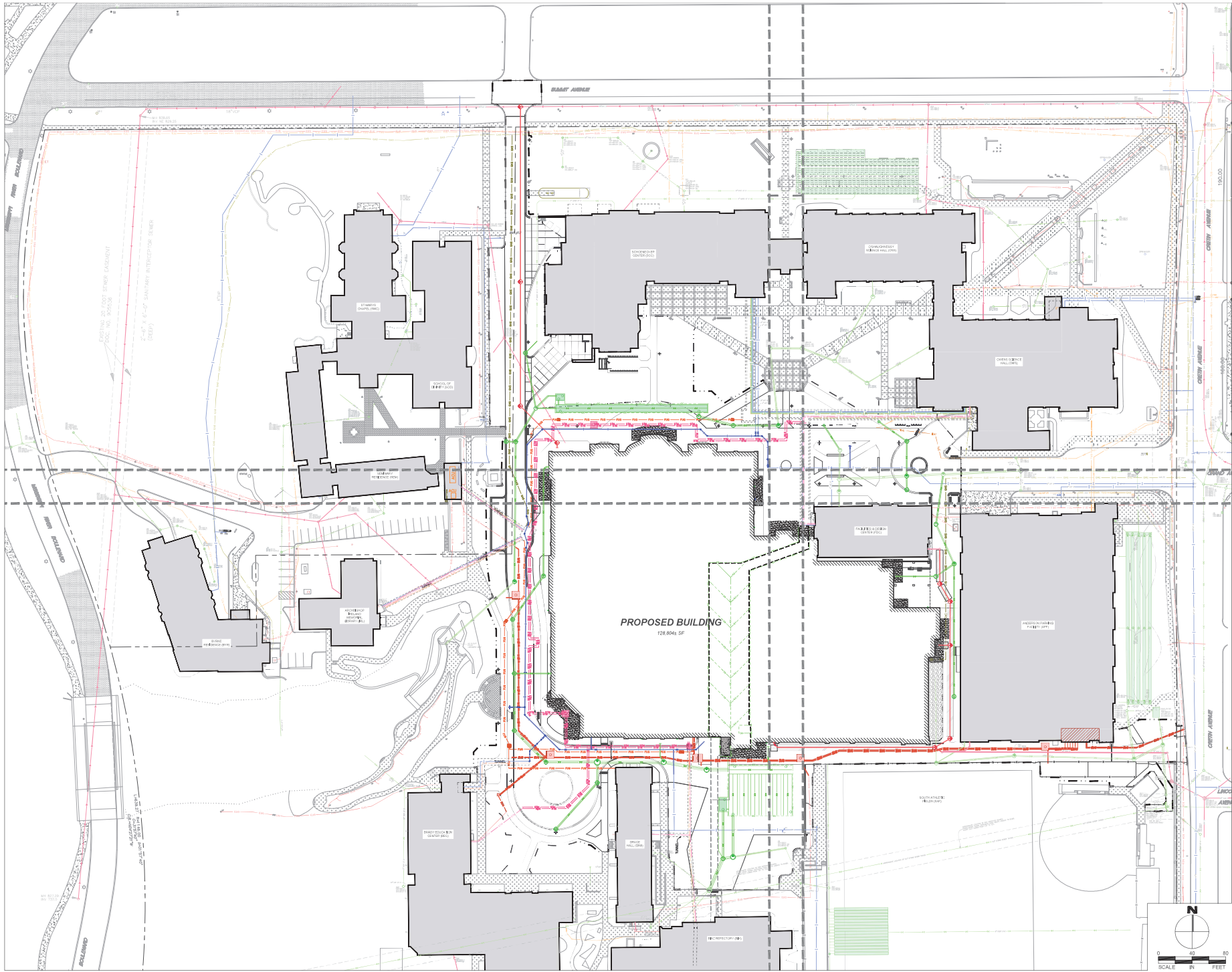
Findings

1. New direct connections or replacement of existing connections are not proposed.
2. Prohibited discharges are not proposed.

Recommendation: Approve with 4 Conditions

Conditions:

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).
2. Provide a copy of the NPDES permit.
3. Revise plans to address the following:
 - a. Revise Sheet C501 CMP Outlet label from 84" to 108".
 - b. Revise plans to include a note describing the intent to plug/block the APF rate control structure low flow orifice.
4. Submit an executed maintenance contract for the StormFilter with a qualified vendor prior to permit closure and before the project can begin the 5 years of satisfactory maintenance and StormFilter performance period. Email acknowledgement of this future requirement will satisfy the condition.



RYAN A+E, INC.
535 South Third Street, Suite 100
Minneapolis, MN 55415
612-482-4000 tel
612-482-3000 fax
WWW.RYANCOMPANIES.COM



CRAWFORD ARCHITECTS, INC.
1801 McGee Street, Suite 200
Kansas City, MO 66210
816-421-2640 tel
816-421-2850 fax
WWW.CRAWFORDARCH.COM

OWNER
University of St. Thomas
Minneapolis, MN

CONSULTANTS



MEYER BORGMAN JOHNSON
STRUCTURAL DESIGN + ENGINEERING

PROJECT INFORMATION
**LEE & PENNY
ANDERSON
MULTIPURPOSE
ARENA**

2260 SUMMIT AVE ST.
PAUL, MN 55105

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Jared B. Olson
JARED B. OLSON

REGISTRATION NO. DATE
42340 11/03/2023

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DRAWN BY CHECKED BY
ZAT ATA
JOB NO. DATE
701460 11/17/2023

ISSUE RECORD		
ISSUE #	DATE	DESCRIPTION
1	08/08/23	CONCEPT DESIGN
2	09/03/23	40% SCHEMATIC DESIGN
3	09/10/23	100% SCHEMATIC DESIGN
4	11/03/23	LEED V4.1 BULLI
5	11/17/23	40% DD SET

50% DD SET
11/17/2023

UTILITY PLAN -
OVERALL - PH 2

C500B



Capitol Region Watershed District

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

December 20, 2023
Board Meeting
III. Permit Applications and
Program Updates
C) Permit 23-029 Hamline
Avenue Trail
(Martinkosky)

DATE: December 13, 2023
TO: CRWD Board of Managers
FROM: Luke Martinkosky, Water Resources Regulatory Specialist
RE: Permit 23-029 Hamline Avenue Trail

Background

The applicant proposes to construct a new 8' wide bituminous trail along the west side of Hamline Avenue between Highland Parkway and Montreal Avenue. The project also includes concrete ADA ramps for all intersections between Highland and Montreal.

Issues

- Disturbed Area: 1.9 Acres
- Impervious Area: 0.49 Acres
- District Rule(s):—C D F
- Stormwater Management: Impervious disconnection and deduction from the City of St. Paul Parks volume bank.

Action Requested

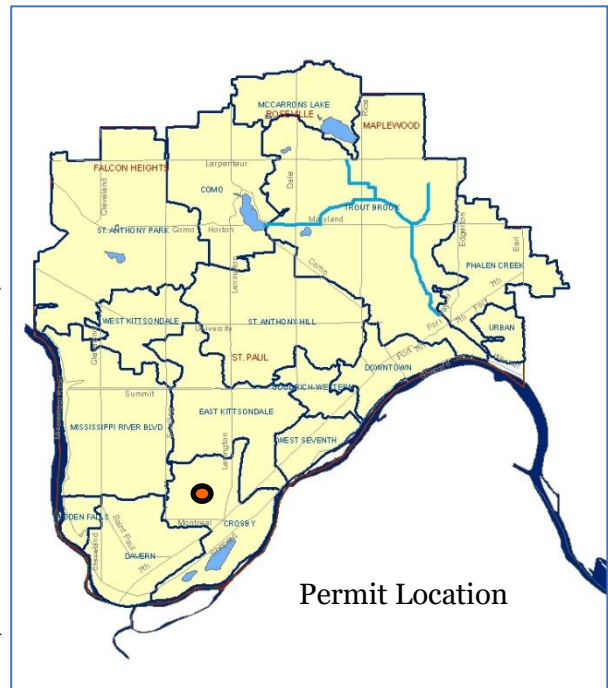
PERMIT RECOMMENDATION: Approve with 2 Conditions:

1. Provide a copy of the NPDES permit.
2. Revise SWPPP to include the following:
 - a. Provide contractor site contacts for page one of the SWPPP when available.

VOLUME BANK RECOMMENDATION:

Approve withdrawal of 1,186 cubic feet from St. Paul Parks and Recreation Department's Volume Credit Bank.

enc. Permit 23-029 Hamline Avenue Trail permit report R2b and plans



Permit Location

Capitol Region Watershed District Permit Report

CRWD Permit #: 23-029

Review date: December 4, 2023

Project Name: Hamline Avenue Trail

Applicant: Katie Hamerlinck
St. Paul Parks and Recreation
25 West 4th Street, Suite 400
St. Paul, MN 55102
(651) 266-6414
Katie.Hamerlinck@ci.stpaul.mn.us

Purpose: The project consists of the construction of a new 8' wide bituminous trail along the west side of Hamline Avenue between Highland Parkway and Montreal Avenue. The project also includes concrete ADA ramps for all intersections between Highland and Montreal. Stormwater management is intended to be satisfied with disconnected impervious and banking credits.

Location: W Highland Parkway and Hamline Avenue S, St. Paul, MN

Applicable Rules: C, D, & F

Permit Recommendation: Approve with 2 Conditions

Volume Bank Recommendation: Approve withdrawal of 1,186 cubic feet from St. Paul Parks and Recreation Department's Volume Credit Bank.

EXHIBITS:

1. Civil Plans (21 Sheets), by Larson Engineering, dated 10/26/23, recv. 11/15/23.
2. Stormwater Report, by Larson Engineering, dated 11/15/23, recv. 11/15/23.
3. Geotechnical Report, by CVT, dated 10/24/23, recv. 11/15/23.
4. Wetland Conservation Ave Notice of Decision, by City of Saint Paul, dated 9/7/23, recv. 9/8/23.
5. Civil Plans (21 Sheets), by Larson Engineering, dated 10/26/23, recv. 11/29/23.
6. Stormwater Report, by Larson Engineering, dated 11/29/23, recv. 11/29/23.
7. ECB & TRM Installation Guide, by Western Green, dated 4/19/22, recv. 11/29/23.
8. Electronic MIDS Model, by Larson Engineering, not dated, recv. 11/29/23.

HISTORY & CONSIDERATIONS:

CRWD staff previously reviewed a wetland delineation along the project corridor in July 2023. This area was previously delineated in 2000 and was part of the reconstruction of the Highland Golf Course in 2004.

RULE C: STORMWATER MANAGEMENT

Standards

- *Proposed discharge rates for the 2-, 10-, and 100-year events shall not exceed existing rates.*
- *Developments and redevelopments must reduce runoff volumes in the amount equivalent to an inch of runoff from the impervious areas of the site.*
- *Stormwater must be pretreated before discharging to infiltration areas to maintain the long-term viability of the infiltration area.*
- *Developments and redevelopments must incorporate effective non-point source pollution reduction BMPs to achieve 90% total suspended solid removal.*

Findings

1. A hydrograph method based on sound hydrologic theory is used to analyze runoff for the design or analysis of flows and water levels.
2. Runoff rates for the proposed activity do not exceed existing runoff rates for the 2-, 10-, and 100-year critical storm events. Stormwater leaving the project area is discharged into a well-defined receiving channel or pipe and routed to a public drainage system.
3. Stormwater runoff volume retention is not achieved onsite in the amount equivalent to the runoff generated from 1.1-inch of rainfall over the impervious surfaces of the development.
 - a. The amount of proposed impervious is 23,613 ft².
 - b. Volume retention required:

$$23,613 \text{ ft}^2 \times 1.1 \text{ inches} \times 1 \text{ ft}/12 \text{ inches} = 2,165 \text{ ft}^3$$

Table 1. Proposed volume retention through abstraction (i.e. infiltration, reuse).

Volume Retention Required (ft ³)	BMP	Volume Retention Provided below outlet (ft ³)	1.1-inch Runoff (ft ³)	2.5-inch Runoff (ft ³)
2,165	Disconnected Impervious - A	224	506	1,150
	Disconnected Impervious – B	29	68	155
	Disconnected Impervious – C	269	527	1,198
	Disconnected Impervious – D	93	177	403
	Disconnected Impervious – E	364	614	1,394
	Total		979 ft³	

- c. Banking of excess volume retention is not proposed.
- d. Soil and compost amendments are not proposed.
- e. Groundwater mounding is not anticipated to affect adjacent properties and buildings.

4. Alternative compliance has been requested due to poor soils. Supporting documentation has been provided.
 - a. The applicant partially complied with the volume retention standard through disconnected impervious.
 - b. The applicant has requested the use of qualified banking credits from Saint Paul Park and Recreation Department's volume bank (2,165 ft³ – 979 ft³= 1,186 ft³).
 - c. The applicant has not submitted money to be contributed to the Stormwater Impact Fund.
 - d. The project is linear, but cost cap information has not been provided.
5. The best management practices do not achieve 90% total suspended solids removal from the runoff generated on an annual basis. The applicant intends to satisfy the remaining volume retention volume through use of the Saint Paul Park and Recreation Department's Volume Credit Bank. If the applicant meets the volume retention requirements, the practices will likely achieve 90% removal.
6. A memorandum of agreement for maintenance of stormwater facilities exists between the City of St. Paul and the CRWD.

RULE D: FLOOD CONTROL

Standards

- *Compensatory storage shall be provided for fill placed within the 100-year floodplain.*
- *All habitable buildings, roads, and parking structures on or adjacent to a project site shall comply with District freeboard requirements.*

Findings

1. There is no floodplain on the property according to FEMA.
2. All habitable buildings, roads, and parking structures on or adjacent to the project site comply with CRWD freeboard requirements.

RULE E: WETLAND MANAGEMENT

Standard

- *Wetlands shall not be drained, filled (wholly or in part), excavated, or have sustaining hydrology impacted such that there will be a decrease in the inherent (existing) functions and values of the wetland.*
- *A minimum buffer of 25 feet of permanent nonimpacted vegetative ground cover abutting and surrounding a wetland is required.*

Findings

1. There are two golf course ponds adjacent to the site.
2. CRWD staff has reviewed the wetland status of the ponds.
3. The two ponds have been determined to be incidental wetlands, CRWD concurs. A Notice of Decision by the City of St. Paul dated 9/7/23 was submitted to CRWD on 11/15/23.

RULE F: EROSION AND SEDIMENT CONTROL

Standards

- *A plan shall demonstrate that appropriate erosion and sediment control measures protect downstream water bodies from the effects of a land-disturbing activity.*
- *Erosion Control Plans must adhere to the MPCA Protecting Water Quality in Urban Areas Manual.*

Findings

1. Erosion and sediment control measures are consistent with best management practices, as demonstrated in the MPCA manual *Protecting Water Quality in Urban Areas*.
2. Adjacent properties are protected from sediment transport/deposition.
3. Wetlands, waterbodies and water conveyance systems are protected from erosion/sediment transport/deposition.
4. Total disturbed area is 2.1 acres; an NPDES permit is required. A SWPPP has been submitted.

RULE G: ILLICIT DISCHARGE AND CONNECTION

Standard

- *Stormwater management and utility plans shall indicate all existing and proposed connections from developed and undeveloped lands for all water that drains to the District MS4.*

Findings

1. New direct connections or replacement of existing connections are not proposed.
2. Prohibited discharges are not proposed.

Permit Recommendation: Approve with 2 Conditions

Conditions:

1. Provide a copy of the NPDES permit.
2. Revise SWPPP to include the following:
 - a. Provide contractor site contacts for page one of the SWPPP when available.

Volume Bank Recommendation: Approve withdrawal of 1,186 cubic feet from St. Paul Parks and Recreation Department's Volume Credit Bank.

GENERAL NOTES

- SIGNING:** Signs regulating parking and/or traffic on private property (outside of the public right-of-way ROW) shall be furnished and installed by the property owner or contractor at no cost to the City of St. Paul Department of Public Works. Removal of existing signs within the public ROW that regulate traffic and/or parking shall be completed by the City at the expense of the development. New signs or the reinstallation of existing signs, as approved by Public Works Traffic Engineering, regulating parking and/or traffic in the public ROW shall be furnished and installed by the City at the expense of the development. All equipment, materials, and labor costs associated with the City affecting a complete sign installation shall be the responsibility of the development. Contact Chris Gulden of Public Works 651-266-9778 two weeks in advance of needed sign work.
- The Contractor shall contact Mike Lusian, General Foreman, Lighting - Signal Maintenance, (651-266-9780), if removal or relocation of existing facilities is required or in the event of damage to the lighting or signal utilities. The Contractor shall assume responsibility (and related costs) for any damage or relocations.
- STRIPING:** Striping restoration shall be completed immediately following final pavement restoration. Roadway striping impacted by the work zone shall be replaced in-kind at no cost to the road authority. If there are questions as to the type of striping material to be used, contact Chris Gulden (651.266.9778) in the City's Traffic Operations Section. If there is a desire for the City of St. Paul Public Works Department to complete pavement marking restoration work, contact Chris Gulden of Public Works Traffic Operations for an estimate. At a minimum, two weeks advance notice shall be provided for any striping work request. If advance notice is not provided, any associated project delays, and costs incurred resulting from said delays, shall be the sole responsibility of the Contractor.
- SAFE WORK SITE REQUIREMENTS:** The Contractor shall provide a continuous, accessible and safe pedestrian walkway that meets ADA and MN MUTCD standards if working in a sidewalk area, and traffic control per MN MUTCD requirements for work in the public right of way.

- INSPECTION CONTACT:** The developer shall contact the Right of Way inspector Rob Prokopiuk, 651-485-4283 (two weeks prior to beginning work) to discuss traffic control, pedestrian safety and coordination of all work in the public right of way. Note: If a one week notice is not provided to the City, any resulting delays shall be the sole responsibility of the Contractor.
- MISCELLANEOUS:** Any public infrastructure damage resulting from the contractors activities, incidental or otherwise, shall be repaired/replaced to the satisfaction of the City at no cost to the City.
- OBSTRUCTION PERMITS:** The contractor must obtain an Obstruction Permit if construction (including silt fences) will block City streets, sidewalks or alleys, or if driving over curbs.
- EXCAVATION PERMITS:** All digging in the public right of way requires an Excavation Permit. If the proposed building is close to the right of way, and excavating into the right of way is needed to facilitate construction, contact the utility inspector.
- FAILURE TO SECURE PERMITS:** Failure to secure Obstruction Permits or Excavation Permits will result in a double-permit fee and other fees required under City of St. Paul Legislative Codes.
- ORDERING OBSTRUCTION AND EXCAVATION PERMITS:** Contact Public Works Right of Way Service Desk at (651) 266-6151. It is strongly recommended that contractors call for cost estimates prior to bidding to obtain accurate cost estimates.
- SEWER REPAIR PERMIT:** Plumbing Contractor to obtain Repair Permits from Public Works for proposed modification to the existing storm sewer connections. Call St Paul PW permit desk (651-266-6234) for information on obtaining this permit.

BENCHMARK

ELEVATIONS BASED ON INFORMATION AS SHOWN ON THE MNDOT GEODETIC WEBSITE. SURVEY DISK 6215J WITH AN ELEVATION OF 971.71 WAS USED TO ESTABLISH VERTICAL CONTROL FOR THIS SURVEY (NAVD 88)

KEY NOTES

- SEDIMENT LOG, DETAIL 2/C501
- INLET PROTECTION, DETAIL 3/C501
- ~~STORMWATER BASIN, DETAIL 4/C500~~
- ~~RESET CATCH BASIN, DETAIL 6/C501~~
- EROSION CONTROL BLANKET, DETAIL 5/C501

GRADING AND GENERAL NOTES

- Tree protection consisting of snow fence or safety fence installed at the drip line shall be in place prior to beginning any grading or demolition work at the site.
- All elevations with an asterisk (*) shall be field verified. If elevations vary significantly, notify the Engineer for further instructions.
- Grades shown in paved areas represent finish elevation.
- All disturbed areas to receive 4" of good quality topsoil and seed, unless otherwise noted.
- All construction shall be performed in accordance with state and local standard specifications for construction.
- See Sheets C600 & C601 for Erosion Control Notes.

GENERAL

- PROPERTY LINE
- EASEMENT LINE
- MATCH LINE

SYMBOL LEGEND

BASE BID:
PROPOSED TRAIL
SEE TYPICAL SECTION,
SHEET 1/C500

ALTERNATE #1:
NEW CONCRETE
PAVEMENT SECTION
DETAIL 2/C500

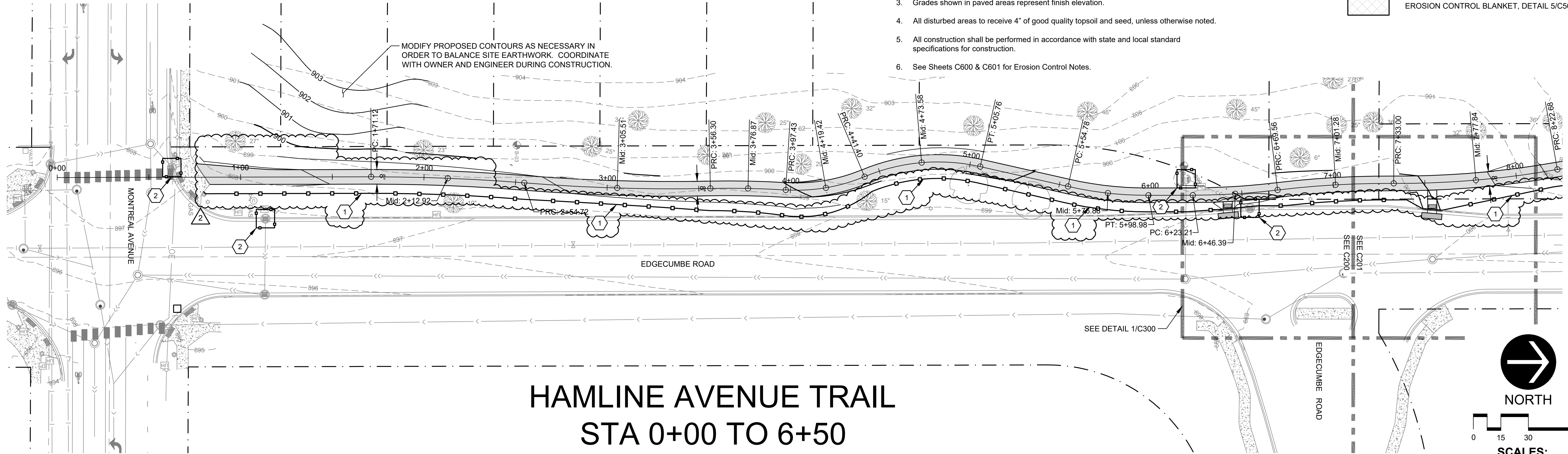
ALTERNATE #1:
PROPOSED BITUMINOUS
PATCH, MATCH EXISTING
PAVEMENT SECTION

SEDIMENT LOG, DETAIL 2/C501
(CONTRACTOR TO ADJUST LOCATION AS NEEDED)

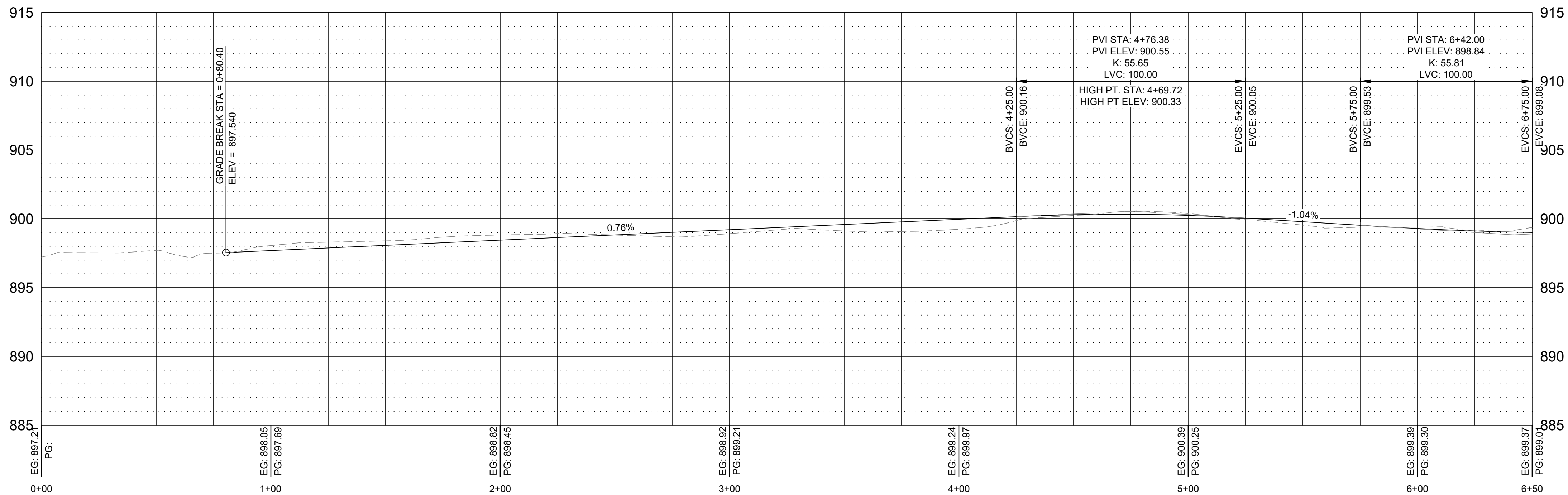
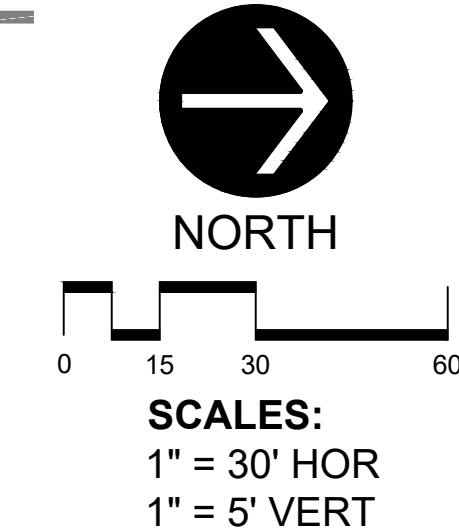
ROCK CONST. ENTRANCE, DETAIL 7/C501
(IF NEEDED, LOCATION TO BE DETERMINED BY
CONTRACTOR AND APPROVED BY OWNER)

INLET PROTECTION, DETAIL 3/C501

EROSION CONTROL BLANKET, DETAIL 5/C501



**HAMLIN AVENUE TRAIL
STA 0+00 TO 6+50**



SAINT PAUL MINNESOTA
Parks and Recreation
Department
400 City Hall Annex
25 West Street
Saint Paul, MN 55102

Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110
651.481.9120 (F) 651.481.9201
www.larsonengr.com

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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Printed Name: Nathan Nohner, P.E.
Signature: *N. Nohner*
Date: 10/26/2023, License #: 58667

City of Saint Paul Department of Parks and Recreation
HAMLIN AVENUE TRAIL
MONTREAL AVE./HAMLIN AVE. INTERSECTION TO
W. HIGHLAND PKWY./HAMLIN AVE. SAINT PAUL, MN 55116

No.	Date	Revision Description
1	11/15/23	Addendum No. 1
2	11/29/23	CRWD Comments

PROJECT NUMBER	12236059
DATE	10/26/2023
DRAWN BY	NJNMTH
CHECKED BY	MJW
SUPERVISOR	MJW

BASE BID:
HAMLIN TRAIL
PLAN & PROFILE
C200



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Parks and Recreation
Department
400 City Hall Annex
25 West Street
Saint Paul, MN 55102

Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110
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Printed Name: Nathan Nohner, P.E.
Signature: *Nathan Nohner*
Date: 10/26/2023, License #: 58667

City of Saint Paul Department of Parks and Recreation
HAMLIN AVENUE TRAIL
MONTREAL AVE./HAMLIN AVE. INTERSECTION TO
W. HIGHLAND PKWY./HAMLIN AVE. SAINT PAUL, MN 55116

No.	Date	Revision Description
1	11/15/23	Addendum No. 1
2	11/29/23	CRWD Comments

PROJECT NUMBER 12236059
DATE 10/26/2023
DRAWN BY NJN/MTM
CHECKED BY M/W
SUPERVISOR M/W

BASE BID:
HAMLIN TRAIL
PLAN & PROFILE
C201

BENCHMARK

ELEVATIONS BASED ON INFORMATION AS SHOWN ON THE MNDOT GEODETIC WEBSITE. SURVEY DISK 6215J WITH AN ELEVATION OF 971.71 WAS USED TO ESTABLISH VERTICAL CONTROL FOR THIS SURVEY (NAVD 88)

KEY NOTES

- 1 SEDIMENT LOG, DETAIL 2/C501
- 2 INLET PROTECTION, DETAIL 3/C501
- 3 STORMWATER BASIN, DETAIL 4/C500
- 4 RESET CATCH BASIN, DETAIL 6/C501
- 5 EROSION CONTROL BLANKET, DETAIL 5/C501

GRADING AND GENERAL NOTES

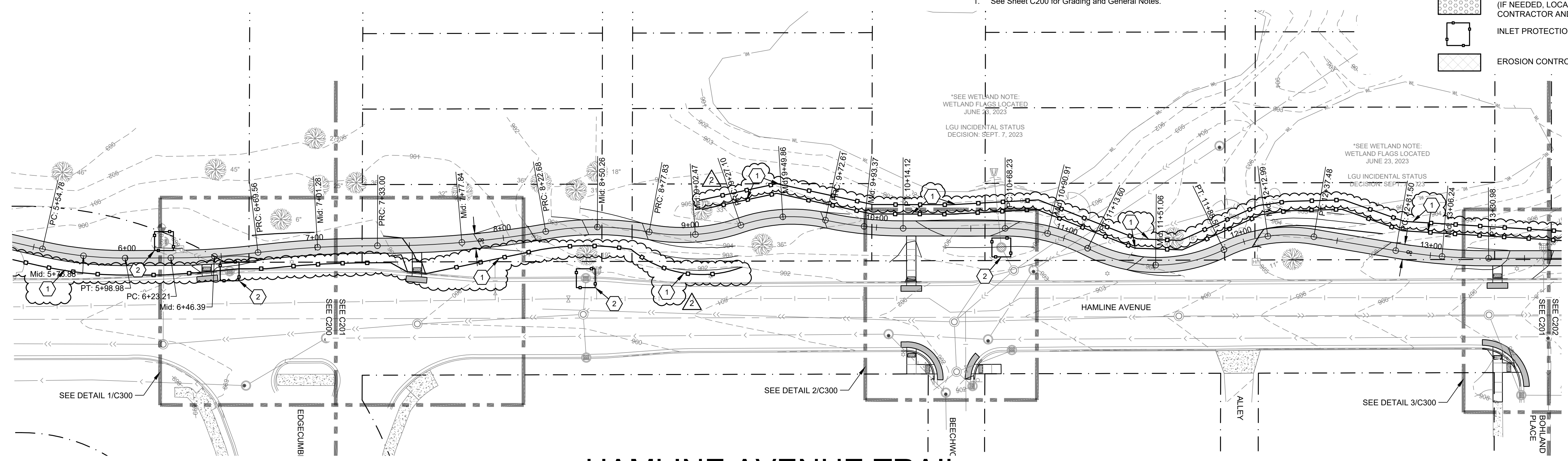
- 1. See Sheet C200 for Grading and General Notes.

