



Capitol Region Watershed District

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

July 16, 2025
Board Meeting
V. Action Item
Approved

Board Workshop of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, July 2, 2025, at 5:00 p.m.**

BOARD WORKSHOP MINUTES

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

Managers

Mary Texer
Hawona Sullivan Janzen
Shawn Mazanec
Joe Collins
Rick Sanders

Staff Present

Bob Fossum
Lydia Treichel

Public Attendees

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

Motion 25-155: *Approve the Workshop Agenda of July 2, 2025.*

Mazanec/Sanders
Unanimously Approved

II. Draft Preliminary 2026 Budget Workshop (Fossum)

Deputy Administrator Fossum discussed CRWD's draft 2026 preliminary budget and levy, as well as its development, approach, and timeline. The total budget for 2026 is close to 2025, with no change in the levy. Deputy Administrator Fossum reminded Board members of CRWD's Fund Balance Policies in relation to operations and Capitol Improvement Projects (CIPs) including emergencies and contingencies/opportunities. The operations budget will increase by 6% from 2025, while the CIP budget will increase by 1%, both being about half of the budget while a small portion is debt service. Deputy Administrator Fossum explained that the administration budget within operations will decrease, while the program budget will increase due to additional staff positions, partner grants and a new website that is expected. The project budget will also increase because of new projects and additional funding that is the driving factor for some current projects.

Deputy Administrator Fossum focused on the preliminary CIP budget where Como Lake subwatershed is about 2/3 of the total because of the McMurray project, whose construction will begin in 2026. The estimated cost of the McMurray Project will be \$5.35 million, but CRWD will not need to issue bonds as Deputy Administrator Fossum explained that funding for the project will come from levy's from 2023-2025, as well as grants from both BWSR and MPCA.

Manager Sullivan Janzen asked about the budget regarding the Artist in Residence and DEI, of which Deputy Administrator Fossum responded that those questions will be answered at the

next Board meeting. After asking for clarification on certain projects, President Collins emphasized that if additional funding is needed in 2026, that CRWD should use the fund balance versus any levy increases.

The next step in the budget process will be approving the draft 2026 preliminary budget and levy for public comment at the next meeting.

III. Adjourn Board Workshop

Motion 25-156: *Adjournment of July 2, 2025, Board Workshop at 5:38 P.M.*

Mazanec/Sanders
Unanimously Approved

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, July 2, 2025, at 6:00 p.m.**

MEETING MINUTES

I. A) Call to Order of Board Meeting (*President Joe Collins*)

Managers

Mary Texer
Hawona Sullivan Janzen
Shawn Mazanec
Joe Collins
Rick Sanders

Staff Present

Bob Fossum
Lydia Treichel
Terrence Chastan-Davis

Public Attendees

Other Attendees

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

Motion 25-157: *Approve the Agenda of July 2, 2025 Meeting.*

Mazanec/Sanders
Unanimously Approved

II. Public Comment – None.

III. Permit Applications and Program Updates

A) 24-015, Mansur Home Construction (Lot 3 of MRB Sub.)– Surety Return (Stephan)

This permit was approved with conditions at the June 20, 2024 Board meeting. Applicants have 1 year from the approval to complete the remaining conditions for permit issuance and begin work. The permit approval expired on June 20, 2025, as sufficient justification for extension was not provided and work is not expected to proceed for this project at this time. A surety of \$1,000 was collected for this permit and needs to be returned to the applicant. A new permit application will be required should the applicant wish to proceed with the project in the future.

Motion 25-158: *Approve \$1,000 surety return for expired permit #24-015 Mansur Home Construction (Lot 3 of MRB Subdivision).*

Mazanec/Sanders
Unanimously Approved

B) 25-022, Metro Deaf School Addition (Chastan-Davis)

Construction of an addition to the existing Metro Deaf School building including a parking lot reconstruction, landscaping, and utilities improvements. The stormwater management volume will be met by an underground retention system and a downstream stormwater filter.

