



Capitol Region Watershed District

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August 21, 2024
Board Meeting
V. Action Item
APPROVED

Regular Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for
Wednesday, August 7, 2024, 6:00 p.m.

REGULAR MEETING MINUTES

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

A) Attendance

Managers

Mary Texer
Rick Sanders
Shawn Mazanec
Joe Collins
Hawona Sullivan Janzen
(Absent, excused)

Staff Present

Anna Eleria
Belinda Armstead
Luke Martinkosky
Nate Zwonitzer
Jessica Bromelkamp
Bob Fossum

Other Attendees

Christopher Bates, Ramsey County Attorney
(Legal Counsel for CRWD)
Bob Simonet, CAC Member
Khalid Saleh, Right Track Intern
John Moua, Right Track Intern

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

Motion 24-142: *Approve the Agenda of the August 7, 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) Permit 19-016 Dale Street Bridge Reconstruction

This permit was issued for the reconstruction of the Dale Street Bridge over Interstate 94, including the approach roadways, replacement of the storm sewer systems, a new underground infiltration system, ADA improvements, retaining walls, signing, lighting, and signals. Work was completed on Dale Street between University Avenue and Iglehart Avenue in Saint Paul. An underground infiltration system provides stormwater treatment. Work is complete, the site is stable, and the stormwater treatment has been confirmed functional. No surety was collected for this public project.

Motion 24-143: *Approve Certificate of Completion for Permit #19-016, Dale Street Bridge Reconstruction.*

Mazanec/Sanders
Unanimously Approved

IV. Special Reports- Right Track WaterCorps Program (Khalid Saleh and John Moua)

Khalid Saleh and John Moua, two CRWD Right Track WaterCorps interns, presented their top highlights with each CRWD division.

The Board asked if there is anything CRWD can do to strengthen the program. The interns mentioned they had no ideas; they felt the program was good and provided various learning options.

V. Action Items

A) Approve Minutes of July 24, 2024, Regular Board Meeting (Armstead)

Motion 24-144: *Approve the July 24, 2024, Minutes, Regular Board Meeting.*

Mazanec/Sanders
Unanimously Approved

B) Approve Partial Accounts Payable/Receivable for July 2024 (Dalit)

Motion 24-145: Approve a partial July 2024 accounts payable and direct the Board Treasurer and President to endorse and disperse checks for these payments. Authorize the Administrator to issue electronic payments for July US Bank and Menards credit card payments.

Mazanec/Sanders
Unanimously Approved

C) Approve Legal Boundary Adjustment with Rice Creek Watershed District (Zwonitzer)

CRWD staff coordinated with RCWD to compare hydrologic boundary information held by each organization. Detailed drainage areas mapped during recent projects such as Seminary Pond and the TBI detailed modeling improved the accuracy of the new hydrologic boundary. The agreed-upon updated hydrologic boundary was then used to determine which parcels would be transferred between watersheds. As shown in the enclosed maps, 68 parcels will transfer from CRWD to RCWD, and 190 parcels will transfer from RCWD to CRWD. This results in a net increase of 122 parcels for CRWD. Due to the varying parcel sizes, there is a decrease of about 2 acres of parcel area for CRWD, but an increase in total area of about 12 acres when right-of-way is included.

RCWD has requested a statement of concurrence (draft enclosed) from all impacted governing bodies to support their boundary change petition to BWSR (enclosed). A Board resolution is required to authorize signing the letter of concurrence. CRWD staff and attorney have reviewed the materials and recommend adopting the resolution.

Manager Texer asked about the tax liability. Mr. Zwonitzer commented that it would be negligible.

Motion 24-146: *Adopt the resolution approving the legal boundary change with Rice Creek Watershed District and authorizing the Administrator to sign the letter of concurrence.*

Mazanec/Sanders

Unanimously Approved

D) Approve Draft 2025 Preliminary Budget and Levy for Public Comment (Eleria)

Based on input from the Board at the July 10th meeting, staff have made the following changes to the draft 2025 Preliminary Budget and Levy.

- 1) Total operations expenses were reduced by \$286,400 in the Regulatory, Grants, and Communication and engagement Programs.
- 2) Total capital improvement project (CIP) expenses were increased by \$504,485 in the Trout Brook Flood Mitigation Project and Future CIPs budget categories.
- 3) The operations levy was reduced to \$5,619,167, which is similar to 2024 operations levy.
- 4) The CIP levy was increased by approximately \$500,000 to \$3,800,000.
- 5) The changes listed above result in a total proposed tax levy of \$10,416,667, which would be 5% greater than the 2024 adopted levy. This change is consistent with the Board's approach of keeping the overall levy as stable as possible.

Staff reviewed the changes above and other changes made to the enclosed draft 2025 Preliminary Budget and Levy tables with the Managers.

As part of the public comment process, the 2025 Preliminary Budget and Levy will be sent to interested parties and partners, posted on our website, and a notice will be published in the Saint Paul Pioneer Press. It will also be presented to our Community Advisory Committee on August 14th.

President Collins commended Administrator Eleria and Deputy Administrator Fossum for their work on the Budget. President Collins stated that the 5% increase is justifiable, especially for potential upcoming projects. Manager Sanders commended the staff for their work on the budget. Manager Mazanec mentioned he would appreciate a half day to go through the budget in depth to explain the thinking process to help the Board assist; he recommends training on the Budget. President Collins replied that it would be helpful if the Board had the extra knowledge

to support the Administration and the Budget. Manager Texer mentioned that they should raise the tax levy by 1% to 6%, and President Collins agreed. Deputy Administrator Fossum mentioned that one idea is to wait for public comment and comment period and then make the final tax levy decision.

Motion 24-147: Approve 2025 Preliminary Budget and Levy for Public Comment and set a public hearing date for August 21, 2024, at 6:00 PM.

Mazanec/Sanders
Unanimously Approved

VI. Unfinished Business

A) Frogtown Crossroads Grant Update (Zwonitzer)

Mr. Zwonitzer presented an update on the Frogtown Crossroads Grant. The discussion about reimbursement is pending. The Project aligns with CRWD DEI goals.

Manager Mazanec asked about the requirements of their agreement. Mr. Zwonitzer replied that there are requirements, the green roof is going well, and the maintenance has been good. Manager Mazanec commented on his concern about the lack of communication, spending taxpayer dollars, and lack of communication. Mr. Zwonitzer felt that it was addressed to the grantee. Manager Mazanec replied that they should not make changes without communication. President Collins mentioned that the building was thoroughly inspected based on the financing structure.

VII. General Information

A) Board of Managers' Updates

President Collins won't be at the 8/21 meeting; Manager Sullivan Janzen will be at the 8/21 meeting.

B) Administrator's Update

Deputy Administrator Fossum will be at the 8/21 meeting.

VIII. Adjournment

Motion 24-148: *Adjournment of August 7, 2024, Regular Board Meeting at 7:01 PM.*

Mazanec/Sanders
Unanimously Approved

Respectfully submitted,
Belinda Armstead