GENERAL

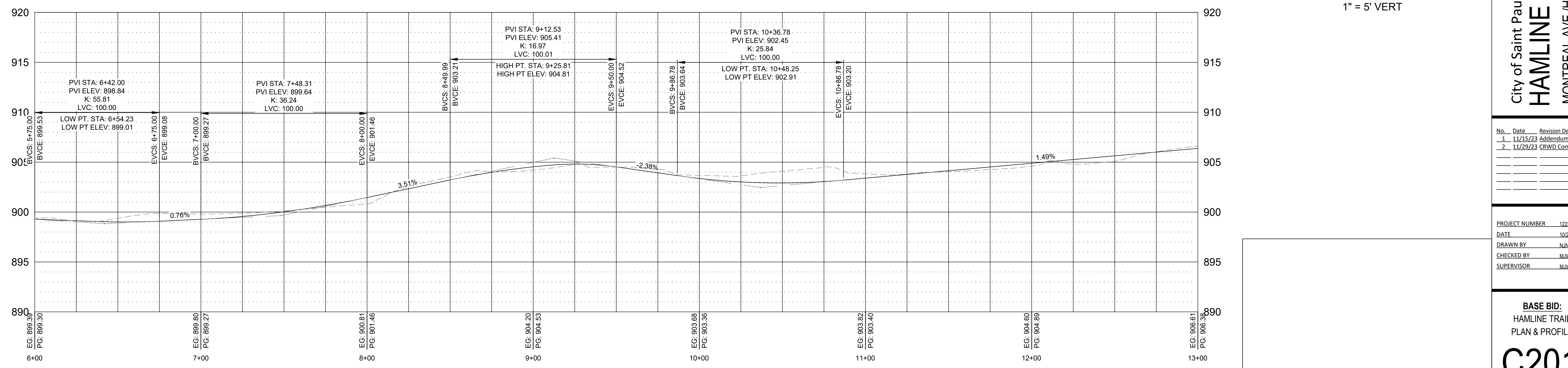
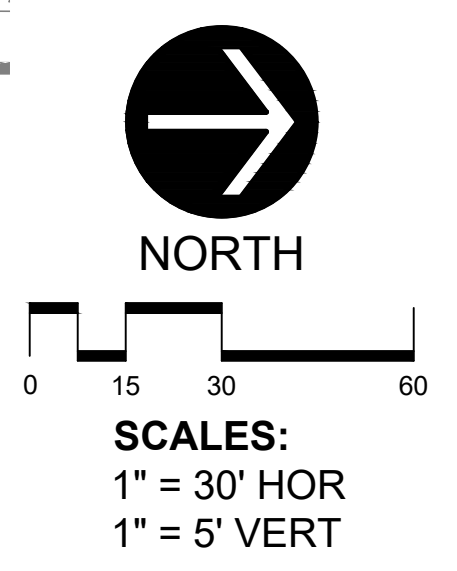
- PROPERTY LINE
- - - EASEMENT LINE
- MATCH LINE

SYMBOL LEGEND

- BASE BID:** PROPOSED TRAIL
SEE TYPICAL SECTION, SHEET 1/C500
- ALTERNATE #1:** NEW CONCRETE PAVEMENT SECTION
DETAIL 2/C500
- ALTERNATE #1:** PROPOSED BITUMINOUS PATCH, MATCH EXISTING PAVEMENT SECTION
- SEDIMENT LOG, DETAIL 2/C501
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- INLET PROTECTION, DETAIL 3/C501
- EROSION CONTROL BLANKET, DETAIL 5/C501



**HAMLIN AVENUE TRAIL
STA 6+00 TO 13+00**





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 Parks and Recreation
 Department
 400 City Hall Annex
 25 West Street
 Saint Paul, MN 55102

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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Printed Name: Nathan Nohner, P.E.
 Signature: *Nathan Nohner*
 Date: 10/26/2023, License #: 58667

City of Saint Paul Department of Parks and Recreation
HAMLIN AVENUE TRAIL
 MONTREAL AVE./HAMLIN AVE. INTERSECTION TO
 W. HIGHLAND PKWY./HAMLIN AVE. SAINT PAUL, MN 55116

No.	Date	Revision Description
1	11/15/23	Addendum No. 1
2	11/29/23	CRWD Comments

PROJECT NUMBER	12236059
DATE	10/26/2023
DRAWN BY	NJNM/MT
CHECKED BY	MJW
SUPERVISOR	MJW

BASE BID:
 HAMLIN TRAIL
 PLAN & PROFILE
C202

BENCHMARK

ELEVATIONS BASED ON INFORMATION AS SHOWN ON THE MNDOT GEODETIC WEBSITE. SURVEY DISK 6215J WITH AN ELEVATION OF 971.71 WAS USED TO ESTABLISH VERTICAL CONTROL FOR THIS SURVEY (NAVD 88)

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GRADING AND GENERAL NOTES

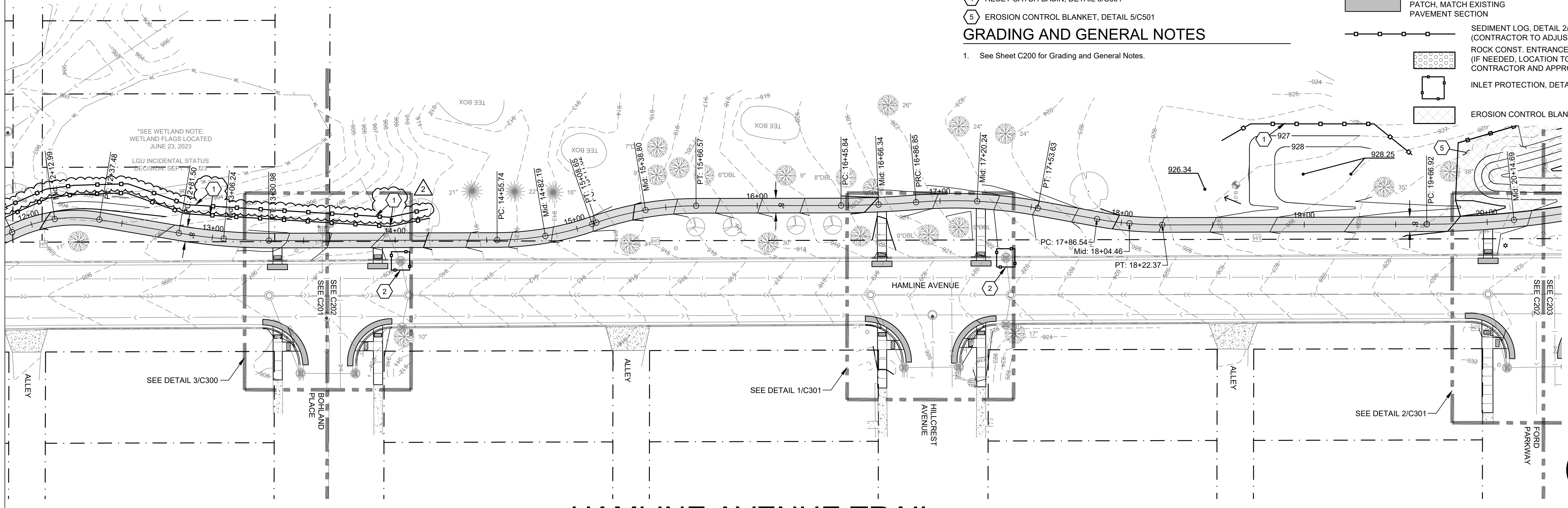
- 1. See Sheet C200 for Grading and General Notes.

GENERAL

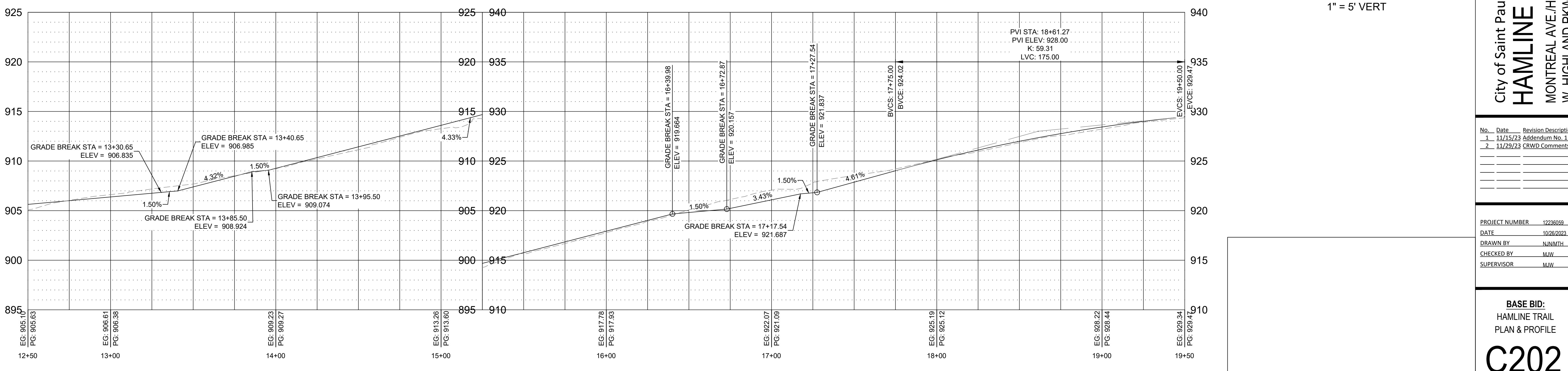
- — — — — PROPERTY LINE
- - - - - EASEMENT LINE
- — — — — MATCH LINE

SYMBOL LEGEND

- BASE BID:** PROPOSED TRAIL. SEE TYPICAL SECTION, SHEET 1/C500
- ALTERNATE #1:** PROPOSED BITUMINOUS PATCH, MATCH EXISTING PAVEMENT SECTION
- ALTERNATE #1:** NEW CONCRETE PAVEMENT SECTION. DETAIL 2/C500
- SEDIMENT LOG, DETAIL 2/C501 (CONTRACTOR TO ADJUST LOCATION AS NEEDED)
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- INLET PROTECTION, DETAIL 3/C501
- EROSION CONTROL BLANKET, DETAIL 5/C501



**HAMLIN AVENUE TRAIL
 STA 12+50 TO 19+50**



GRADING AND GENERAL NOTES

1. See Sheet C200 for Grading and General Notes.

EROSION CONTROL NOTES

1. See Sheet C200 for Grading and General Notes.

BENCHMARK

ELEVATIONS BASED ON INFORMATION AS SHOWN ON THE MNDOT GEODETIC WEBSITE. SURVEY DISK 6215J WITH AN ELEVATION OF 971.71 WAS USED TO ESTABLISH VERTICAL CONTROL FOR THIS SURVEY (NAVD 88)

KEY NOTES

- 1 SEDIMENT LOG, DETAIL 2/C501
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- 3 STORMWATER BASIN, DETAIL 4/C500
- 4 RESET CATCH BASIN, DETAIL 6/C501
- 5 EROSION CONTROL BLANKET, DETAIL 5/C501

GRADING AND GENERAL NOTES

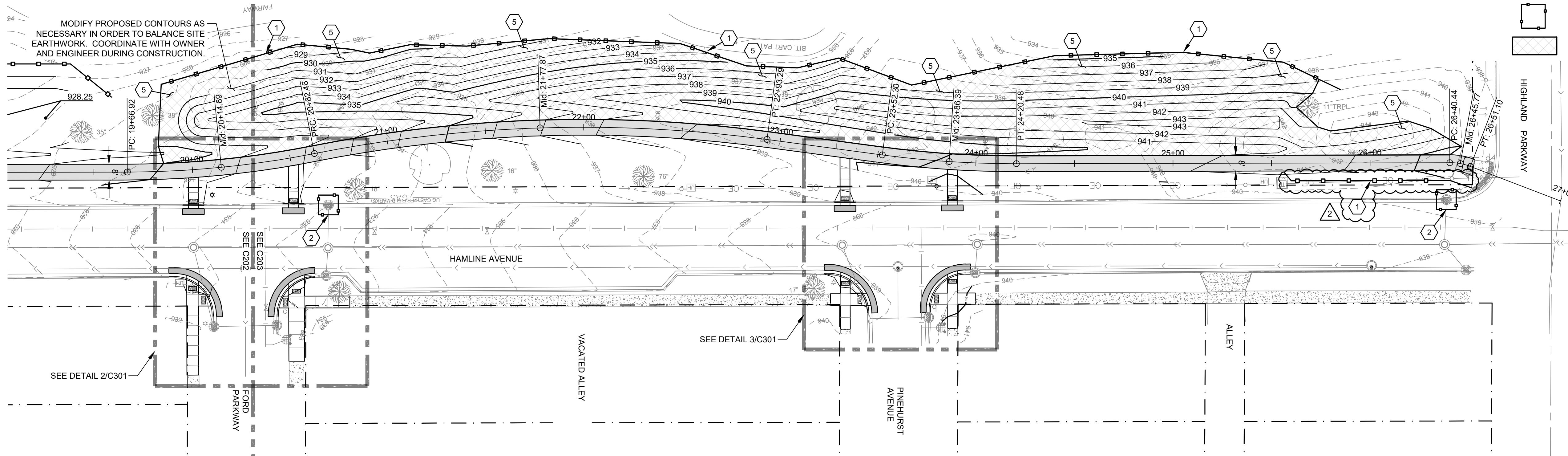
1. See Sheet C200 for Grading and General Notes.

GENERAL

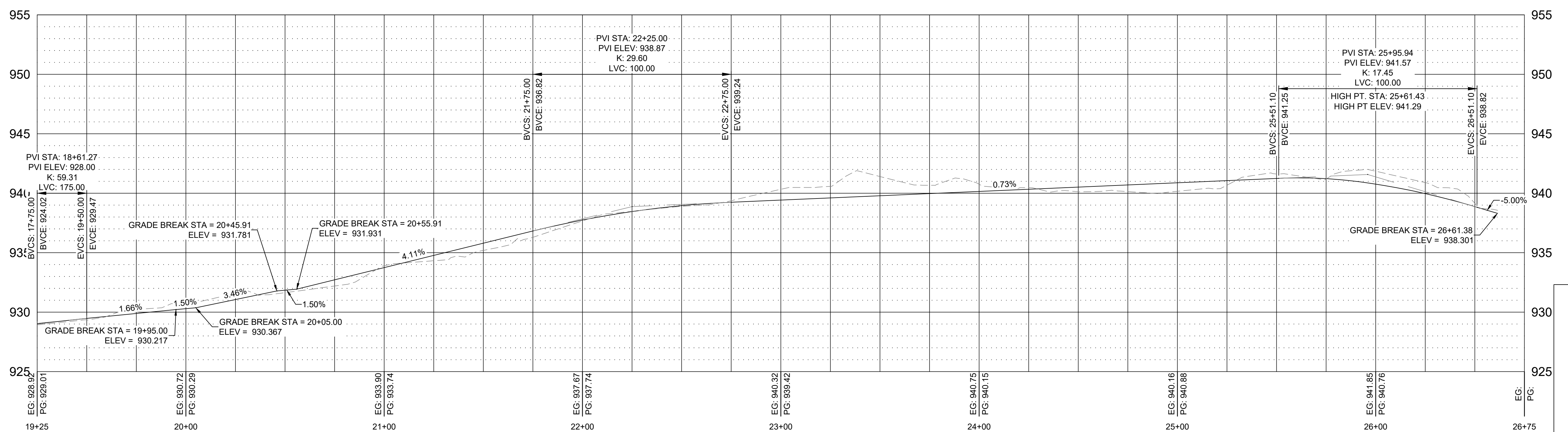
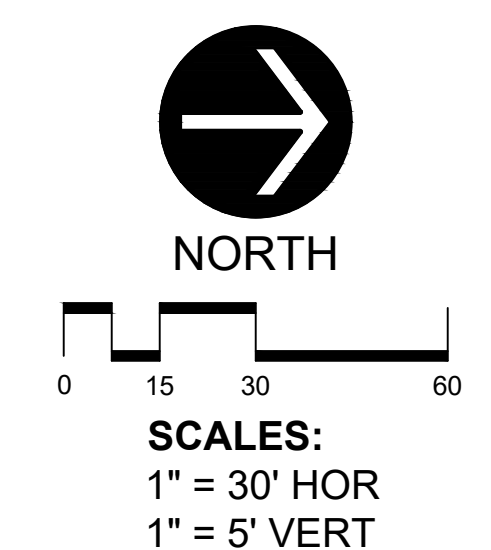
- PROPERTY LINE
- - - EASEMENT LINE
- MATCH LINE

SYMBOL LEGEND

- BASE BID:** PROPOSED TRAIL. SEE TYPICAL SECTION, SHEET 1/C500
- ALTERNATE #1:** NEW CONCRETE PAVEMENT SECTION. DETAIL 2/C500
- ALTERNATE #1:** PROPOSED BITUMINOUS PATCH. MATCH EXISTING PAVEMENT SECTION
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- EROSION CONTROL BLANKET, DETAIL 5/C501



**HAMLIN AVENUE TRAIL
STA 19+00 TO 26+50**



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White Bear Lake, MN 55110
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Printed Name: Nathan Nohner, P.E.
Signature: *N. Nohner*
Date: 10/26/2023, License #: 58667

City of Saint Paul Department of Parks and Recreation
HAMLIN AVENUE TRAIL
MONTREAL AVE./HAMLIN AVE. INTERSECTION TO
W. HIGHLAND PKWY./HAMLIN AVE. SAINT PAUL, MN 55116

No.	Date	Revision Description
1	11/15/23	Addendum No. 1
2	11/29/23	CRWD Comments

BASE BID:
HAMLIN TRAIL
PLAN & PROFILE
C203



Capitol Region Watershed District

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

December 20, 2023
Board Meeting
III. Permit Applications and Program Updates
D) Permit 23-030 Combined Heat and Power Generator (Hosch)

DATE: December 12, 2023
TO: CRWD Board of Managers
FROM: Elizabeth Hosch, Permit Program Manager
RE: Permit 23-030 Combined Heat and Power Generator

Background

The applicant proposes to install a containerized generator fed by permanent natural gas service and a temporary hydrogen fuel cell source. The hydrogen will be in gaseous form delivered by tube trailers at 2 gravel pads. The generator will be supported on concrete piers and steel frame >1.5' above the 100-year flood elevation. The utilities will be run overhead on triangular structural trusses.

Issues

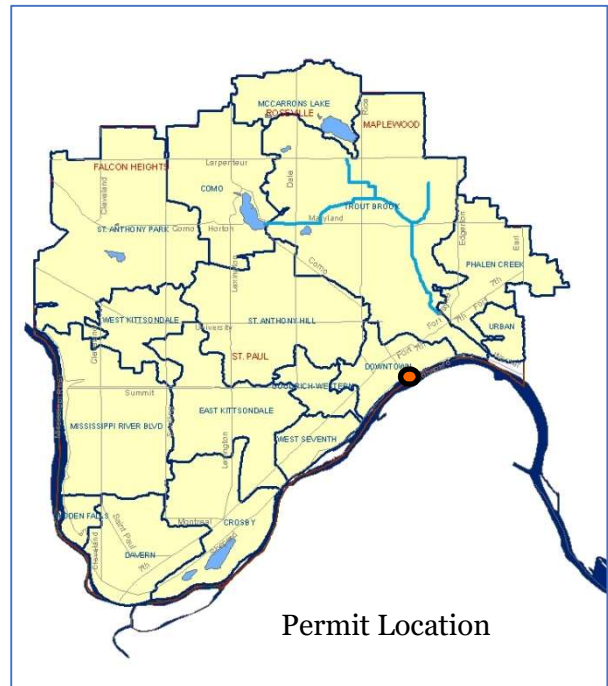
- Disturbed Area: 0.11 Acres
- Impervious Area: 0.01 Acres
- District Rule(s): -D, F
- Stormwater Management: NA

Action Requested

STAFF RECOMMENDATION: Approve with 3

Conditions:

1. Receipt of \$700 surety.
2. Clarify the 100-Year floodplain elevation at the generator site. Sheets C400, C500, and cut/fill calculations assume an elevation of 708.0', the Emergency Response Procedure indicates an elevation of 708.5', and the EFN Survey indicates an elevation of 709.0'. CRWD's investigation indicates an elevation of approximately 708.3' based on the FEMA Flood Insurance Study. All plans and calculations shall be updated to use one uniform elevation and shall confirm floodplain cut volume is greater than or equivalent to the floodplain fill volume.
3. Revise plans to expand the limits of construction on Sheet C200 to encompass the bioroll.



Permit Location

enc. Permit 23-030 Combined Heat and Power Generator permit report R1d and plan

W:\07 Programs\Permitting\2023\23-030, Combined Heat and Power Generator\23-030 Board Cover Sheet.docx

Capitol Region Watershed District Permit Report

CRWD Permit #: 23-030

Review date: December 12, 2023

Project Name: Combined Heat and Power Generator

Applicant: Scott Huebner
McKinstry
5005 Third Avenue South
Seattle, WA 98134
(206) 920-6051
scotthu@mckinstry.com

Purpose: Installation of a containerized generator fed by a permanent natural gas service and temporary hydrogen fuel source. The hydrogen will be in gaseous form delivered by tube trailers at two gravel pads. The generator will be supported on concrete piers and steel frame greater than 1.5 feet above the 100-year flood elevation.

Location: 76 Kellogg Blvd W, St. Paul, MN

Applicable Rules: D and F

Recommendation: Approve with 3 Conditions

EXHIBITS:

1. Civil Plans (11 Sheets), by Kimley Horn, dated 7/7/23, recv. 11/15/23.
2. Structural Plans (8 Sheets), by McKinstry, dated 7/7/23, recv. 11/15/23.
3. Mechanical Plans (18 Sheets), by McKinstry, dated 7/7/23, recv. 11/15/23.
4. Flood Response Plan, Author Unknown, dated 9/13/23, recv. 11/15/23.
5. DOT-SP (7th Revision), by USDOT Pipeline and Hazardous Material Safety Administration, not dated, recv. 11/15/23.
6. DOT-SP (9th Revision), by USDOT Pipeline and Hazardous Material Safety Administration, dated 4/4/22, recv. 11/15/23.
7. Updated Civil Plans (Sheets C400 & C500), by Kimley Horn, dated 7/7/23, recv. 11/22/23.
8. Updated Structural Plan (Sheet S-501), by McKinstry, dated 7/7/23, recv. 11/22/23.
9. Calculations, Author Unknown, not dated, recv. 11/22/23.
10. Survey (3 Sheets), by EFN, dated 12/23/22, recv. 11/22/23.
11. Narrative Response Email, by Kimley Horn & CRWD, dated 11/22/23, recv. 11/27/23.

HISTORY & CONSIDERATIONS:

Rule C does not apply to the Combined Heat and Power Generator site as the site disturbance is less than 10,000 ft² (Rule C.5.a).

RULE D: FLOOD CONTROL

Standards

- *Compensatory storage shall be provided for fill placed within the 100-year floodplain.*
- *All habitable buildings, roads, and parking structures on or adjacent to a project site shall comply with District freeboard requirements.*

Findings

1. There is floodplain on the property according to FEMA.
2. The total floodplain impact is 104.4 cubic feet. Floodplain fill volume is subject to change based on response to Condition 2.
3. Compensatory storage of 629.9 cubic feet is provided. Floodplain cut volume is subject to change based on response to Condition 2.

RULE E: WETLAND MANAGEMENT

Standard

- *Wetlands shall not be drained, filled (wholly or in part), excavated, or have sustaining hydrology impacted such that there will be a decrease in the inherent (existing) functions and values of the wetland.*
- *A minimum buffer of 25 feet of permanent nonimpacted vegetative ground cover abutting and surrounding a wetland is required.*

Findings

1. There are no known wetlands located on the property.

RULE F: EROSION AND SEDIMENT CONTROL

Standards

- *A plan shall demonstrate that appropriate erosion and sediment control measures protect downstream water bodies from the effects of a land-disturbing activity.*
- *Erosion Control Plans must adhere to the MPCA Protecting Water Quality in Urban Areas Manual.*

Findings

1. Erosion and sediment control measures are consistent with best management practices, as demonstrated in the MPCA manual *Protecting Water Quality in Urban Areas*.
2. Adjacent properties are protected from sediment transport/deposition.
3. Wetlands, waterbodies and water conveyance systems are protected from erosion/sediment transport/deposition.
4. Total disturbed area is 0.2 acres; an NPDES permit is not required.

RULE G: ILLICIT DISCHARGE AND CONNECTION

Standard

- *Stormwater management and utility plans shall indicate all existing and proposed connections from developed and undeveloped lands for all water that drains to the District MS4.*

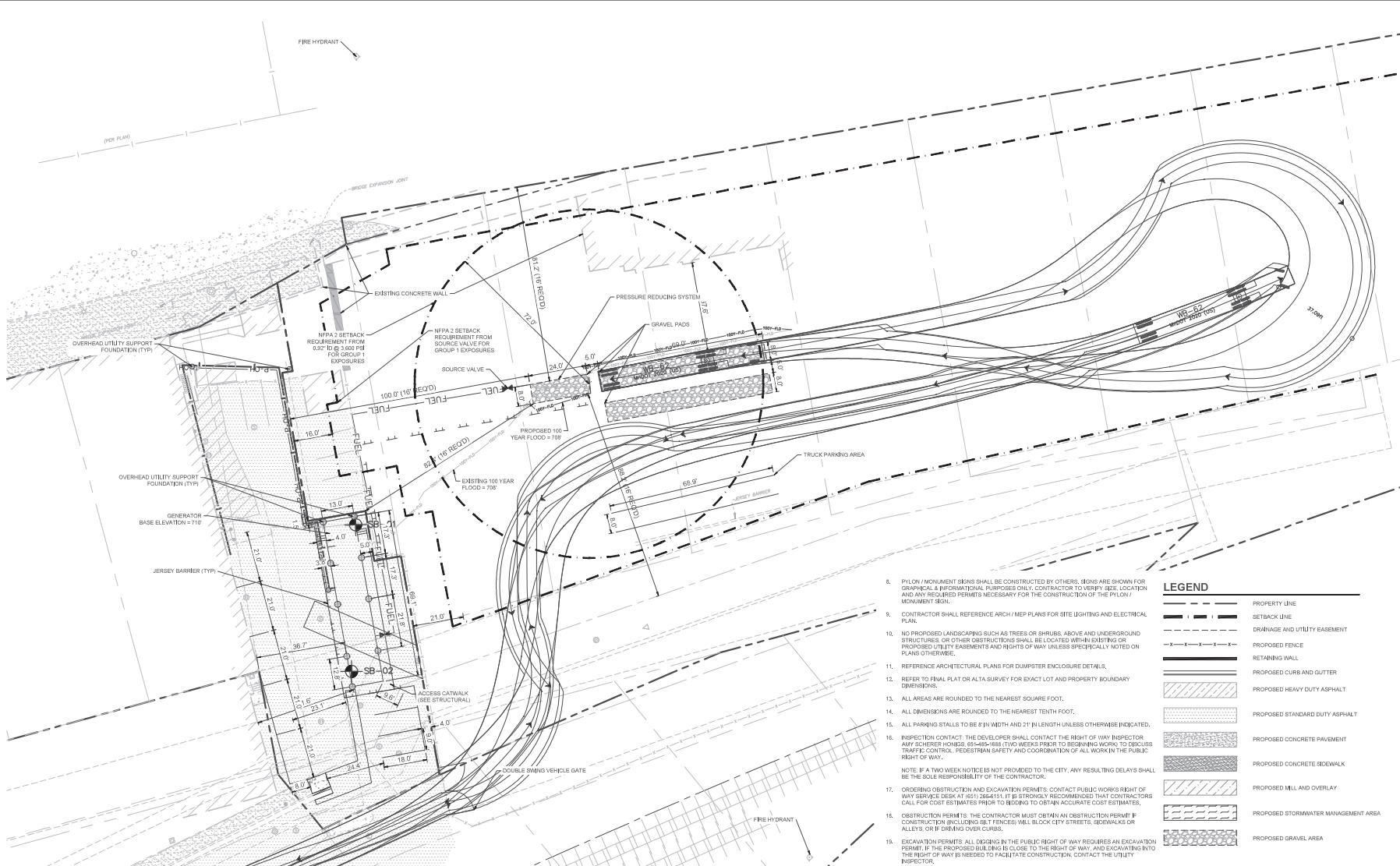
Findings

1. New direct connections or replacement of existing connections are not proposed.
2. Prohibited discharges are not proposed.

Recommendation: Approve with 3 Conditions

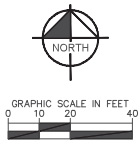
Conditions:

1. Receipt of \$700 surety.
2. Clarify the 100-Year floodplain elevation at the generator site. Sheets C400, C500, and cut/fill calculations assume an elevation of 708.0', the Emergency Response Procedure indicates an elevation of 708.5', and the EFN Survey indicates an elevation of 709.0'. CRWD's investigation indicates an elevation of approximately 708.3' based on the FEMA Flood Insurance Study. All plans and calculations shall be updated to use one uniform elevation and shall confirm floodplain cut volume is greater than or equivalent to the floodplain fill volume.
3. Revise plans to expand the limits of construction on Sheet C200 to encompass the bioroll.



