



Capitol Region Watershed District

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

January 3, 2024
Board Meeting
APPROVED

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

ANNUAL MEETING MINUTES

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

A) Attendance

Managers

Mary Texer
Hawona Sullivan Janzen
Joe Collins
Rick Sanders
Shawn Mazanec

Staff Present

Mark Doneux
Belinda Armstead
Lindsay Schwantes
Jessica Bromelkamp
Elizabeth Hosch

Public Attendees

Mike MacDonald, CAC

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

Motion 23-195: *Approve the Agenda of December 20, 2023, Annual Meeting.*

Mazanec/Sanders
Unanimously Approved

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

Office Current/Past Officers

President
Vice President
Secretary
Treasurer
Communications and Engagement

December 20, 2023 - Annual Mtg 2024

Joe Collins
Mary Texer
Hawona Sullivan Janzen
Rick Sanders
Shawn Mazanec

Motion 23-196: *To elect the officers to serve the Capitol Region Watershed District from December 20, 2023, to the District's Annual Meeting in 2024.*

Mazanec/Sanders
Unanimously Approved

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

Current Appointments **December 20, 2023-Annual Mtg. 2024**

Personnel Committee

- | | |
|-----------------------|--------------------|
| 1) <i>Mary Texer</i> | <i>Mary Texer</i> |
| 2) <i>Joe Collins</i> | <i>Joe Collins</i> |

Finance Committee

- | | |
|------------------------|---------------------|
| 1) <i>Rick Sanders</i> | <i>Rick Sanders</i> |
| 2) <i>Joe Collins</i> | <i>Joe Collins</i> |

Operations

- | | |
|------------------------|---------------------|
| 1) <i>Rick Sanders</i> | <i>Rick Sanders</i> |
| 2) <i>Mary Texer</i> | <i>Mary Texer</i> |

Programs

- | | |
|------------------------|---------------------|
| 1) <i>Mary Texer</i> | <i>Mary Texer</i> |
| 2) <i>Rick Sanders</i> | <i>Rick Sanders</i> |

Communications and Community

- | | |
|----------------------------------|-------------------------------|
| 2) <i>Hawona Sullivan Janzen</i> | <i>Hawona Sullivan Janzen</i> |
| 3) <i>Shawn Mazanec</i> | <i>Shawn Mazanec</i> |

Capital Improvements, Projects, and Partnerships

- | | |
|----------------------------------|-------------------------------|
| 1) <i>Hawona Sullivan Janzen</i> | <i>Hawona Sullivan Janzen</i> |
| 2) <i>Shawn Mazanec</i> | <i>Shawn Mazanec</i> |

Motion 23-197: *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.*

Mazanec/Sanders
 Unanimously Approved

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

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>
	Per Diem	\$125/meeting	\$125/meeting
C)	Mileage Reimbursement	<u>2023</u>	<u>2024</u>
	Mileage	\$0.65/mile	\$0.67/mile
D)	Official Newspaper	<u>2023</u>	<u>2024</u>

	Newspaper	St. Paul Pioneer Press	St. Paul Pioneer Press
E)	Accountant Accountant	<u>2023</u> Redpath and Company	<u>2024</u> Redpath and Company
F)	Auditor Auditor	<u>2023</u> Redpath and Company	<u>2024</u> Redpath and Company

Motion 23-198: *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:*

Murphy/Sanders
Unanimously Approved

V. 2024 Board Meeting Calendar *(Joe Collins, President)*

- Wednesday, January 3, 2024
- Wednesday, January 17, 2024
- Wednesday, February 7, 2024
- Wednesday, February 21, 2024
- Thursday, March 7, 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 17, 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
- Wednesday, December 4, 2024
- Wednesday, December 18, 2024 – Annual Meeting, Adoption of Final Budget, and Levy

Motion 23-199: *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, except for March 7th.*

Murphy/Sanders
Unanimously Approved

VI. CAC 2024 Meeting Schedule *(Joe Collins, President)*

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

Motion 23-200: *To set the regular meetings of the CAC of the Capitol Region Watershed District for 7:00 P.M. at the District office on the 2nd Wednesday of each month.*

Murphy/Sanders
Unanimously Approved

VII. CAC Appointments *(Joe Collins, President)*

The Community Advisory Committee (CAC) Bylaws were updated in 2021 to include attendance requirements. Since that time, the CAC has annually made recommendations to the Board for reappointment based on attendance and other factors. The Board of Managers must annually appoint the CAC members. To maintain an orderly CAC roster and fully comply with state statute the CAC is submitting a recommended roster to the Board of Managers who will appoint CAC members for 2024.

