



Capitol Region Watershed District

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November 19, 2025
Board Meeting
V. Action Item
Approved

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, November 5, 2025, at 6:00 p.m.**

MEETING MINUTES

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

A) Attendance

Managers

Mary Texer
Hawona Sullivan Janzen
Shawn Mazanec
Joe Collins
Rick Sanders

Staff Present

Anna Eleria
Bob Fossum
Meilina Dalit
Luke Martinkosky

Public Attendees

Nick Carmichael
Tori Philippi, CAC

Other Attendees

Bradley Cousins, Ramsey County
Attorney

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

Motion 25-245: *Approve the Agenda of November 5, 2025, Meeting.*

Administrator Eleria requested to move Action Item V. F) Appoint Nick Carmichael to the Community Advisory Committee to before Action Item V. A) Approve Minutes of October 15, 2025, Regular Board Meeting.

Mazanec/Sanders
Unanimously Approved

II. Public Comment – None.

III. Permit Applications and Program Updates

A) 22-026, St. Catherine University – Tennis Courts & Drainage Improvements - Closure (Martinkosky)

This permit was issued for removal and replacement of tennis courts, adjacent sidewalks, a playground, and provide drainage improvements on the St. Catherine University campus at Bayard Avenue and Fairview Avenue in Saint Paul. Stormwater treatment is provided by a surface filtration system. Work is complete, the site is stable, and the stormwater treatment practice has been confirmed functional. A surety of \$4,700 was collected for this project. There

were three surety deductions due to inspection charges, so \$4,340 of the surety is available for return.

Motion 25-246: *Approve \$4,340 surety return and Certificate of Completion for permit #22-026, St. Catherine University-Tennis Courts & Drainage Improvements.*

Mazanec/Sanders
Unanimously Approved

B) 24-016, Shepard Otto Bridge Rehabilitation - Closure (Chastan-Davis)

This permit was issued to the City of Saint Paul Bridge Division for bridge rehabilitation work that included replacement of bridge joints, approach panels, and minor deck repairs for the Shepard Road bridge at Otto Avenue in Saint Paul. This permit was a staff-issued, erosion control only permit. Work is complete and the site is stable. No surety was collected for this public project.

Motion 25-247: *Approve Certificate of Completion for permit #24-016, Shepard Otto Bridge Rehabilitation.*

Mazanec/Sanders
Unanimously Approved

IV. Special Reports – None.

V. Action Items

A) Appoint Nick Carmichael to the Community Advisory Committee (Krivichi)

On October 27, 2025, CRWD received an application from Nick Carmichael to join the Community Advisory Committee. Mr. Carmichael currently works in the sale and lease of warehouse factory space with his company Capital Commercial Partners. He has worked with the nonprofit People Serving People and has volunteered as a girls' hockey coach. He enjoys kayaking and boating on the Mississippi River and has a slip at the St. Paul Yacht Club and Watergate Marina. Mr. Carmichael introduced himself to the Board, and the Board shared brief introductions about themselves.

Motion 25-248: *Appoint Nick Carmichael to the Community Advisory Committee.*

Mazanec/Sanders
Unanimously Approved

B) Approve Minutes of October 15, 2025, Regular Board Meeting (Treichel)

Motion 25-249: *Approve the October 15, 2025, Regular Board Meeting Minutes.*

Mazanec/Sanders
Unanimously Approved

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

Motion 25-250: *Approve a partial October 2025 accounts payable and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Mazanec/Sanders
Unanimously Approved

Motion 25-251: *Authorize the Administrator to issue electronic payments for October US Bank and Menards credit card payments.*

Mazanec/Sanders
Unanimously Approved

C) Approve Records Management and Retention Policy (Dalit)

Per Minnesota statutes §§ 15.17 and 138.17, CRWD is required to make and preserve all records necessary to ensure a full and accurate accounting of CRWD’s official activities. In Minnesota, local governments may only destroy government records pursuant to either 1) a “Application for Authority to Dispose of Records” submitted to and approved by the State Records Disposition Panel; or 2) a record retention schedule adopted by the governing board and approved by the State Records Disposition Panel. CRWD staff have developed a draft Records Management and Retention Policy and a draft Records Retention Schedule that specifies how long various types of records should be kept and when they can be legally destroyed.

Both the draft policy and schedule have been reviewed by Ramsey County Attorney J.P. Hochhalter. Following adoption by the Board of Managers of the policy and schedule, staff will submit the policy and schedule for approval by the State Records Disposition Panel.

