



Capitol Region Watershed District

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December 20, 2023
Board Meeting
APPROVED

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