Motion 23-201: *Reappoint the following 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

Mazanec/Sanders

Unanimously Approved

VIII. Public Question and Comment Period

No public questions.

IX. Adjournment of Annual Meeting

Motion 23-202: *Adjournment of December 20, 2023, Annual Board Meeting at 6:10 P.M.*

Mazanec/Sanders
Unanimously approved.

REGULAR MEETING MINUTES

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

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

Motion 23-203: Approve the Agenda of the December 20, 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) 23-015, SPPS Obama School (Hosch)

Ms. Hosch presented Permit #23-015. The applicant proposes a building expansion of the east wing, mill, and overlay of the existing parking lot, concrete sidewalk and stairway replacement around the perimeter of site, and 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.

President Collins mentioned that the applicant has banked hours.

The Board thanked Ms. Hosch for her presentation.

Motion 23-204: *Approve Permit # 23-015 with three 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.*

Mazanec/Sanders
Unanimously Approved

B) 23-023 Lee & Penny Anderson Multipurpose Arena (Hosch)

Ms. Hosch presented Permit #23-023 for a 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.

There was some conversation about the location of the Multipurpose Arena.

The Board thanked Ms. Hosch for her presentation.

Motion 23-205: *Approve permit# 23-023 Lee & Penny Anderson Multipurpose Arena 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.

Mazanec/Sanders
Unanimously Approved

C) 23-029 Hamline Avenue Trail (Martinkosky)

Ms. Hosch presented, on behalf of Mr. Martinkosky, Permit #23-029 for 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.

There was some conversation about disconnected impervious.

The Board thanked Ms. Hosch for her presentation.

Motion 23-206: *Approve Volume Bank Reduction withdrawal of 1,186 cubic feet from St. Paul Parks and Recreation Department's Volume Credit Bank.*

Mazanec/Sanders
Unanimously Approved

Motion 23-207: *Approve Permit #23-029 with 2 Conditions:*

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

Mazanec/Sanders
Unanimously Approved

D) 23-030 Combined Heat and Power Generation (Hosch)

Ms. Hosch presented Permit #23-030 for the installation of a containerized generator fed by a permanent natural gas service and temporary hydrogen fuel source. The hydrogen will be in gaseous form and delivered by tube trailers at two gravel pads. The generator will be supported on concrete piers and a steel frame greater than 1.5 feet above the 100-year flood elevation.

Motion 23-208: *Approve Permit # 23-030 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.

Mazanec/Sanders
Unanimously Approved

E) Adopt Cost Cap and Stormwater Impact Fund Resolutions (Hosch)

Ms. Hosch presented the Cost Cap and Stormwater Impact Fund Resolutions. The District adopted amended Rules that went into effect on September 13, 2023. During the Joint Rules TAC meetings held in advance of that action, 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 recommended the Board adopt resolutions to formalize the updated cost cap and stormwater impact fund amounts to be effective beginning on January 1, 2024.

The Board thanked Ms. Hosch for her presentation.

Motion 23-209: *Adopt Resolution for Setting a Cap on Costs for Linear Projects.*

Mazanec/Sanders
Unanimously Approved

Motion 23-210: *Adopt Resolution for setting a Contribution amount for the Stormwater Impact Fund.*

Mazanec/Sanders
Unanimously Approved

IV. Special Report – None

V. Action Items

A) Approve Minutes of December 6, 2023, Regular Board Meeting (Armstead)

Motion 23-211: *Approve the Minutes of December 6, 2023, Regular Board Meeting.*

Mazanec/Sanders

Unanimously Approved

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

Motion 23-212: *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.*

Mazanec/Sanders

Unanimously Approved

C) Approve 2024 Partner Grants

Ms. Schwantes presented the 2024 Partner Grants. The Board approved the distribution of the 2024 Partner Grant Request for Proposals at the September 6 meeting. Partner Grants support organizations that share in CRWD's mission to protect, manage, and improve our water resources. A hybrid Partner Grant Information Session was held on October 6 and was attended by staff from 17 different organizations. 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.

Manager Mazanec and Manager Sullivan Janzen commented on the Partner Grants process. Manager Sullivan Janzen commented that it was a challenge to prioritize the grants and asked if it might make sense to set aside funds for different types of programs with specific criteria.

Manager Texer asked if there was a workshop for applicants. Ms. Schwantes replied that there was a fall workshop. Ms. Schwantes commented that we will have another meeting to discuss the process, logistics, and a holistic program review.

President Collins asked about a date for the review, Ms. Bromelkamp said winter is better, so the guess is later in the year. Ms. Bromelkamp said that we have not laid out a plan yet.