SITE PLAN NOTES

1. ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY/COUNTY REGULATIONS AND CODES AND O.S.A.'S STANDARDS.
2. CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF VESTIBULES, SLOPE PAVING, SIDEWALKS, EXIT PORCHES, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS AND EXACT UTILITY ENTRANCE LOCATIONS.
3. ALL INNER CURBED RADII ARE TO BE 3' AND OUTER CURBED RADII ARE TO BE 10' UNLESS OTHERWISE NOTED, STRIPPED RADII ARE TO BE 5'.
4. ALL DIMENSIONS AND RADII ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
5. EXISTING STRUCTURES WITHIN CONSTRUCTION LIMITS ARE TO BE ABANDONED, REMOVED OR RELOCATED AS NECESSARY. ALL COST SHALL BE INCLUDED IN BASE BID.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS (UNLESS OTHERWISE NOTED ON PLANS) INCLUDING BUT NOT LIMITED TO ALL UTILITIES, STORM DRAINAGE, SIGNS, TRAFFIC SIGNALS & POLES, ETC. AS REQUIRED. ALL WORK SHALL BE IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS AND SHALL BE APPROVED BY SUCH. ALL COST SHALL BE INCLUDED IN BASE BID.
7. SITE BOUNDARY, TOPOGRAPHY, UTILITY AND ROAD INFORMATION TAKEN FROM A SURVEY BY EFN, DATED 02/09/2023.



8. PYLON / MONUMENT SIGNS SHALL BE CONSTRUCTED BY OTHERS. SIGNS ARE SHOWN FOR GRAPHICAL & INFORMATIONAL PURPOSES ONLY. CONTRACTOR TO VERIFY SIZE, LOCATION AND ANY REQUIRED PERMITS NECESSARY FOR THE CONSTRUCTION OF THE PYLON / MONUMENT SIGN.
9. CONTRACTOR SHALL REFERENCE ARCH / MEP PLANS FOR SITE LIGHTING AND ELECTRICAL PLANS.
10. NO PROPOSED LANDSCAPING SUCH AS TREES OR SHRUBS ABOVE AND UNDERGROUND STRUCTURES OR OTHER OBSTRUCTIONS SHALL BE LOCATED WITHIN EXISTING OR PROPOSED UTILITY EASEMENTS AND RIGHTS OF WAY UNLESS SPECIFICALLY NOTED ON PLANS OTHERWISE.
11. REFERENCE ARCHITECTURAL PLANS FOR DUMPSTER ENCLOSURE DETAILS.
12. REFER TO FINAL PLAT OR ALTA SURVEY FOR EXACT LOT AND PROPERTY BOUNDARY DIMENSIONS.
13. ALL AREAS ARE ROUNDED TO THE NEAREST TENTH FOOT.
14. ALL DIMENSIONS ARE ROUNDED TO THE NEAREST TENTH FOOT.
15. ALL PARKING STALLS TO BE 8' IN WIDTH AND 21' IN LENGTH UNLESS OTHERWISE INDICATED.
16. INSPECTION CONTACT: THE DEVELOPER SHALL CONTACT THE RIGHT OF WAY INSPECTOR ANY SCHEDULED HOURS 654-4818 (TWO WEEKS PRIOR TO BEGINNING WORK, TO DISCUSS TRAFFIC CONTROL, PEDESTRIAN SAFETY AND COORDINATION OF ALL WORK IN THE PUBLIC RIGHT OF WAY.
- NOTE: IF A TWO WEEK NOTICE IS NOT PROVIDED TO THE CITY, ANY RESULTING DELAYS SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
17. ORDERING OBSTRUCTION AND EXCAVATION PERMITS: CONTACT PUBLIC WORKS RIGHT OF WAY SERVICES DESK AT (651) 755-4151. IT IS STRONGLY RECOMMENDED THAT CONTRACTORS CALL FOR COST ESTIMATES PRIOR TO BIDDING TO OBTAIN ACCURATE COST ESTIMATES.
18. OBSTRUCTION PERMITS: THE CONTRACTOR MUST OBTAIN AN OBSTRUCTION PERMIT IF CONSTRUCTION INCLUDING SET FENCES WILL BLOCK CITY STREETS, SIDEWALKS OR ALLEYS OR IF DRIVING OVER CURBS.
19. EXCAVATION PERMITS: ALL DIGGING IN THE PUBLIC RIGHT OF WAY REQUIRES AN EXCAVATION PERMIT. IF THE PROPOSED BUILDING IS CLOSE TO THE RIGHT OF WAY, AND EXCAVATING INTO THE RIGHT OF WAY BE NEEDED TO FACILITATE CONSTRUCTION, CONTACT THE UTILITY INSPECTOR.
20. FAILURE TO SECURE PERMITS: FAILURE TO SECURE OBSTRUCTION PERMITS OR EXCAVATION PERMITS WILL RESULT IN A DOUBLE PERMIT FEE AND OTHER FEES REQUIRED UNDER CITY OF ST. PAUL LEGISLATIVE CODES.

LEGEND

- PROPERTY LINE
- SETBACK LINE
- DRAINAGE AND UTILITY EASEMENT
- PROPOSED FENCE
- RETAINING WALL
- PROPOSED CURB AND GUTTER
- PROPOSED HEAVY DUTY ASPHALT
- PROPOSED STANDARD DUTY ASPHALT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED CONCRETE SIDEWALK
- PROPOSED MILL AND OVERLAY
- PROPOSED STORMWATER MANAGEMENT AREA
- PROPOSED GRAVEL AREA

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MAIN PROJECT NO. DATE SCALE DESIGNED BY DRAWN BY CHECKED BY	PROJECT NO. DATE SCALE DESIGNED BY DRAWN BY CHECKED BY	SHEET NO. DATE REVISIONS NO. DATE BY	PROJECT NO. DATE SCALE DESIGNED BY DRAWN BY CHECKED BY
H2 CHIP PREPARED FOR MCKINSTRY		SAINT PAUL MN	
SHEET NUMBER C400		K:\TWC_LDEV\McKinstry\H2 St. Paul\3 Design\CAD\Plans\Sheets\C4-SITE PLAN.dwg November 22, 2023 - 5:31 pm	



Capitol Region Watershed District

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

December 20, 2023
Board Meeting
V. Permit Applications and
Program Updates
E) Adopt Cost Cap and
Stormwater Impact Fund
Resolutions
(Hosch)

DATE: December 12, 2023
TO: CRWD Board of Managers
FROM: Elizabeth Hosch, Permit Program Manager
RE: Adopt Cost Cap and Stormwater Impact Fund Resolutions

Background

The Joint Technical Advisory Committee (TAC) met on May 23, 2023 to discuss proposed amendments to District Rules. Draft Rules were distributed for informal comment on February 8, 2023. The Board authorized distribution of the draft amended rules for 45-day review ending on July 24, 2023, and the Rule were adopted on September 6, 2023.

Issues

During the Joint Rules TAC meetings, staff presented cost data that indicated the current cost cap (\$75,000/impervious acre) and stormwater impact fund contribution (\$100,000/impervious acre) amounts were insufficient to achieve water quality performance goals, and proposed increases to \$94,000/impervious acre and \$125,000/impervious acre, respectively. In order to allow time to plan and budget for upcoming projects, it was agreed the increase would not take effect until 2024. Staff recommend the Board adopt resolutions to formalize the updated cost cap and stormwater impact fund amounts to be effective beginning on January 1, 2024.

Action Requested

Adopt Resolution Setting the Cap on Cost for Linear Projects at \$94,000/impervious acre, effective January 1, 2024.

Adopt Resolution Setting the Stormwater Impact Fund Contribution Rate at \$125,000/impervious acre, effective January 1, 2024.

*enc. Draft Cost Cap Resolution
Draft Stormwater Impact Fund Resolution
Updated Stormwater Impact Fund Implementation Plan*

W:\07 Programs\Rules\2023\docs for Board action\2023-12-11, Board memo, Cost Cap and SIF Resolutions.docx

Resolution Capitol Region Watershed District

In the matter pertaining to: **Setting a Cap on Costs for Linear Projects**

Board Member _____ introduced the following resolution and moved its adoption, seconded by Board Member _____

WHEREAS, the Capitol Region Watershed District (hereinafter “District”) has rules that require stormwater Best Management Practices (BMPs) for projects greater than one acre in size including linear projects; and

WHEREAS, the District convened a technical advisory committee to, in part, address issues related to stormwater BMPs on linear projects; and

WHEREAS, the BMP costs per acre of impervious for linear projects may be significantly higher than typical non-linear projects; and

WHEREAS, most linear projects may have a long range planning process and complex budgets, therefore it is important to have a known cost of compliance for planning and budgeting purposes; and

WHEREAS, linear projects are commonly within established corridors with limited space available for stormwater BMP’s, limited right-of-way, and often share the right-of-way space with many public utilities that all have the right and need to be located in that area; and

WHEREAS, linear projects affect and impact many adjacent landowners, stakeholders, and/or residents and require a greater level of coordination than nonlinear projects; and

WHEREAS, linear projects have a large acreage of impervious surfaces to be treated by BMPs;

WHEREAS, the technical advisory committee recommended to the Board of Managers that a cap on costs per acre be set for linear projects; and

WHEREAS, the District convened the TAC to review existing cost data and proposed an updated cap amount;

THEREFORE, BE IT RESOLVED by the District that for linear projects, the permit applicant shall not be required to provide BMPs that cost in excess of \$94,000 per acre of impervious surfaces of the project; and

BE IT FURTHER RESOLVED that the Board shall reserve the right to contribute cost share funds to the road authority above the \$94,000 cap to achieve part or all of the volume reduction or water quality shortfall.

BE IT FURTHER RESOLVED that the effective date of the resolution be January 1, 2024.

Vote: Approved/Denied

Manager	Yeas*	Nays	Absent	Abstain
Collins				
Texer				
Sullivan Janzen				
Sanders				
Mazanec				
Total				

Requested By:	Elizabeth Hosch
Recommended for Approval:	Mark Doneux
Approved by Attorney:	N/A
Funding Approved:	N/A

*Approval must receive minimum of 3 Yeas

Supporting Documentation Incorporated By Reference		
Date	Document	Prepared By
September 6, 2023	CRWD Rules	CRWD

Resolution Adoption Certified By The Board of Managers:

By: _____ Date: _____

Resolution Capitol Region Watershed District

In the matter pertaining to: **Setting a Contribution Amount for the Stormwater Impact Fund.**
 Board Member _____ introduced the following resolution and moved its adoption, seconded by
 Board Member _____.

WHEREAS, the Capitol Region Watershed District (hereinafter “District”) has rules that require stormwater Best Management Practices for projects greater than one acre in size; and
WHEREAS, stormwater BMPs protect surface water quality; and
WHEREAS, the District has a goal of achieving stormwater BMP implementation on all permitted projects; and
WHEREAS, the technical advisory committee recommended to the Board of Managers that an alternative compliance procedure be established for projects that have difficulties meeting the volume reduction and water quality standards on site; and
WHEREAS, the alternative compliance procedure has, as a final step, payment to a stormwater impact fund for any unsatisfied portion of the volume reduction and water quality requirements;
THEREFORE, BE IT RESOLVED that the District developed a Stormwater Impact Fund Implementation Plan in 2010; and
BE IT FURTHER RESOLVED that the money contributed to the Stormwater Impact Fund will be spent according to the Stormwater Impact Fund Implementation Plan; and
BE IT FURTHER RESOLVED that project applicants shall contribute an amount equal to \$125,000 per acre of impervious surfaces to the Stormwater Impact Fund for any unsatisfied portion of the volume retention and water quality requirements.
BE IT FURTHER RESOLVED that the effective date of the resolution be January 1, 2024.

Vote: Approved/Denied

Manager	Yeas*	Nays	Absent	Abstain
Collins				
Texer				
Sullivan Janzen				
Sanders				
Mazanec				
Total				

Requested By:	Elizabeth Hosch
Recommended for Approval:	Mark Doneux
Approved by Attorney:	N/A
Funding Approved:	N/A

*Approval must receive minimum of 3 Yeas

Supporting Documentation Incorporated By Reference		
Date	Document	Prepared By
September 6, 2023	CRWD Rules	CRWD

Resolution Adoption Certified By The Board of Managers:

By: _____ Date: _____



Capitol Region Watershed District

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

Stormwater Impact Fund Implementation Plan

(Adopted March 17, 2010)

(Updated December 11, 2023)

Capitol Region Watershed District's (CRWD) mission is to protect, manage and improve the water resources of the District. The District adopted Rules in September 2006. The amended Rules went into effect on September 13, 2023 and require permits for projects that create greater than one acre of land disturbance. Stormwater Management Rule C requires permanent Best Management Practices (BMPs) to achieve volume reduction in the amount equivalent to one inch of rainfall over the new impervious surfaces of the development. The alternative compliance section of Rule C, section 3(c)(3), part (iii) allows for payment to the Stormwater Impact Fund when on-site practices, off-site treatment, or banked volume reduction credits cannot be used to achieve compliance. Money contributed to the Fund will be used to provide equivalent volume reduction elsewhere in the District.

GOALS

The Stormwater Impact Fund is the last step in the alternative compliance sequencing section of CRWD Rule C and is intended to:

- Provide an alternative method to achieve volume reduction on all permitted projects;
- Account for unique conditions that may make compliance difficult on some sites;
- Incorporate flexibility into the District's stormwater requirements;
- Provide applicants with a known process and expenditure for project planning and budgeting.

ELIGIBILITY FOR CONTRIBUTION TO THE STORMWATER IMPACT FUND

The following criteria must be met in order for a project to be eligible for contribution to the Stormwater Impact Fund as required in Stormwater Rule C:

- Documentation of specific site conditions indicating why standard compliance is not feasible and the project therefore qualifies for alternative compliance sequencing;
- Documentation that the alternative compliance sequencing steps have been satisfied;
- In the case of linear projects that have previous Board approval to defer volume reduction credits as provided for in Rule C, Section 3(c)(7), documentation to support why BMPs to compensate for the volume deficit have not been constructed within two years of approving the deferral.
- For projects within the drainage area of an existing or planned future regional stormwater facility, the sequencing requirements may be waived if it has been

determined by CRWD that the benefits are equivalent or greater than an onsite treatment practice.

ELIGIBILITY FOR USE OF FUNDS

Money from the Stormwater Impact Fund shall be allocated to the following two activities:

1. Project Planning and Engineering for Construction of Volume Reduction Practices
2. Construction of Volume Reduction or Water Quality Practices

The Board of Managers will evaluate projects as funding becomes available and assign priority to projects based on the following criteria:

1. Projects located within the same subwatershed as the permitted projects contributing to the Fund.
2. Projects that are identified in completed subwatershed studies or other planning documents.
3. Projects that include multiple funding and planning partners
4. Quantity of stormwater treated
5. Cost per cubic foot removed

W:\07 Programs\Rules\Stormwater Impact Fund\2023 Updated Stormwater Impact Fund Implementation Plan.docx



Capitol Region Watershed District

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

December 20, 2023
Board Meeting
V. Action Item
A) Approve Minutes of
December 6, 2023, Meeting
(Armstead)

Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for
Wednesday, December 6, 2023, at 6:00 p.m.

MEETING MINUTES

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

A) Attendance

Managers

Mary Texer
Joe Collins
Rick Sanders
Shawn Mazanec
Hawona Sullivan Janzen

Staff Present

Mark Doneux
Anna Eleria
Bob Fossum
Elizabeth Hosch
Belinda Armstead

Public Attendees

Bob Simonet, CAC Member
Val Anderson, Loucks

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

Motion 23-186: Approve the Agenda of the December 6, 2023, 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) 23-025, United Village Sculpture and Playground (Hosch)

Ms. Hosch presented Permit #23-025 United Village Sculpture and Playground. 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 consists of 12 rain gardens and one underground 36-inch perforated CMP infiltration system.

President Collins inquired about the quality of the soil. Ms. Hosch replied that soil testing was done on the playground side to support this. Manager Mazanec inquired about irrigation. Ms. Hosch replied that there's an area of the park that will be using irrigation.

The Board thanked Ms. Hosch for her presentation.

Motion 23-187: *Approve 23-025, United Village Sculpture and Playground with 7 conditions:*

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).*
2. *Submit infiltration test results for the playground site when available, confirming a minimum of 0.19 in/hr with the currently proposed volume below the low outlet of 1,315 cf and infiltration footprint of 1,728 sf. Field measured rates shall be averaged and divided by two as a safety factor for long-term infiltration capacity. Confirm that the 36-Inch Perforated CMP infiltration system still meets the 48-hour drawdown requirement.*
3. *Clarify 93LP rim elevation is a minimum elevation of 225.0'. Utility plan CS4-1 (submitted 10/17/23) indicates a rim elevation of 225.0' but the HydroCAD shows a rim elevation of 224.95'. Table 1 assumes the rim elevation is 225.0'. An updated utility plan was not included in the most recent plans received 11/6/23.*
4. *Provide a site-specific maintenance plan for the sculpture site that includes the following:*
 - a. *List all stormwater management practices (i.e. rain gardens, OCS structures, etc.).*
 - b. *Person responsible for maintenance of stormwater devices.*
 - c. *Frequency of inspection/ indicator that maintenance is needed.*
 - d. *Description of inspection activities.*
 - e. *Description of maintenance activities.*
 - f. *Map that includes stormwater management names, locations, and access routes.*
5. *Revise the maintenance plan for the playground site to include the following:*
 - a. *List the person(s) or group responsible for maintenance of stormwater devices.*
 - b. *Frequency of inspection (i.e. quarterly, annually, after large (X") rainfall events).*
 - c. *Quantifiable indicator that maintenance is needed (i.e. remove sediment from CMP system when it reaches an observed depth of X inches).*
 - d. *Add an inspection activity to observe the system for 48-drawdown and subsequent maintenance, such as jetting, if the system does not meet the requirement.*
6. *Clarify the updated Lot B2 irrigation area in the "Comprehensive Reuse Table" document. The table lists an irrigation area of 0.06 ac, but the exhibit lists 0.10 ac. Depending on which is correct, the updated total irrigation area is either 2.72 ac or 2.76 ac.*
7. *Revise the plans to show irrigation areas on the sculpture (Lot A1) and playground (Lot G1) sites. The "Comprehensive Reuse Table" document indicates 0.46 acres of irrigation on the sculpture site and 0.02 acres of irrigation on the playground site.*

Mazanec/Sanders
Unanimously Approved

IV. Special Report – None

V. Action Items

A) Approve Minutes of November 15, 2023, Regular Board Meeting (Dalit)

Motion 23-188: Approve the Minutes of November 15, 2023, Regular Board Meeting.

Mazanec/Sanders
Unanimously Approved

B) Approve Partial November 2023 Accounts Payable/Receivable (Dalit)

Motion 23-189: *Approve Partial November 2023 Accounts Payable/Receivable and 2023 Year-to-Date Financial Report and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Mazanec/Sanders
Unanimously Approved

C) Adopt 2024 CRWD Financial Policies and Procedures

Administrator Doneux provided a high-level summary of changes to CRWD's Financial Policies and Procedures. In addition, he reviewed major updates and presented the recommendations to the Board. CRWD staff adhere to the financial policies and procedures adopted by the Board of Managers, which were originally adopted in 2006. Since then, the Board has adopted periodic changes to the policies and procedures including the addition of accounts payable and receivable procedures and fund balance policies. Staff have reviewed the full set of policies and procedures and are proposing updates for Board adoption. Staff have met with our Financial Advisor at Ehlers and Associates who provided a variety of options to establish a CIP Fund Balance.

President Collins inquired about whether the fund balance number changes every year, Administrator Doneux replied that the balance could change every year and it will most likely be an annual evaluation. President Collins commented favorably about the District's prudence in keeping a reserve and still having money to do unanticipated projects and that we have capital assets that we did not have before. Manager Sanders commented that the financial policies and procedures have helped him understand the budget more than he has in the past.

The Board thanked Administrator Doneux for his presentation.

Motion 23-190: *Adopt 2024 CRWD Financial Policies and Procedures*

Mazanec/Sanders
Unanimously Approved

D) Approve Agreement for Accounting and Audit Services by Redpath

Deputy Administrator Eleria presented the agreement for accounting auditing services. Staff reviewed the proposed scope of work with the Board. Redpath and Company have 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. Last year, Redpath conducted its first financial audit for the District, which had been previously conducted by Minnesota’s Office of the State Auditor. Staff had a positive experience working with Redpath’s auditor during the 2022 financial audit. Staff proposes that Redpath conduct the 2023 financial audit for the District. Enclosed is the letter from Redpath describing the scope, terms, and objectives of an audit by Redpath. The estimated cost for the audit is \$34,000.

President Collins confirmed with staff that Redpath services are satisfactory. Deputy Administrator Eleria replied staff were pleased with their services.

The Board thanked Deputy Administrator Eleria for her presentation.

Motion 23-191: *Approve the scope of work and budget for accounting, payroll, and audit services from Redpath and Company and authorize the Administrator to execute an agreement for an amount not to exceed \$116,560 and any amendments to the agreement up to \$20,000.*

Mazanec/Sanders
Unanimously Approved

E) Approve 2024 Employee Handbook

Deputy Administrator Eleria presented an update on the 2024 Employee Handbook. The Board Personnel Committee has reviewed the proposed handbook changes and recommends that the full Board adopt the enclosed draft handbook. Upon Board adoption, the 2024 Employee Handbook would go into effect on January 1, 2024. For 2024, staff are recommending a handful of updates to the Employee Handbook that are primarily clarifications of existing policies, such as 1) Section 3.1 - Employee Classifications; 2) Section 3.5 – Performance Review; 3) Section 4.3 – Paid Time Off; 4) Section 4-5 – Leave for Family and Medical Reasons; and 5) Handbook Acknowledgement page.

Manager Texer commented that the updates were well done. President Collins commented that he likes that Staff are required to sign and acknowledge that they understand the safety manual.

The Board thanked Deputy Administrator Eleria for her presentation.

Motion 23-192: Adopt the 2024 CRWD Employee Handbook.

Mazanec/Sanders
Unanimously Approved

F) Approve 2023 MN Stormwater Research Council Contribution

Funding for stormwater research has been included in CRWD’s Budget and Workplan for each year from 2014–2023. Multiple small-scale research projects have been funded and completed by District staff as well as through partnerships with local research institutions. Since 2017, CRWD has contributed to the MN Stormwater Research Council to jointly fund applied stormwater research. This money along with funding from other organizations has totaled over half a million dollars and has funded over two dozen research projects. This level of effort would not be possible without the collective approach being implemented.

Manager Texer asked if \$25,000 was enough, and Mr. Fossum replied they would want to apply for an increase next year. President Collins commented on the street sweeping workshop that he attended. There was much discussion on the benefits of the program.

The Board of Managers thanked Mr. Fossum for his presentation.

Motion 23-193: *Approve 2023 MN Stormwater Research Council Contribution in an amount not to exceed \$25,000.*

Mazanec/Sanders
Unanimously Approved

VI. Unfinished Business

A) 2024 Budget Update (Doneux)

Administrator Doneux Presented on the 2024 Budget Update. Overall, the District is trending below and under budget for 2023.

The Board thanked Administrator Doneux for his update.

VII. General Information

A) Board of Managers’ Updates.

Manager Sullivan Janzen mentioned that she participated in the Awards and Grants committee. The total amount in grant awards came in under budget. The selection was a complicated and challenging process. The Committee found a wide range of programs to support, and mentioned the amount leftover was reasonable based on the options.

Manager Mazanec and President Collins have an upcoming resolutions committee meeting.

Manager Sullivan Janzen mentioned that we all attended the Annual MN Watershed Conference and a reminder to complete the survey. Manager Sullivan Janzen enjoyed the sessions that she attended, the engagements, learning about the work in different communities, and connecting with people around the State provided a deeper experience.

Manager Mazanec commended Belinda Armstead on the DEI Workgroup experiential learning session. It was well-received and well-attended.

Manager Texer mentioned Shawn Kennedy has been elected to the MN Watersheds Board.

B) Administrator's Update

Staff are preparing for the Annual meeting in two weeks. C&E met with CAC liaisons and confirmed recommendations for the 2023 Watershed Steward Awards.

Administrator Doneux mentioned that Manager Texer ended her term as a Board Manager on the MN Watersheds Board. He reflected on how she gave the Board flexibility in budgeting, participated in hiring the first staff, and developing the first manual of policies and procedures. Everyone thanked her for serving. President Collins commented that the MN Watersheds conference has also improved over the years.

VIII. Next Meetings

- A) Wednesday, December 13, 2023, 6:00 PM – CAC Meeting—Manager Texer will attend
- B) Wednesday, December 20, 2023, 7:00 PM – Board Meeting
- C) Monday, December 11, 2023, 10:00 AM -Personnel Committee

IX. Adjournment

Motion 23-194: *Adjournment of December 6, 2023, Regular Board Meeting at 6:42 P.M.*

Mazanec/Sanders
Unanimously Approved

Respectfully submitted,
Belinda Armstead



Capitol Region Watershed District

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

December 20, 2023

Board Meeting

V. Action Items
B) November 2023 Accounts
Payable/Receivable and Year-
to-Date Financial Report (Dalit)

DATE: December 13, 2023
TO: CRWD Board of Managers
FROM: Meilina Dalit, Office Manager
RE: November 2023 Accounts Payable/Receivable and 2023 Year-to-Date Financial Report

Enclosed are the Accounts Payable/Receivable and the 2023 Year-to-Date Financial Report for the month of November 2023.

Summary of Monthly Job Cost Recap (Budget Report):

Expenditure Summary by Fund (Accounts Payable)

Administrative Budget (100's)	\$	133,783.84
Program Budget (200's)	\$	240,854.62
Project Budget (300's)	\$	47,478.80
Capital Improvement Budget (400's)	\$	159,930.30
Debt Service (500's)	\$	23,164.71
TOTAL	\$	605,212.27

Expenditure Summary by Payment Type (Accounts Payable)

Accounts Payable Checks:	\$	436,981.50
Wages/PERA/Payroll Taxes:	\$	121,378.30
Electronic Payments (Benefits):	\$	40,492.46
Electronic Payments (Other):	\$	6,360.01
TOTAL	\$	605,212.27

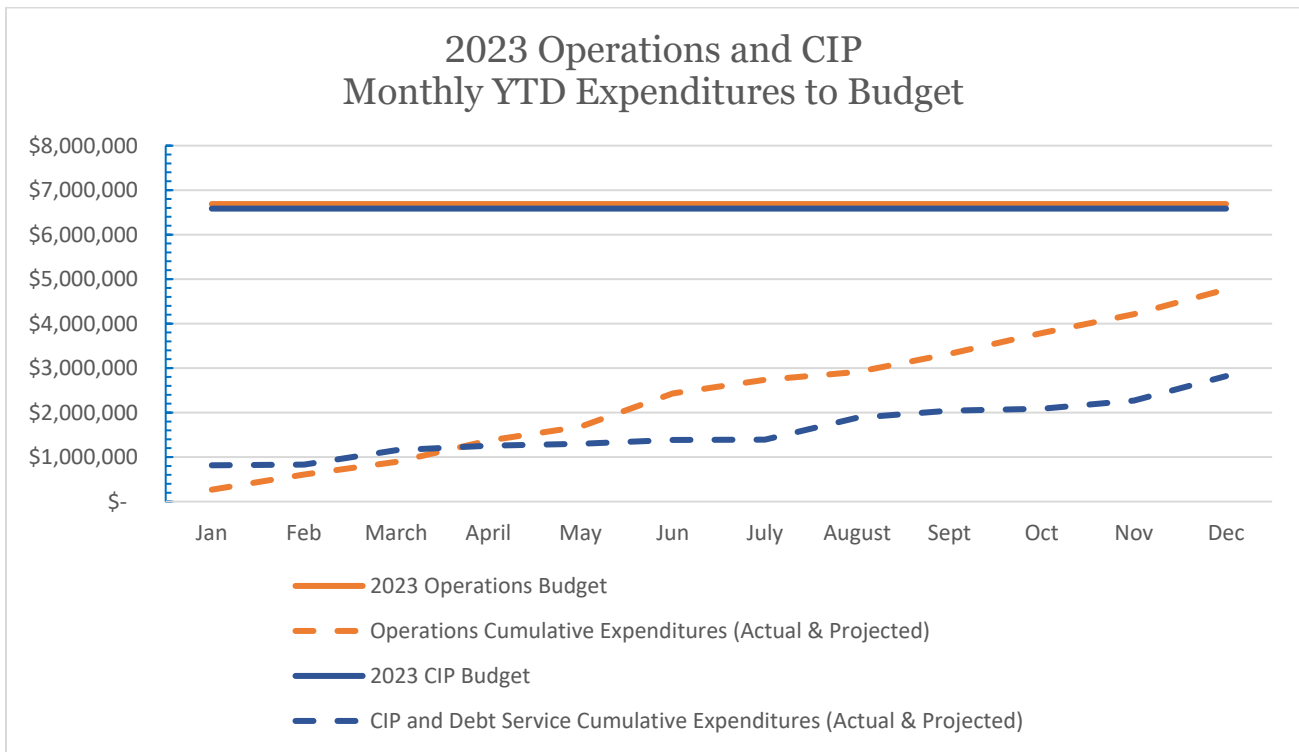
Revenue (Accounts Receivable) \$ 124,149.34

The graph on the following page shows year-to-date monthly expenditures to budget for 2023 operations and 2023 capital improvement projects (CIP).

Action Requested

Approve November 2023 Accounts Payable/Receivable and 2023 Year-to-Date Financial Report and direct Board Treasurer and President to endorse and disperse checks for these payments.

*enc. November 2023 Accounts Payable/Receivable
 2023 Year-to-Date Financial Report*





December 13, 2023

Mark Doneux
Capitol Region Watershed District
595 Aldine Street
St. Paul, Minnesota 55104

Dear Mark:

Enclosed please find the checks, check registers and the Administrative and Program Budget for Capitol Region Watershed District for the one month and eleven months ending November 30, 2023.

Please examine these statements and if you have any questions or need additional copies, please call me.

Sincerely,

REDPATH & COMPANY, LLC.

A handwritten signature in black ink that reads "Mark C. Gibbs".

