



## Capitol Region Watershed District

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

**January 22, 2025**  
**Board Meeting**  
Approved

**Regular Board Meeting** of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, January 8, 2025, 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  
Rick Sanders  
Shawn Mazanec

**Staff Present**

Anna Eleria  
Bob Fossum  
Luke Martinkosky  
Jessica Bromelkamp

**Public Attendees**

Mary Lilly (CAC)  
Lauren Wheeler (CAC)

**Other Attendees**

Attorney Bradley Cousins

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

**Motion 25-001:** *Approve the Agenda of January 8, 2025, Board Meeting*

Mazanec/Sanders  
Unanimously Approved

II. Public Comment

A) Public Comment on items not on the Agenda (please observe a limit of three minutes per person.)

None

III. Permit Applications and Program Updates

A) Permit #20-031, Highland Bridge Rowhomes Model Home--Amendment (Martinkosky)

The purpose of Permit #20-31 is to Construct 15 rowhomes and a privately owned alley. The proposed construction will affect Lots 1 and 2 on Block 8. Runoff will connect to approved permanent stormwater management outlined in CRWD Permit 20-013 Ford Site Redevelopment Stormwater Master Plan.

**Motion 25-002:** *Approve Amendment with 4 Conditions:*

*1. Receipt of additional \$1,500 surety for a total surety of \$4,700. Increase in surety is due to the increase in impervious related to this amendment and a change in the required performance surety. The R1-R4 reports were reviewed under the Fee and Surety schedule adopted on April 18, 2012, the required surety rate was \$5,000/impervious acre. The current*

*Fee and Performance Surety Schedule was adopted on April 6, 2022 and the required surety rate is \$7,000/impervious acre.*

*2. Provide approved plans signed by a professional engineer per the Minnesota Board of AELSLAGID.*

*3. Revise figure scale on the Impervious Area Map from 1" = 40' to 1" = 30'.*

*4. Revise Erosion and Sediment Control Plan (Sheet 8) to include sufficient inlet protection quantities for all four inlets at the Beechwood and Woodlawn intersection and the two inlets at the western edge of Beechwood (not shown on plan), 10 total inlet protections.*

Mazanec/Sanders

Unanimously Approved

B) Permit #21-004 Lexington Landing Phase II Senior Community-Closure (Martinkosky)

This permit was issued for construction of a four-story, 92-unit senior living building with underground parking, surface parking, and related utility connections at Lexington Parkway South and West 7th Street in Saint Paul. Stormwater treatment is provided by one underground infiltration system. Work is complete, the site is stable, and the stormwater treatment has been confirmed functional. \$7,400 of surety was collected for this project. There was a \$3,000 surety deduction for inspections charges. \$4,400 of the surety is available for return.

**Motion 25-003:** *Approve \$4,400 surety return and Certificate of Completion for permit #21-004, Lexington Landing Phase II Senior Community.*

Mazanec/Sanders

Unanimously Approved

C) Permit #21-029 Highland Bridge Lot 2 Block 1 A Nellie Francis Court-Closure (Martinkosky)

This permit was issued for construction of a 75-unit affordable housing building located near the southwest corner of Block 1 at Highland Bridge, now referred to as Lot 2 Block 1 A, at Hillcrest Avenue and Woodlawn Avenue in Saint Paul. Stormwater treatment is provided by a regional stormwater filtration system that is part of the Ford Site stormwater master plan. Work is complete, the site is stable, and the stormwater treatment will be evaluated as part of permit #20-013. \$1,800 of surety was collected for this project. There was a \$480 surety deduction for inspections charges. \$1,320 of the surety is available for return.

Manager Mazanec asked Mr. Martinkosky to review the surety deduction process. Manager Collins asked what generally causes the surety deductions.