Manager Sullivan Janzen commented that more improvements are needed before the next round of grants. Ms. Schwantes will take the feedback, have a conversation, and bring it back to the Board at a future meeting. Manager Sullivan Janzen commented that some evaluation needs to be made about schedules and timing for the entire grant process. Ms. Schwantes replied that she appreciates feedback, that the program is growing, and that this conversation is timely.

President Collins asked about the current budget and Ms. Schwantes confirmed it was \$165,000 for the past two years. He commented that we should add more money to the fund. In addition, Manager Texer replied that the earlier we can let grantees know about their awards the better.

The Board thanked Ms. Schwantes for her presentation.

Motion 23-213: *Approve 2024 Partner Grants funding and authorize the Administrator to enter into grant agreements with the applicants.*

Mazanec/Sanders
Unanimously Approved

D) Adopt Final 2024 Budget and Levy

Administrator Doneux provided an update on the Final 2024 Budget and Levy. 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 16, 2023. The Board of Managers adopted a Preliminary 2024 Budget and Levy at their September 6, 2023, meeting. 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 to pay 2025 debt and moved \$577,164 from the CIP Fund Balance to the 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.

President Collins and Vice President Texer commended Administrator Doneux and emphasized that the money staff generates also assists in the budgeting, resulting in a lower tax levy. Manager Texer also mentioned that it is good that we are paying off debt.

The Board thanked Administrator Doneux for his presentation.

Motion 23-214: *Adopt a Resolution approving the Final 2024 Budget and Levy and direct the Treasurer and Administrator to certify the levy with Ramsey County.*

Mazanec/Sanders
Unanimously Approved

E) Establish Facility Management Division

Administrator Doneux presented on the establishment of a new Division. 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 Watershed Management Plan and begins implementation of its newly adopted Comprehensive Stormwater Facility Management Program Plan. The creation of a new Division will benefit CRWD by providing consistent, dedicated, and focused management of public infrastructure, allowing for the methodical expansion of CRWD responsibilities and corresponding staffing, and facilitating 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. Staff requested to establish a Facility Management Division and adopt the Division Charter and Work Plan. In addition, establish the Facility Management Division Manager Position within, CRWD appoint Forrest Kelley to that position, and promote Elizabeth Hosch to Division Manager of the Regulatory Program Division.

Manager Texer said that the personnel committee highly recommends it. President Collins commended both Mr. Kelley and Ms. Hosch, Forrest is an engineer, and he's impressed by Ms. Hosch's ability to navigate permits, and both have done exceptional work. Manager Sanders commented that when you promote within you get 100% from people who have already given their all and he supports it 100%.

The Board thanked Administrator Doneux for his presentation.

Motion 23-215: *Establish the Facility Management Division and adopt the Program Charter and 2024 Work Plan.*

Mazanec/Sanders
Unanimously Approved

Motion 23-216: *Approve the Facility Management Division Manager Position and appoint Forrest Kelley as Facility Management Division Manager.*

Mazanec/Sanders
Unanimously Approved

Motion 23-217: *Promote Elizabeth Hosch to Regulatory Division Manager.*

Mazanec/Sanders
Unanimously Approved

VI. Unfinished Business

- A) 2023 Watershed Steward Awards Update (Bromelkamp)

Ms. Bromelkamp provided an update on the Awards Ceremony to be held on February 1st, 2024. This year Ms. Armstead is handling logistics. She asked the Board to RSVP for the event. The Committee has recommended winners in all seven categories. She mentioned that Manager Mazanec and Manager Sullivan Janzen served on the Committee and asked them if they had any additional comments. Manager Mazanec is pleased with the winners.

The Board thanked Ms. Bromelkamp for her update.

VII. General Information

A) Board of Managers' Updates.

Manager Sanders went to the Minnesota Watersheds Events Committee meeting on the 12th. Manager Sullivan Janzen provided feedback on the MN Watersheds Conference. She commented that it would be good to consider improving the logistics and communication for people who have limited mobility issues and dietary restrictions.

Manager Texer attended the CAC meeting.

President Collins attended the Soil and Water Conservation District's Annual Conference.

B) Administrator's Update

Administrator Doneux provided a reminder that on Wednesday, January 17th 4 PM CRWD will host a meeting with the City of Saint Paul's Department Directors at 4:00 PM, just before the 1/17 Board Meeting.

VIII. Next Meetings

A) Wednesday, January 3, 2024- 6:00 PM -Board of Managers Meeting

B) Wednesday, January 10, 2024-7:00 PM -CAC Meeting- Manager Sullivan Janzen will attend.

IX. Adjournment

Motion 23-218: *Adjournment of December 20, 2023, Regular Board Meeting at 7:28.*

Mazanec/Sanders
Unanimously Approved

Respectfully submitted,
Belinda Armstead