Mark C. Gibbs, CPA

Enclosure

**Capitol Region Watershed District
Check Register
For the Period December 8, 2023 - December 20, 2023**

Date	Payee	Total	Check #	Description
12/20/23	918 Raymond, LLC	\$2,000.00	23175	Raingarden 2023 Maintenance Grant
12/20/23	Anchor Solar Investments, LLC	185.96	23176	Solar Leasing
12/20/23	Barr Engineering	61,999.85	23177	November Engineering Expense
12/20/23	Benefit Extras, Inc.	109.25	23178	Monthly Participation Fee
12/20/23	Cinch Web Services	99.00	23179	Monthly Website Maintenance and Support
12/20/23	Communication Systems Specialists	8,901.57	23180	Remaining cost of Thomas Surveillance Cameras
12/20/23	District 10 Como Community Council	1,009.98	23181	Como Chatsworth Raingardens 2023 Maint. Grant
12/20/23	Forrest Kelly	3,240.00	23182	October & November Cleaning
12/20/23	Fresh Color Press	670.00	23183	Native Planting Guide Brochures
12/20/23	Frogtown Green	2,000.00	23184	Lily Pad/Frogtown 2023 Maintenance Grant pt. 2
12/20/23	Gopher State One	14.85	23185	Trout Tickets
12/20/23	Hamline Church United Methodist	751.79	23186	2023 Maintenance Grant
12/20/23	INGCO International, Inc.	2,626.88	23187	Translation Services
12/20/23	In-Situ Inc.	2,570.00	23188	Parts/Supplies
12/20/23	Jane Myers	275.30	23189	1521 Hague Ave. 2023 Maint. Grant
12/20/23	JE Dunn Construction	146,065.50	23190	Pay app #013 - Contract Payment
12/20/23	Krystle D'Alencar	288.00	23191	Stewardship Grant 2023
12/20/23	McCaren Designs, Inc.	626.77	23192	Monthly Horticulture Services
12/20/23	Metropolitan Council	6,182.50	23193	Baseline Monitoring
12/20/23	Midway Ford	222.48	23194	Vehicle Maintenance
12/20/23	Minnesota Watersheds	76.18	23195	MAWA Meeting for Board Members
12/20/23	MSR Design	630.00	23196	Thomas Building Professional Services
12/20/23	Opti	13,333.33	23197	Allianz Field (MLS Stadium) Renewal
12/20/23	Pitney Bowes - Financial Services	273.75	23198	Printer Lease
12/20/23	Public Art Saint Paul	34,427.90	23199	Partner Grant
12/20/23	Ramsey County-Attorney	559.00	23200	October Attorney Services
12/20/23	RMB Environmental Laboratories	2,293.20	23201	Lake Monitoring & Data Collection 23
12/20/23	Rondo Center of Diverse Expression	652.50	23202	Rondo Commem. Plaza 2023 Maint. Grant
12/20/23	Roseville ISD #623	1,068.75	23203	Harambee Element. 2023 Maint. grant
12/20/23	Rymark	5,024.95	23204	Monthly Billing for December
12/20/23	Smith Partners	3,353.30	23205	Professional Legal Services
12/20/23	Springboard for the Arts	374.25	23206	2023 Maintenance Grant
12/20/23	SRF Consulting, Inc.	929.33	23207	2023 Parkview Performance Evaluation
12/20/23	St. Anthony Park Community Council	452.00	23208	District 12 Raymond Ave 2023 Maint. Grant
12/20/23	St. Paul School of Northern Lights	985.00	23209	2023 Maintenance Grant
12/20/23	Stantec Consulting Services Inc.	26,231.89	23210	2023 Permits Program
12/20/23	Staples Business Advantage	50.59	23211	Copy Paper
12/20/23	Stephanie Hankerson	1,591.00	23212	Stewardship Grant 2023
12/20/23	Susan Coulter	239.42	23213	1400 Summer St. 2023 Maintenance Grant
12/20/23	The Maintenance Team, Inc.	1,235.04	23214	Monthly Facilities Management
12/20/23	US Bank	4,553.14	23215	Monthly Credit Card Expense
SUB-TOTAL NOVEMBER A/P:		\$338,174.20		
NOVEMBER PAYROLL/PERA/TAXES:		121,378.30		
NOVEMBER ELECTRONIC PAYMENTS:				
	Colonial Life	665.24		Employee Benefits
	EyeMed	232.36		Employee Benefits
	HealthPartners	38,647.41		Employee Benefits
	MetLife	947.45		Employee Benefits
	Comcast	651.27		Business Voice and Internet
	Comcast	1,678.39		Business VoiceEdge (phone lines)
	Circle K	223.89		Vehicle Fuel Purchases

**Capitol Region Watershed District
Check Register
For the Period December 8, 2023 - December 20, 2023**

Date	Payee	Total	Check #	Description
	St. Paul Regional Water Services	131.48		Water & Sewer Services
	Walter's Recycling & Refuse	430.83		Trash and Recycling Services
	Marco	401.43		Copier Lease
	Pitney Bowes	47.98		Postage
	Verizon	252.64		Monthly Broadband
	Verizon	404.46		Monthly Broadband
	Xcel Energy	1,648.75		Gas & Electricity for CRWD office
	Xcel Energy	452.75		Gas & Electricity for Thomas Bldg.
	Xcel Energy	18.84		Electricity (monitoring Kittson St.)
	Xcel Energy	17.30		Electricity (monitoring Maryland Ave.)
	NOVEMBER EFT PAYMENTS:	<u>446,852.47</u>		
	NOVEMBER TOTAL:	<u>506,404.97</u>		

APPROVED FOR PAYMENT:

12/20/2023

NOVEMBER 2023 RECEIPTS

Hanna Temme	1,287.55	Curb-cut cost share
Pak Management Group	4,500.00	Surety for permit 23-003
Ryan Companies	2,800.00	Permit fee for 23-023
Mary Tolsma	680.95	Curb-cut cost share
Richard Thomas	564.00	Curb-cut cost share
Minnesota Watersheds	600.00	Q3 2022 Rent
Snelling Midway Redevelopment LLC	5,900.00	Surety for permit 23-025
Steven Fester	760.56	Curb-cut cost share
Brenda West	479.98	Curb-cut cost share
Ford Motor Company	250.00	Fuel cost for Ford Fusion
Snelling Midway Redevelopment LLC	2,800.00	Permit fee for 23-025
Great River Greening	2,000.00	Rent
MMB	24,932.63	TBI Modeling Project
MMB	17,607.52	Como 319 Q1-Q2 Expense Reimbursement
4M Fund	58,986.15	November - Interest
NOVEMBER RECEIPTS:	<u>124,149.34</u>	

**Capitol Region Watershed District
November 30, 2023**

November Totals

Accounts Payable Checks:

Transactions Approved on Dec. 6th Check Register:

Checks 23141-23174: \$98,807.30

Transactions Approved on Dec. 20th Check Register:

Checks 23175-23215: \$338,174.20

Wages/PERA/Payroll Taxes: 121,378.30

Electronic Payments-Benefits: 40,492.46

Electronic Payments-Other: 6,360.01

TOTAL: \$605,212.27

Capitol Region Watershed District

Interim Financial Statements

November 30, 2023



4810 White Bear Parkway White Bear Lake, MN 55110 651.426.7000 www.redpathcpas.com

Redpath and Company is an independent member of HLB International, a world-wide organization of professional accounting firms.

**CAPITOL REGION WATERSHED DISTRICT
JOB COST RECAP
FOR THE PERIOD NOVEMBER 1, 2023 - NOVEMBER 30, 2023**

JOB COST #/NAME	2023 ANNUAL BUDGET	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BALANCE OF BUDGET REMAINING	% OF BUDGET EXPENDED
23890 - Safety Program	42,300.00	172.62	20,847.12	21,452.88	---
23895 - Diversity & Inclusion Program	20,300.00	1,212.92	6,131.90	14,168.10	30.21%
22970 - General Administration	-	-	1,587.78	(1,587.78)	---
23970 - General Administration	883,700.00	98,836.11	1,127,338.44	(243,638.44)	---
22972 - IT General Admin Technology	-	-	281.22	(281.22)	---
23972 - IT General Admin Technology	-	5,544.78	106,431.10	(106,431.10)	---
22975 - 595 Aldine Operations	-	-	2,808.49	(2,808.49)	---
23975 - 595 Aldine Operations	150,000.00	15,492.73	182,511.29	(32,511.29)	121.67%
23976 - 1736 Thomas Operations	75,800.00	11,975.22	29,011.76	46,788.24	38.27%
23978 - MAWD	5,000.00	257.82	257.82	4,742.18	5.16%
23980 - Community Advisory Committee	10,000.00	291.64	2,619.20	7,380.80	26.19%
23985 - External Funding Opportunities	5,000.00	-	-	5,000.00	0.00%
00000 - Administration Allocation	(274,800.00)	-	-	(274,800.00)	0.00%
TOTAL GENERAL ADMINISTRATION:	\$917,300.00	133,783.84	\$1,479,826.12	(\$562,526.12)	161.32%
200 - Administration	181,368.00	-	-	181,368.00	0.00%
208 - Regulatory Program	629,170.00	63,573.87	518,475.54	110,694.46	82.41%
210 - Grants Program	893,440.00	27,358.66	332,333.38	561,106.62	37.20%
211 - Monitoring, Assessment & Research	892,400.00	64,431.80	489,990.22	402,409.78	54.91%
220 - Communications & Engagement	979,940.00	67,546.93	418,744.99	561,195.01	42.73%
222 - Facility Management Program	653,640.00	17,943.36	402,911.63	250,728.37	61.64%
TOTAL PROGRAMS:	\$4,229,958.00	\$240,854.62	\$2,162,455.76	\$2,067,502.24	51.12%
300 - Administration	93,432.00	-	-	93,432.00	0.00%
302 - Groundwater Projects	20,270.00	114.15	10,328.66	9,941.34	---
305 - Como Lake Subwatershed	391,770.00	8,284.49	91,856.77	299,913.23	23.45%
310 - Lake McCarron's Subwatershed	52,020.00	337.77	11,797.43	40,222.57	22.68%
313 - Loeb Lake Subwatershed	23,110.00	-	-	23,110.00	0.00%
315 - Trout Brook Subwatershed	286,130.00	2,212.82	144,441.87	141,688.13	50.48%
317 - Crosby Lake Subwatershed	98,900.00	0.00	-	98,900.00	0.00%
325 - Wetland, Stream & Ecosystem Restoration	178,780.00	14,166.87	79,105.42	99,674.58	44.25%
332 - Mississippi River Confluence Subwatershed	19,410.00	6,867.99	29,872.96	(10,462.96)	153.90%
333 - Mississippi River Downtown Subwatershed	224,450.00	11,700.75	156,772.35	67,677.65	---
375 - Watershed-Wide Planning, Assessment & Implementation	151,410.00	3,793.96	43,613.58	107,796.42	28.80%
TOTAL PROJECTS:	\$1,539,682.00	\$47,478.80	\$567,789.04	\$971,892.96	36.88%
TOTAL OPERATING FUND:	\$6,686,940.00	422,117.26	\$4,210,070.92	\$2,476,869.08	62.96%
405 - Como Lake BMP's	1,255,740.00	248.63	65,082.45	1,190,657.55	5.18%
415 - Trout Brook BMP's	1,140,020.00	11,951.75	260,208.19	879,811.81	22.82%
417 - Crosby Lake BMP's	100,000.00	-	-	100,000.00	0.00%
432 - Mississippi River Confluence Subwatershed BMP's	778,886.00	-	434.93	778,451.07	0.06%
433 - Mississippi River Downtown Subwatershed BMP's	686,060.00	-	286.25	685,773.75	0.04%
475 - Watershed-Wide Capitol Improvement Projects	1,567,827.00	147,729.92	1,032,257.55	535,569.45	65.84%
TOTAL CAPITAL IMPROVEMENT:	\$5,528,533.00	159,930.30	1,358,269.37	\$4,170,263.63	24.57%
470 - Debt & Loan Services	1,056,438.00	23,164.71	998,908.30	57,529.70	94.55%
TOTAL DEBT SERVICES:	\$1,056,438.00	23,164.71	\$998,908.30	\$57,529.70	94.55%
TOTAL ALL FUNDS:	\$13,271,911.00	\$605,212.27	\$6,567,248.59	\$6,704,662.41	49.48%
FUND BALANCES	Unaudited Fund Balance @ 12/31/22	2022 Fund Transfers	Year-to-Date Revenue	Year-to-Date Expenditures	Unaudited Fund Balance @ 11/30/23
Operations	4,160,930.41	-	4,201,767.23	\$4,210,070.92	4,152,626.72
Capital Improvement	7,099,389.33	-	1,867,794.98	1,358,269.37	7,608,914.94
Debt Service	429,614.00	-	536,178.94	998,908.30	(33,115.36)
TOTAL FUND BALANCE:	\$11,689,933.74	\$0.00	6,605,741.15	\$6,567,248.59	\$11,728,426.30
Committed Funds	-	-	475,000.00	-	475,000.00
TOTAL FUND BALANCE PLUS COMMITTED FUNDS:	\$11,689,933.74	\$0.00	7,080,741.15	\$6,567,248.59	\$12,203,426.30

**CAPITOL REGION WATERSHED DISTRICT
JOB COST DETAIL
FOR THE PERIOD NOVEMBER 1, 2023 - NOVEMBER 30, 2023**

JOB COST #/NAME	2023	CURRENT MONTH	YEAR-TO-DATE	BALANCE OF	% OF BUDGET
	ANNUAL BUDGET	EXPENDITURES	EXPENDITURES	BUDGET REMAINING	EXPENDED
23890 - Safety Program	42,300.00	172.62	20,847.12	21,452.88	49.28%
23895 - Diversity & Inclusion Program	20,300.00	1,212.92	6,131.90	14,168.10	30.21%
22970 - General Administration	-	-	1,587.78	(1,587.78)	---
23970 - General Administration	883,700.00	98,836.11	1,127,338.44	(243,638.44)	127.57%
22972 - IT General Admin Technology	-	-	281.22	(281.22)	---
23972 - IT General Admin Technology	-	5,544.78	106,431.10	(106,431.10)	---
22975 - 595 Aldine Operations	-	-	2,808.49	(2,808.49)	---
23975 - 595 Aldine Operations	150,000.00	15,492.73	182,511.29	(32,511.29)	121.67%
22976 - 1736 Thomas Operations	-	-	1,139.29	(1,139.29)	---
23976 - 1736 Thomas Operations	75,800.00	11,975.22	27,872.47	47,927.53	36.77%
23978 - MAWD	5,000.00	257.82	257.82	4,742.18	5.16%
23980 - Community Advisory Committee	10,000.00	291.64	2,619.20	7,380.80	26.19%
23985 - External Funding Opportunities	5,000.00	-	-	5,000.00	0.00%
10000 - Administration Allocation	(274,800.00)	-	-	(274,800.00)	0.00%
TOTAL GENERAL ADMINISTRATION:	917,300.00	133,783.84	1,479,826.12	(\$562,526.12)	161.32%
20000 - Administration Allocation	181,368.00	-	-	181,368.00	0.00%
22000 - General Permitting Implementation	-	-	283.45	(283.45)	---
23000 - General Permitting Implementation	261,410.00	16,394.69	178,504.95	82,905.05	---
22102 - Coordinated Erosion & Sediment Control	-	-	1,983.71	(1,983.71)	---
23102 - Coordinated Erosion & Sediment Control	179,300.00	2,345.13	41,186.01	138,113.99	22.97%
22103 - Permittee Post-Construction BMP Inspections	0.00	-	34.75	(34.75)	---
23103 - Permittee Post-Construction BMP Inspections	124,750.00	623.08	9,535.55	115,214.45	7.64%
23104 - Engagement Activities & Permittees	6,920.00	-	144.57	6,775.43	2.09%
23105 - Rules, Evaluations & Updates	19,800.00	-	10,434.96	9,365.04	52.70%
21107 - Illicit Discharge & Elimination	-	-	-	-	---
22107 - Illicit Discharge Detection and Elimination	-	-	164.25	(164.25)	---
23107 - Illicit Discharge Detection and Elimination	23,950.00	36.49	2,526.34	21,423.66	10.55%
23109 - Industrial Stormwater Permittee Coordination	5,420.00	-	-	5,420.00	0.00%
23110 - Green Infrastructure Incentives	1,270.00	-	-	1,270.00	0.00%
23111 - Water Reuse Policy Support	6,350.00	200.74	589.96	5,760.04	9.29%
----- - Permits	-	43,973.74	273,087.04	(273,087.04)	---
21143 - Stewardshhip Grants	-	-	-	0.00	---
22143 - Stewardshhip Grants	-	-	154.26	(154.26)	---
23143 - Stewardshhip Grants	391,830.00	8,130.93	150,995.36	240,834.64	38.54%
23150 - ROW Projects-Boulevard Rain Gardens	147,340.00	787.04	108,549.46	38,790.54	73.67%
23152 - Stewardship Grant Outreach	47,810.00	3,311.20	7,019.25	40,790.75	14.68%
23153 - Grant Project Inspection & Maintenance	61,360.00	14,322.41	40,651.52	20,708.48	66.25%
22155 - Well Sealing Grants	-	-	1,500.00	(1,500.00)	---
23155 - Well Sealing Grants	13,550.00	807.08	5,624.85	7,925.15	41.51%
23160 - Large Scale Site Planning Grants	61,420.00	-	930.81	60,489.19	1.52%
22165 - Lake McCarron's Shoreline Restoration	87,150.00	-	962.70	86,187.30	1.10%
23170 - Targeted Site Investigations	46,220.00	-	534.76	45,685.24	1.16%
23180 - WaterCorps Position	36,760.00	-	15,410.41	21,349.59	41.92%

**CAPITOL REGION WATERSHED DISTRICT
JOB COST DETAIL
FOR THE PERIOD NOVEMBER 1, 2023 - NOVEMBER 30, 2023**

JOB COST #/NAME	2023	CURRENT MONTH	YEAR-TO-DATE	BALANCE OF	% OF BUDGET
	ANNUAL BUDGET	EXPENDITURES	EXPENDITURES	BUDGET REMAINING	EXPENDED
22200 - Stormwater Monitoring & Data Collection	-	-	4,796.86	(4,796.86)	---
23200 - Stormwater Monitoring & Data Collection	444,930.00	28,658.18	336,353.05	108,576.95	75.60%
22205 - Lake Monitoring & Data Collection	-	-	2,067.13	(2,067.13)	---
23205 - Lake Monitoring & Data Collection	118,350.00	27,247.92	63,151.37	55,198.63	53.36%
22215 - Wetland Biological Integrity Monitoring	-	-	6,300.00	(6,300.00)	---
23215 - Wetland Biological Integrity Monitoring	14,570.00	-	5,114.56	9,455.44	35.10%
22220 - Monitoring Database & Reporting Tool	-	-	9,009.41	(9,009.41)	---
23220 - Monitoring Database & Reporting Tool	27,880.00	214.11	9,689.27	18,190.73	34.75%
23221 - Monitoring Trend Analysis & Reporting	21,100.00	-	-	21,100.00	0.00%
23225 - Citizen Science Monitoring Program	11,690.00	-	62.16	11,627.84	0.53%
23228 - Research Program	47,850.00	62.16	6,373.88	41,476.12	13.32%
22230 - BMP Performance Monitoring	-	-	993.00	(993.00)	---
23230 - BMP Performance Monitoring	181,030.00	8,233.81	42,756.20	138,273.80	23.62%
22235 - Emerging Contaminants & Water Quality	-	-	403.90	(403.90)	---
23235 - Emerging Contaminants & Water Quality	25,000.00	15.62	4,986.56	20,013.44	19.95%
22250 - General Communications & Engagement	-	-	131.81	(131.81)	---
23250 - General Communications & Engagement	257,330.00	15,926.40	175,059.83	82,270.17	68.03%
22255 - Clean Streets	-	-	1,160.53	(1,160.53)	---
23255 - Clean Streets	41,720.00	305.98	7,640.89	34,079.11	18.31%
23260 - Maintenance Workshops for Clean Water	23,970.00	1,707.16	2,801.66	21,168.34	11.69%
23262 - Youth Outreach Programs	29,900.00	6,178.06	11,998.99	17,901.01	40.13%
23265 - Sponsorships	27,080.00	75.00	7,802.87	19,277.13	28.81%
23267 - Partnerships	24,440.00	839.06	8,141.78	16,298.22	33.31%
23270 - Digital Communications	93,980.00	3,330.51	26,146.70	67,833.30	27.82%
23271 - Volunteer Programs	39,610.00	401.12	16,408.85	23,201.15	41.43%
23275 - Events	39,530.00	1,282.99	59,474.36	(19,944.36)	150.45%
23277 - Teacher in Residence Program Exploration & Development	42,550.00	-	-	42,550.00	0.00%
23278 - Public Art Program	75,360.00	22,745.13	24,305.42	51,054.58	32.25%
22279 - Partner Grant Program	-	-	803.04	(803.04)	---
23279 - Partner Grant Program	194,440.00	14,452.82	34,930.40	159,509.60	17.96%
23280 - 595 Aldine Communications & Engagement	75,260.00	-	33,751.41	41,508.59	44.85%
22285 - Awards Program	-	-	4,353.47	(4,353.47)	---
23285 - Awards Program	14,770.00	302.70	1,765.85	13,004.15	11.96%
22303 - BMP Database	-	-	3,983.00	(3,983.00)	---
23303 - BMP Database	54,380.00	1,039.32	32,839.84	21,540.16	60.39%
22305 - District Owned Facility Management	-	86.03	301.33	(301.33)	---
23305 - District Owned Facility Management	343,770.00	11,584.56	212,893.69	130,876.31	61.93%
22310 - Shared Ownership Facility Management	-	-	109.81	(109.81)	---
23310 - Shared Ownership Facility Management	74,170.00	1,777.79	113,517.19	(39,347.19)	153.05%
22315 - Partner Owned Facilities	-	-	253.20	(253.20)	---
23315 - Partner Owned Facilities	181,320.00	3,455.66	39,013.57	142,306.43	21.52%
TOTAL PROGRAMS:	\$4,229,958.00	240,854.62	2,162,455.76	\$2,067,502.24	51.12%

**CAPITOL REGION WATERSHED DISTRICT
JOB COST DETAIL
FOR THE PERIOD NOVEMBER 1, 2023 - NOVEMBER 30, 2023**

JOB COST #/NAME	2023	CURRENT MONTH	YEAR-TO-DATE	BALANCE OF	% OF BUDGET
	ANNUAL BUDGET	EXPENDITURES	EXPENDITURES	BUDGET REMAINING	EXPENDED
30000 - Administration Allocation	93,432.00	-	-	93,432.00	0.00%
21402 - Seeps & Springs Study	-	-	6,463.49	(6,463.49)	---
23402 - Groundwater Seeps & Springs Study	20,270.00	114.15	3,865.17	16,404.83	19.07%
23420 - Como Lake Water Quality Model	30,000.00	-	468.22	29,531.78	1.56%
22423 - AIS Management	-	-	68.78	(68.78)	---
23423 - AIS Management	19,740.00	-	4,962.19	14,777.81	25.14%
23424 - Como Lake Aquatic Plant Management	18,970.00	1,444.29	10,113.06	8,856.94	53.31%
22425 - Como Lake Fisheries Management	-	-	591.71	(591.71)	---
23425 - Como Lake Fisheries Management	42,470.00	-	12,655.64	29,814.36	29.80%
22427 - Shoreline Management	-	-	176.34	(176.34)	---
23427 - Shoreline Management	91,870.00	(5,113.37)	20,426.97	71,443.03	22.23%
23430 - Street Sweeping Program	20,240.00	5,191.50	9,913.12	10,326.88	48.98%
22434 - Water-Based Recreation Management	-	-	493.78	(493.78)	---
23434 - Water-Based Recreation Management	83,070.00	6,762.07	31,106.88	51,963.12	37.45%
23436 - Como Subwatershed Infrastructure Management	44,410.00	-	658.94	43,751.06	1.48%
23440 - Future Stormwater Management Planning	22,000.00	-	221.14	21,778.86	1.01%
23445 - Como Trash Management	19,000.00	-	-	19,000.00	0.00%
22446 - Como Lake-General	-	-	275.13	(275.13)	---
23446 - Como Lake-General	-	337.77	11,214.18	(11,214.18)	---
23470 - Lake Vegetation & AIS Management	15,110.00	-	308.12	14,801.88	2.04%
23480 - Watershed Hydraulic & Hydrologic Modeling	36,910.00	-	-	36,910.00	0.00%
23520 - Loeb Lake Shoreline Restoration	23,110.00	-	-	23,110.00	0.00%
14552 - TBI Easement Verification & Documentation	59,380.00	-	-	59,380.00	0.00%
21554 - TBI Model Update	82,410.00	2,212.82	143,670.29	(61,260.29)	174.34%
23560 - TBI Subwatershed Study	133,320.00	-	245.09	133,074.91	0.18%
22570 - NPDES MS4 Stormwater Program	11,020.00	-	-	11,020.00	0.00%
23570 - NPDES MS4 Stormwater Program 2	-	-	526.49	(526.49)	---
23XXX - Crosby Lake Management Plan	98,900.00	-	-	98,900.00	0.00%
19605 - Lower Phalen Creek/Rush Line	-	102.94	149.96	(149.96)	---
23605 - Phalen Creek Daylighting Feasibility Study	46,920.00	-	-	46,920.00	0.00%
21610 - Willow Reserve Signage & Access	-	-	21,164.35	(21,164.35)	---
23610 - Willow Reserve Signage & Access	7,770.00	-	-	7,770.00	0.00%
23613 - District 6 Natural Resource Restoration	43,290.00	-	200.96	43,089.04	0.46%
21615 - Wetland Restoration Planning	-	6,405.74	17,893.09	(17,893.09)	---
23615 - Wetland Restoration Planning	80,800.00	-	7,817.14	72,982.86	9.67%
23616 - Phalen NRI	-	7,658.19	31,879.92	-	---
18622 - Ford Site Stormwater Planning	2,940.00	6,867.99	29,748.65	(26,808.65)	1011.86%
18623 - Ford Site Area C	16,470.00	-	124.31	16,345.69	0.75%
21640 - Capaital Area Stormwater Plan	79,590.00	11,700.75	81,422.55	(1,832.55)	102.30%
22645 - Swede Hollow Feasibility Study	57,410.00	-	58,095.84	(685.84)	101.19%
23646 - Phalen Creek Subwatershed Study	87,450.00	-	4,893.41	82,556.59	5.60%
23647 - Pedro Park Feasibility Study	-	-	12,360.55	(12,360.55)	---
22650 - TBI Repair Project St. 135+06 to 18	-	-	-	-	---

**CAPITOL REGION WATERSHED DISTRICT
JOB COST DETAIL
FOR THE PERIOD NOVEMBER 1, 2023 - NOVEMBER 30, 2023**

JOB COST #/NAME	2023	CURRENT MONTH	YEAR-TO-DATE	BALANCE OF	% OF BUDGET
	ANNUAL BUDGET	EXPENDITURES	EXPENDITURES	BUDGET REMAINING	EXPENDED
23651 - Partner Agency Plan Review	13,840.00	186.47	422.36	13,417.64	3.05%
23652 - GIS Program	35,840.00	3,110.95	29,712.11	6,127.89	82.90%
22655 - WMP Biennial Review	10,700.00	-	2,705.60	7,994.40	25.29%
23656 - District Chloride Assessment & Prevention Plan	54,110.00	442.82	9,114.45	44,995.55	16.84%
23657 - Climate Science and Resiliency	36,920.00	53.72	1,659.06	35,260.94	4.49%
TOTAL PROJECTS:	\$1,539,682.00	47,478.80	567,789.04	\$971,892.96	36.88%
TOTAL OPERATING FUND:	\$6,686,940.00	422,117.26	\$4,210,070.92	\$2,476,869.08	62.96%
23701 - McMurray Field Stormwater BMP	685,550.00	248.63	65,082.45	620,467.55	9.49%
23712 - Como Subwater Infrastructure Mgmt.	570,190.00	-	-	570,190.00	0.00%
20820 - TBI Repair - Station 28+65 - 50+72	-	-	8,758.50	(8,758.50)	---
22821 - TBI Repair - Station 135+06 to 180+29	1,140,020.00	11,951.75	251,449.69	888,570.31	22.06%
23820 - Crosby Farm Park Wetland Retrofit	100,000.00	-	-	100,000.00	0.00%
16853 - Victoria Park	155,880.00	-	-	155,880.00	0.00%
16881 - Green Line Redevelopment BMP's	-	-	-	-	---
23894 - Great River Passage - River Learning Center	82,300.00	-	434.93	81,865.07	0.53%
20891 - Ford Site	540,706.00	-	-	540,706.00	0.00%
19890 - Midway Peace Park	296,460.00	-	286.25	296,173.75	0.10%
20892 - Science Museum of Minnesota	307,300.00	-	-	307,300.00	0.00%
23893 - Great River Passage - River Balcony	82,300.00	-	-	82,300.00	0.00%
19935 - NW University & Dale	-	-	470.03	(470.03)	---
22955 - Thomas Building Capital Maintenance	-	147,729.92	1,022,359.26	(1,022,359.26)	---
23955 - Thomas Building Capital Maintenance	700,000.00	-	9,428.26	690,571.74	1.35%
23965 - Future CIP's (2023- 400's)	867,827.00	-	-	867,827.00	0.00%
TOTAL CAPITAL IMPROVEMENT:	\$5,528,533.00	159,930.30	1,358,269.37	\$4,170,263.63	24.57%
14960 - Debt & Loan Services	1,056,438.00	-	975,743.59	80,694.41	92.36%
14961 - MPCA - Clean Water Loan	-	23,164.71	23,164.71	-	-
TOTAL DEBT SERVICES:	\$1,056,438.00	23,164.71	\$998,908.30	\$57,529.70	94.55%
TOTAL ALL FUNDS:	13,271,911.00	605,212.27	\$6,567,248.59	\$6,704,662.41	49.48%