**Motion 25-004:** *Approve \$1,320 surety return and Certificate of Completion for permit #21-029, Highland Bridge Lot 2 Block 1 A Nellie Francis Court.*

Mazanec/Sanders

Unanimously Approved

D) Permit #24-038 Capitol City Bikeway Project Phase 2, Kellogg Blvd (Martinkosky)

The City of St. Paul has approved the Capital City Bikeway (CCB) Phase 2 project which consists of the reconstruction of Kellogg Boulevard to include a new bikeway from St. Peter Street to West 7th Street. This linear project includes the construction of the bike trail on the north side of the road. To make room for the proposed bikeway, the alignment of the westbound lanes will be shifted to the south, the lane width will be reduced, and the center medians will be adjusted. The design will also take into consideration the reconstruction of Kellogg Bridge 62574, the design of which was performed by TKDA. The proposed bituminous and concrete road will include concrete curb and gutter, and storm sewer improvements. Permanent stormwater management consist of hydrodynamic separator pretreatment, underground box culvert storage vault, and a Modular Wetland Filtration Device.

CAC member Wheeler asked for clarification on the cost cap for the project.

**Motion 25-005:** *Approve request for variance from the requirements of Stormwater Rule C to provide storage of runoff volume below the low outlet of the system, and use an alternative treatment calculation based on flow rate to satisfy the volume reduction standards in Rule C.*

Mazanec/Sanders  
Unanimously Approved

**Motion 25-006:** Approve Permit #24-038 Capitol City Bikeway Project Phase 2, Kellogg Blvd with 6 Conditions:

1. *Provide approved plans signed by a professional engineer per the Minnesota Board of AELSLAGID.*
2. *Provide a copy of the NPDES permit.*
3. *Revise plans to clarify the downstream invert of the 4' x 8' box culvert. Sheet 18 has two labels pointing to this invert: one at 776.22' and one at 776.27'. 776.22' is assumed to be the correct invert based on the upstream invert, length, and slope provided.*
4. *Revise SSA modeling to adjust drainage areas for Sub-02 and Sub-04 to correspond with the updated drainage area map. Sub-02 area is 0.41 acres in the SSA modeling, but 0.39 acres in the proposed drainage area map. Sub-04 is 0.14 acres in the SSA modeling, but 0.16 acres in the proposed drainage area map. Provide an updated 100-yr HWL for the box culvert and update the storm event that does not cause bypass in the Modular Wetland Filtration BMP.*
5. *Clarify the media surface area (ft<sup>2</sup>) that converts the media loading rate (1 gpm/ft<sup>2</sup>) to the treatment flow rate (0.27 cfs) for the Modular Wetland. The treatment flow rate of 0.27 cfs indicates a media surface area of ~121 ft<sup>2</sup>, but this dimension is unclear based on the provided media dimensions of 13.83' L x 3.67' W x 3.5' H.*
6. *Provide signed bridge plans to verify surface elevations and drainage areas.*

Mazanec/Sanders  
Unanimously Approved

E) Permit #24-031 Trout Creek Dredging (Stephan)

The purpose of this permit is to dredge mud and sand out from the Trout Creek near Water Works Rd W to prevent the plug up of storm water conduit located near McCarrons Water Treatment Plant at 1900 Rice St. North, Saint Paul, MN 55113.

**Motion 25-007:** *Approve with 2 Conditions:*

1. *Revise narrative statement of work and plans to address the following:*
  - a. *Replace riprap as temporary energy dissipation with method that can be more easily removed without disturbance to stream channel bottom such as a sheet of plywood, or other similar material.*
2. *Provide detailed plan for restoration of wetland grades and vegetation following temporary impacts from clearing and personnel accessing the area that includes the specified stabilization method.*

Mazanec/Sanders  
Unanimously Approved

IV. Special Reports-CAC Reinvigoration Plan (Lilly & Wheeler, CAC Co-Chairs)

The development of the CAC Reinvigoration Plan was a collaborative and iterative process that began in January 2024. It involved contributions from various stakeholders to ensure the plan's alignment with CRWD's goals and the needs of the Community. The process commenced in 2024 to create a comprehensive strategy for revitalizing the CAC. Input was gathered through various methods: surveys distributed to CAC members, Board, and Staff, and feedback sessions during regular CAC meetings. The process included multiple touchpoints with the CAC for feedback and recommendations and several meetings with the Board for alignment and approval. The plan's draft was shared at each stage for review, ensuring iterative refinement. Stakeholders reviewed the existing CAC structure and identified areas of strength and growth opportunities.

