



## Capitol Region Watershed District

595 Aldine Street  
Saint Paul, MN 55104  
(651) 644-8888 • [capitolregionwd.org](http://capitolregionwd.org)

**February 7, 2024**  
**Board Meeting**  
V. Action Item  
APPROVED

**Regular Board Meeting** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, January 17, 2024, at 6:00 p.m.**

### REGULAR MEETING MINUTES

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

A) Attendance

##### **Managers**

Mary Texer  
Hawona Sullivan Janzen  
Joe Collins  
Rick Sanders  
Shawn Mazanec

##### **Staff Present**

Mark Doneux  
Belinda Armstead  
Anna Eleria  
Luke Martinkosky  
Nate Zwonitzer

##### **Public Attendees**

James Mogen, Ramsey  
County

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

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

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

**Motion 24-007:** Approve the Agenda of the January 17, 2024, Board Meeting.

Administrator Doneux added the Trout Brook Interceptor Repair Update to the agenda.

Mazanec/Sanders  
Unanimously Approved

#### **III. Public Comment**

A) Public Comment For Items not on the Agenda (Please observe a limit of three minutes per person.)

None.

#### **IV. Permit Applications and Program Updates**

A) 19-024, Lexington Parkway Realignment (Martinkosky)

Mr. Martinkosky presented permit # 19-024, issued for roadway realignment and reconstruction, storm sewer, and traffic work at Lexington Parkway and West 7th Street in Saint Paul. Two infiltration tree trenches provide stormwater treatment. Work is complete, the site is stable, and stormwater treatment practices have been confirmed functional. No surety was collected for this public project.

Manager Mazanec inquired about inspection fees and surety deductions for this permit. Mr. Martinkosky replied that there are no fees or deductions for his permit.

The Board thanked Mr. Martinkosky for his presentation.

**Motion 24-008:** *Approve Certificate of Completion for Permit #19-024 Lexington Parkway Realignment*

Mazanec/Sanders  
Unanimously Approved

B) 19-028, Hidden Falls Southern Parking Lot (Martinkosky)

Mr. Martinkosky presented permit #19-028 Hidden Falls South parking lot. This permit was issued to remove the existing parking lot pavement and surrounding concrete curb at the southern entrance to Hidden Falls to temporarily store deposited sediment from the 2019 flood declaration. Stormwater treatment was not required. Work is complete, and the area of the project where sediment was removed is stable. This permit is outdated, and grading activity through CRWD permit #20-027, Hidden Falls South, has occurred in this location. Final site stabilization will be completed under permit #20-027. No surety was collected for this public project.

The Board thanked Mr. Martinkosky for his presentation.

**Motion 24-009:** *Approve Certificate of Completion for permit #19-028, Hidden Falls Southern Parking Lot.  
Issue Lower Landing*

Mazanec/Sanders  
Unanimously Approved

C) 21-023, Lower Landing Dog Park and Trail (Martinkosky)

Mr. Martinkosky presented Permit # 21-023 for Lower Landing Dog Park and Trail. This Permit was issued for improvements to Lower Landing Park with the addition of a chain-link fence for an off-leash dog area, concrete pads, aggregate path, furnishing, shade shelter, landscaping, and an aggregate trail on the east side of the park at 200 Warner Road in St. Paul. Stormwater treatment is provided by two surface infiltration basins. Work is complete, the site is stable, and stormwater treatment practices have been confirmed functional. No surety was collected for this public project.

The Board thanked Mr. Martinkosky for his presentation.

**Motion 24-010:** *Approve Certificate of Completion for Permit #21-023, Lower Landing Dog Park.*

Mazanec/Sanders  
Unanimously Approved

**IV. Special Report – None**

**V. Action Items**

A) Approve Minutes of January 3, 2024, Regular Board Meeting (Armstead)

**Motion 24-011:** *Approve the Minutes of January 3, 2024, Regular Board Meeting.*

Mazanec/Sanders  
Unanimously Approved

B) Approve Accounts Payable/Receivable for December 2023 (Dalit)

**Motion 24-012:** *Approve Accounts Payable /Receivable for December 2023*

Mazanec/Sanders  
Unanimously Approved

C) Approve 2024 Right Track Internships (Bromelkamp)

Ms. Bromelkamp presented the 2024 Right Track Internship program. CRWD plans to host two Right Track interns in 2024. Engaging young people in CRWD's work is essential to achieving our long-term goal of increasing organizational diversity. The estimated cost of this initiative is up to \$11,400, and it's fully funded in the Right Track Program (220-24281) in the 2024 budget. Minor program adjustments will be made based on feedback from staff division leads in 2023.