**CAPITOL REGION WATERSHED DISTRICT
PERMITS
FOR THE PERIOD NOVEMBER 1, 2023 - NOVEMBER 30, 2023**

PERMIT NUMBER	PERMIT NAME	PERMITTING BUDGET	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BALANCE OF PERMIT BUDGET REMAINING	% OF PERMIT BUDGET EXPENDED
7002	Maplewood Walgreen's	-	-	506.18	-	-
7010	Western District Police Station	-	-	446.03	-	-
8002	River Pointe	-	-	171.14	-	-
8013	United Children's Hospital	-	-	86.86	-	-
8017	Highland Park High School	-	-	47.00	-	-
8028	Fire Station & Headquarters	-	-	886.92	-	-
9010	Waldorf School	-	-	1,738.21	-	-
10007	Ford Pkwy Commercial Site	-	-	52.12	-	-
10012	Dale Street Reservoir	-	-	52.12	-	-
10015	Wilder Foundation	-	1,302.84	1,600.84	-	-
11009	Western Hills	-	-	416.34	-	-
11018	Gorilla Forest	-	-	53.00	-	-
12013	MN/DOT Bridge Mnt Facility II	-	-	59.54	-	-
12017	Cayuga	-	-	17.27	-	-
14020	Primrose School	-	-	931.25	-	-
15032	Victoria Park East Trail	-	-	52.12	-	-
16025	Snelling Midway	-	13,620.10	43,681.31	-	-
17018	Exchange Street Apartments	-	-	115.54	-	-
18002	Menards Transload Terminal	-	-	422.11	-	-
18018	Payne Building Development	-	14.88	253.10	-	-
18022	Rivoli Phase III	-	-	95.55	-	-
18023	Roseville Aldi	-	-	69.49	-	-
19005	Midway Peace Park	-	-	358.84	-	-
19006	McCarrons Hill	-	89.34	2,839.27	-	-
19011	Summit Avenue Bridge Reconstruction	-	-	977.87	-	-
19013	St. Paul Gateway Mixed Use	-	119.12	1,264.61	-	-
19015	Waterford Bay	-	127.00	985.47	-	-
19016	Dale Street Bridge Reconstruction	-	-	52.12	-	-
19018	GTA Building	-	358.28	477.38	-	-
19021	Como Animal Hospital	-	-	717.89	-	-
19025	Lower Landing	-	-	74.50	-	-
20002	Tedesco St. Paving Project	-	-	396.00	-	-
20003	SPPS Service Facility Addition	-	-	29.78	-	-
20009	Ford Site Redevelopment	-	-	2,396.58	-	-
20010	Enclave at McCarrons Lake	-	-	298.00	-	-
20011	Randolph Square - Riverbend Business	-	59.56	1,348.01	-	-
20013	Ford Site Redevelopment Stormwater	-	205.15	3,956.22	-	-
20015	Ford Site Redevelopment Wetland	-	-	1,042.10	-	-
20017	Hamm's Brewery	-	625.33	1,421.92	-	-
20018	2227 University Mixed Use	-	-	273.93	-	-
20019	Marshall & Finn Apartments	-	-	841.74	-	-
20021	Hope Community Academy	-	-	208.44	-	-
20023	2383 University	-	-	89.10	-	-
20024	Seminary Pond Wetland	-	-	26.06	-	-
20026	Hmong Academy Middle School	-	-	626.38	-	-
20027	Hidden Falls South	-	36.49	1,436.75	-	-
20028	Gillette POP22	-	29.78	275.57	-	-

**CAPITOL REGION WATERSHED DISTRICT
PERMITS
FOR THE PERIOD NOVEMBER 1, 2023 - NOVEMBER 30, 2023**

PERMIT NUMBER	PERMIT NAME	PERMITTING BUDGET	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BALANCE OF PERMIT BUDGET REMAINING	% OF PERMIT BUDGET EXPENDED
20031	Highland Bridge Rowhomes Model	-	-	96.42	-	-
20032	MnDot SP 6282-190 Th 94	-	-	29.78	-	-
20035	North End Community Center	-	296.48	12,965.01	-	-
20036	Lexington Apartments	-	1,118.31	8,126.44	-	-
20037	Cleveland Avenue (CSAH 46)	-	164.21	3,351.49	-	-
21001	The Enclave at McCarrons Lake	-	-	1,541.07	-	-
21002	Mississippi River Boulevard Subdivision	-	-	178.68	-	-
21003	St. Paul City School	-	-	1,051.15	-	-
21004	Lexington Landing Phase II	-	408.50	6,981.54	-	-
21005	Gasperre Pond Sediment Removal	-	-	17.37	-	-
21006	Western Highland Bridge Blk 19 & 2	-	-	-	-	-
21007	Wakan Tipi Center	-	-	441.84	-	-
21008	Griggs Scheffer Phase II	-	127.71	1,577.58	-	-
21011	MnDOT I94 & 35E	-	-	117.62	-	-
21012	Highland Arena Parking Lot Improvement	-	369.28	1,064.66	-	-
21013	Highland Bridge Rowhomes 1A & 1B	-	-	550.19	-	-
21014	296 MRB	-	59.56	1,101.74	-	-
21018	Gold Line Bus Rapid Transit	-	401.96	3,006.40	-	-
21019	554 Broadway Affordable Housing	-	783.09	1,761.66	-	-
21020	HB Lot 2 Block 3	-	72.98	472.81	-	-
21023	Lower Landing Dog Park & Trail	-	-	652.00	-	-
21025	The Hollows	-	-	1,468.04	-	-
21026	695 Grand	-	656.24	7,004.45	-	-
21027	Como Park Regional Park	-	474.28	1,317.97	-	-
21028	HB L2B1 B Emma Norton	-	-	295.62	-	-
21029	HB L2B1 A Nellie Francis Court	-	72.98	597.02	-	-
21030	HB Block 1 MOB	-	-	250.40	-	-
21032	Highland Bridge Rowhomes 3rd Ave.	-	-	596.24	-	-
21034	HB Block 11	-	-	186.25	-	-
21036	Park at Westgate	-	-	29.78	-	-
21037	Holiday Roseville	-	-	2,004.52	-	-
22001	UST Schoenecker Center	-	651.50	6,100.04	-	-
22002	Wabasha Street Reconstruction	-	-	29.78	-	-
22003	1590 Edgecumbe	-	878.66	3,984.15	-	-
22004	2022 Prior Construction	-	59.56	925.37	-	-
22005	Edgecumbe Road Reconstruction	-	176.32	1,319.45	-	-
22006	McMenemy Street Improvements	-	-	327.56	-	-
22008	Lexington Pkwy Realignment	-	59.54	461.13	-	-
22009	Gateway Trail Realignment Wetland	-	-	453.46	-	-
22010	SPRWS Dale Street Reservoir ESC	-	36.49	235.44	-	-
22011	CP Rail Site Wetlands	-	-	-	-	-
22012	McCarrons WTP Improvements	-	327.50	10,295.78	-	-
22013	Chipman Chemical Demo & Excavating	-	-	17.37	-	-
22014	Jie Ming Cafeteria Addition	-	377.54	8,277.03	-	-
22016	Victoria Park Field & Restroom	-	1,013.00	1,030.37	-	-
22018	Senger Residence (Lot 5, 104 MRB)	-	-	586.43	-	-
22019	St. Paul - Capitol City Bikeway Project	-	310.18	2,498.04	-	-

**CAPITOL REGION WATERSHED DISTRICT
PERMITS
FOR THE PERIOD NOVEMBER 1, 2023 - NOVEMBER 30, 2023**

PERMIT NUMBER	PERMIT NAME	PERMITTING BUDGET	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BALANCE OF PERMIT BUDGET REMAINING	% OF PERMIT BUDGET EXPENDED
22020	Kellogg 3rd Street Bridge Replacement	-	-	111.75	-	-
22021	CSE Addition	-	1,100.59	2,686.13	-	-
22022	956 MRB (Model)	-	-	782.25	-	-
22023	220 Larpenteur	-	-	803.81	-	-
22024	Lattice House	-	-	3,778.63	-	-
22025	B Line BRT	-	-	1,061.84	-	-
22026	St. Kate's Tennis Courts	-	36.49	3,833.36	-	-
22027	Mississippi River Residences	-	-	4,907.13	-	-
23001	Jie Ming Academy So. Parking	-	218.79	6,883.45	-	-
23002	Public Safety Annex Demo	-	-	178.68	-	-
23003	Marshall Avenue Flats	-	268.10	2,638.32	-	-
23004	Acadia Behavioral Health Hospital	-	846.59	9,667.15	-	-
23005	Bruce Vento School	-	1,138.24	6,959.46	-	-
23006	MRB Custom Home	-	-	1,358.32	-	-
23007	Camilleri Residence Highland Br.	-	-	2,287.98	-	-
23008	Hidden River Middle School Addition	-	2,942.12	6,557.33	-	-
23009	MN Street Reconstruction	-	481.06	6,365.96	-	-
23010	HB L2B2 Senior Living	-	72.98	928.21	-	-
23011	MnDOT TH5 SP6229-37	-	-	1,452.75	-	-
23012	Villas of Reservoir Woods	-	-	5,154.78	-	-
23013	MnDOT S.P. 6215-117 TH 51 Snelling	-	1,623.38	3,884.40	-	-
23014	1374 Westminster	-	-	2,500.75	-	-
23015	SPPS Obama School	-	1,192.00	3,162.75	-	-
23016	United Village Public Infrastructure	-	372.50	4,832.63	-	-
23017	Ramsey County Environmental Service	-	-	931.25	-	-
23018	Hamline Ave. Trail Wetland	-	-	127.71	-	-
23019	Hatch-Park Lead Water Service	-	-	409.75	-	-
23020	Highland Park Middle Entry Renovation	-	186.25	1,525.50	-	-
23021	MN State Office Building	-	-	1,339.25	-	-
23022	Keller and Orchard Residence	-	-	750.25	-	-
23023	Lee & Penny Anderson Multipurpose	-	1,875.39	4,920.66	-	-
23024	Skyline Apartments Parking Lot	-	-	1,373.00	-	-
23025	United Village Sculpture & Playground	-	2,907.79	4,247.04	-	-
23026	Bush-Desoto Pond Improvements	-	482.73	2,341.98	-	-
23027	SPPS - Highland Park High School	-	2,484.25	2,484.25	-	-
23029	Hamline Avenue Trail	-	260.75	260.75	-	-
Sub-Total: Permits		-	43,973.74	273,087.04	-	-
23000	General Permitting	-	16,394.69	178,788.40	-	-
TOTAL PERMITS:		241,360.00	60,368.43	451,875.44	(\$210,515.44)	187.22%



Capitol Region Watershed District

595 Aldine Street
Saint Paul, MN 55104
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December 20, 2023
Board Meeting
V. Action Items
C) 2024 Partner Grants
(Schwantes)

DATE: December 12, 2023
TO: CRWD Board of Managers
FROM: Lindsay Schwantes, Community Engagement Program Manager
RE: Approve 2024 Partner Grants

Background

The Board approved distribution of the 2024 Partner Grant Request for Proposals at the September 6 meeting. Partner Grants support organizations who share in CRWD's mission to protect, manage, and improve our water resources. Grant funding supports projects led by community, arts and environmental organizations, schools, faith-based groups, and cities that increase clean water knowledge and actions. Projects must serve residents within CRWD's boundaries. A hybrid Partner Grant Information Session was held on October 6 and was attended by staff from 17 different organizations. Staff provided an overview of CRWD, and the Partner Grant program including program goals and priorities and summarized the online application system and contracting requirements. Staff also announced that projects or programs led in CRWD's Focus Areas including Trout Brook, Phalen Creek, Saint Anthony Hill, Como Lake and Lake McCarrons would be given additional consideration.

Issues

Proposals for 2024 Partner Grants were due on October 31. CRWD received 20 proposals totaling \$311,037. The 2024 Partner Grants budget is \$165,000.

On November 20, the Partner Grant Review Committee consisting of Managers Hawona Sullivan Janzen and Shawn Mazanec and CAC members Cheryl Braun and Mike Trojan, discussed the 2024 proposals and staff recommendations. The Committee developed recommendations, as outlined in the enclosure, totaling \$161,087.

Staff shared the Partner Grant Review Committee's funding recommendation as an update at the December 13, Community Advisory Committee meeting.

Action Requested

Approve 2024 Partner Grants funding and authorize the Administrator to enter into grant agreements with the applicants.

enc. 2024 CRWD Partner Grant Funding Recommendation Table (electronic only)

W:\07 Programs\Edu-Outreach\Partner Grants\2024 Grants\Board Memo_2024 Partner Grant_9-20-23.docx

2024 Partner Grants Applications								
	Organization	Project Name	Serving CRWD Focus Areas: (Yes or No)	Proposed Tasks	Total Request	Task Budgets	Committee Recommendation for Project	Committee Recommendation by Task
1	In Progress	The Waterers	Yes	Recruitment/ Partner Engagement	\$20,000	\$1,450	\$20,000	\$1,450
				Creative Learning & Making		\$5,700		\$5,700
				Post Production & Digital Packaging		\$11,750		\$11,750
				Public Messaging & Advocacy		\$1,100		\$1,100
2	Parkview Center School	Parkview Water Project (PWP) 2024	McCarrons	K-1 Lakes-Ponds-Wetlands Habitat Study	\$19,500	\$6,500	\$19,500	\$6,500
				2nd and 3rd Grade Water Science and Human Impacts Study		\$4,000		\$4,000
				4th and 5th Grade: Bringing it All Together; Field Experiences		\$7,000		\$7,000
				Integration and Planning		\$2,000		\$2,000
3	City of Saint Paul Police Dept - Police Activities League	Urban Students Become Urban Ice Anglers	Yes	Ice Fishing on Como Lake	\$10,000	\$10,000	\$10,000	\$10,000
4	Saint Paul Parks and Recreation	BIPOC Park Ambassadors	Yes	BIPOC Parks Ambassadors	\$10,000	\$10,000	\$10,000	\$10,000
5	East Side Arts Council	East Side Watershed Art at Johnson Senior High	Yes	School Residency	\$7,450	\$3,100	\$7,450	\$3,100
				High school Internships		\$1,500		\$1,500
				Visual Traces		\$2,850		\$2,850
6	MN SEED Project	MN SEED Project- Building a Community of Practice for Saving Seeds from Native Plants	Yes	Winter Sowing Workshop	\$12,780	\$610	\$12,780	\$610
				Seed Collecting		\$3,955		\$3,955
				Seed Cleaning and Community Exhibiting		\$6,155		\$6,155
				Seed Distribution		\$2,060		\$2,060
7	YMCA of the North	YMCA Adventure in the Neighborhood Day Camps at Hidden Falls Regional Park	Yes	YMCA Adventure in the Neighborhood Day Camps at Hidden Falls	\$15,000	\$13,600	\$15,000	\$13,600
				Day Camp Family Events at Hidden Falls		\$1,400		\$1,400
8	Hamline Midway Coalition	Clean Streets, Clean Water	Yes	Neighborhood Trash Clean-ups	\$8,846	\$4,002	\$8,846	\$4,002
				Leaf Litter Curb Clean-Ups		\$1,752		\$1,752
				Alternative Management Practices for Deicing		\$3,092		\$3,092
9	District 10 Como Community Council	Como Cleanup	Yes	Como Lake Cleanup Events	\$12,001	\$8,100	\$12,001	\$8,100
				Como Curb Cleanup		\$1,403		\$1,403
				Como Cleanup Block Leader Kits Initiative		\$2,498		\$2,498
10	Wakan Tipi Awanyankapi (formerly Lower Phalen Creek Project)	Urban Conservation and Restoration	Yes	Indian Mounds Regional Park	\$16,760	\$15,010	\$15,010	\$15,010
				Outreach Education Tabling		\$1,750		\$0
11	Frogtown Green	Frogtown Green: BeeLine, Climate Carnival and FrogLab!	Yes	Bee Line	\$19,700	\$2,900	\$9,500	\$0
				Climate Carnival 2024		\$7,300		\$0
				FrogLab		\$9,500		\$9,500
12	Urban Roots MN	Urban Roots Conservation Program	Yes	Urban Roots Youth Internship Program – Restoration	\$20,000	\$10,000	\$10,000	\$10,000
				Urban Roots Youth Internship Program – Outreach		\$10,000		\$0
13	We All Need Food and Water	"Green Light" Programs–Promoting Health for People and the Planet	Yes	Green Light Puppets	\$20,000	\$6,000	\$6,000	\$6,000
				Green Light EdVentures		\$14,000		\$0

2024 Partner Grants Applications								
	Organization	Project Name	Serving CRWD Focus Areas: (Yes or No)	Proposed Tasks	Total Request	Task Budgets	Committee Recommendation for Project	Committee Recommendation by Task
14	Afrocontigbo	A Stream of Black Voices	Como	Movement and conversation by the water	\$10,000	\$3,000	\$5,000	\$3,000
				The mermaid and the whale		\$4,000		\$0
				Water Tasting and Social Event		\$2,000		\$2,000
				Lakeside Reflections: Amplifying Black Voices on Water		\$1,000		\$0
15	Science Museum of Minnesota	School Water Programs in CRWD	Yes	In-School Water Assemblies and Residencies	\$20,000	\$15,000	\$0	\$0
				Water Program Improvements		\$5,000		\$0
16	Public Art Saint Paul	eARTH Lab 2024 at Western Sculpture Park	Yes	Implementation of 8 eARTH Lab Workshops and 2 Field Trips	\$20,000	\$20,000	\$0	\$0
17	Urban Bird Collective	Holding Safe Spaces in Nature	Yes	Urban Bird Collective Family Bird Day	\$9,000	\$3,500	\$0	\$0
				Safe Pathways to the Outdoors		\$5,500		\$0
18	Center for Hmong Arts and Talent	Mekong to the Mississippi	Como	Community work with dance teams	\$20,000	\$8,000	\$0	\$0
				Dance event production		\$12,000		\$0
19	Springboard for the Arts	Art of the Drain: Supporting Watershed Health through Creative, Artist-Led Projects	Yes	Artist-Designed Drain Projects	\$20,000	\$16,500	\$0	\$0
				Artist-led Storytelling: A Podcast & Virtual Gallery		\$3,500		\$0
20	African Economic Development Solutions	2024 Little Africa Festival and Little Africa Water-Themed Video	Yes	Water-themed art and cultural performances	\$20,000	\$14,000	\$0	\$0
				Little Africa Water-Themed Art Projects Video		\$6,000		\$0
Total Grant Requests					\$311,037	\$311,037		
2024 Preliminary Budget					\$165,000	\$165,000		
Committee Recommendation							\$161,087	\$161,087



Capitol Region Watershed District

595 Aldine Street
Saint Paul, MN 55104
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December 20, 2023

Board Meeting

V. Action Item
C) Adopt Final 2024 Budget
and Levy
(Doneux)

DATE: December 13, 2023
TO: CRWD Board of Managers
FROM: Mark Doneux, Administrator
RE: Adopt Final 2024 Budget and Levy

Background

The Board of Managers reviewed and discussed the preliminary 2024 budget and levy at several Board meetings in 2023. The Community Advisory Committee reviewed and recommended approval of the proposed 2024 budget and levy at their August 9, 2023, meeting. A duly noticed Public Hearing was held on August 16th. The Board of Managers adopted a Preliminary 2024 Budget and Levy at their September 6, 2023, meeting.

Issues

Based on input from the Board and the Finance Committee, staff have made the following changes to the final 2024 Budget and Levy:

1. Included Restricted, Committed and Assigned funds to the CIP Fund.
2. Added a Non-Property Tax Levy Revenue table to better track non-levy revenue
3. Include the 2027 goal of a combined CIP Fund Balance of \$6,000,000 in the Uncommitted CIP Fund Balance.
4. Made the 2024 Debt levy for pay 2025 debt and moved \$577,164 from the CIP Fund Balance to Debt Service Fund to fully cover pay 2024 debt.

The changes listed above result in a proposed levy of \$9,921,974, which would be 6.05% greater than the 2023 adopted levy.

Action Requested

Adopt Resolution approving the Final 2024 Budget and Levy and direct the Treasurer and Administrator to certify the levy with Ramsey County.

enc. Final 2024 Budget (Project List), dated 12/13/2023.
Non-Property Tax Revenue Detail dated 12/13/23.
Restricted, Committed or Assigned Funds Detail, dated 12/13/23.
Final 2024 CRWD Revenue and Levy Summary, dated 12/13/2023.
Ramsey County Tax Levy Certification Form
Ramsey County Debt Levy Certification Form
Draft Resolution – Adopting Final 2024 Budget & Levy

W:\02 Budget and Finance\Budget - 2024\Final Budget\Final Levy Certification Materials\V. C) Adopt Final 2024 Budget and Levy Board Memo and Enclosures 12-14-23.docx

2024 Capitol Region Watershed District Budget

Final 2024 Budget - December 13, 2023

Fund #	Fund Name	Project #	WMP Ref.	Lead Div	Project Name	Priority / Comment	Project Description	2024 Project Budget	2024 Fund Total
ADMINISTRATION									
101	Administration	101-24970	A	ADM	General Administration	Critical	General Admin. of Operations for CRWD	\$ 1,000,900	
		101-24980	B	ADM	Community Advisory Committee	Critical	Support Community Advisory Committee	\$ 4,000	
		101-24985	C	ADM	External Funding Opportunities	Critical	Identify and Pursue External Funding Opportunities	\$ 5,000	
		101-24975	E	ADM	595 Aldine Operations	Critical	General Operations for 595 Aldine	\$ 150,000	
		101-24976	E	ADM	1736 Thomas Operations	Critical	General Operations for 1736 Thomas	\$ 92,700	
		101-24978	F	ADM	MN Watersheds	Important	Provide support to MN Watersheds	\$ 12,500	
		101-24890	G	MRM	Safety Program	Critical	Provide Safety Training, Equipment and Updates	\$ 26,500	
		101-24895	H	ADM	Diversity and Inclusion Program	Critical	Provide for the Diversity and Inclusion Efforts at the District	\$ 21,100	
		101-24972	A	PPG	IT Program	Critical	Provide management and support for District IT Systems	\$ 88,600	
								Total Administrative Costs	\$ 1,312,700
					Administrative Allocation*	Ongoing	Annual Cost Allocation to Project and Programs	\$ (360,300)	
						Net Administrative Costs	\$	952,400	
PROGRAMS									
208	Regulatory Program	208-24000	A	REG	General Permitting Implementation	Critical	Continue Implementing District Permit Program	\$ 254,600	
		208-24102	B	REG	Coordinated Construction Site Inspections	Critical	Coordinate Erosion and Sediment Control Inspections with Partners	\$ 158,460	
		208-24103	C	REG	Permittee Post Construction BMP Inspections	Critical	Inspect completed permit projects for compliance and maintenance	\$ 94,000	
		208-24104	D	REG	Engagement Activities with Permittees	Important	Engagement Activities with permittees, developers, engineers and applicants	\$ 3,800	
		208-24105	E	REG	Rules Evaluation and Update	Critical	Evaluate and consider updates to Rules	\$ 29,490	
		208-24107	H	REG	Illicit Discharge Detection and Elimination	Important	Implement IDDE Program	\$ 21,550	
		208-24109	J	REG	Industrial Stormwater Permittee Coordination	Important	Support and Coordinate with ISW Permittees	\$ 1,800	
		208-24111	K	REG	Water Reuse Policy Support	Critical	Support the advancement of SW Reuse through Policy Initiatives	\$ 6,900	
						\$	570,600		
210	Grants Program	210-24143	A	PPG	Stewardship Grants	Critical	Administer, promote, and outreach on Stewardship Grants	\$ 274,870	
		210-24152	B	PPG	Stewardship Grant Outreach	Important	Provide outreach for Stewardship Grant Program	\$ 40,180	
		210-24153	C	PPG	Grant Inspection and Maintenance Assistance	Important	Assist with inspection and maintenance	\$ 79,670	
		210-24150	E	PPG	ROW Projects-Boulevard Rain Gardens	Important	Provide Grants to Partners and Residents for Blvd Rain Gardens	\$ 155,990	
		210-24170	G	PPG	Targeted Site Investigations	Critical	Site Investigations for High Potential Projects	\$ 84,290	
		210-24160	H	PPG	Large Scale Site Planning Grants	Important	Provide grant reimbursement for large-scale planning projects	\$ 108,940	
		210-22165	J	PPG	Lake McCarrons Shoreline Restoration	Important	Provide grants for shoreline restoration projects	\$ 61,230	
						\$	805,170		
211	Monitoring, Assessment and Research	211-24200	A	MRM	Stormwater Monitoring & Data Collection	Critical	Monitoring of stormwater baseline, water level and rain gauge sites	\$ 362,420	
		211-24205	B	MRM	Lake Monitoring & Data Collection	Critical	Monitor lakes for chemical, biological and qualitative parameters	\$ 114,010	
		211-24230	C	MRM	BMP Performance Monitoring	Critical	Monitor BMP sites for performance	\$ 178,820	
		211-24220	D	MRM	Monitoring Database and Reporting Tool	Critical	Long term monitoring database for effective data management	\$ 28,470	
		211-24215	E	MRM	Wetland Biological Integrity Monitoring	Important	Monitor wetlands for IBI, water quality and data analysis	\$ 12,180	
		211-24221	F	MRM	Trend Analysis and Reporting	Important	Conduct trend analysis with reporting for the general public	\$ 28,150	
		211-24225	G	MRM	Citizen Science Monitoring Program	Important	Train and support citizens interested in monitoring	\$ 11,370	
		211-24228	H	MRM	Research Program	Important	Develop and implement or support comprehensive stormwater research	\$ 52,700	
211-24235	I	MRM	Emerging Contaminants and Water Quality Issues	Important	Review and assess emerging contaminants	\$ 12,750			
						\$	800,870		

2024 Capitol Region Watershed District Budget

Final 2024 Budget - December 13, 2023

Fund #	Fund Name	Project #	WMP Ref.	Lead Div	Project Name	Priority / Comment	Project Description	2024 Project Budget	2024 Fund Total
220	Communication and Engagement	220-24250	A	CE	General Communications and Engagement	Critical	Provide general Communications and Engagement for the District	\$ 251,340	
		220-24255	C	CE	Clean Streets	Important	Implement Adopt a Drain and other resident led clean street initiatives	\$ 45,460	
		220-24260	D	CE	Maintenance Workshops for Clean Water	Critical	Provide workshops for municipal and agency staff	\$ 18,430	
		220-24270	E	CE	Digital Communications	Critical	Maintain and provide content for CRWD digital communciations	\$ 65,340	
		220-24271	F	CE	Volunteer Programs	Important	Implement MN Water Stewards and other volunteer programs	\$ 37,220	
		220-24265	G	CE	Sponsorships	Important	Sponsor and support partner organizations	\$ 18,440	
		220-24267	H	CE	Partnerships	Critical	Foster relationships with existing and new partners	\$ 26,160	
		220-24275	I	CE	Events	Important	Support Community and CRWD-sponsored events and activities	\$ 46,600	
		220-24285	J	CE	Awards Program	Beneficial	Support CRWD Recognition Program	\$ 15,120	
		220-24262	K	CE	Youth Outreach Programs	Important	Develop and Implement Outreach Prgramming to District Youth	\$ 25,740	
		220-24279	L	CE	Partner Grant Program	Important	Provide grants to community organziations to raise awareness of local water res	\$ 196,680	
		220-24278	M	CE	Public Art Program	Important	Support Watershed Artist in Residence program	\$ 63,870	
		220-24280	N	CE	595 Aldine Communications and Engagement	Important	Provide for Education and Outreach at 595 Aldine	\$ 46,970	
220-24277	K	CE	Teacher In Residence Program	Important	Program Exploration & Development	\$ 20,970			
220-24279	I	CE	Right Track Program	Important	Provide practical Watershed Mgt experience to HS Students	\$ 37,780			
								\$	916,120
222	Facility Management Program	222-24305	A	PPG	District-Owned Facility Management	Critical	Inspect, maintain and repair District-Owned Facilities	\$ 318,700	
		222-24310	B	FM	Shared Ownership Facility Management	Critical	Inspect, maintain and repair facilities	\$ 107,120	
		222-24315	C	FM	Partner Owned Facilities	Critical	Provide maintenance support of partner owned facilities	\$ 226,770	
		222-24303	E	PPG	BMP Database	Critical	Update and maintain District's BMP Database	\$ 46,500	
		222-24301	C	FM	Pooled BMP Maintenance Program	Important	Provide Contracted Maintenance Services for Partner BMPs	\$ 225,100	
								\$	924,190
Administrative Allocation								\$	237,798
PROGRAMS TOTAL								\$	4,254,748

