



Capitol Region Watershed District

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September 3, 2025
Board Meeting
V. Action Item
Approved

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, August 20, 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
(absent w/ notice)

Shawn Mazanec

Joe Collins

Rick Sanders (*absent w/ notice*)

Staff Present

Anna Eleria

Bob Fossum

Lydia Treichel

Terrence Chastan-Davis

Rachel Funke

Elizabeth Hosch

Public Attendees

Richard Weil, CAC Member

Other Attendees

Bradley Cousins, Ramsey County
Attorney

J.P. Hochhalter, Ramsey County
Attorney

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

Motion 25-192: *Approve the Agenda of August 20, 2025 Meeting.*

Mazanec/Texer

Unanimously Approved

II. Public Comment

A) Public Hearing – CRWD Preliminary 2026 Budget and Levy

Motion 25-193: *Open the public hearing to discuss the Capitol Region Watershed District Preliminary 2026 Budget and Levy.*

Mazanec/Texer

Unanimously Approved

The Board of Managers conducted a public hearing to receive public comments regarding the proposed Preliminary 2026 Budget and Levy of the Capitol Region Watershed District.

The required public hearing notice was published in the Saint Paul Pioneer Press on August 8th and 14th. The Preliminary 2026 Budget and Levy were sent to partners, including Ramsey County, the cities within our watershed, and all interested parties, and posted on our website. The Work Plan, Budget, and Levy were reviewed with the Community Advisory Committee

(CAC) at their August 13th meeting. The CAC supports the Preliminary Budget and Levy as presented.

Administrator Eleria presented a summary of CRWD's Preliminary 2026 Budget and Levy, sharing key details and highlights such as proposed flat levy for 2026, fund balance policies being met or exceeded, and the addition of two new positions in the Regulatory and Facility Management Divisions. Administrator Eleria responded to Board questions regarding if there were any comments from the public so far. The Administrator at the City of Lauderdale had no comments and the CAC had questions but made no proposed changes. No Board action was required during this meeting. The next step in the budget process will be the Board adopting the preliminary budget and levy at the September 3rd Board meeting. There were no public comments made at the hearing.

Motion 25-194: *Close the public hearing to discuss the Capitol Region Watershed District Preliminary 2026 Budget and Levy.*

Mazanec/Texer
Unanimously Approved

B) Public Comments for Items not on the Agenda

III. Permit Applications and Program Updates

A) 23-012, Villas of Reservoir Woods – Amendment (Chastan-Davis)

The applicant proposes to plat and create 6 proposed lots (5 new and one existing). After Board approval on 9/5/2023 and subsequent permit issuance on 3/6/2024, active construction has progressed with 3 of the 6 lots nearing home build completion. The original permit approval included 1 infiltration basin to comply with volume retention standards. The applicant has proposed a revision to the basin design by converting the proposed surface infiltration basin into a subsurface infiltration system. The proposed revised plan has also resulted in an increase to the maximum runoff rate requiring amendment to the approved variance filter. CRWD is also working with City of Roseville for city requirements.

Motion 25-195: *Approve amended request for variance from the requirements of Stormwater Rule C.3.b. - Rate Control to increase the maximum runoff rate to 13.97 CFS.*

Mazanec/Texer
Unanimously Approved

Motion 25-196: *Approve Amendment with 2 conditions:*

1. *Revise Operation and Maintenance (O&M) plan and maintenance items checklist to reference underground infiltration system, instead of surface infiltration basin.*
2. *Receipt of documentation of updated maintenance agreement recorded with Ramsey County, which must include attachments A (scaled site plan) and B (site specific maintenance plan).*

Mazanec/Texer
Unanimously Approved

B) United Village Stormwater Management Update (Hosch)

Regulatory Division Manager Elizabeth Hosch gave an update on the United Village Development surrounding Allianz Field. Originally, a stormwater management master plan was created and a comprehensive rainwater harvesting and use system was constructed for roofs from the Stadium and future redevelopment parcels to connect to, but development did not immediately happen. In the last two years, there has been renewed attention to this corner with Saint Paul Mayor Carter citing it as a priority and encouraging development quickly. CRWD staff has been in coordination with city staff from multiple departments to navigate this complex site and the stormwater master plan is evolving as needed. Permit applications have been received and reviewed for new developments such as a hotel, restaurant, park, and playground. Hosch shared expectations that future permitting for additional areas could look different or creative and staff are working as quickly as they can.