Mary Texer mentioned how happy she is that we are continuing the Right Track Program. The Board agreed.

The Board thanked Ms. Bromelkamp for her presentation.

**Motions 24-013:** Authorize the Administrator to execute the 2024 Memorandum of Understanding with Right Track.

Mazanec/Sanders  
Unanimously Approved

D) Approve Climate Resiliency Framework Project Charter and Authorize Consultant RFQ (Zwonitzer)

Mr. Zwonitzer presented the Climate Resiliency Framework Project Charter. CRWD's Climate Resiliency Framework will take a watershed approach to resiliency planning. It will focus on how to protect stormwater infrastructure and water resources of the District from the impacts of climate change, as well as how the work of the district can be adjusted to mitigate climate impacts for the people it serves. The plan will establish resiliency goals for CRWD and provide actions and recommendations for each of CRWD's program areas to ensure resiliency is a consideration in all areas of the District's

work. It will also align CRWD's work with climate change related goals established in planning efforts at the national, state, regional, and local scale. Mr. Zwonitzer provided an overview of Project Charters. The purpose of the Charter includes project goals, key tasks, deliverables, timeline, and resource needs. It will allow staff to ensure there is consensus on key project components before taking the next steps of developing a more detailed project plan and hiring a consultant. Upon approval of the project charter, staff will initiate a request for qualifications (RFQ, enclosed) to select a consultant to develop CRWD's Climate Resiliency Framework. Recommended consultants to receive this request were selected from CRWD's approved consultant pool and include EOR, HDR, Barr, Kimley Horn, and Resilience Resources (DBE). Statements of Qualifications will be due mid-February, and a review process, including the Board CIP Projects and Partnership Committee, will take place during the last two weeks of February. Staff recommend approval of the Project Charter and authorization to send an RFQ to the consultants listed above.

Mary Texer commented that Project Charters are essential to eliminate misunderstandings about common goals and approaches.

Mager Mazanec, as we develop the plan, keep in mind the people who do not believe in Climate change; how do we communicate with people who are against science? Mr. Zwonitzer responded that it will be a challenge, but we need to focus on our plan to have strong science and data. Manager Mazanec mentioned his work with people who do not believe in his work at Mosquito Control, but he works to educate them that they do not have to be advocates but can move them in the middle. President Collins mentioned that in stormwater management there is so much that we do not see or know, and combining the two can be a challenge. Administrator Doneux commented that we used to talk about Global warming, and now we're talking about climate change; part of the messaging may be that we are working to prevent flooding. Mazanec encourages staff to help non-science people. Mr. Zwonitzer replied that an example of what might be necessary is economic impacts and adjustment to insurance rates and air quality issues that are preventing people from doing things that they enjoy. Manager Texer commented that being able to answer what's in it for me is a good approach.

The Board thanked Mr. Zwonitzer for his presentation.

**Motions 24-014:** *Approve the CRWD Climate Resiliency Framework Project Charter and Authorize staff to distribute a Request for Qualifications.*

Mazanec/Sanders  
Unanimously Approved

E) Accept TBI Model Final Report (Zwonitzer)

Mr. Zwonitzer provided an update on the TBI Model Final Report. In October 2023, the draft TBI model report was shared with the CRWD Board of Managers. The Board authorized staff to distribute the draft report to the project TAC, which included Saint Paul, Roseville, Maplewood, Ramsey County, and MnDOT. Comments were received from the City of Saint Paul, but comments were very minor, resulting in minor changes from the draft report previously shared with the Board.