2024 Capitol Region Watershed District Budget

Final 2024 Budget - December 13, 2023

Fund #	Fund Name	Project #	WMP Ref.	Lead Div	Project Name	Priority / Comment	Project Description	2024 Project Budget	2024 Fund Total
PROJECTS									
302	Groundwater Projects							\$	-
305	Como Lake Subwatershed	305-24420	A	MRM	Como Lake Water Quality Model	Critical	Update the Water Quality Model for Como Lake	\$ 30,000	
		305-24423	B	MRM	AIS Management	Critical	Manage AIS in Como Lake	\$ 29,680	
		305-24424	C	MRM	Como Lake Aquatic Plant Management	Critical	Management of Nuisance Aquatic Plants	\$ 19,540	
		305-24425	D	MRM	Como Lake Fisheries Management	Important	Support and collaborate on maintaining a balanced fishery	\$ 43,540	
		305-24427	E	MRM	Shoreline Management	Important	Develop and implement a shoreline management program	\$ 93,340	
		305-24430	F	MRM	Street Sweeping Program	Important	Develop and implement a street sweeping program	\$ 20,680	
		305-24434	H	MRM	Water-based Recreation Management	Beneficial	Support partners efforts to maintain water-based recreation	\$ 48,740	
		305-24436	I	REG	Como Subwatershed Infrastructure Mgt	Important	Work with partners to improve O&M of drainage infrastructure	\$ 54,920	
		305-24445	X	MRM	Como Lake Trash Management	Beneficial	Accelerated Trash Mgt around Como Lake	\$ 19,000	
								\$	359,440
310	Lake McCarron's Subwatershed	310-24480	C	MRM	Watershed Hydraulic and Hydrologic Modeling	Important	Conduct Flood Risk Assessment Modeling of Watershed	\$ 9,370	
		310-24470	D	MRM	Lake Vegetation and AIS Management	Important	Manage Nuisance and Invasive Aquatic Plants	\$ 22,470	
								\$	31,840
313	Loeb Lake Subwatershed	313-24520	C	PPG	Loeb Lake Shoreline Restoration	Important	Implement Shoreline Restoration Plan	\$ 22,920	
								\$	22,920
315	Trout Brook Subwatershed	315-24570	B	PPG	NPDES MS4 Stormwater Program	Important	Implement MS4 SWPP	\$ 12,990	
		315-21554	C	PPG	TBI Model Update	Critical	Complete update and calibration of TBI H/H Model	\$ 48,200	
		315-24560	D	PPG	TBI Subwatershed Study	Critical	Conduct a Subwatershed Study on a Priority TBI Catchment	\$ 120,100	
		315-14552	E	FM	TBI Easement Verification & Documentation	Important	Conduct TBI easement verification, acquisition and documentation work	\$ 55,000	
								\$	236,290
317	Crosby Lake Subwatershed	317-24530	C	MRM	Crosby Lake Management Plan	Important	Update Crosby Lake Management Plan	\$ 57,500	
		317-24531	G	REG	Crosby Farm Wetland Retrofit	Beneficial	Design wetland retrofit at outfall from Shepard road and 35E	\$ 120,100	
								\$	177,600
325	Wetland, Stream, and Ecosystem Restoration	325-21605	A	REG	Phalen Creek Daylighting Feasibility Study	Critical	Conduct Feasibility Study for the Daylighting of Phalen Creek	\$ 51,060	
		325-21615	G	REG	Wetland Restoration Planning	Important	Develop Wetland Restoration and Management Plan	\$ 121,180	
		325-23613	H	PPG	District 5 Natural Resource Restoration	Important	Planning and implementation of natural resource area improvements	\$ 91,290	
		325-24615	H	PPG	Ramsey County Cooperative Weed Mgt	Beneficial	Support Ramsey County Cooperate Weed Mgmt Program	\$ 12,730	
		32524616	F	PPG	District 6 Natural Resource Inventory	Beneficial	Planning and implementation of natural resource area improvements	\$ 75,000	
								\$	351,260
331	Mississippi River Gorge Subwatershed							\$	-
332	Mississippi River Confluence Subwatershed	332-24xxx	B	MRM	Highland Bridge Signage	Critical	Provide design and Planning Assistance for the Ford Site	\$ 30,000	
		332-18623	C	MRM	Ford Site - Area C	Critical	Provide Plan Review and Comments on the Ford Site Area C	\$ 16,540	
		332-23894	375B	PPG	River Learning Center	Important	Provide support for advancement of River Learning Center Design	\$ 54,460	
								\$	101,000
333	Mississippi River Downtown Subwatershed	333-21640	A	PPG	Capitol Area Stormwater Plan	Important	Support SW planning efforts for the CAAPB	\$ 121,590	
		333-22645	B	PPG	Swede Hollow Feasibility Study	Important	Conduct Feasibility Study to explore stormwater mgt options	\$ 50,000	
		333-23646	C	PPG	Phalen Creek Subwatershed Study	Critical	Conduct a water quantity and quality study	\$ 173,500	
		333-24665	F	PPG	Science Museum	Important	Schematic Design for Rainwater Reuse	\$ 79,460	
		333-23893	375B	PPG	River Balcony	Important	Provide support for advancement of River Balcony designs	\$ 54,460	
								\$	479,010
375	Watershed Wide Planning, Assessment and Implementation	375-23657	F	PPG	Climate Science and Resiliency	Important	Develop Climate Resiliency Plan	\$ 108,320	
		375-24651	D	PPG	Partner Agency Plan Review	Important	Provide review and comments on partner agency plan reviews	\$ 13,220	
		375-24652	E	PPG	GIS Program	Important	Manage and update District GIS Resources	\$ 67,310	
		375-24658	Various	PPG	Future Stormwater Management Plan	Important	Consolidated Future Stormwater Mgt Planning from all 300's	\$ 194,000	
		375-23656	K	MRM	District Chloride Management Plan	Important	Work with partners to develop watershed specific chloride management plan	\$ 154,170	
								\$	537,020
								\$	122,502
								\$	2,418,882

2024 Capitol Region Watershed District Budget

Final 2024 Budget - December 13, 2023

Fund #	Fund Name	Project #	WMP Ref.	Lead Div	Project Name	Priority / Comment	Project Description	2024 Project Budget	2024 Fund Total
CAPITAL IMPROVEMENT PROJECTS									
402	Groundwater Projects							\$ -	
405	Como Lake BMP's	405-23701	L	MRM	McMurray Field Stormwater BMP	Critical	McMurray Field Stormwater BMP	\$ 702,430	
		405-23712	O	MRM	Como Subwatershed Infrastructure Mgt	Important	Support Legacy infrastructure improvements within Como Subwatershed	\$ 551,860	
								\$ 1,254,290	
410	Lake McCarron's BMP's							\$ -	
413	Loeb Lake BMP's							\$ -	
415	Trout Brook BMP's	415-22821	F	PPG	TBI Repair - Station 135+06 to 180+29	Critical	Engineering Design and Construction for next segment of TBI Repairs	\$ 672,800	
417	Crosby Lake BMP's	417-23820	G	REG	Crosby Farm Park Wetland Retrofit	Beneficial	Design wetland retrofit at outfall from Shepard road and 35E	\$ -	
425	Wetland, Stream, and Ecosystem Restoration							\$ -	
431	Mississippi River Gorge Subwatershed BMPs							\$ -	
432	Mississippi River Confluence Subwatershed BMPs	432-20891	B	MRM	Ford Site	Critical	Support the construction of water features on the Ford Site	\$ 18,480	
		432-16853	E	MRM	Victoria Park	Critical	Support water features at Victoria Park	\$ 56,160	
								\$ 74,640	
433	Mississippi River Downtown Subwatershed BMPs							\$ -	
475	Watershed Wide Capitol Improvement Projects	470-14960	Q	ADM	Debt and Loan Service	Critical	Annual Payments for bonds and loans	\$ -	
		475-24965	Various	ADM	Future CIPs (2024 - 400's)	Critical	Consolidated Future CIPs from all 400's	\$ 867,827	
								\$ 867,827	

CAPITOL IMPROVEMENT PROGRAM TOTAL								\$ 2,869,557	
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DEBT SERVICE									
470	Debt Service	470-14960	Q	ADM	Debt and Loan Service	Critical	Annual Payments for bonds and loans	\$ 1,007,292	
								\$ 1,007,292	
DEBT SERVICE TOTAL								\$ 1,007,292	

Fund		2024 Fund Total
BUDGET SUMMARY	ADMINISTRATION	\$ 952,400
	PROGRAMS	\$ 4,254,748
	PROJECTS	\$ 2,418,882
	OPERATIONS TOTAL	\$ 7,626,030
	CAPITOL IMPROVEMENT PROGRAM	\$ 2,869,557
	DEBT SERVICE	\$ 1,007,292
TOTAL 2024 BUDGET		\$ 11,502,879

Non-Property Tax Levy Revenue Detail

December 13, 2023

	Project	Project Code	Fund #	YTD 2023	Remaining 2023	Total 2023	Est 2024
Operations	Intergovernmental						
		Como 319 Grant	Various	305		\$ 50,406	\$ 50,406
		ROW Rain Gardens	210-23150	210		\$ 77,000	
		TBI Modeling - FEMA	315-21554	315		\$ 80,000	\$ 10,000
		TBI Modeling-City	315-21554	315		\$ 20,000	
		Phalen Subwatershed Modeling	333-23646	333			\$ 91,000
		Phalen NRI	325-23616	325			\$ 17,500
		Parkview - Facility Mgmt	222-2x305	222		\$ 2,500	\$ 12,000
		Seminary Pond	222-24315	222		\$ 5,000	\$ 5,000
		Snelling Midway	222-24315	222		\$ 45,000	\$ 45,000
	Total Intergovernmental					\$ 279,906	\$ 230,906
	Miscellaneous						
		Rent (Great River Greening \$24,000 = MN Watersheds \$4,800)				\$ 28,800	\$ 28,800
	Permit Fees						
		2023-Estimated 12 permits at \$2,800/permit				\$ 33,600	\$ 50,400
		2024-Estimated 18 permits at \$2,800/permit					
	Interest Income					\$ 1,000	\$ 40,000
	Total Operations					\$ 343,306	\$ 350,106

CIP	Intergovernmental	2023 BWSR Clean Water Grant for McMurray Field				\$475,000	
	Miscellaneous						
	Permit Fees						
	Interest Income					\$ 15,000	\$ 15,000
	Total CIP					\$ 15,000	\$ 15,000

Bond Fund	Interest Income					\$ 1,000	\$ 1,000
	Total Bond Fund					\$ 1,000	\$ 1,000

Capitol Improvement Program

December 13, 2023

Restricted, Committed or Assigned Funds

Project	Classification	2023	2024	Notes
Highland Bridge	Restricted	\$ 1,181,063	\$ 1,721,063	Total Obligation, \$1,721,063 less \$540,000 budgeted for in 2023
McMurray Field	Restricted & Assigned	\$ 475,000	\$ 1,125,000	2023 = \$475,000 BWSR grant (Restricted) 2024 = 2023 funds plus \$650,000 budgeted in 2023 (Assigned)
Midway Peace Park	Committed	\$ -	\$ 290,000	Committed 2023 grant funds unspent to date
TBI Repair Project	Committed	\$ -	\$ 550,000	Construction work starting in December 2023.
Total		\$ 1,656,063	\$ 3,686,063	Annual Annual Total Restricted, Committed or Assigned Funds
Additional 2024 Restricted, Committed or Assigned Funds			\$ 2,030,000	Additional Restricted, Committed or Assigned Funds over 2023

Restricted, Committed or Assigned funds are available on January 1 of that year

Fund Balances for Local Governments ⁽¹⁾		
Classification	Definition	Examples
Restricted	"Fund balance should be reported as restricted when constraints placed on the use of resources are either: a. Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b. Imposed by law through constitutional provisions or enabling legislation."	Restricted by state statute, bond proceeds, not spent, Taxes dedicated to a specific purpose, and Revenues restricted by enabling legislation. Unspent Grants earned but Debt covenants,
Committed	"Used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority"	The governing board has decided to set aside \$1M for a new city hall. Property tax levies set for a specific purpose by resolution
Assigned	"Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed."	Governing board has set aside \$2 million for a county hospital and the county manager may amend this up to \$100,000. Governing body delegates the authority to assign fund balance to the finance officer. Governing board has appropriated fund balance often to balance next year's budget.

⁽¹⁾ GASB 54 & MN State Auditor guidance, February 2014

2024 CRWD Expenditure, Revenue and Levy Summary

12/13/2023 Final Budget

OPERATIONS							
		2020 Actual	2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	2024 Proposed
OPERATIONS	Revenue						
	Property Tax Levy	\$ 4,695,669	\$ 4,776,760	\$ 4,979,793	\$ 5,619,167	\$ 5,619,167	\$ 5,619,167
	Intergovernmental		111,739	\$ 303,941	\$ 75,000	\$ 279,906	230,906
	Permit Fees	36,500	44,500	\$ 26,900	\$ 24,000	\$ 33,600	50,400
	Interest Income	10,724	504	\$ 57,207	\$ 1,000	\$ 1,000	40,000
	Miscellaneous	39,611	80,400	\$ 64,037	\$ 130,000	\$ 28,800	28,800
	Total	\$ 4,782,504	\$ 5,013,903	\$ 5,431,878	\$ 5,849,167	\$ 5,962,473	\$ 5,969,273
	Expenditures						
	Administration	\$ 907,812	\$ 1,119,937	\$ 1,203,295	\$ 917,300	\$ 1,300,000	\$ 952,400
	Programs	\$ 2,017,930	\$ 2,563,151	\$ 2,590,169	\$ 4,229,958	\$ 2,575,000	\$ 4,254,748
Projects	\$ 816,943	\$ 909,678	\$ 833,784	\$ 1,539,682	\$ 750,000	\$ 2,418,882	
Total	\$ 3,742,685	\$ 4,592,766	\$ 4,627,248	\$ 6,686,940	\$ 4,625,000	\$ 7,626,030	
Fund Balance							
Beginning Balance	\$ 1,891,113	\$ 2,930,932	\$ 3,352,069	\$ 4,156,699	\$ 4,156,699	\$ 5,494,172	
Ending Balance	\$ 2,930,932	\$ 3,352,069	\$ 4,156,699	\$ 3,318,926	\$ 5,494,172	\$ 3,837,415	
		ok	ok	ok	not ok	ok	ok
Fund Balance Policy Amount	\$ 1,871,343	\$ 2,296,383	\$ 2,313,624	\$ 3,343,470	\$ 2,312,500	\$ 3,813,015	
Difference	\$ 1,059,590	\$ 1,055,686	\$ 1,843,075	\$ (24,544)	\$ 3,181,672	\$ 24,400	
% of Policy	157%	146%	180%	99%	238%	101%	
CAPITAL							
		2020 Actual	2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	2024 Proposed
CAPITAL	Revenue						
	Property Tax Levy	\$2,438,864	\$2,483,785	\$2,649,939	\$2,679,257	\$2,679,257	\$3,295,515
	Intergovernmental	\$1,515,718	\$122,768			\$475,000	
	Interest Income	\$19,694	\$422	\$111,597	\$15,000	\$15,000	\$15,000
	Permit Fees						
	Miscellaneous	\$70,689	\$134,200				
	Total	\$ 4,044,965	\$ 2,741,175	\$ 2,761,536	\$ 2,694,257	\$ 3,169,257	\$ 3,310,515
	Expenditures						
	Capital Improvement Program	3,389,400	1,378,533	\$ 2,443,579	\$ 5,689,397	\$ 1,600,000	\$ 2,869,557
	Transfer out to Debt Service					577,154	
Total	\$ 3,389,400	\$ 1,378,533	\$ 2,443,579	\$ 5,689,397	\$ 2,177,154	\$ 2,869,557	
Fund Balance							
Beginning Balance	\$ 4,763,226	\$ 5,418,791	\$ 6,781,433	\$ 7,099,390	\$ 7,099,390	\$ 4,405,430	
Ending Balance (Unassigned)	\$ 5,418,791	\$ 6,781,433	\$ 7,099,390	\$ 4,104,250	\$ 6,435,430	\$ 4,846,389	
		ok	ok	ok	ok	ok	not ok
Fund Balance Policy Amount	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 6,000,000	
Difference	\$ 3,418,791	\$ 4,781,433	\$ 5,099,390	\$ 2,104,250	\$ 4,435,430	\$ (1,153,611)	
% of Policy	271%	339%	355%	205%	322%	81%	
Restricted, Committed or Assigned Funds (Funds available January 1st of that year)					\$ 1,656,063	\$ 3,686,063	
DEBT SERVICE							
		2020 Actual	2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	2024 Proposed
DEBT SERVICE	Revenue						
	Property Tax Levy ⁽¹⁾	\$1,044,662	\$1,059,899	\$1,030,638	\$1,057,751	\$1,057,751	\$1,007,292
	Intergovernmental						
	Interest Income	\$818	\$239	\$5,899	\$1,000	\$1,000	\$1,000
	Permit Fees						
	Miscellaneous						
	Total	\$ 1,045,480	\$ 1,060,138	\$ 1,036,537	\$ 1,058,751	\$ 1,058,751	\$ 1,008,292
	Expenditures						
	Debt Service	1,002,448	(953,400)	\$ 2,850,184	\$ 1,057,751	\$ 1,057,751	\$ 1,007,292
	Total	\$ 1,002,448	\$ (953,400)	\$ 2,850,184	\$ 1,057,751	\$ 1,057,751	\$ 1,007,292
Fund Balance							
Beginning Balance	\$ 186,691	\$ 229,723	\$ 2,243,261	\$ 429,614	\$ 429,614	\$ 1,007,768	
Transfer in from CIP					\$ 577,154		
Ending Balance	\$ 229,723	\$ 2,243,261	\$ 429,614	\$ 430,614	\$ 1,007,768	\$ 1,008,768	

2024 CRWD Expenditure, Revenue and Levy Summary

12/13/2023 Final Budget

Combined Operations, CIP and Debt Budget							
		2020 Actual	2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	2024 Proposed
Revenues	Property Tax Levy ⁽¹⁾	\$ 8,179,195	\$ 8,320,444	\$ 8,660,370	\$ 9,356,175	\$ 9,356,175	\$ 9,921,974
	Intergovernmental	1,515,718	234,507	303,941	75,000	754,906	230,906
	Interest Income	31,236	1,165	174,703	17,000	17,000	56,000
	Permit Fees	36,500	44,500	26,900	24,000	33,600	50,400
	Miscellaneous	110,300	214,600	64,037	130,000	28,800	28,800
	Total	\$ 9,872,949	\$ 8,815,216	\$ 9,229,951	\$ 9,602,175	\$ 10,190,481	\$ 10,288,080
Expenditures	Administration	\$ 907,812	\$ 1,119,937	\$ 1,203,295	\$ 917,300	\$ 1,300,000	\$ 952,400
	Programs	\$ 2,017,930	\$ 2,563,151	\$ 2,590,169	\$ 4,229,958	\$ 2,575,000	\$ 4,254,748
	Projects	\$ 816,943	\$ 909,678	\$ 833,784	\$ 1,539,682	\$ 750,000	\$ 2,418,882
	Capital Improvement	3,389,400	1,378,533	2,443,579	5,689,397	2,177,154	2,869,557
	Debt Service	1,002,448	(953,400)	2,850,184	1,057,751	1,057,751	1,007,292
	Total	\$ 8,134,533	\$ 5,017,899	\$ 9,921,011	\$ 13,434,088	\$ 7,859,905	\$ 11,502,879
Fund Balance	Beginning Balance	\$ 6,841,030	\$ 8,579,446	\$ 12,376,763	\$ 11,685,703	\$ 10,029,640	\$ 7,221,307
	Ending Balance ⁽²⁾	\$ 8,579,446	\$ 12,376,763	\$ 11,685,703	\$ 7,853,790	\$ 12,360,216	\$ 6,006,509

TAX LEVY							
		2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2023 Estimated	2024 Proposed
Operations		\$ 4,752,220	\$ 4,752,220	\$ 5,037,353	\$ 5,619,167	\$ 5,619,167	\$ 5,619,167
Capital Improvement		3,525,479	3,525,479	2,680,569	2,679,257	2,679,257	3,295,515
Debt Service				1,056,439	1,057,751	1,057,751	1,007,292
Total		\$ 8,277,699	\$ 8,277,699	\$ 8,774,361	\$ 9,356,175	\$ 9,356,175	\$ 9,921,974
Difference from previous year		\$ 1,339,649	\$ -	\$ 496,662	\$ 581,814	\$ 581,814	\$ 565,799
% Change		19.31%	0.00%	6.00%	6.63%	6.63%	6.05%

LEVY CERTIFICATION							
Debt Levy		\$ 1,057,243	\$ 1,054,454	\$ 1,056,439	\$ 1,057,751	\$ 1,057,751	\$ 1,007,292
General Levy (Operations & CIP)		\$ 7,220,456	\$ 7,223,245	\$ 7,717,922	\$ 8,298,424	\$ 8,298,424	\$ 8,914,682
Total Levy		\$ 8,277,699	\$ 8,277,699	\$ 8,774,361	\$ 9,356,175	\$ 9,356,175	\$ 9,921,974

**COUNTY, CITY AND SPECIAL TAXING DISTRICT LEVY CERTIFICATION
PROPOSED TAXES PAYABLE IN 2024**

FOR Capitol Region Watershed District

(Governmental Agency)

LEVY PURPOSE	CERTIFIED PROPOSED LEVY
NET TAX CAPACITY BASED LEVIES	
1) General	\$ 8,914,682
2) Debt	\$ 1,007,292
3) Other (Please Specify)	
4)	
5)	
6)	
7)	
8)	
9)	
10) Total Net Tax Capacity Based Levies (Total 1 through 9)	\$ 9,921,974
MARKET VALUE BASED LEVIES	
11)	\$
12)	
13) Total Market Value Based Referendum Levies (Total 11 & 12)	\$ 0
14) Total Certified Levy (Total 10 & 13)	\$ 9,921,974

I, the authorized representative of the above-mentioned Governmental Agency, certify that the foregoing information is accurate to the best of my knowledge.

Signature of Authorized Representative Title Date

Phone Number of Contact Person 651.644.8888

Please return this form to AskPropertyTax@co.ramsey.mn.us no later than September 30, 2023

CAPITAL REGION W/S

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BOND ISSUES	ORIGINAL PRINCIPAL	DATE ISSUED	Levy year 2023 PAYABLE 2024 DEBT LEVY	ADDITIONS OR REDUCTIONS BY RESOLUTION	CERTIFIED DEBT LEVY
TX SUPP 2007A	1,555,000	4-Jan-07	122,410	(122,410)	-
GO Note 2010 MPCA	447,200	15-Dec-10	50,040	(50,040)	-
GO 2018A	9,690,000	15-Feb-18	682,711	-	682,711
GO Refunding Bonds 2021A	1,880,000	5-Nov-21	324,581	-	324,581
			-----	-----	-----
			1,179,742	(172,450)	1,007,292
			=====	=====	=====

I hereby certify that the above schedule of bond levies to be spread on the payable 2024 tax rolls agrees with Ramsey County records and is true and correct. Copies of any resolutions which increase or reduce these levies are attached.

Signed: _____

Date: _____

Resolution Capitol Region Watershed District

In the matter pertaining to: The 2024 Preliminary Budget and Levy, Board Manager _____ introduced the following resolution and moved its adoption, seconded by Board Manager _____.

WHEREAS the Board of Managers met on June 7th, July 12th, and July 26th, 2023, to review the proposed Preliminary 2024 Budget and Levy, and

WHEREAS, at the CRWD Board of Managers meeting on August 2, 2023, the Preliminary 2024 Budget and Levy was reviewed and approved for distribution for Public Review and Comment, and the required public hearing notice was published twice in the Saint Paul Pioneer Press, sent out to Ramsey County, the cities within our watershed, our partners and posted at our office and on our website, and

WHEREAS, on August 9, 2023, the Community Advisory Committee reviewed, and supported adoption of the budget and levy as presented; and a duly noticed Public Hearing was held on August 16, 2023, at 6:00 PM with no members of the public present commenting on the budget, and

THEREFORE, BE IT RESOLVED, that the CRWD Board of Managers approves and adopts the 2024 Final Operations Budget of \$7,626,030, a Capital Improvement Budget of \$2,869,557 and a Debt Service budget of \$1,007,292 for a total budget of \$11,502,879.

BE IT FURTHER RESOLVED, the proposed 2024 tax levy is \$9,921,974. This levy includes \$8,914,682 for the general levy and \$1,007,292 for debt.

BE IT FURTHER RESOLVED, that \$577,154 be transferred out of the CIP Fund and into the Debt Service Fund to cover 2024 Debt Service.

BE IT FURTHER RESOLVED, the 2024 debt levy be reduced by \$122,410 due to repayment of Tax Supported 2007A bonds in 2021 and be further reduced by \$50,040 due to final loan repayment of General Obligation Note 2010 for a total debt levy of \$1,007,292.

Vote: Approved/Denied

Manager	Yeas*	Nays	Absent	Abstain
Collins				
Texer				
Sullivan Janzen				
Sanders				
Mazanec				
TOTAL				

Requested By:	Mark Doneux
Recommended for Approval:	Mark Doneux
Approved by Attorney:	N/A
Funding Approved:	N/A

*Approval must receive minimum of 3 Yeas

Supporting Documentation Incorporated by Reference		
Date	Document	Prepared By
6/7/23	Prelim. 2024 Budget and Levy	CRWD
7/26/23	Public Review Draft Budget	CRWD
8/7/23	Public Notice for Budget Hearing	CRWD
8/23/23	Proposed 2024 Budget and Levy	CRWD

Resolution Adoption Certified by the Board of Managers:

By: _____

Date: December 20, 2023



Capitol Region Watershed District

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

December 20, 2023
Board Meeting
V. Action Item
E) Establish Facility
Management Division
(Doneux)

DATE: December 12, 2023
TO: CRWD Board of Managers
FROM: Mark Doneux, Administrator
RE: Establish Facility Management Division

Background

In 2013 the District established the Monitoring, Research and Maintenance Division and appointed Bob Fossum to be its Division Manager. In 2016 the District established the Regulatory and Planning, Projects and Grants Divisions and appointed Forrest Kelley and Anna Eleria to be the respective Division Managers. In 2018, the District established the Communications and Engagement Division and appointed Jessica Bromelkamp to be its Division Manager. In 2022, the District established the Administration Division and appointed Anna Eleria as Deputy Administrator and Administration Division Manager.

Establishing a Program Division Manager within the District's staff structure recognizes the benefit for both staff and the District to provide professional advancement for staff, strengthen the organization, reduce turnover, and maintain high employee satisfaction.

The Board of Managers approved the Facility Management Program Plan at the September 20th, 2023, meeting. The Program is intended to achieve improved function and performance of stormwater infrastructure through collaboration with our public partners on the operation and maintenance of site-scale and regional stormwater Best Management Practices. The plan describes the process and three approaches for assisting our public partners.

Issues

Since the establishment of divisions within CRWD's organizational structure, the portfolio of infrastructure CRWD is involved with has grown significantly. This growth will continue as CRWD works to complete the Infrastructure Management Program tasks within section 3.4.5 of the WMP, and begins implementation of its newly adopted Comprehensive Stormwater Facility Management Program Plan (Facility Management Plan). Creation of a new Division will benefit CRWD by providing consistent, dedicated, and focused management of public infrastructure, allow for methodical expansion of CRWD responsibilities and corresponding staffing, and facilitate the consolidation of maintenance activities spread across multiple divisions into a single division, under one Division Manager.

A stormwater BMP assistance program was first envisioned by the CRWD Board of Managers and staff in the development of the 2021 Watershed Management Plan (WMP), as CRWD heard from public partners regarding the difficulty tracking, inspecting, planning, funding, and managing maintenance needs for their stormwater BMPs.

The Facility Management Division will implement collaborative stormwater facility operation and maintenance approaches outlined in the Facility Management Plan (1. Pooled BMP Maintenance Services, 2. Regional Facility Assistance, and 3. Regional Facility Ownership) and summarized in the attached Division Charter to achieve the following:

- Increased water quality and better performing BMPs
- Improved aesthetics of surface stormwater features
- Optimized performance of aging infrastructure
- Efficient use of funding to protect public infrastructure.

The first year of implementing the Facility Management Program will be one of transition. In 2024, it is estimated that a Division Manager and Specialist will comprise the entirety of the Division. Additional assistance will be provided through consultant services procured in October of 2023, with SRF providing assistance to CRWD staff through June of 2024. The pooled rain garden maintenance activities will be completed by a contractor hired and directed by CRWD staff. In the future, as staff workloads, infrastructure demands, and partner needs and involvement are assessed, it may be determined that additional permanent and/or seasonal staff are needed.

The 2023 Budget includes a total of \$653,640 within the Facility Management Program. Year to date expenditures through October 31, 2023, indicate roughly \$300,000 remains in the Program fund. The 2024 budget detail is shown in Table 5 – 222 Facility Management Program 2024 Budget in the attached Facility Management Work Plan and identifies a total of \$924,190 for program implementation.

At this time, I am requesting the Board of Managers establish a Facility Management Division and adopt the Division Charter and Work Plan. I am also requesting that the Board of Managers establish the Facility Management Division Manager Position within CRWD and appoint Forrest Kelley to that position and promote Elizabeth Hosch to Division Manager of the Regulatory Program Division.

Forrest Kelley has not only expressed interest in leading this new Division, he has successfully led and managed the Regulatory Program Division since 2016 and has been the lead Regulatory Program staff since he started with the District in 2007. Forrest was instrumental in working with Anna and the SRF Team to prepare the Facility Management Program Plan, has been the point person in discussions with Ramsey County regarding their stormwater operation and maintenance concerns and is leading the operation and maintenance of the Allianz Field system in coordination with the City of Saint Paul. Partner coordination will be critical for the success of this program and Forrest brings 16 years of experience working with our key partners to this new program.

Elizabeth Hosch is an excellent candidate for the role of Regulatory Program Division Manager. Elizabeth started as a Permit Inspector with the District in 2014 and was promoted to Program Manager II/Permit Coordinator position in 2020. Elizabeth has gained extensive knowledge of the District's Regulatory Program in her nine years at the District. Elizabeth has the respect of our partners and the regulated community and oversaw the recent 2023 Rules Update. Elizabeth was recognized as Employee of the Year for 2019 for her commitment and contributions to both the Regulatory Program and the District as a whole.

Staff have met with both the Board Program Committee and Personnel Committee and have their support for both the Division establishment and the personnel changes. All of the following actions would be effective December 24, 2023 (Pay Period #1 of 2024). Actions Requested

- 1) Establish the Facility Management Division and adopt the Program Charter and 2024 Work Plan
- 2) Approve the Facility Management Division Manager Position and appoint Forrest Kelley as Facility Management Division Manager
- 3) Promote Elizabeth Hosch to Regulatory Division Manager

*enc. Facility Management Division Program Charter
2024 Facility Management Division Work Plan
Position Description - Facility Management Division Manager
Position Description- Regulatory Program Division Manager*

[W:\07 Programs\Facility Management\Facility Management Program\Board Memos\V. B. Facility Management Division Establishment 12-12-23.docx](#)



FACILITY MANAGEMENT DIVISION CHARTER– DRAFT

Updated: 12/04/2023

1 Division Charter Goal

Establish a Facility Management Division within CRWD to improve Stormwater Best Management Practice (BMP) performance through collaborative operation and maintenance, and document high-level Division operational tasks to achieve the Infrastructure Management Goals within the 2021-2030 Watershed Management Plan (WMP).

2 Need and Benefit

Since the establishment of Divisions within CRWD's organizational structure, the portfolio of infrastructure CRWD is involved with has grown significantly. This growth will continue as CRWD works to complete the Infrastructure Management Program tasks within section 3.4.5 of the WMP and begins implementation of its newly adopted Comprehensive Stormwater Facility Management Program Plan (Facility Management Plan). Creation of a new Division will benefit CRWD by providing consistent, dedicated, and focused management of public infrastructure, allow for methodical expansion of CRWD responsibilities and corresponding staffing, and facilitate the consolidation of maintenance activities spread across multiple divisions into a single division, under one Division Manager.

3 Division Objectives

The Facility Management Division will implement collaborative stormwater facility operation and maintenance approaches outlined in the Facility Management Plan (1. Pooled BMP Maintenance Services, 2. Regional Facility Assistance, and 3. Regional Facility Ownership) to achieve the following:

- Increased water quality and better performing BMPs
- Improved aesthetics of surface stormwater features
- Optimized performance of aging infrastructure
- Efficient use of funding to protect public infrastructure.

4 Background

A stormwater BMP assistance program was first envisioned by the CRWD Board of Managers and staff in the development of the 2021 Watershed Management Plan (WMP), as CRWD heard from public partners regarding the difficulty tracking, inspecting, planning, funding, and managing maintenance needs for their stormwater BMPs.