Motion 25-159: *Approve with 5 conditions:*

1. Receipt of \$15,800 site surety and \$16,800 Manufactured Treatment Device (MTD) surety. The MTD surety is \$10,000 + \$3,000/acre of new/reconstructed impervious area.
2. 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).
3. Provide a copy of the NPDES permit.
4. Revise plans, stormwater report, and HydroCAD model to reflect the updated rock extents, volume below the low outlet, and high-water level related to modifications in the redlined Princso HS180 shop drawings received June 19, 2025, and confirm rate control, volume control, and freeboard requirements are still met. CRWD expects that the credited volume will increase and system high-water level will decrease with the modifications.
5. Provide a site-specific maintenance plan in plain language that includes the following:
 - a. List all stormwater management practices (i.e. SAFL Baffles, sumps, Princso HS180 Detention, StormFilter, etc.).
 - b. Person responsible for maintenance of stormwater devices.
 - c. Frequency of inspections.
 - d. Description of inspection activities.
 - e. Quantifiable indicator of when maintenance is needed (i.e. maintain sumps when sediment depth reaches "X" inches, etc.).
 - f. Description of maintenance activities.
 - g. Map that includes stormwater management names, locations, and access routes.
 - h. List of necessary equipment and personal protective equipment (PPE) to perform inspections/maintenance.
 - i. MTD specific requirements:
 - i. Requirements to maintain the MTD when drawdown of the storage system upstream of the MTD exceeds 48 hours.
 - ii. MTD manufacturer contact information.
 - j. Include the Contech Maintenance Guidance for the StormFilter:
<https://www.conteches.com/media/hjzhmqyv/stormfilter-maintenance-guide.pdf>

Mazanec/Sanders
Unanimously Approved

C) 25-024, Hidden Falls Overlook and Parking Lot (Martinkosky)

The applicant proposes to reconstruct the parking lot and overlook at Hidden Falls Park. This project is one of many small projects that are part of a larger plan for the Hidden Falls Park over the next few years. Shallow bed rock was found at the site which makes the stormwater feature system infeasible, instead volume at the site will be met by impervious disconnections and the use of St. Paul Parks volume bank credits.

Motion 25-160: Approve the withdrawal of 926 cubic feet from the St. Paul Parks and Recreation Volume Credit Bank.

Motion 25-161: Approve with 3 conditions:

1. Provide a copy of the NPDES permit.
2. Revise MIDS model effective pervious area from 5,740 ft² to 4,976 ft² to correspond with the disconnected impervious figure. This reduces volume credit for S3 from 395 ft³ to 371 ft³.

3. *Provide an additional Soil Decompaction note on Sheet C200 stating “Soil decompaction shall not occur within the tree canopy dripline”.*

Mazanec/Sanders
Unanimously Approved

IV. Special Reports – None.

V. Action Items

- A) Approve Minutes of June 18, 2025, Regular Board Meeting (Treichel)

Motion 25-162: *Approve the June 18, 2025 Regular Board Meeting Minutes*

Mazanec/Sanders
Unanimously Approved

- B) Approve Partial Accounts Payable and Receivable for June 2025 (Dalit)

Motion 25-163: *Approve a partial June 2025 accounts payable and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Mazanec/Sanders
Unanimously Approved

Motion 25-164: *Authorize the Administrator to issue electronic payments for June US Bank and Menards credit card payments.*

Mazanec/Sanders
Unanimously Approved

VI. Unfinished Business

VII. General Information

- A) Board of Managers’ Updates

President Collins summarized what he learned from the Summer Tour.

Manager Sullivan Janzen shared the passing of Melvin Giles, who previously received a stewardship award in 2023. There are no further details yet.

- B) Administrator’s Update

No updates to comment on.

VIII. Next Meetings

- A) Wednesday, July 9, 2025 - 5:30 p.m. – CAC Meeting, President Collins will attend

B) Wednesday, July 16, 2025 – 6:00 p.m. – Board Meeting

IX. Adjournment

Motion 25-165: *Adjournment of July 2, 2025, Workshop and Regular Board Meeting at 6:11 PM.*

Mazanec/Sanders
Unanimously Approved

Respectfully submitted,
Lydia Treichel