Mr. Zwonitzer also provided an update on flood mitigation on Rice Street. Staff looked at two options and found some benefits for a 10-year event. However, staff also found challenges with the project: cost-benefit was not excellent, it was difficult to construct, and it would take too long to build, so Staff did not think this project was feasible. However, other opportunities in flood areas exist. One area has an existing 21-inch storm sewer, and the existing infrastructure is being upsized. Staff are working on this path. Ultimately, we will get options, benefits, and costs to decide which option is worth pursuing.

President Collins inquired about moving water down Oakland Road. Mr. Zwonitzer replied that he would make a note.

**Motions 24-015:** *Accept the Trout Brook Sewer Interceptor Detailed Water Quantity and Water Quality Modeling Final Report*

Mazanec/Sanders  
Unanimously Approved

**VI. Unfinished Business**

A) Annual Watershed Stewards Awards Update (Bromelkamp/Armstead)

Ms. Bromelkamp provided an update on the award's logistics and ceremony. We are expecting around 90 people, including a few elected officials. She provided an overview of presentations and the run-of-show and asked the Board to stay around after the event for photos.

The Board thanked Ms. Bromelkamp for her update.

B) Trout Brook Interceptor Repair Project at Station 135+00 to 180+50 Update (Kelley)

Deputy Administrator Eleria provided an update on the Trout Brook Interceptor Repair Project on behalf of Mr. Kelley. At the last meeting, Administrator Doneux noted that the contractor was experiencing challenges with the type of repairs. There was a discussion on the status of the inspection and repairs. Staff met about the best repair options, identified the repair type, and received a cost estimate. Prior to presenting the estimate to the Board, they will test a section of the tunnel.

Ms. Texer inquired that this is just the section of repair. Manager Collins inquired about the size of the equipment for repair. Deputy Administrator Eleria replied that it is a hose and requires special training. She invited the Board to enter the tunnel in the next few weeks. Manager Mazanec, Manager Sanders, President Collins, and Attorney Mogen are interested in visiting the tunnel.

The Board thanked Deputy Administrator Eleria for his update.

**VII. General Information**

A) Board of Managers' Updates.

President Collins, Manager Sanders, Manager Mazanec, and Manager Texer went to the MN Watersheds meeting. Manager Sanders commented on the presentation on reducing salt and thought it was enlightening. Deputy Administrator Eleria commented that there are some design applications to

minimize applications. Manager Texer inquired about mandating applications in our rules. Manager Sullivan Janzen mentioned an idea for offering discounts if they use the model.

President Collins mentioned Riley Purgatory wants help with a wage survey for their Executive Director. Deputy Administrator Eleria mentioned that it is beneficial and cost-saving if we do it as a group. Manager Texer mentioned it would be if we compare apples to apples. President Collins is in favor. Administrator Doneux mentioned it should be done; however, the complexities of the data vary across organizations. There was a discussion on the benefits of salary surveys.

#### B) Administrator's Update

Administrator Doneux gave the Board of Managers his letter of resignation effective May 17, 2024. He mentioned that he is grateful and fortunate for his 21-year service in the District. The Board thanked him for his excellent work.

He recommended that the personnel committee meet with staff, the Deputy Administrator, and other staff about promotions.

Deputy Administrator Eleria shared that the City Council will hold a two-day retreat in our office. We are invited to do a short presentation and tour of our building.

**Motion 24-016:** Accept Letter of Resignation by Mark Doneux.

Mazanec/Sanders  
Unanimously Approved

#### VIII. Next Meetings

- A) Wednesday, February 7, 2024- 6:00 PM -Board of Managers Meeting
- B) Wednesday, February 14, 2024- 7:00 PM- CAC Meeting-President Collins will attend
- C) Personnel Committee Meets March 20<sup>th</sup>
- D) The City Council will host a Retreat January 30-31st meeting

#### IX. Adjournment

**Motion 24-017:** *Adjournment of January 3, 2023, Regular Board Meeting at 7:11.*

Mazanec/Sanders  
Unanimously Approved

Respectfully submitted,  
Belinda Armstead