Board Managers asked questions regarding stormwater volume retention accounting. Hosch answered that the initial estimates are no longer accurate due to the changes in redevelopment assumptions but explained that there is flexibility in the master plan.

IV. Special Reports – None.

V. Action Items

A) Approve Minutes of August 6, 2025, Regular Board Meeting (Treichel)

Motion 25-197: *Approve the August 6, 2025 Regular Board Meeting Minutes*

Mazanec/Texer
Unanimously Approved

B) Approve Accounts Payable and Receivable for July 2025 (Dalit)

Motion 25-198: *Approve remaining partial July 2025 accounts payable and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Mazanec/Texer
Unanimously Approved

Motion 25-199: *Approve July 2025 expenditures and accounts receivable as presented in the enclosed financial statement.*

Mazanec/Texer
Unanimously Approved

C) Approve Grant to Wakan Tipi Awanyankapi for the Wakan Tipi Center (Funke)

Wakaŋ Típi Awanyankapi is constructing a center to serve as an intergenerational gathering place that honors Wakaŋ Típi and Wičahapi as Dakota sacred sites. The center will be built at Wakaŋ Típi (the area formerly named Bruce Vento Nature Sanctuary) which holds 27 acres of restored wetland, prairie, and forest next to the Mississippi River. The new 7,500 square foot center will feature an exhibit hall, classrooms, ceremony space, a community gathering area, a teaching kitchen, and teaching gardens to showcase and expand the value of the sanctuary as a place for cultural healing, life-long learning, and inspiration. Central to the design of the Wakaŋ Típi Center are 2.1 acres of dry prairie, mesic prairie, low-mow grass paths, and teaching gardens. As a nonprofit, Wakaŋ Típi has secured a grant for the original planting but currently has no support for establishment and maintenance of the plants in the first five years. Staff propose a grant award for 50% of the maintenance costs, up to \$25,000 annually, for a period of five years. Wakaŋ Típi will have flexibility for how much to use of the grant funds in a given year, yet the total grant award will not exceed \$100,000. CRWD is planning to complete a site visit at least once per year to ensure the contractor is doing what is expected and will also provide technical support along the way.

Motion 25-200: *Approve a grant award to Wakaŋ Típi Awanyankapi for an amount not to exceed \$100,000 over a five year period and authorize the Administrator to execute a grant agreement.*

Mazanec/Texer
Unanimously Approved

D) Approve Regulatory Stormwater Specialist Position and Staff Promotion (Hosch)

Acadia Stephan joined CRWD in April 2021 as a seasonal Permit Inspector (Seasonal/ Intern) and was hired full time in November of that year. She currently has over four years of experience with CRWD in the Regulatory Division. Over those years, Acadia has inspected and managed countless permits during active construction and project closure. She has also stepped up to assume lead review duties for new permit applications during the division transition in 2023/2024. Currently, she manages the District's Permitted Sites Maintenance Program (PSMP), which she also helped develop over the last two construction seasons and continues to expand to ensure that existing stormwater practices provide long-term water resource benefits. She has managed small to large size permits and regularly reviews internal processes to improve CRWD services and efficiency. Over the past four years, Acadia's skills, responsibilities, and job performance have grown from Technician to Specialist level.