Motion 25-252: *Adopt CRWD Records Management and Retention Policy and Records Retention Schedule and authorize the Administrator to seek approval of the Records Retention Schedule from the state Records Disposition Panel.*

Mazanec/Sanders
Unanimously Approved

D) Approve CRWD Paid Family and Medical Leave Policy (Eleria)

The State of Minnesota’s Paid Family and Medical Leave Law goes into effect on January 1, 2026. The law requires most employers, including CRWD, to provide employees with paid family and medical leave up to 12 weeks for qualifying family and medical leave reasons. The law requires partial wage replacement and job protection for full-time, part-time, temporary and

seasonal employees. In October, CRWD secured a private PFML insurance plan through MetLife that has been approved by the State. The MetLife premium rate is 0.83% of an employee's salary, which is slightly less than the State rate of 0.88%.

Besides securing insurance, CRWD must update its current PFML policy to comply with the new State PFML law. The key policy changes CRWD is required to make include broadening the eligibility of employees who can receive PFML benefits, broadening the covered leave types to include safety leave and expanded caregiving definitions and covered family members, increasing paid leave duration from 4 weeks to 12 weeks, and offer up to 20 weeks for combined leaves; and offering partial wage replacement during the entire paid leave duration, which is tiered based on salary.

Administrator Eleria discussed two policy decisions that would exceed State requirements. This includes continuing to offer full wage replacement for up to four weeks for employees who have worked for at least 12 consecutive months and 1,250 hours at CRWD, and that CRWD cover 80% of the insurance premiums and employees cover 20% of the premiums, similar to the current split for health insurance. The Board Personnel Committee expressed their recommendation to approve the updated policy the full Board.

Motion 25-253: *Approve the updated CRWD Paid Family and Medical Leave Policy.*

Mazanec/Sanders
Unanimously Approved

E) Approve 2026 Employee Insurance Benefits (Eleria)

CRWD proposes a generous benefits package to its employees that includes medical, dental and vision insurance, health savings (HSA) and flexible savings (FSA) accounts, life insurance, long-term disability insurance, and short-term disability insurance. In addition, optional ancillary benefits can be purchased by employees including accident insurance and buy-up life insurance.

Every fall, District staff works closely with its insurance broker to review, analyze and as needed update the benefits package. The upcoming year's employee benefits package requires approval by the Board prior to conducting open enrollment for staff. The District's broker, NFP, provided 2026 renewal rates for the existing employee insurance plans. Insurance premiums in 2026 are estimated to increase by approximately 12% for medical insurance and 4% for dental insurance. The rates for vision insurance and CRWD-sponsored life insurance will not change in 2026. With the implementation of the District's updated PFML program in 2026, some changes to ancillary benefits are proposed.

The market analysis and proposed 2026 employee rates were reviewed and discussed with the Board Personnel Committee who concurs with the recommendations including staying with Health Partners for medical and dental insurance and offer same two plans under two different provider networks for a total of four options for staff to choose from, increasing CRWD contribution to employee HSAs because of increase in deductibles, remain with EyeMed for vision care insurance and offer the same plan, increasing employee rates for medical and dental

insurance as identified in enclosure, offering the same ancillary benefits from MetLife with some plan changes in response to addition of PFML insurance, and switching providers for accident insurance from Colonial Life to MetLife. The Board Personnel Committee expressed their support of the 2026 Employee Benefits program to the full Board.

Motion 25-254: *Approve the 2026 Employee Benefits Program.*

Mazanec/Sanders
Unanimously Approved

VI. Unfinished Business – None.

VII. General Information

A) Board of Managers' Updates

Managers Collins, Texer, Sanders, and Mazanec are planning on attending the MN Watersheds annual conference in December. At the next Board meeting, the Managers will select delegates for the annual meeting that takes place during the conference. Administrator Eleria noted that room reservations have been made for the Board at Grand View Lodge.

B) Administrator's Update

Administrator Eleria shared two potential dates for the Watershed Steward Awards: February 5th or February 10th. The Board discussed their availability; there was a preference towards February 10th. The next Art and Water Workshop will be held on the evening of Saturday, November 22nd, featuring artist Boo McCaleb.

C) Next Meetings

- a. Wednesday, November 12, 2025 – 5:30 p.m. – CAC Meeting – Manager Sullivan Janzen will attend.
- b. Wednesday, November 19, 2025 – 6:00 p.m. – Board Meeting

D) Adjournment

Motion 25-255: *Adjournment of November 5, 2025, Regular Board Meeting at 7:15 PM.*

Mazanec/Sanders
Unanimously Approved

Respectfully submitted,
Meilina Dalit