



Capitol Region Watershed District

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April 3, 2024
Board Meeting
APPROVED

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, March 20, 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
Forrest Kelley
Anna Eleria
Elizabeth Hosch
Bob Fossum

Public Attendees

Mike Trojan, CAC Member
Peter Musty, CAPP Board
Christopher Bates, Ramsey
County
Steve Walz, Sasaki (remote)

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

Motion 24-038: Approve the Agenda of the March 20, 2024, 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) 21-013- Highland Bridge Rowhomes Phases 1A and 1B-Closure (Martinkosky)

Ms. Hosch presented on behalf of Mr. Martinkosky, Permit #21-013 Highland Bridge Rowhomes Phases 1A and 1B. This permit was issued to construct 62 rowhomes and three privately owned alleys at Highland Bridge Lot 1, Block 10, and Lot 1, Block 15 in Saint Paul. Stormwater treatment is provided by a regional stormwater filtration system that is part of the Ford Site stormwater masterplan. Work is complete, the site is stable, and the stormwater treatment will be evaluated as part of permit #20-013. \$11,800 of surety was collected for this project. There was a \$1,320 surety deduction for inspection charges. \$10,480 of surety is available for return.

Motion 24-039: *Approve \$10,480 surety return and Certificate of Completion for permit #21-013, Highland Bridge Rowhomes Phases 1A and 1B.*

Mazanec/Sanders
Unanimously Approved

B) 22-022, 956 MRB (Model) Reapplication (Hosch)

Ms. Hosch presented Permit # 22-022 for the new construction of a single-family home within Highland Bridge. The site is located at the northeast intersection of Mississippi River Blvd and Montreal Ave. Due to a delay in construction, the original permit expired in October 2023. This review covers the reapplication of the site for anticipated construction in 2024. This resubmittal included some minor design changes that were expected to decrease the total imperviousness on the site. The runoff will connect to approved permanent stormwater management outlined in the CRWD Permit 20-013 Ford Site Redevelopment Stormwater Master Plan. The recommendation is to approve Permit #22-022 with no conditions.

Motion 24-040: *Approve Permit #22-022 956 MRB Model Reapplication with no conditions.*

Mazanec/Sanders
Unanimously Approved

C) 24-005 Ivey Residence (Hosch)

Ms. Hosch presented Permit #24-005 Ivey Residence for constructing a single-family home on a previously undeveloped lot in the Highland Bridge Development. Runoff will connect to approved permanent stormwater management outlined in CRWD Permit 20-013 Ford Site Redevelopment Stormwater Master Plan. This lot includes new/reconstructed impervious area from CRWD permits #21-006 (alley) and the current application for a single-family home #24-005. The recommendation is to approve with no conditions.

Motion 24-041: *Approve Permit #24-005 Ivey Residence with no conditions.*

Mazanec/Sanders
Unanimously Approved

D) 24-008 Lawson Forest Lead Water Service Line Replacement (Hosch)

Ms. Hosch presented Permit #24-008 Lawson Forest Lead Water Service Line Replacement. Saint Paul Regional Water Services (SPRWS) will replace lead water service lines for up to 337 properties in the Payne-Phalen Neighborhood of St. Paul. This is a voluntary program, meaning property owners can choose whether to have the private side of the service line replaced. Expected property owner participation is 90%. The location is in the Payne-Phalen Neighborhood in St. Paul. Arcade Street bounds the project area to the west, Earl Street to the east, Magnolia Avenue to the north, and Case Avenue to the south.

Motion 24-042: *Approve a variance of 5,106 ft³ from the volume retention requirement of Rule C for impervious areas on the street and sidewalk.*

Mazanec/Sanders
Unanimously Approved

Motion 24-043: *Approve Permit #24-008 Lawson Forest Lead Water Service Line Replacement with 2 Conditions:*

- 1. Provide approved plans signed by a professional engineer per the Minnesota Board of AELSLAGID.*
- 2. Revise SWPPP to state, "Silt fence or fabric placed under the grate is not an approved form of inlet protection."*

