



Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104
T: 651-644-8888 • F: 651-644-8894 • capitolregionwd.org

September 20, 2023, Board Meeting

V. Action Item

A) Approve Minutes of
September 6, 2023, Meeting
(Dalit)

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

MEETING MINUTES

I. A) Call to Order of Meeting (*Mary Texer, Vice President*)

Managers

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

Staff Present

Anna Eleria
Meilina Dalit
Elizabeth Hosch
Rachel Funke

Public Attendees

Bob Simonet, CAC

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

Motion 23-126: Approve the Agenda of the September 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) Permit #21-014 Sanders Residence – Closure (Hosch)

Elizabeth Hosch reviewed permit #21-014 Sanders Residence. This permit was issued for the construction of a new home adjacent to a wetland on the property. Work is complete, the wetland buffer vegetation has been confirmed to meet Rule F, and the site is stable. A surety of \$500 was collected for this project. No inspection charges were deducted from the surety.

Motion 23-127: Approve \$500 surety return and Certificate of Completion for permit #21-014, 296 MRB (Sander's Residence).

Mazanec/Sanders
Unanimously Approved

B) Permit #22-016 Victoria Park Multi-Use Field and Restroom Facility – Approval Extension (Hosch)

Ms. Hosch reviewed permit #22-016 Victoria Park Multi-Use Field and Restroom Facility. The project consists of the construction of a synthetic turf athletic field, a new restroom building, new bituminous trails, and all related utilities, grading, and erosion control measures. Permanent stormwater management consists of filtration through the synthetic turf field. The permit application was previously approved with two conditions on September 7, 2022. Work was scheduled to begin in 2023 but has been delayed to the fall. The applicant has requested an extension of the one-year approval to accommodate the completion of the remaining condition, issuance of the permit, and starting work on site. One of the two original conditions has already been satisfied. No changes to the plan have been made, nor any new permit requirements are enforced based on current rules.

Motion 23-128: *Approve extension for permit #22-016 Victoria Park Multi-Use Field and Restroom Facility with 1 condition:*

1. Provide a copy of the NPDES permit.

Mazanec/Sanders
Unanimously Approved

C) Permit #23-019 Hatch Park Water Line Replacement (Hosch)

Ms. Hosch reviewed permit #23-019 Hatch Park Water Line Replacement. Saint Paul Regional Water Services (SPRWS) will be replacing lead water service lines for up to 413 properties in the North End Neighborhood of Saint Paul. This is a voluntary program, meaning property owners can choose if they want the private side of the service line replaced. Expected property owner participation is 90%.

Motion 23-129: *Approve variance of 4,748 feet from volume retention requirement of Rule C for street and sidewalk impervious area.*

Mazanec/Sanders
Unanimously Approved

Motion 23-130: *Approve permit #23-019 Hatch Park Water Line Replacement with 1 Condition:*

1. Provide approved plans signed by a professional engineer per the Minnesota Board of AELSLAGID

Mazanec/Sanders
Unanimously Approved

D) Approve Responses to Comments and Adopt Resolution Approving Amended Rules (Hosch)

The public comment period ended July 24, 2023, and a public hearing was held June 28, 2023, with no attendance. Comments were received from seven entities during the 45-day review period. Two revisions were made based on the comments, summarized below:

- Revised disconnected impervious requirement from a maximum of 8' sidewalk and trail width to a maximum of 10'. (Rule C.5.g.ii)
- Added language to define water quality requirements at points of direct discharge to a wetland, river, lake, or stream, specifically for linear projects. (Rule C.3.d.1 and C.3.e.)

A separate resolution impacting the cost cap (\$75K/impervious acre to \$94K/impervious acre) and the Stormwater Impact Fund (\$100/impervious acre to \$125/impervious acre) will be forthcoming at a future Board meeting. These increases would go into effect January 1, 2024.

Motion 23-131: *Approve responses to comments and adopt a resolution approving amended rules.*

Mazanec/Sanders
Unanimously Approved

IV. Special Report

None.

V. Action Items

- A) Approve Minutes of August 16, 2023, Regular Board Meeting (Armstead)

The Board approved the minutes as amended by a Manager. [Nota bene: After the meeting, staff reviewed the draft minutes, and it was determined that the proposed correction was not necessary.]

Motion 23-132: *Approve the minutes as amended of the August 16, 2023, Regular Board Meeting.*

Mazanec/Sanders
Unanimously Approved

- B) Approve Partial August 2023 Accounts Payable (Dalit)

Motion 23-133: *Approve Partial August 2023 Accounts Payable and direct the Board Treasurer and President to endorse and disperse checks for these payments.*

Mazanec/Sanders
Unanimously Approved

- B) Adopt Preliminary 2024 Budget

Deputy Administrator Eleria presented the preliminary 2024 budget. There have been no changes to the budget since the Board last reviewed it in August.