Motion 25-201: *Approve Regulatory Stormwater Specialist position and promotion of Acadia Stephan to Grade III Regulatory Stormwater Specialist.*

Mazanec/Texer
Unanimously Approved

E) Approve Broker of Employee Benefits (Eleria)

[Our mission is to protect, manage and improve the water resources of Capitol Region Watershed District.](#)

For over ten years, insurance benefits for CRWD employees have been obtained through a local insurance broker, North Risk Partners. With the Board's adoption of new procurement and contracting guidelines and a desire to consider options for brokerage services, CRWD staff engaged its human resources consultant, Optima HR Solutions, to lead the solicitation of proposals for insurance broker services. Optima HR sent out eleven Requests for Proposals and received four responses. The recommended broker was chosen based on their experience, proposal and interview as well as the communication and education training they provide, client engagement and support, and their expertise on the upcoming Minnesota Paid Family and Medical Leave Act that will be effective January 1st, 2026. CRWD's recommendation of the insurance broker NFP was brought to the Personnel Committee last week, and they agree with the recommendation.

Motion 25-202: *Approve broker for employee benefits and authorize the Administrator to execute a consultant services agreement.*

Mazanec/Texer
Unanimously Approved

F) Authorize Amendments for Pooled BMP Pond Maintenance Project (Kucek)

The Board authorized the Administrator to execute a Consultant Services Agreement not to exceed \$190,065 with HDR for engineering and construction services on the Pooled BMP Pond Maintenance Project at its regular meeting on August 6th, 2025. The Board action requested by staff at the August 6th, 2025, meeting omitted authorization for the Administrator to amend the agreement. This contract covers engineering services from design through construction rather than up to bidding as other capital engineering projects such as the Como Golf Course BMPs or McMurray projects have. Given the potential for unexpected construction management and other engineering needs to arise during construction that require timely resolution for a successful project, staff are requesting Board authorization for the Administrator to approve contract amendments up to \$50,000.

Motion 25-203: *Authorize the Administrator to execute amendments to the Pooled BMP Pond Maintenance Project Consultant Services Agreement up to \$50,000.*

Mazanec/Texer
Unanimously Approved

VI. Unfinished Business

A) Art and Water Workshop Update (Xiong)

Administrator Eleria reminded attendees about CRWD's upcoming Art and Water Workshop. This workshop will take place at the CRWD office from 11AM-2PM on Saturday September 13th. The featured artist is a puppeteer and former filmmaker who will be telling stories about Como Lake. Visitors will make their own puppets and be encouraged to tell their own stories.

B) CRWD Summer Tour Update (Eleria)

The CRWD Summer Tour is scheduled for Wednesday, September 10th, in lieu of the CAC meeting. The tour this year focuses on the Trout Brook Interceptor, from Headwaters to Outlet. The bus will leave promptly at 5:15PM and take participants to four different stops before ending at the CRWD office for a dinner social. Board managers, CAC members, CRWD staff, and Minnesota Water Stewards are encouraged to attend. This event is expected to take 3 hours, including the dinner.

VII. General Information

A) Board of Managers' Updates

Manager Mazanec will virtually attend the MN Watershed Resolutions on Monday August 25th, along with Manager Sullivan Janzen. President Collins will attend and listen as the alternate.

B) Administrator's Update

CRWD has been chosen to be a host site for the We are Water exhibit in 2026. The exhibit is organized through the Minnesota Humanities Center and is being hosted by 5 different sites in 2026. Administrator Eleria acknowledged the hard work of Community Engagement Program Manager Lindsay Schwantes and Communications and Engagement Division Manager Jessica Bromelkamp on the application and interview process. CRWD is looking forward to further activating our office space.

VIII. Next Meetings

- A) Wednesday, September 3, 2025 – 5:00 p.m. – Board Workshop and Regular Meeting
- B) Wednesday, September 10, 2025 – 5:00 p.m. – CRWD Summer Tour

IX. Adjournment

Motion 25-204: *Adjournment of August 20, 2025, Regular Board Meeting at 6:54 PM.*

Mazanec/Texer
Unanimously Approved

Respectfully submitted,
Lydia Treichel