Subsequent requests from partners for CRWD to take ownership of some of their existing regional infrastructure led CRWD to pursue creation of a Facility Management Program to provide a framework to strategically and consistently review these requests, and to guide staff on how to best assist partners with their maintenance needs. The resulting Comprehensive Stormwater Facility Management Program Report was adopted by the Board on September 20th, 2023, and documents the widespread need, interest, and level of effort required for Program implementation.

Our mission is to protect, manage and improve the water resources of Capitol Region Watershed District.

Through this planning effort, staff determined creation of a new Division within CRWD to be the best organizational approach to meet the changing needs of the District and its partners as we shift focus to ensure stormwater BMPs receive proper inspection and maintenance to meet performance goals over their expected lifespan.

5 Existing Facility Management Work

In the past, the decision process surrounding CRWD stormwater infrastructure management has been inconsistent. CRWD took ownership of the Trout Brook Interceptor in 2005 and hired a project manager in 2008 to oversee operation, maintenance and capital improvements to the 6 miles of storm sewer owned by the District. When CRWD implemented the Arlington-Pascal stormwater BMPs in 2005, rain garden maintenance was initially conducted by staff. At times, the personnel managing BMP construction projects continued to handle the O&M, regardless of which Division they were in. In other cases, responsibilities were transferred to the Monitoring, Research and Maintenance Division, and most recently, the Planning, Projects, and Grants Division has managed the majority of BMP maintenance by utilizing contractors to complete our work.

Table 1 - Stormwater Facilities Owned and/or Maintained by CRWD provided below serves as the list of facilities for which CRWD has responsibility for some aspect of regular maintenance, as of December 2023. It includes 13 major projects that CRWD manages; many of those projects include multiple BMPs. There are 79 individual BMPs within the CRWD Capital Improvement Project module of the BMP Database. Over time, managing O&M for these BMPs will transition to the Facility Management Division.

Table 1. Stormwater Facilities Owned and/or Maintained by CRWD

Name	Type	Owner	Primary Maintenance Responsibility	Secondary Maintenance Responsibility
Trout Brook Interceptor	Storm Sewer System	CRWD	CRWD	NA
Green Line BMPs	BMPs	CRWD	CRWD	NA
Como Arlington-Pascal BMPs	BMPs	CRWD	CRWD	NA
Highland Ravine	Natural Area	CRWD	CRWD	NA
595 Aldine BMPs	BMPs	CRWD	CRWD	NA
Parkview School BMP	BMPs	CRWD	CRWD	Roseville/Ramsey County
Como Zoo and Golf Course BMPs (TWP)	BMPs	CRWD	CRWD	NA
Curtiss Pond BMPs	BMPs	Falcon Heights	Falcon Heights	CRWD
Upper Villa BMPs	BMPs	Roseville Public Works	CRWD	Roseville Public Works
Williams Street Pond	Pond	Roseville Public Works	Roseville Public Works	CRWD

Table 1. Stormwater Facilities Owned and/or Maintained by CRWD, Cont.

Name	Type	Owner	Primary Maintenance Responsibility	Secondary Maintenance Responsibility
Snelling-Midway (Allianz Field) Rainwater Harvesting and Reuse	BMPs	Saint Paul Public Works	CRWD	Saint Paul
Willow Reserve	Natural Area	Saint Paul Parks and Recreation	CRWD	Saint Paul
Seminary Pond	BMPs	Lauderdale	CRWD	Lauderdale

6 Division Responsibilities

A new Facility Management Division (FMD) is expected to oversee the operation and maintenance of existing CRWD owned stormwater infrastructure, shared or partner-owned infrastructure that CRWD currently assists with, and the evaluation of future requests for O&M assistance. Improved efficiency and better performing BMPs through collaborative maintenance will be achieved by following the three new approaches defined in the Comprehensive Stormwater Facility Management Program Report:

6.1 Pooled BMP Maintenance Services

CRWD will offer pooled O&M services for publicly owned stormwater BMPs that provide water quality and/or flood control benefits. CRWD’s efforts will include inspection and maintenance of BMPs through an invitation to partners to join a pooled contract. As part of this effort, CRWD will procure and manage contractors on behalf of its participants. Participants of the program will generally be responsible for the full cost of maintaining their BMPs.

6.2 Regional Facility Maintenance Assistance

CRWD will consider taking on the coordination for inspection, operation, and maintenance of regional facilities under the following minimum criteria:

- Must be a publicly owned regional stormwater facility with water quality and/or flood control benefits. Conveyance only systems will not be considered.
- Must be functional and operate at an acceptable level of service as deemed by CRWD at the time of transfer of O&M responsibility.
- Access rights through easements or other means must exist or be established by the time of transfer.

6.3 Regional Facility Ownership

CRWD will consider ownership of regional stormwater facilities that are high priority projects initiated by CRWD, have had significant CRWD involvement, and/or are directly connected to its Trout Brook Storm Sewer Interceptor or other infrastructure owned by CRWD. The criteria outlined in Approach 2 are all applicable to Approach 3; however, Approach 3 requires the most in-depth review to determine multiple benefits for CRWD to assume ownership. Assuming regional facility ownership does not negate the need for partners to share O&M costs with CRWD. These projects typically serve multiple parcels and/or demonstrate new innovations and technology in stormwater management.

The Division will also manage the planning, engineering, and construction of capital improvement projects intended to optimize or revitalize existing infrastructure. Regular, ongoing tasks within the Division will

include conducting BMP inspections, managing consultants and engineers, directing and overseeing contractors, conducting studies and evaluations, and managing, tracking, and analyzing facility data within the BMP database.

7 Division Staffing

It is expected the Facility Management Division will be supported by a Division Manager, Water Resource Specialist, and a Water Resource Technician. These new positions will be established over the first two years of the program with the Division Manager being the first one created. Consultant services will be necessary to support with workload fluctuations during the initial launch of new programs. In the future, as staff workloads, infrastructure demands, and contractor and partner involvement are assessed, it may be determined that additional permanent and/or seasonal staff are needed. Table 2 below details the expected distribution of roles for positions within the Division.

Table 2. Division Staff Structure

Title	Roles
Division Manager	Oversee division, including the work of CRWD staff assisting with program implementation Manage project review process Manage the planning, design and construction of major repairs and improvements to existing regional CIPs Develop and oversee annual maintenance work plans Staff and budget management Partner coordination
Water Resource Specialist (Technician III)	Assist with project review process and coordination with LGUs Develop scoping and RFPs for contractors and consultants to complete work, manage and oversee work Develop training and outreach opportunities related to facility management Coordination with MS4 Permitting requirements and tracking Assist with the planning, design and construction of major repairs and improvements to existing regional CIPs Coordinate implementation of maintenance work plans
Water Resource Technician (Technician II)	Complete site visits, inspections, contractor oversight, and assist with database management and prioritization Coordinate and assist with Approach 1 RFPs

8 Division Work Plan

Detailed work plans will be created for the first 2-3 years of Program implementation. The Phased Implementation Plan within the Facility Management Plan provides timelines and recommendations for task prioritization during the early development stage.

9 Division Budget

The 2021-2030 Watershed Management Plan (WMP) includes \$7.02 million dollars allocated to Facility Management over the 10-year plan period, with annual budgets ranging from \$350,000 to \$1.1 million.

10 WMP Alignment

The Projects and Programs managed by the Facility Management Division will address Section 2.8 - Infrastructure Management Issues and Goals and implement Section 3.4.5 - Facility (Infrastructure) Management Program from the WMP.

11 Program Review and Adaptive Management

Creation of a Facility Management Division helps address a key need brought forth by partner LGUs to address gaps in the maintenance and management of facilities, establish criteria to guide conversations with partners, make decisions about the O&M role that CRWD may play for existing and new projects, and consolidate existing and future BMP maintenance operations under one division to ensure a focused approach to planning and ongoing infrastructure management.

Successful implementation of the programs within the Division will be dependent on continued relationship-building with partners and assessment of what is working and what must be refined for future program implementation.

To ensure strategic Division growth, CRWD will conduct annual assessments of the work completed, obtain feedback from partners, review lessons learned, and set goals for the next year. Periodic assessments of the long-term programmatic goals and objectives will also be important to ensure that the results of cost-effective management approaches and effective, high performing stormwater infrastructure are achieved for CRWD and its partners.



Facility Management Program 2024 Work Plan

December 2023



Facility Management Program 2024 Work Plan

Saint Paul, Minnesota

Cover image: Williams Street Pond Dredging Project, CRWD



Facility Management Division 2024 Work Plan

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1 Background

A stormwater BMP assistance program was first envisioned by the CRWD Board of Managers and staff in the development of the 2021 Watershed Management Plan (WMP), as CRWD heard from public partners regarding the difficulty tracking, inspecting, planning, funding, and managing maintenance needs for their stormwater BMPs.

Subsequent requests from partners for CRWD to take ownership of some of their existing regional infrastructure led CRWD to pursue creation of a Facility Management Program to provide a framework to review these requests strategically and consistently, and to guide staff on how to best assist partners with their maintenance needs. The resulting Comprehensive Stormwater Facility Management Program Report (Facility Management Plan) was adopted September 20th, 2023, and documents the widespread need, interest, and level of effort required for Program implementation.

On December 20, 2023, the Board approved creation of the Facility Management Division. This work plan is intended to guide the first year of implementation of the Facility Management Program under the new Facility Management Division.

2 Facility Management Program Approaches

The Comprehensive Stormwater Facility Management Program Report identifies three approaches to assist CRWD Partners for improved efficiency and better performing BMPs through collaborative maintenance:

- 1. Pooled BMP Maintenance Services

2. Regional Facility Maintenance Assistance
3. Regional Facility Ownership

Specific tasks associated with these approaches are summarized in sections below.

2.1 Approach 1: Pooled Maintenance Services

In late 2023 through 2024, CRWD will implement routine maintenance for publicly owned rain gardens. It is expected that a significant amount of time will need to be allocated to this first round of Pooled BMP Maintenance Services. The anticipated tasks are as follows:

1. Conduct partner survey and compile list of potential rain garden sites
2. Complete site inspections to determine degree of maintenance needs and determine which sites will be included for this round
3. Develop a scope of work and distribute Request for Quotes (RFQ) to contractors
4. Draft and negotiate cost share and access agreements with each partner
5. Conduct maintenance work
6. Complete program evaluation for potential improvements

2.2 Approaches 2 and 3: Regional Facility Operation and Maintenance

To ensure adequate staff capacity, work related to the transfer of select O&M responsibilities of regional facilities from partners to CRWD will be limited to the Gottfried's Pit and Como Golf Ponds infrastructure owned by Ramsey County. Many of the early tasks associated with evaluation of a partner request to assist with regional BMP maintenance were completed as part of the Case Study included in the Facility Management Plan. Tasks remaining include:

1. Evaluate agreement options and draft term sheets for each system.
2. Determine responsibility for each individual system component.
3. Determine work to be performed in advance of transfer of maintenance responsibility.
4. Negotiate cost share agreements.
5. Develop draft scope of work for contracted tasks.
6. Complete public bidding process.
7. Manage contractors and consultants to implement project
8. Implement routine O&M activities.

3 Implementation Schedule

3.1 Approach 1 – Pooled BMP Maintenance Services

The anticipated schedule for implementing the Pooled BMP Maintenance Services Approach is provided in Table 1 below. Generally, it is expected that site inspection, scoping and RFQ creation, and agreement drafting will occur starting in the fall of 2023, through winter of 2024, with contracted maintenance occurring in the spring, summer, and fall of 2024.

Table 1. Pooled BMP Maintenance (Approach1) Implementation	2023			2024											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task															
WATERSHED AND PARTNER NEEDS ASSESSMENT															
Request Partners submit BMPs and design plans for consideration in pool	x														
Review submitted data and conduct initial site visits		x													
ANNUAL CAPACITY AND PROJECT EVALUATION															
Evaluate capacity constraints (budget, staff time)			x												
Outline contractor tasks, timelines, O&M frequency, and draft quantities and line items			x												
Determine final proposed list of BMPs to move forward			x												
INFORM OWNERS OF SELECTION AND ESTIMATED COSTS															
Notify Partners of selected BMPs			x												
Estimate costs and provide to Partners for review				x											
Create draft scope of work, locations, and RFQ forms				x											
AGREEMENTS, PLANS, AND, PERMITS															
Finalize plans and scope for Partner review					x										
Develop and negotiate cost share and access agreements with partners					x										
Determine applicable permits required (if any)					x										
CONTRACTOR SELECTION AND MANAGEMENT															
Distribute RFQ to contractors				x											
Complete procurement and contracting						x	x								
Manage contractor during maintenance work								x		x		x			
CLOSE OUT AND EVALUATION															
Conduct close out inspections, document conformance with contracts and agreements												x	x		
Complete post project evaluation													x	x	

Table 2. Approaches 2 and 3 Regional Facility Management Ramsey County Infrastructure RAMSEY COUNTY INFRASTRUCTURE REQUEST	2023			2024											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CRWD Task															
EVALUATE AGREEMENT OPTIONS															
Evaluate agreement options and draft term sheets for each system.			x												
Determine responsibility for each individual system component.			x												
Determine work to be performed prior to transfer			x	x											
NEGOTIATION															
Evaluate scope of work with partner				x											
Negotiate cost share agreements				x	x	x									
IMPLEMENTATION															
Finalize scope of work for contracted items							x	x	x	x	x	x	x	x	x
Complete public bidding process															
Procure contractors and consultants for maintenance work															
Manage contractor and consultants to implement maintenance									x	x	x	x	x	x	x
Complete CIPs															
Conduct routine O&M									x	x	x	x	x	x	x
EVALUATION															
Evaluate how the project maintenance is going for individual project														x	x
Consider whether terms of agreement should be updated for individual project															
Comprehensively evaluate Approach 2 and 3 (looking back at first few years of implementation)															

3.2 Approaches 2 and 3 – Regional Facility Assistance

Discussion surrounding the transfer of maintenance responsibilities at Gottfried’s Pit and Como Golf Ponds will begin in the fall of 2023 by sharing and reviewing draft term sheets with Ramsey

County staff. The timing of CRWD’s involvement will be dependent on the pace of negotiations and agreement execution. A potential schedule is provided in Table 2.

4 Currently Managed Infrastructure

Table 3 - Stormwater Facilities Owned and/or Maintained by CRWD serves as the list of facilities for which CRWD currently has responsibility for some aspect of regular maintenance. It includes 13 major projects that CRWD manages; many of those projects include multiple BMPs. There are 79 individual BMPs within the CRWD Capital Improvement Project module of the BMP Database. Over time, it is expected that this work will transition to the Facility Management Division.

Table 3. Stormwater Facilities Owned and/or Maintained by CRWD

Name	Type	Owner	Primary Maintenance Responsibility	Secondary Maintenance Responsibility
Trout Brook Interceptor	Storm Sewer System	CRWD	CRWD	NA
Green Line BMPs	BMPs	CRWD	CRWD	NA
Como Arlington-Pascal BMPs	BMPs	CRWD	CRWD	NA
Highland Ravine	Natural Area	CRWD	CRWD	NA
595 Aldine BMPs	BMPs	CRWD	CRWD	NA
Parkview School BMP	BMPs	CRWD	CRWD	Roseville/Ramsey County
Como Zoo and Golf Course BMPs (TWP)	BMPs	CRWD	CRWD	NA
Curtiss Pond BMPs	BMPs	Falcon Heights	Falcon Heights	CRWD
Upper Villa BMPs	BMPs	Roseville Public Works	CRWD	Roseville Public Works
Williams Street Pond	Pond	Roseville Public Works	Roseville Public Works	CRWD
Snelling-Midway (Allianz Field) Rainwater Harvesting and Reuse	BMPs	Saint Paul Public Works	CRWD	Saint Paul
Willow Reserve	Natural Area	Saint Paul Parks and Recreation	CRWD	Saint Paul
Seminary Pond	BMPs	Lauderdale	CRWD	Lauderdale

5 Future CRWD Managed Infrastructure

CRWD collected stakeholder input through surveys and in-person interviews during creation of the Facility Management Program. Partners offered a list of infrastructure for which they may potentially request CRWD assume maintenance responsibility. This information has been compiled into Table 4 and includes 13 stormwater infrastructure assets. Requests for CRWD O&M assistance will follow the decision-making process provided in the Facility Management Plan.

Table 4. Stormwater Facilities Owned by Partners Who Have Requested O&M Assistance from CRWD

Name	Type	Owner	Primary Maintenance Responsibility	Secondary Maintenance Responsibility
Trout Brook Stream and Lift Station	Conveyance	Saint Paul Parks and Recreation	Saint Paul Parks and Recreation	NA
Como Lake Outlet	Conveyance	Saint Paul Public Works	Saint Paul Public Works	NA
Gottfried's Pit	Pond Only	Ramsey County Public Works	Ramsey County/Roseville	NA
Como Golf Course East Ponds and Pumps (Lexington Pkwy)	Pond Only	Ramsey County Public Works	Ramsey County Public Works	NA
Unci Makha at Highland Bridge	BMPs	Saint Paul Parks and Recreation	Saint Paul Parks and Recreation	NA
Lake McCarrons Outlet	Conveyance	Ramsey County Public Works	Ramsey County Public Works	NA
Last 1/2 mile TBI	Conveyance	Saint Paul Public Works	Saint Paul Public Works	NA
Willow Reserve Pond and Natural Area	Pond and Natural Area	Saint Paul Public Works and Parks and Recreation	Saint Paul Public Works and Parks and Recreation	NA
Arlington Jackson Stormwater Pond	Pond Only	Saint Paul Public Works	Saint Paul Public Works	NA
Victoria Park	BMPs	Saint Paul Parks and Recreation	Saint Paul Parks and Recreation	NA
Midway Peace Park	BMPs	Saint Paul Parks and Recreation	Saint Paul Parks and Recreation	NA
Sewer Outfalls Along Bluffs	Conveyance	Saint Paul Parks and Recreation	Saint Paul Parks and Recreation	NA
Saint Paul Schools Rain Gardens	BMPs	Saint Paul School District	Saint Paul School District	NA

6 Staffing

The first year of implementing the Facility Management Program will be one of transition. It is expected the Facility Management Division will be supported by a Division Manager, Water Resource Specialist, and a Water Resource Technician. In the future, as staff workloads, infrastructure demands, and partner involvement are assessed, it may be determined that additional permanent and/or seasonal staff are needed.

However, in 2023 and 2024, it is estimated that a Division Manager and Specialist will comprise the entirety of the Division. Additional assistance will be provided through consultant services procured in October of 2023, with SRF providing assistance to CRWD staff through June of 2024. The pooled rain garden maintenance activities will be completed by a contractor hired and directed by CRWD staff.

Current staff responsible for completing tasks eventually housed within the FMD will continue this work under their existing Division Manager. The transition of these tasks to Facility Management Division staff is not expected to occur within the first year of operations. This will provide time to assess workloads, review new initiatives, and better define staffing needs within Facility Management and across the District as a whole. A plan and schedule for transitioning projects and tasks to the Facility Management Divisions will be created after the end of year one implementation.

7 Budget

The 2023 Budget includes a total of \$653,640 within the Facility Management Program. Year to date expenditures through October 31, 2023, indicate roughly \$300,000 remains in the Program fund. The 2024 budget detail is shown below in **Table 5 – 222 Facility Management Program 2024 Budget** and identifies a total of \$924,190 for program implementation.

Table 5. Facility Management Program 2024 Budget (222)

Project Name	Project Description	Project Budget
District-Owned Facility Management	Inspect, maintain, and repair District-owned facilities	\$318,700
Shared Ownership Facility Management	Inspect, maintain, and repair shared facilities	\$107,120
Partner Owned Facilities	Provide maintenance support of partner owned facilities	\$226,770
BMP Database	Update and maintain District BMP Database	\$46,500
Pooled BMP Maintenance Program	Provide contracted maintenance services for partner BMPs	\$225,100

Total Program Budget \$924,190

8 2025 and Beyond

Successful implementation of the programs within the Division will be dependent on continued relationship building with partners and assessment of what is working and what must be refined for future program implementation. To ensure strategic Division growth, CRWD will conduct annual assessments of the work completed, review lessons learned, set goals, and create a work plan for the next year. Periodic assessments of the long-term programmatic goals and objectives will also be important to ensure that the results of cost-effective management approaches and effective, high performing stormwater infrastructure are achieved for CRWD and its partners.

Potential future initiatives may include stormwater pond dredging or exploring non-routine surface basin maintenance for the Pooled BMP Maintenance approach,

DRAFT



Capitol Region Watershed District

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

BOARD APPROVED: December 20, 2023
GRADE: 5
JOB CLASSIFICATION: Program Manager III
POSITION TITLE: Facility Management Division Manager
REPORTS TO: Administrator

Capitol Region Watershed District (CRWD) embraces and values diversity and inclusion. CRWD seeks to recruit, promote, and retain employees that reflect the community we serve. We believe that diversity enriches the workplace and enhances the quality of our service. We are committed to a team that represents a variety of backgrounds, perspectives, and skills. CRWD encourages anyone who is interested and qualified to apply for open positions.

PRIMARY OBJECTIVE: Perform highly advanced level technical, project management and division management work on stormwater facility management as defined in CRWD's Watershed Management Plan, Facility Management Program Plan, and annual program work plan.

POSITION OBJECTIVE: The Program Manager oversees the implementation of their division's area of responsibility within CRWD's Watershed Management Plan. The Program Manager is responsible for the development and implementation of CRWD's Facility Management Program and manages capital improvement projects. The Program Manager is responsible for implementing program work and projects that address water quality and quantity issues. This position will coordinate watershed management activities involving other local units of government, city departments, agencies, and private and non-profit organizations.

ESSENTIAL FUNCTIONS: The Facility Management Division Manager is responsible for:

A) Program and Project Management

1. Engages the division's direct reports in the portions of the Watershed Management Plan relevant to the division, the Facility Management Program plan, and the annual work plan.
2. Develops corresponding budgets, secures Administrator's approval, and oversees the implementation of the above plans. Identifies strategies to address the issues and achieve the goals of the Watershed Management Plan, Facility Management Program Plan and annual work plans. Ensure that the plans reflect best practices and fulfill all requirements as outlined in MN Statutes 103B and 103D.
3. Ensure their division's compliance with CRWD's policies, practices, procedures, and guidelines.

B. Fiscal Management

1. Involve direct reports in contributing data to be considered for inclusion in the budget. Formalize final budgets for their division. Obtain Administrator and/or Board approval.
2. Track program expenditures and monitor activities against budget. Secure Administrator and/or Board approval for expenditures outside of established budgets.
3. Identify and provide corresponding rationale, and advocate for appropriate staffing levels, material resources and professional development for direct reports to perform their jobs. Comply with all financial reporting requirements, as documented in the CRWD Financial Policies and Procedures Manual.

C. Supervision

1. Supervise staff as assigned by the Administrator in accordance with CRWD organizational structure established by the Board of Managers. Manage the hiring process and decisions related to the selection, promotion, and transfer of assigned personnel. Has authority to terminate division personnel, interns, and contractors if the Administrator has been apprised of the situation and the details are documented according to CRWD's Employee Handbook.
2. Provide clear, specific, and timely direction. Delegate without removing assistance or accountability.
3. Work with direct reports to develop the division annual work plans in a timely manner; approve individual employee work plans and ensure alignment with CRWD's Watershed Management Plan, support the division's Annual Program Work Plan, and link to individual employee performance goals.
4. Monitor deadlines and take the appropriate actions to ensure that all goals/projects stay on track. Adjust deadlines when the unexpected occurs, or per Administrator or Board directive.
5. Ensure direct reports receive ongoing training/education and certification to perform their jobs, increase skills and knowledge, improve current performance, and/or develop new competencies for other assignments/positions.
6. Provide regular formal performance reviews. Responsible for making salary adjustments based on CRWD policies and subject to the approval of the Administrator.

D. Contract Management

1. Manage the selection of contractors, creation of contract documents, and management of contracted services and personnel consistent with CRWD policies, subject to the approval of the Administrator and/or Board of Managers.
2. Orient contracted personnel to the organization's policies and procedures. Communicate, both verbally and in writing, performance specifications and expectations. Monitor the work performance of contracted personnel on a continual basis, provide timely feedback, and if applicable, take corrective action.

3. Administer CRWD's procurement and contracting policies and procedures related to contractor solicitation, selection, payment, contract deliverables and corresponding schedule, applicable amendments, and closeout.

ADDITIONAL FUNCTIONS:

1. Provide technical support to other CRWD programs.
2. Represent CRWD on special committees.
3. Effectively represent water and watershed issues at meetings, conferences, before the media, and to CRWD's Board of Managers and Community Advisory Committee, other local units of government, partner organizations and the public.
4. Coordinate watershed-related activities, and activities involving other governmental agencies and private and non-profit entities.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs and requirements of CRWD and the position change.)

SALARY: The salary range is from \$84,372 - \$125,535 and the initial salary depends on qualifications and experience.

MINIMUM QUALIFICATIONS: Degree and/or experience appropriate for the position. Experience with stormwater best management practice (BMP) planning, design, construction and operation and maintenance are essential. A minimum of eight years of professional experience including project management is preferred. Appropriate advanced degree and/or certificates are preferred. Good communication and computer skills are required.

KNOWLEDGE, SKILLS, and ABILITIES:

Technical and Policy

1. Strong knowledge of, and extensive experience with stormwater BMP design, operation and maintenance including familiarity and working knowledge of continuous monitoring and adaptive controls.
2. Strong knowledge of watershed management, surface and groundwater hydrology, natural resource management, soils, MN native plants, and biology. Demonstrated knowledge and working experience related to local, state, and federal programs and requirements.
3. Proficiency with a personal computer (PC) and Microsoft software packages for word processing, spreadsheet, database management and computer-generated graphics. Specifically, but not limited to, Microsoft Office, Excel, Word, Access, PowerPoint. Ability to effectively use email and internet applications and other common software applications.
4. Familiarity with BMP design software, watershed/water quality assessment models (e.g. HydroCAD, P-8, MIDS, XP-SWMM) and GIS.

5. Ability to analyze technical data and write technical reports and memos.
6. Ability to review and interpret construction drawings, diagrams and specifications.
7. Extensive working knowledge of local, state, and federal stormwater programs and regulations.

Project Management

1. Exceptional project management skills with ability to establish priorities, balance large volumes of diverse work and implement projects successfully.
2. Demonstrated ability to develop project scopes of work, budgets and timelines.
3. Experience with procuring, contracting and managing professional services, construction and vendor contracts and effectively provide direction to consultants, contractors, and vendors to ensure contract requirements are met.
4. Ability to effectively lead project teams consisting of staff, partners, and other stakeholders.
5. Proven ability to take direction from supervisor and colleagues, work successfully with considerable independence and use good time management skills.
6. Excellent conflict management, negotiating and interpersonal skills.

Communication

1. Strong written and oral communication skills
2. Demonstrated ability in team building and effective coaching.
3. Ability to develop effective cooperative relationships with technical and policy staff, state and local government officials, and private entities and citizens.
4. Ability to develop and maintain effective working relationships with the Administrator, CRWD Board of Managers, Community Advisory Committee, Facility Management Division and other CRWD staff.

Other

1. Must have valid Minnesota driver's license and have vehicle available for periodic business use on a mileage reimbursement basis. The vehicle must have insurance approved by CRWD.

SUPERVISORY RESPONSIBILITIES: Supervise staff as assigned by Administrator in accordance with CRWD Organizational structure established by the Board of Managers.

RESPONSIBILITY FOR PUBLIC CONTACT: High level of public contact. The position requires good judgment and respectful interactions.

EMPLOYMENT CLASSIFICATION: Salaried. Exempt from the provisions of the Fair Labor Standards Act.

CRIMINAL BACKGROUND CHECKS: All employment offers are conditioned upon the applicant passing a criminal background check. Convictions are not an automatic bar of employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.

EQUAL OPPORTUNITY EMPLOYER: Capitol Region Watershed District is proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, creed, religion, age, sex, disability, marital status, political affiliation, genetic information, sexual orientation, gender identity, public assistance, veteran status, national origin, or other legally protected status protected under federal, state, or local law.

If you need assistance or an accommodation due to a disability, please contact us at careers@capitolregionwd.org, 651-644-8888.

DRAFT

PHYSICAL DEMANDS AND JOB DESCRIPTION SUPPLEMENT

WORK ENVIRONMENT

- 1) Normal shift = eight (8) hours for five (5) consecutive days.
- 2) Work location normally in controlled environment.
- 3) Stress levels vary from low to very high.

PHYSICAL DEMANDS

Type of Activity	Frequency
Walking/standing:	M
Sitting:	S
Standing in One Place:	M
Climbing:	O
Pulling/Pushing:	M
Crawling/Kneeling/Squatting:	M
Bending/Stooping:	M
Twisting/Turning:	M
Repetitive movement:	M
Lifting waist to shoulder:	M
Lifting knee to waist:	M
Lifting floor to knee:	M

S = Significant M = Moderate O = Occasional

W:\07 Programs\Facility Management\Implementation\Division Establishment\Program Manager III - Facility Management Division Manager Position Description - Final Draft 12-13-23.docx



Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104

T: 651-644-8888 • F: 651-644-8894 • capitolregionwd.org

BOARD APPROVED: November 6, 2013
LAST UPDATE: December 21, 2022
GRADE: 5
JOB CLASSIFICATION: Program Manager III
POSITION TITLE: Regulatory Division Manager
REPORTS TO: Administrator

Capitol Region Watershed District (CRWD) embraces and values diversity and inclusion. CRWD seeks to recruit, promote, and retain employees that reflect the community we serve. We believe that diversity enriches the workplace and enhances the quality of our service. We are committed to a team that represents a variety of backgrounds, perspectives, and skills. CRWD encourages anyone who is interested and qualified to apply for open positions.

PRIMARY OBJECTIVE: Perform skilled to highly skilled duties providing water resource management, protection and planning as it relates to the implementation of District's Watershed Management Plan and annual work plan.

POSITION OBJECTIVE: The Program Manager coordinates the implementation of their Division's area of responsibility within the District's Watershed Management Plan. The Program Manager is responsible for the development and implementation of District regulatory programs, and the oversight of capital projects. The Program Manager is responsible for implementing program work and projects that address water quality issues. This position will coordinate watershed management activities involving other local units of government, City Departments, agencies, and private and non-profit sectors in the Watershed.