This thorough process ensured that the CAC Reinvigoration Plan is grounded in community input, aligns with CRWD's strategic priorities, and reflects the voices and needs of residents across the District. The CAC Co-Chairs presented the draft plan to the full CAC at their December 11, 2024, meeting, and the members voted to support it.

CAC co-Chairs Wheeler and Lilly reviewed the Reinvigoration Plan with the Managers. The new meeting time and calendar was reviewed. The CAC intends to use sub-groups to focus on many work areas. An orientation packet will be revised to better serve the members. The committee will investigate options that reduce the financial barriers to participation in the CAC.

Manager Sullivan Jensen acknowledged all the wonderful work by the committee and staff member Armstead.

Manager Texer indicated she was pleased with what the plan outlines and provides meaningful work for the membership.

Manager Mazanec asked if there is anything the CAC needs now or in the future we should be sure to hear about it.

Manager Collins highlighted some of the valuable input the Board has received in the past from the CAC. He also suggested investigation of how CAC members could focus areas they have expertise and interest.

The Board discussed the value of including a glossary of terms for CAC and others to easily access, perhaps on the CRWD website.

**Motion 25-008:** *Approve the CAC Reinvigoration Implementation Plan*

Mazanec/Sanders  
Unanimously Approved

V. Action Items

A) Approve Minutes of December 18, 2024, Annual & Regular Board Meeting (Dalit)

**Motion 25-009:** *Approve the December 18, 2024, Minutes, Annual & Regular Meeting*

Mazanec/Sanders  
Unanimously Approved

B) Approve Partial Accounts Payable/Receivable for January 2025 (Dalit)

**Motion 25-010:** *Approve a partial December 2024 accounts payable and direct Board Treasurer and President to endorse and disperse checks for these payments. Authorize the Administrator to issue electronic payments for December US Bank and Menards credit card payments.*

Mazanec/Sanders  
Unanimously Approved

C) Approve CRWD Watershed Artist in Residence (Bromelkamp)

Ms. Bromelkamp reviewed the CRWD Artist in Residence Program solicitation process, key roles and responsibilities, and introducing Sarah Peters the selected artist. A total of 18 applicants submitted, 4 applicants were interviewed as part of the process. An additional element of the A-I-R scope of work would be to mentor an Early Career Artist program. Ms. Bromelkamp reviewed Sarah Peters expertise and experience as well as some of her previous art programs and pieces.

**Motion 25-011:** *Approve Sarah Peters as CRWD's 2025 – 2026 Watershed Artist-in-Residence and authorize the Administrator to develop a scope of work and execute a contract with Ms. Peters.*

Mazanec/Sanders  
Unanimously Approved

VI. Unfinished Business

A) 2024 Watershed Stewards Awards (Bromelkamp)

Ms. Bromelkamp gave an overview of the 2024 Watershed Stewards Awards Program for the January 16<sup>th</sup> event outlining the speaking roles of the Board of Managers.

Mary Texer asked if we invited our local officials. Ms. Bromelkamp responded that they were invited and RSVPs have been received from Ramsey County Commissioner Mary McGuire and Roseville City Councilmember Wayne Groff.

VII. General Information

A) Board of Managers' Updates

Manager Sanders attended the MN Watersheds Events Committee meeting and they discussed the feedback received on the MN Watersheds Conference. The committee determined that the conference will return to Grandview Lodge in Nisswa.

Manager Texer announced that registration for the MN Watersheds Legislative Event scheduled for February 19<sup>th</sup> and 20<sup>th</sup> is now open. Managers interested in attending should reach out to Meilina Dalit for registration.

B) Administrator's Update

None

VIII. Adjournment

**Motion 25-012:** *Adjournment of January 8, 2025, Regular Board Meeting at 7:15 PM.*

Mazanec/Sanders

Unanimously Approved

Respectfully submitted,

Bob Fossum, Deputy Administrator