Mazanec/Sanders
Unanimously Approved

IV. Special Reports -Capitol Mall Design Framework (Eleria)

Deputy Administrator Eleria introduced the Capitol Area Architectural and Planning Board (CAAPB), and the Capitol Mall Design Framework. In 2022, CRWD and the CAAPB commenced a stormwater management study to explore opportunities for district green infrastructure systems in the 333-acre Capitol area, including the Capitol building and surrounding campus, the Capitol Heights neighborhood, Capitol Rice District, and Fitzgerald Park area. To date, completed project tasks include assessing existing stormwater conveyance and management, identifying water-related concerns, developing draft design goals and guidelines, and creating draft concepts at critical sites, including the Capitol Mall. CAAPB is leading the effort to establish a design framework for the Capitol Mall. The framework aims to make the Capitol Mall more welcoming for Minnesotans by defining clear design goals for landscape, infrastructure, memorials, arts, and other design elements. CRWD is a technical advisory team member (TAT) for the project, and staff participated in an intensive, collaborative design process in early February. Input and ideas from the charette and stakeholder engagement process have been incorporated in the enclosed Capitol Mall Design Framework draft, which the CAAPB has approved. CAAPB seeks formal comments from TAT members and the broader public until April 15th. Mr. Walz presented remotely from Sasaki, an architectural firm in Boston. Mr. Walz presented the project to the Board and described 10 Bold Moves and how this project connects to the District's work.

Manager Texer mentioned that the median needs more rain gardens and trees at the top of the hill. Mr. Musty agreed that looking at John Ireland, the area Manager Texer is talking about, is an opportunity for rain gardens. President Collins mentioned that he appreciated the formal place and land where people could protest. Manager Mazanec is very interested in the project and completed the survey. Manager Mazanec is looking forward to the elements that connect people and appreciates the work of CAPPB and CRWD staff. Mr. Musty provided the next steps and formally requested a partnership with CAPPB and CRWD. He commented that he is hoping for support for the design infrastructure.

Manager Sullivan Janzen inquired about highlighting unique plant species. She is excited that this space will provide ideas for others. She also mentioned that we need to remember the community and make sure that we make this project matter for the community. Mr. Walz replied that a community garden was an idea that came out of the engagement process. Mr. Musty encouraged the CRWD Board and Staff to continue providing input until the April 15 deadline. There was additional discussion on ideas and solutions to improve the Capitol Mall Design Framework. The CAAPB encouraged formal comments to be sent in by April 15. Deputy Administrator Eleria mentioned that staff will draft a comment letter on behalf of CRWD, and the draft will be presented at the April 3rd Board meeting.

V. Action Items

A) Approve Minutes of March 7, 2024, Regular Board Meeting (Armstead)

Manager Texer said she would like her comment on the Capitol Mall Design edited to reflect her rain gardens should be installed along John Ireland Boulevard.

Motion 24-044: *Approve the Minutes of March 7, 2024, Regular Board Meeting as amended.*

Mazanec/Sanders
Unanimously Approved

B) Approve Accounts Payable/Receivable for February 2024 (Dalit)

Motion 24-045: *Approve Accounts Payable /Receivable for February 2024*

Mazanec/Sanders
Unanimously Approved

C) Authorize Electronic Payments of US Bank Credit Card Statements (Dalit)

Deputy Administrator Eleria presented an action to authorize electronic payments for District credit cards. Payment due dates for US Bank and Menards, credit card statements, typically fall in the same week as the monthly second Board meeting. As a result, credit card vendors have received some late payments because the checks must be mailed and may not arrive before the payment deadline. Instead of issuing paper checks, staff request authorization to make electronic payments for US Bank and Menards monthly credit card statements. All credit card expenses and receipts will continue to be reviewed by the Office Manager and approved by the Administrator. The Board of Managers will then review and approve US Bank and Menards payments in the partial AP approval memo provided at the first Board meeting of each month.

Manager Sullivan Janzen commented that she is glad we are considering electronic payments. Due to the rise of mail theft, we should consider a long-term plan for all payments at some point.