ESSENTIAL FUNCTIONS: The Regulatory Division Manager is responsible for:

A) Program and Project Management:

1. Engages the Division' direct reports in the portions of the comprehensive Watershed Management Plan and the area's Annual Program Work Plan.
2. Develops corresponding budgets, secures Administrator's approval for, and oversees the implementation of, the above plans. Identifies goals and corresponding strategies to address the watershed plan content areas and annual work plans. Ensure that the plans reflect best practices and fulfill all requirements as outlined in MN Statute 103B.
3. Ensure their Division's compliance with the District's practices and policies.

B. Fiscal Management:

1. Involve direct reports in contributing data to be considered for inclusion in the budget. Formalize final budgets for their Division. Obtain Administrator and/or Board approval.
2. Tracks program expenditures and monitors activities against budget. Secure Administrator and/or Board approval for expenditures outside of established budgets.
3. Identifies, provides corresponding rationale, and advocates for appropriate staffing levels, material resources and professional development for direct reports to perform their jobs. Comply with all financial reporting requirements, as documented in the CRWD Policies and Procedures Manual.

C. Supervision:

1. Supervise staff as assigned by Administrator in accordance with CRWD Organizational structure established by the Board of Managers. Manage the hiring process and decisions related to the selection, promotion, and transfer of assigned personnel. Has authority to terminate program area personnel, interns, and contractors as long as the Administrator has been apprised of the situation and the details are documented according to the organization's progressive disciplinary process, outlined in the Employee Handbook.
2. Provide clear, specific, and timely directions. Delegate without removing assistance or accountability.
3. Works with direct reports to develop their annual Work Plans in a timely manner; approves Individual Work Plans and ensures they are in response to the Watershed Management Plan, support the area's Annual Program Work Plan, and link to the Individual Performance Goals.
4. Monitors deadlines and takes the appropriate actions to ensure that all goals/projects stay on track. Adjusts deadlines when the unexpected occurs, or per Administrator or Board directive.
5. Ensures direct reports receive ongoing training/education and certification to perform their existing jobs, increase skills and knowledge, improve current performance, and/or develop new competencies for other assignments/positions.
6. Provides regular formal performance reviews. Responsible for making salary adjustments based on Policies and subject to the approval of the Administrator.

D. Contract Management:

1. Manage the selection of contractors, creation of contract documents, and management of contracted services and personnel consistent with District policies, subject to the approval of the Administrator and/or Board of Managers.
2. Orient contracted personnel to the organization's policies and procedures. Communicate, both verbally and in writing, performance specifications and expectations. Monitors the work performance of contracted personnel on a continual basis, provides timely feedback, and if applicable, takes corrective action.

3. Administer the organization's policies and procedures as related to contractor selection, payment, contract deliverables and corresponding schedule, applicable amendments, and closeout.

ADDITIONAL FUNCTIONS:

1. Provides technical support to District programs.
2. Represent the District on special committees.
3. Effectively represent water and watershed issues at meetings, conferences, before the media, and to other local units of government, City Departments, the Board of Managers, partner organizations and the public.
4. Coordinate watershed-related activities in the District, and activities involving other governmental agencies and private and non-profit entities.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)

SALARY: The salary range is from \$84,372 - \$125,535 and the initial salary depends on qualifications and experience.

MINIMUM QUALIFICATIONS: Degree and/or experience appropriate for the position. Experience with stream hydrology and water quality monitoring and chemistry are essential. A minimum of eight years of professional experience including project management is preferred. Appropriate advanced degree and/or certificates are preferred. Good communication and computer skills are required.

KNOWLEDGE, SKILLS, and ABILITIES:

Technical and Policy

1. Knowledge of watershed management, surface and groundwater hydrology, natural resource management, soils, and biology. Demonstrated knowledge and working experience related to local, state, and federal programs and requirements.
2. Knowledge of watershed management, surface and groundwater hydrology, natural resource management, soils and MN native plants.
3. Proficiency with a personal computer (PC) and Microsoft software packages for word processing, spreadsheet, database management and computer generated graphics. Specifically, but not limited to, Microsoft Office, Excel, Word, Access, PowerPoint. Ability to effectively use email and internet applications and other common software applications.
4. Familiarity with BMP design software, watershed/water quality assessment models (e.g. HydroCAD, P-8, MIDS, SWMM) and GIS.
5. Ability to analyze technical data and write technical reports and memos.
6. Ability to review and interpret construction drawings, diagrams and specifications.
7. Extensive working knowledge of local, state, and federal stormwater programs and regulations.

Project Management

1. Exceptional project management skills with ability to establish priorities, balance large volumes of diverse work and implement projects successfully.
2. Demonstrated ability to develop project scopes of work and budgets.
3. Demonstrated knowledge of budget preparation and contract development.

4. Demonstrated knowledge of procurement, permitting and other processes, and design and construction contracting.
5. Extensive knowledge of project management techniques.
6. Experience developing and managing professional services, construction and vendor contracts.
7. Ability to effectively provide direction to consultants, contractors, and vendors to ensure contract requirements are met.
8. Ability to effectively lead project teams consisting of staff, public partners, and other stakeholders.
9. Proven ability to take direction from supervisor and colleagues, work successfully with considerable independence and use good time management skills.
10. Excellent conflict management, negotiating and interpersonal skills.

Communication

1. Strong written and oral communication skills including ability to write successful grant requests.
2. Experience with different methods of stakeholder engagement, program promotion, and outreach to underserved communities.
3. Demonstrated ability in team building and effective coaching.
4. Ability to develop effective cooperative relationships with technical and policy staff, state and local government officials, and private entities and citizens.
5. Ability to develop and maintain effective working relationships with, the Administrator, CRWD Board of Managers, Citizens Advisory Committee, Regulatory Division and other District staff.

Other

1. Must have valid Minnesota driver’s license and have vehicle available for periodic business use on a mileage reimbursement basis. The vehicle must have insurance approved by the District.

SUPERVISORY RESPONSIBILITIES: Supervise staff as assigned by Administrator in accordance with CRWD Organizational structure established by the Board of Managers.

RESPONSIBILITY FOR PUBLIC CONTACT: High level of public contact. The position requires good judgment and respectful interactions.

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If you need assistance or an accommodation due to a disability, please contact us at careers@capitolregionwd.org, 651-644-8888.

PHYSICAL DEMANDS AND JOB DESCRIPTION SUPPLEMENT

WORK ENVIRONMENT

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- 2) Work location normally in controlled environment.
- 3) Stress level varies from low to very high.

PHYSICAL DEMANDS

Type of Activity	Frequency
Walking/standing:	M
Sitting:	S
Standing in One Place:	M
Climbing:	O
Pulling/Pushing:	M
Crawling/Kneeling/Squatting:	M
Bending/Stooping:	M
Twisting/Turning:	M
Repetitive movement:	M
Lifting waist to shoulder:	M
Lifting knee to waist:	M
Lifting floor to knee:	M

S = Significant M = Moderate O = Occasional



Capitol Region Watershed District

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

December 20, 2023
Board Meeting
VI. Unfinished Business
A) 2023 Watershed Steward
Awards
(Bromelkamp)

DATE: December 12, 2023
TO: CRWD Board of Managers
FROM: Jessica Bromelkamp, Communications & Engagement Division Manager
RE: 2023 Watershed Steward Awards

Background

CRWD promoted the Watershed Steward Awards through its website, social media channels, and e-newsletter. The announcement and nomination form were also shared with an extensive list of partners. CRWD received two external nominations and the rest were provided by staff.

The Recognition & Awards Ceremony will be held on February 1, 2024, from 6:00 – 8:00 pm at CRWD. 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.

Issues

The Awards Committee comprised of CAC members, Mike Trojan and Cheryl Braun; Board Managers, Shawn Mazanec and Hawona Sullivan Janzen; and CRWD staff, Mark Doneux, Anna Eleria, and Jessica Bromelkamp; recommends the following list of winners. The CAC approved this list of winners at their December 13 meeting.

- Watershed Citizen: Melvin Giles, Urban Farm and Garden Alliance
- Watershed Partner: Ramsey County Master Gardeners
- Watershed Outreach Program: Freshwater Society's Minnesota Water Stewards Program
- Young Watershed Stewards: Moua Yang, Urban Roots
- Watershed Project: Midway Peace Park, Saint Paul Department of Parks and Recreation, Trust for Public Land, and Friends of Midway Peace Park
- Environmental Leadership in Construction: Paul Anderson, Frana Companies
- Lifetime Achievement: Mike Hahm, Saint Paul Parks and Recreation (retired)

Action Requested

Review the 2023 Watershed Steward Awards winners. No action needed.

enc. 2023 Watershed Steward Awards – Committee Recommendations (electronic only)

"W:\05 Community Advisory Committee\Watershed Steward Awards Program\2023\Board and CAC Memos\2023 Watershed Steward Awards_Board Memo 12-20-23.docx"



Nominate a Watershed Steward Today

Capitol Region Watershed District (CRWD) is accepting nominations for the 2023 Watershed Steward Awards to honor individuals and organizations that exemplify watershed stewardship through activities or projects that demonstrate a commitment to help protect, manage and improve our lakes and the Mississippi River.

To nominate an individual or organization, please complete the Watershed Steward Nomination Form and submit it via email to jbromelkamp@capitolregionwd.org or mail it to the following address.

Capitol Region Watershed District
Attn: Jessica Bromelkamp
595 Aldine Street
Saint Paul, MN 55104

Contact Jessica Bromelkamp at jbromelkamp@capitolregionwd.org or (651) 644-8888 ext. 107 with questions.

Award Categories

- Watershed Citizen Award: Given to an individual who has demonstrated a personal commitment to engagement, project initiation or exceptional leadership that supports CRWD's mission.
- Watershed Partner Award: Given to an organization that has demonstrated through its policies, practices or projects a commitment to CRWD's mission by consistently implementing innovative stormwater management solutions.
- Watershed Outreach Program Award: Given to an organization that has demonstrated through its policies, practices or projects a commitment to CRWD's mission by connecting residents to clean water practices through education, art and other means.
- Young Watershed Steward Award: Given to a young person or group of young people who have undertaken projects that exemplify a commitment to CRWD's mission.
- Watershed Project Award: Given to an organization, group or individual for a project that demonstrates an innovative and effective solution for protecting, managing and improving water resources of CRWD.
- Environmental Leadership in Construction Award: Given to an individual or organization who has demonstrated excellence and a commitment to CRWD's mission by implementing exemplary stormwater protection measures throughout the duration of a project.
- Lifetime Stewardship Award: Given to an individual who has, during their lifetime, played a significant leadership role in the stewardship of CRWD's water resources.



Nominator Information

Name (First and Last): Maricella Xiong

Email: mxiong@capitolregionwd.org

Phone: 651-334-4291

Address (Street, City, State and Zip):

595 Aldine St

St. Paul, MN

55104

Yes, add me to the Capitol Region Watershed District email newsletter!

Nominee Information

Name (First and Last): Melvin Giles

Organization: Urban Farm and Garden Alliance

Email: peacebubbles@q.com

Phone: 651-792-6963

Work or Home Address (Street, City, State and Zip):

Saint Anthony Aurora Peace Sanctuary Children's Garden: 851 Aurora Ave

St. Paul, MN

55104

Photo (optional, but appreciated!): Please send photos via email to jbromelkamp@capitolregionwd.org
Photos should be at least 500px wide. Accepted file types: jpg or png.

Award Category

- | | |
|---|---|
| <input checked="" type="checkbox"/> Watershed Citizen | <input type="checkbox"/> Watershed Project |
| <input type="checkbox"/> Watershed Partner | <input type="checkbox"/> Environmental Leadership in Construction |
| <input type="checkbox"/> Watershed Outreach Program | <input type="checkbox"/> Lifetime Stewardship |
| <input type="checkbox"/> Young Watershed Steward | |



Reason for Nominating

How does the individual, organization or project help protect and improve water resources of CRWD?

Please describe any collaboration with the District. (2,000-character limit)

Melvin Giles is a gardener, elder, activist, peace-bubble blower, and beloved uncle. Melvin is an advocate for the Capitol Region Watershed District by not only being a grantee of two of our programs but Melvin continuously mentions CRWD to others on a range of topics, involving CRWD in a place-based approach.

Melvin advocates for the District in rooms of policy changers, youth, and community members throughout the Frogtown/Rondo because of his own experience with CRWD. In 2020, Melvin Giles and his founding grassroots organization, the Urban Farm and Garden Alliance (UFGA) were awarded a partner grant for implementing a summer of water education for youth in the neighborhood through their Children's Garden Program. They created lesson plans on the journey of water and sharing knowledge on rain water reuse systems. In 2021, UFGA was awarded a Stewardship Grant to implement clean water projects in UFGA's Peace Garden. A permeable paver pathway was installed with the dual benefit of increasing stormwater infiltration and wheelchair accessibility throughout the garden. Additionally, UFGA installed a reuse system that captures rainwater from the garage and shed roofs that is reused for garden watering. These projects have greatly improved the strength of the community and the ability to implement clean water in their neighborhood. UFGA partnered with Engineers without Borders and initiated their local projects program.

Melvin Giles is an exceptional community leader and has continued to include the district on potential projects such as tree canopy research and rainwater reuse projects, bringing us into potential partnerships with other local organizations. Even when CRWD is not present, Melvin is always weaving in the watershed district work to local city officials and his own personal network of leaders. Melvin creatively and enthusiastically shared a portion of his platform on the Midway Monitor to the Capitol Region Watershed District in the winter of 2022, as an opportunity for us to share about winter road and sidewalk salting. When visiting CRWD, whether in the office or at a community event, Uncle Melvin always carries a joyful smile and his red iPad to capture the moment. If there is a tiny peace pole, a word of encouragement, or the bubbles in his pocket, Uncle Melvin is always eager to share what he has with CRWD.

The Award's Committee will also consider the following criteria when reviewing nominations.

- Reaches new or underserved audiences
- Reaches unusually large groups
- Represents a new kind of business or organization
- Connects residents with CRWD in new and creative ways
- Develops or expands relationships with partners and the public
- Treats a large amount of stormwater runoff
- Leverages resources
- Uses resources and the budget efficiently
- Proactively partners with CRWD
- Demonstrates innovative practices or technologies
- Furthers the mission of CRWD in new or innovative ways



Nominate a Watershed Steward Today

Capitol Region Watershed District (CRWD) is accepting nominations for the 2023 Watershed Steward Awards to honor individuals and organizations that exemplify watershed stewardship through activities or projects that demonstrate a commitment to help protect, manage and improve our lakes and the Mississippi River.

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Attn: Jessica Bromelkamp
595 Aldine Street
Saint Paul, MN 55104

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Award Categories

- Watershed Citizen Award: Given to an individual who has demonstrated a personal commitment to engagement, project initiation or exceptional leadership that supports CRWD's mission.
- Watershed Partner Award: Given to an organization that has demonstrated through its policies, practices or projects a commitment to CRWD's mission by consistently implementing innovative stormwater management solutions.
- Watershed Outreach Program Award: Given to an organization that has demonstrated through its policies, practices or projects a commitment to CRWD's mission by connecting residents to clean water practices through education, art and other means.
- Young Watershed Steward Award: Given to a young person or group of young people who have undertaken projects that exemplify a commitment to CRWD's mission.
- Watershed Project Award: Given to an organization, group or individual for a project that demonstrates an innovative and effective solution for protecting, managing and improving water resources of CRWD.
- Environmental Leadership in Construction Award: Given to an individual or organization who has demonstrated excellence and a commitment to CRWD's mission by implementing exemplary stormwater protection measures throughout the duration of a project.
- Lifetime Stewardship Award: Given to an individual who has, during their lifetime, played a significant leadership role in the stewardship of CRWD's water resources.



Nominator Information

Name (First and Last): Lindsay Schwantes

Email: lschwantes@capitolregionwd.org

Phone: 651-644-8888

Address (Street, City, State and Zip):

595 Aldine Street

St Paul, MN

55104

Yes, add me to the Capitol Region Watershed District email newsletter!

Nominee Information

Name (First and Last): Darren Lochner

Organization: Ramsey County Master Gardeners

Email: dlochner@umn.edu

Phone: 612-625-1532

Work or Home Address (Street, City, State and Zip):

2020 White Bear Ave.

Maplewood, MN

55109

Photo (optional, but appreciated!): Please send photos via email to jbromelkamp@capitolregionwd.org
Photos should be at least 500px wide. Accepted file types: jpg or png.

Award Category

- | | |
|---|---|
| <input type="checkbox"/> Watershed Citizen | <input type="checkbox"/> Watershed Project |
| <input checked="" type="checkbox"/> Watershed Partner | <input type="checkbox"/> Environmental Leadership in Construction |
| <input type="checkbox"/> Watershed Outreach Program | <input type="checkbox"/> Lifetime Stewardship |
| <input type="checkbox"/> Young Watershed Steward | |



Reason for Nominating

How does the individual, organization or project help protect and improve water resources of CRWD?

Please describe any collaboration with the District. (2,000-character limit)

The Ramsey County Master Gardeners program is a well-established volunteer training and certification program with over 300 certified members. Master Gardeners complete a year of training and move toward an internship role before becoming certified volunteers. As community volunteers, they focus their time on initiatives that teach community about various gardening practices, answer gardening questions, beautify public spaces and participate in horticulture research projects. The goals of the program are to protect and enhance the environment, grow community pride by engaging neighborhood vegetable, fruit, and native plant gardens, promote good nutrition by teaching residents to grow fruits and vegetables and to strengthen citizens and families by promoting the therapeutic benefits of gardening. These goals complement the mission and work of CRWD.

In 2018, a couple of staff met with Master Gardeners living in CRWD to explore ways to strengthen our collaboration. Since then, we have worked to include Ramsey County Master Gardeners in many of the activities we conduct with our MN Water Stewards and we now have a number of Water Stewards that are also certified Master Gardeners. Some ways we've collaborated include setting up Water Stewards to volunteer alongside of Master Gardeners at their Ask a Gardener table at the Farmers Market, training the Master Gardeners in our rain garden inspection process where they later team up with a MN Water Stewards to conduct boulevard rain garden inspections, and this past year, CRWD hosted a native plant and weed identification workshop for both Master Gardeners and MN Water Stewards. They even coordinated two tours of Highland Bridge this summer with many of the members attending. Through the support of this team of staff and volunteers, CRWD has been able to further grow our community and stormwater impacts.

The Award's Committee will also consider the following criteria when reviewing nominations.

- Reaches new or underserved audiences
- Reaches unusually large groups
- Represents a new kind of business or organization
- Connects residents with CRWD in new and creative ways
- Develops or expands relationships with partners and the public
- Treats a large amount of stormwater runoff
- Leverages resources
- Uses resources and the budget efficiently
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- Lifetime Stewardship Award: Given to an individual who has, during their lifetime, played a significant leadership role in the stewardship of CRWD's water resources.



Nominator Information

Name (First and Last): Lindsay Schwantes

Email: lschwantes@capitolregionwd.org

Phone: 651-644-8888

Address (Street, City, State and Zip):

595 Aldine Street

St Paul, MN

55104

Yes, add me to the Capitol Region Watershed District email newsletter!

Nominee Information

Name (First and Last): Michelle Stockness

Organization: Freshwater Society

Email: mstockness@freshwater.org

Phone: 651-313-5800

Work or Home Address (Street, City, State and Zip):

2550 University Ave. W. STE 212N

St Paul, MN

55114

Photo (optional, but appreciated!): Please send photos via email to jbromelkamp@capitolregionwd.org
Photos should be at least 500px wide. Accepted file types: jpg or png.

Award Category

- | | |
|--|---|
| <input type="checkbox"/> Watershed Citizen | <input type="checkbox"/> Watershed Project |
| <input type="checkbox"/> Watershed Partner | <input type="checkbox"/> Environmental Leadership in Construction |
| <input checked="" type="checkbox"/> Watershed Outreach Program | <input type="checkbox"/> Lifetime Stewardship |
| <input type="checkbox"/> Young Watershed Steward | |



Reason for Nominating

How does the individual, organization or project help protect and improve water resources of CRWD?

Please describe any collaboration with the District. *(2,000-character limit)*

The Minnesota Water Stewards Program is a certification program that trains and supports community leaders to prevent water pollution and educate their community with the goals of conserving and protecting our waterways. The program is implemented through partnerships between Freshwater Society and local government offices like watershed districts or cities. The program celebrated its 10 year in 2023 and has trained and certified hundreds of stewards work for water.

CRWD hosted our first co-hort in 2016 and have hosted a group of 2-6 volunteers every year since. We currently have an active roster of over 20 Water Stewards. This program has created a way for our residents who are passionate about protecting our water resources to learn more about how water is managed within our state and more locally, within CRWD. It has also provided meaningful ways for them to take action to protect water through their capstone projects. As part of the certification, Water Stewards are required to complete work on a stormwater project (often a rain garden) and conduct a community education project.

Since CRWD began participating in the MN Water Stewards program, we have worked collaboratively with program staff at Freshwater to share feedback which has always been well received and in some cases resulted in program improvements. A few examples of this include adjustments to make the program more accessible to participants. Partially driven by partner feedback as well and needs due to COVID 19 restrictions, the curriculum portion of the program is now conducted fully online. CRWD staff schedule monthly check-ins with our co-hort to add local watershed management context to the state and national information provided in the curriculum and also to create a sense of connection among our stewards. Another shift that was made in the program was to drop the word Master from the program title. This was done in 2020. The change was made because of term "masters" 'deep and damaging connection to slavery in the U.S. and the oppression of People of Color and Black and Indigenous communities. Adding "Minnesota" reflects our commitment to including ALL people of MN in caring for Water.' CRWD's stewards have contributed hundreds of hours in restoration work, community event tabling, rain garden inspections and community education.

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- Reaches unusually large groups
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Attn: Jessica Bromelkamp
595 Aldine Street
Saint Paul, MN 55104

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Nominator Information

Name (First and Last): Maricella Xiong

Email: mxiong@capitolregionwd.org

Phone: 651-334-4291

Address (Street, City, State and Zip):

595 Aldine St

St. Paul, MN

55104

Yes, add me to the Capitol Region Watershed District email newsletter!

Nominee Information

Name (First and Last): Moua Yang

Organization: Urban Roots Minnesota

Email: myang@urbanrootsmn.org

Phone: Thia Xiong's Phone Number (his mentor): 612-578-1997

Work or Home Address (Street, City, State and Zip):

Urban Roots: 1110 Payne Ave

St Paul, MN

55130

Photo (optional, but appreciated!): Please send photos via email to jbromelkamp@capitolregionwd.org
Photos should be at least 500px wide. Accepted file types: jpg or png.

Award Category

- | | |
|---|---|
| <input type="checkbox"/> Watershed Citizen | <input type="checkbox"/> Watershed Project |
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| <input checked="" type="checkbox"/> Young Watershed Steward | |



Reason for Nominating

How does the individual, organization or project help protect and improve water resources of CRWD?

Please describe any collaboration with the District. (2,000-character limit)

Moua Yang is a young person who is an exceptional watershed advocate. Moua is now a staff at Urban Roots(UR) and supports Thia Xiong, David Woods and other staff. In the last 10 years, CRWD has held a standing partnership with Urban Roots' conservation program through the the district's partnership grants. Yang has been involved with UR's program throughout his entire high school career and is now in his first year of college. Being a member of UR's conservation program for the last 6 consecutive years, Moua's been involved in CRWD restoration projects in Willow Reserve, Trout Brook Nature Sanctuary, and Bruce Vento/Wakan Tipi. In addition to Moua's hand in the restoration projects, he has been involved in a range of other watershed related topics such as rain garden education and liter pick up initiatives. Since the start of his participation at the age of 14, Moua has developed as a young leader among his peers and is now as a crew lead at Urban Roots.

Through CRWD's long lasting partnership with Urban Roots and Moua's commitment to the conservation program, CRWD sites have had a direct benefit from Moua's presence. In 2023, Moua initiated a pilot program within Urban Roots called Fishing Together, to share with youth his passion for outdoor recreation. He's taken his passions and energy into developing intentional curriculum for others, taking his role at Urban Roots above and beyond what has been expected of him.

Moua's involvement also emphasizes the work we do at the watershed district because of his compassionate leadership. He makes space for other youth at Urban Roots to feel comfortable and safe when out in the field at CRWD sites. With action and attention, he never seems to run out of enthusiasm for the work. Whether the activity is to remove invasive species in Willow Reserve, bringing a listening ear to honor river stories, or to listen to CRWD staff thoroughly share about watershed projects and careers; Moua is consistently attentive, caring, and always looks out for the other youth in Urban Roots. It is through young people like Moua, that remind us at CRWD, the reasons who we do the work for.

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Nominator Information

Name (First and Last): Anna Eleria

Email: aeleria@capitolregionwd.org

Phone: 651-644-8888

Address (Street, City, State and Zip):

595 Aldine Street

Saint Paul, Minnesota, 55104

Yes, add me to the Capitol Region Watershed District email newsletter!

Nominee Information

Name (First and Last): Anne Gardner and Alice Messer, City of Saint Paul

Organization: Saint Paul Parks and Recreation Department, Trust for Public Land, Friends of Midway Peace Park

Email:

Phone:

Work or Home Address (Street, City, State and Zip):

Photo (optional, but appreciated!): Please send photos via email to jbromelkamp@capitolregionwd.org
Photos should be at least 500px wide. Accepted file types: jpg or png.

Award Category

- | | |
|---|---|
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| <input type="checkbox"/> Young Watershed Steward | |



Reason for Nominating

How does the individual, organization or project help protect and improve water resources of CRWD?

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Midway Peace Park, located on Griggs Street between University Avenue and Saint Anthony Avenue in Saint Paul, is an approximately 3-acre park in the Midway neighborhood and has been a part of the City's long-term vision to create vibrant greenspaces that strengthen community connections along the Green Line. It is the result of years of planning and collaboration led by the City of Saint Paul – Parks and Recreation Department and Trust for Public Land. Capitol Region Watershed District (CRWD) joined park planning efforts in 2018 to help with the stormwater management design process. Other partners include Union Park District Council, Gordon Parks High School, Lexington-Hamline Community Council, CommonBond Communities, Health Partners, Concordia University and many others.

The land along Griggs Street between University Avenue and I-94 was underused, inaccessible, and fenced off in an area that lacks parks and green space. The parcels varied from two acres of paved surface, to overgrown turf grass, weeds, and small trees. There was no stormwater management and polluted runoff would flow directly to the Mississippi River through storm drains.

Midway Peace Park includes a large field for free play, walking paths, full court basketball, gathering areas, shade trees, tables and benches, a multi-level playground, two rain gardens and a signature stormwater feature. The rain gardens with native plants absorb stormwater runoff from the park and adjacent parking lot and allows it to soak into the ground. They also provide habitat for pollinators and wildlife. The unique stormwater feature, located next to the playground and lower walking path, re-circulates pretreated stormwater from the upper rain garden.

CRWD funded the upper raingarden, stormwater feature and the accompanying interpretive signage to raise awareness about stormwater and showcase how it can be utilized as resource. Clean water projects in this park collect and filter 1.5 million gallons of runoff to prevent nearly 900 pounds of sediment and 5 pounds of phosphorus from reaching the Mississippi River each year.

The park was opened in 2020 and serves as both as a destination along the Green Line, which has few parks along

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Nominator Information

Name (First and Last): Mark Doneux

Email: mdoneux@capitolregionwd.org

Phone: 651.303.1587

Address (Street, City, State and Zip):

Yes, add me to the Capitol Region Watershed District email newsletter!

Nominee Information

Name (First and Last): Mike Hahm

Organization: Mike Hahm Strategies, LLC

Email:

Phone:

Work or Home Address (Street, City, State and Zip):

Photo (optional, but appreciated!): Please send photos via email to jbromelkamp@capitolregionwd.org
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Reason for Nominating

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Mike has had a successful career in support of public spaces, parks and clean water. CRWD's first interaction with Mike was when he was the Campus Manager for Como Park and Conservatory. It was Mike's early leadership and support that began the District's early work in Como Park.

Mike led St. Paul Parks and Recreation for 14 years during which led to unprecedented investment in clean water projects, not only in Como Park but across the City of St. Paul. Projects completed during Mike's tenure as Director included CHS Field, Arlington Pascal, Trout Brook Nature Sanctuary, Midway Peace Park, Willow Reserve, Swede Hollow, Highland Bridge and many more. Mike's support and direction made these projects a benefit to both the City and CRWD.

Having such a critical partnership with Mike who led a nationally accredited, award-winning, equity-focused, and industry-leading municipal parks and recreation agency was crucial to the success of the District's capital improvement program.

In addition to supporting clean water projects within City Parks, Mike was a true partner and collaborator as he could assist the District in navigating the channels throughout the City, not just within parks. Mike also provided a critical eye to District work that helped improve our efforts across the entire District.

Mike has demonstrated that he is transparent, strategic, and responsive as a municipal leader and should be recognized for his many years of service to the public for the advancement of parks and open spaces in our community.

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Nominator Information

Name (First and Last): Luke Martinkosky

Email: lmartinkosky@capitolregionwd.org

Phone:

Address (Street, City, State and Zip):

595 Aldine St.

St. Paul, MN

Yes, add me to the Capitol Region Watershed District email newsletter!

Nominee Information

Name (First and Last): Paul Anderson

Organization: Frana Companies

Email: panderson@frana.com

Phone: (612) 251-9401

Work or Home Address (Street, City, State and Zip):

633 Second Avenue South

Hopkins, MN

55343

Photo (optional, but appreciated!): Please send photos via email to jbromelkamp@capitolregionwd.org
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|---|--|
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Paul did an exemplary job managing construction of the mixed use building at 695 Grand Ave. The project was challenging from the very beginning, tight quarters and nearby historic buildings made staging and heavy construction a balancing act. Despite this, Paul's project consistently had the highest erosion and sediment control inspection grades in the entire district.

Because of the size of the building footprint, the stormwater treatment systems that were designed for the project were complex and included a filter cartridge system and never before constructed detention system against the north wall of the building that had to be watertight. Paul's team coordinated closely with CRWD staff to ensure the filter system was constructed according to plan and was extremely responsive in making necessary adjustments and fixes. When the watertight system wasn't watertight, Paul worked with his contractor team, the City, the design engineer and CRWD to evaluate all the different options for a solution. In this highly stressful situation, Paul was always courteous, professional, and thoughtful. And ultimately, Paul and his team arrived at a solution that satisfied all parties while still meeting CRWD stormwater requirements.

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