Based on input from the Board at the July 26, 2023, meeting, staff had made the following changes to the preliminary 2024 budget:

- Increased CIP levy to \$3,625,747. There is no change to the operations levy of \$5,619,167.

A one-time decrease in the annual debt service levy down to \$677,060 reflects the anticipated usage of debt service fund balance in 2024.

- The changes listed above result in a proposed levy of \$9,921,974, which would be 6.05% greater than the 2023 adopted levy. This change is consistent with the Board's approach of keeping the overall levy as stable as possible.

Motion 23-134: Adopt resolution approving the preliminary 2024 budget and levy and direct the Treasurer and Administrator to certify the levy with Ramsey County.

Mazanec/Sanders
Unanimously Approved

D) Approve 2024 MN Water Stewards Program (Eleria)

Since 2016, CRWD has hosted an annual cohort of Minnesota Water Stewards, in partnership with the Freshwater Society. The sponsorship cost is \$1,500 per steward. Stewards assist with community events, promote CRWD's grant programs, and have been instrumental in assisting staff with strengthening collaboration with Ramsey County Master Gardeners and piloting the Low Salt, No Salt MN campaign. Staff continue to explore meaningful ways to engage these volunteers in CRWD's work and believe our participation has led to a greater awareness of CRWD's work and role in our community and more clean water projects and actions.

Motion 23-135: *Authorize the Administrator to enter into an agreement with Freshwater Society to host up to six Minnesota Water Stewards for the 2024 program year at a cost of \$1,500 per steward with a total not to exceed \$9,000.*

Mazanec/Sanders
Unanimously Approved

E) Approve 2024 Partner Grant Program (Eleria)

Staff shared with the Board a distribution list of organizations that will receive 2024 Partner Grant solicitations. The list includes previous grant recipients and organizations that represent new audiences for CRWD. The draft 2024 budget for Partner Grants is \$165,000. In addition to making connections to CRWD's mission, partners are encouraged to discuss how their proposal addresses CRWD's diversity and inclusion goals, and priority is given to proposals serving residents in our focus areas.

Staff will host an information session for interested applicants to learn about eligibility and contracting requirements on Friday, October 6. Final proposals are due by 4:00 p.m. on Monday, October 30. The 2023 Communications and Community Committee Board appointments are Managers Mazanec and Sullivan Janzen, and this committee will assist in the Partner Grant review process. Two CAC members will be asked to participate in the grant review process as well. The grant review committee will meet to select grant recipients in November to recommend for Board approval in December.

Board managers can send recommendations of other organizations to Lindsay Schwantes.

Motion 23-136: *Authorize staff to distribute CRWD's 2024 Partner Grant request for proposals and proceed with the grant review and approval process according to the proposed timeline.*

Mazanec/Sanders
Unanimously Approved

F) Approve Project Funding Agreement and Consultant for Phalen Subwatershed Modeling Project (Funke)

CRWD and the City of St. Paul seek to complete XPSWMM and P8 modeling for the Phalen Creek Watershed, calibrate the models using existing monitoring data (if needed), and complete a retrofit analysis that identifies opportunities for future clean projects. CRWD will be leading the project, and costs will be split approximately 60%/40% between CRWD and St. Paul, respectively. CRWD's portion of project funding will come from the 2023 and 2024 budgets for Phalen Creek Subwatershed Study (\$87,450 and \$173,500, respectively). Staff recommend approval of the Project Funding Agreement with City of St. Paul.

Staff identified four consultants from CRWD's approved services pool to receive a request for proposals. CRWD received proposals from three consultants—Geosyntec, Barr Engineering, and Stantec. CRWD and City of St. Paul staff reviewed and scored proposals independently then agreed upon Stantec as the preferred consultant. Stantec's proposed project cost, including optional tasks, is \$203,161. Stantec's proposal demonstrated a qualified team and a clear understanding of project needs. CRWD and the City of St. Paul have experience working with the firm, and the proposal cost is under the anticipated level of effort (\$225,000). Staff recommend approval Stantec as the consultant for this project.

Manager Texer identified a typo in the agreement with Stantec. Ms. Funke made note of the error and will have the agreement updated. Manager Mazanec inquired whether pollutants such as salt and chloride are measured. Ms. Funke responded that total phosphorus and total suspended solids will be measured, but she is not sure if the models will be able to quantify chloride and other pollutants.

Deputy Administrator added that this project provides a good example of CRWD's partnership with City of Saint Paul, and how both parties leverage one another's resources and expertise, that builds off the partnership with TBI and we are now moving into another focus area.