Motions 24-046: *Authorize the Administrator to make electronic payments for US Bank and Menards monthly credit card payments.*

Mazanec/Sanders

Unanimously Approved

D) Appoint Anna Eleria as CRWD Administrator (Collins and Texer)

Manager Texer and President Collins proposed appointing Anna Eleria as CRWD Administrator. President Collins provided an overview of the transition process. Ms. Eleria has been with the District since 2007 and has successfully managed the Planning, Projects, and Grants Division. Ms. Eleria has professionally performed highly complex project management skills in technical design, financial constraints, project sequencing, and regulatory requirements for the multi-year Trout Brook Interceptor renovation project, Highland Ravine, Seminary Pond, and other CRWD projects. Furthermore, as Senior Project Manager for CRWD's 2021-2030 Watershed Management Plan, Ms. Eleria understands the District's organizational goals and objectives and their applicability to specific projects and day-to-day operational tasks. Since September 2022, Ms. Eleria has demonstrated her project management and leadership skills by serving as Acting District Administrator in the absence of the Administrator, managing the Administration Division, and other highly skilled administrative duties related to reporting, budgeting, planning, contracting, onboarding, policy development, managing capital improvement projects, and supporting the District Administrator in fostering relationships with external partners. On February 28, 2024, the Personnel Committee unanimously recommended Ms. Eleria as CRWD's District Administrator, recognizing her leadership skills and CRWD's staff support.

There was a discussion about confirming the timing of Administrator Doneux's departure and the official start date of Ms. Eleria's official transition.

Motions 24-047: *Appoint Ms. Anna Eleria as CRWD Administrator effective May 18, 2024.*

Mazanec/Sanders
Unanimously Approved

VI. Unfinished Business

A) Como Lake Aquatic Plant Management Update (Belden)

Mr. Fossum presented a brief update on the Como Lake Aquatic Plant Management. He mentioned that tomorrow morning, Como Lake will be treated again. The first treatment was in 2020-2021. The City and Partners are aware of the treatment. The Board thanked Mr. Fossum for his update.

B) Trout Brook Repair Project Update (Kelley)

Mr. Kelley provided an update on the Trout Brook Repair Project. He mentioned the Trout Brook Tunnell tour, where 22-plus people were lowered into the tunnel to tour the repair project. His presentation included the Woodbridge Access Point and a picture of the hole at the top of the pipe. He also described the contractor needed guidance and proposed several options. He described the modified repair details and explained that the cost did go up by \$64,000, a portion of which will be used for a

gate to protect Willow Reserve from vehicles dumping trash. Concrete repair work is now substantially complete, and final quantities have been tabulated.

The Board enjoyed the photos, and President Collins recommended we send them to council members and anyone else in the pictures. Mr. Kelley mentioned that staff would guide us in appropriately crediting pictures on personal social media accounts. Manager Mazanec said the pictures were great, and seeing staff in action was great. Manager Texer inquired about future repairs. Deputy Administrator Eleria pointed out that we did not make any repairs to the east branch. Therefore, Mr. Kelly replied that there is a potential for replacing a portion of the east branch of the pipe.

VII. General Information

A) Board of Managers' Updates

Manager Texer reminded everyone to provide input for Administrator Doneux's review.

Manager Sullivan Janzen provided an overview of the March 13 CAC Meeting. She mentioned the update on the CAC Reinvigoration project. The group went through a process that included a breakout session where members could answer questions about the committee's future and possible solutions. Manager Sullivan Janzen mentioned that this project is coming at the right time because the CAC might continue to struggle to have a quorum if members cannot participate. Ms. Armstead will present the Board with a similar survey. She mentioned it will be a critical part of our work in the next five years, and we are ready to improve the CAC. Ms. Armstead said she is happy about Manager Sullivan Janzen's passion, support, and commitment to this project. She looks forward to the future with the current CAC and future members.

B) Administrator's Update

None.

VIII. Next Meetings

A) Wednesday, April 3, 2024- 6:00 PM- Board Meeting

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

IX. Adjournment

Motion 24-048: *Adjournment of March 20, 2024, Regular Board Meeting at 7:35 PM.*

Mazanec/Sanders
Unanimously Approved

Respectfully submitted,
Belinda Armstead