Motion 23-137: *Approve project funding agreement with City of Saint Paul and authorize the Administrator and Board President to execute the agreement pending review and approval by Ramsey County Attorney.*

Mazanec/Sanders
Unanimously Approved

Motion 23-138: *Approve Stantec as the consultant for the Phalen Subwatershed Modeling Project and authorize the administrator to execute a Consultant Services Agreement for amount not to exceed \$183,129; and any amendments to the agreement up to \$30,000.*

Mazanec/Sanders
Unanimously Approved

G) Approve Administrative Specialist Position Description and Promote Staff (Eleria)

Belinda Armstead was originally hired seven years ago as a District Administrative Assistant (Administrative Assistant II, Grade 2 position), which calls for performing entry-level duties including supporting the Board and CAC, serving as an Ambassador for the District, and performing a variety of administrative support duties. Several years ago, she was appointed as the District's Diversity, Equity, and Inclusion Coordinator with the overall responsibility of coordinating the implementation of the plan. Ms. Armstead performs higher skilled administrative duties and demonstrates strong organizational, multi-tasking, and communication skills. She recently completed the mid-plan review of the District DEI Plan and has forged strong connections with other professionals to expand DEI work in watershed management. The Board Personnel Committee met and reviewed the recommendation and supports the promotion of Ms. Armstead to Administrative Specialist, Administrative Assistant III, Grade 3 position, based on her strong job performance.

The Board was very supportive of the recommendation and provided positive comments regarding their experience working with Ms. Armstead.

Motion 23-139: Approve the Administrative Specialist position description and promote Belinda Armstead to the position.

Mazanec/Sanders
Unanimously Approved

VI. Unfinished Business

A) 25th Anniversary Celebration Update (Eleria)

Deputy Administrator Eleria gave an update on the 25th Anniversary Celebration on September 22nd from 4:00-7:00 PM. It will incorporate a short program, food, drinks, music, and artmaking. The first wave of invitations was sent out last week. The next wave of invitations includes postcards to nearby residents, and staff will be posting yard signs around the building two weeks before the event. Ms. Eleria encouraged the Board to invite their families. Manager Mazanec suggested sending an invitation to Governor Walz, who is a resident of the district.

Ms. Eleria shared the program for the day of the celebration. Former Board Manager Seitu Jones will emcee the event as well as showcase his artARK project. There will be several activities, as well as food and beverages. Speakers at the event include Administrator Mark Doneux, President Joe Collins, CAC member Mike MacDonald, former CAC member David Arbeit, and tentatively Rena Moran (Ramsey County Commissioner). Ms. Eleria asked for the Board's assistance in handing out cupcakes to guests following the program.

VII. General Information

A) Board of Managers' Updates.

Manager Sanders attended a MN Association of Watershed Administrators (MAWA) Events Committee meeting. They reviewed and selected abstracts for the MN Watersheds annual conference, ensuring that many of the abstracts were applicable to rural watersheds.

Manager Texer requested delegates for the MN Watersheds Board of Directors meeting. Manager Murphy agreed to be a delegate. An alternate delegate will need to be identified. Manager Texer shared she will not be running for reelection for MN Watersheds.

Manager Texer requested an item to be added to the September 20th Board meeting regarding a discussion about resolutions. Administrator Doneux had brought up a potential topic of how funds are dispersed in the metro area. This topic will be added to the meeting agenda.

B) Administrator's Update

Deputy Administrator Eleria shared that staff can provide CRWD apparel items to the Board to wear at the 25th Anniversary Celebration if they are interested.

There is a joint MN Watersheds and Soil and Conservation meeting at the end of September. Ms. Eleria will forward details to the Board via email.

The MN Clean Water Council reached out to CRWD to coordinate a tour of Highland Bridge and Allianz Field, as part of their statewide tour of clean water projects. The Council has a tour biannually, focusing on clean water projects in the metro area. Both of those projects received Clean Water Funds. The tour is scheduled for the afternoon of September 19th. The Board is welcome to participate.

CRWD will be receiving an award from the Water Environment Federation for excellence in municipal separate storm sewer system (MS4) program management. Mark Doneux and Anna Eleria will be accepting the award at the upcoming WEFTEC conference. Manager Texer added that Mr. Doneux will be receiving the Dave Ford award at the MN Water Resources Conference. Office Manager Dalit will follow up with the Board in an email regarding conference registration.

VIII. Next Meetings

- A) Wednesday, September 13, 2023 – CAC – Manager Sanders will attend.
- B) Wednesday, September 20, 2023 – Board

IX. Adjournment

Motion 23-140: *Adjournment of September 6, 2023, Regular Board Meeting at 7:10 P.M.*

Mazanec/Sanders
Unanimously Approved

Respectfully submitted,
Meilina Dalit