



Capitol Region Watershed District

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

January 7, 2026
Board Meeting
V. Action Item
Approved

Annual & Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, December 17, 2025, at 6:00 p.m.**

ANNUAL MEETING MINUTES

I. Call to Order of Annual Board Meeting (*Vice President Mary Texer*)

A) Attendance

Managers

Mary Texer
Hawona Sullivan Janzen
Shawn Mazanec
Joe Collins (absent w/ notice)
Rick Sanders (absent w/ notice)

Staff Present

Anna Eleria
Bob Fossum
Lydia Treichel
Elizabeth Hosch
Chris Kucek
Forrest Kelley

Public Attendees

Other Attendees

Bradley Cousins, Ramsey County
Attorney

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

Motion 25-266: *Approve the Agenda of December 17, 2025, Annual Meeting.*

Mazanec/Sullivan Janzen
Unanimously Approved

II. Election of Officers

Office Current/Past Officers

President
Vice President
Secretary
Treasurer
Communications and Engagement

December 17, 2025 - Annual Mtg 2026

Joe Collins
Mary Texer
Hawona Sullivan Janzen
Rick Sanders
Shawn Mazanec

Motion 25-267: *To elect the officers to serve the Capitol Region Watershed District from December 17, 2025, to the District's Annual Meeting in 2026.*

Mazanec/Sullivan Janzen
Unanimously Approved

III. Board Committee Appointments

Current Appointments

December 17, 2025-Annual Mtg. 2026

Personnel Committee

- | | |
|----------------|-------------|
| 1) Mary Texer | Mary Texer |
| 2) Joe Collins | Joe Collins |

Finance Committee

- | | |
|-----------------|--------------|
| 1) Rick Sanders | Rick Sanders |
| 2) Joe Collins | Joe Collins |

Operations

- | | |
|-----------------|--------------|
| 1) Rick Sanders | Rick Sanders |
| 2) Mary Texer | Mary Texer |

Programs

- | | |
|-----------------|--------------|
| 1) Mary Texer | Mary Texer |
| 2) Rick Sanders | Rick Sanders |

Communications and Community

- | | |
|---------------------------|------------------------|
| 2) Hawona Sullivan Janzen | Hawona Sullivan Janzen |
| 3) Shawn Mazanec | Shawn Mazanec |

Capital Improvements, Projects, and Partnerships

- | | |
|---------------------------|------------------------|
| 1) Hawona Sullivan Janzen | Hawona Sullivan Janzen |
| 2) Shawn Mazanec | Shawn Mazanec |

Motion 25-268: *To appoint committee members to serve the Capitol Region Watershed District from December 17, 2025, to the District's Annual Meeting in 2026.*

Mazanec/Sullivan Janzen
 Unanimously Approved

IV. Other Administrative Assignments

	<u>2025</u>	<u>2026</u>
A) Bank/Depository of Funds		
Bank	US Bank	US Bank
Depository of Funds	4M Fund	4M Fund
B) Managers Per Diem		
	<u>2025</u> \$125/meeting	<u>2026</u> \$125/meeting
C) Mileage Reimbursement		
	<u>2025</u> \$0.70/mile	<u>2026</u> \$0.70/mile, or as determined by IRS in 2026
D) Official Newspaper		
	<u>2025</u> St. Paul Pioneer Press	<u>2026</u> St. Paul Pioneer Press
E) Accountant		
	<u>2025</u>	<u>2026</u>

	Redpath and Company	Redpath and Company
F) Auditor	<u>2025</u> Redpath and Company	<u>2026</u> Redpath and Company

Motion 25-269: *To make administrative assignments to serve the Capitol Region Watershed District from December 17, 2025, to the District’s Annual Meeting in 2026.*

Mazanec/Sullivan Janzen
Unanimously Approved

V. 2026 Board Meeting Schedule

- Wednesday, January 7, 2026
- Wednesday, January 21, 2026
- Wednesday, February 4, 2026
- Wednesday, February 18, 2026
- Wednesday, March 4, 2026
- Wednesday, March 18, 2026
- Wednesday, April 1, 2026
- Wednesday, April 15, 2026
- Wednesday, May 6, 2026
- Wednesday, May 20, 2026
- Wednesday, June 3, 2026
- Wednesday, June 17, 2026
- Wednesday, July 1, 2026
- Wednesday, July 15, 2026
- Wednesday, August 5, 2026
- Wednesday, August 19, 2026 – Public Hearing for Budget & Levy
- Wednesday, September 2, 2026 – Adoption of Preliminary Budget and Levy
- Wednesday, September 16, 2026
- Wednesday, October 7, 2026
- Wednesday, October 21, 2026
- Wednesday, November 4, 2026
- Wednesday, November 18, 2026
- Wednesday, December 2, 2026 – *May be rescheduled due to MN Watersheds Annual Conference*
- Wednesday, December 16, 2026 – Annual Meeting, Adoption of Final Budget and Levy

Motion 25-270: *To set the regular meetings of the Board of Managers of the Capitol Region Watershed District for 6:00 P.M. at the District office generally on the 1st and 3rd Wednesdays of each month unless otherwise noted.*

Mazanec/Sullivan Janzen
Unanimously Approved

VI. 2026 Community Advisory Committee (CAC) Meeting Schedule

- Wednesday, January 14, 2026 - Virtual
- Wednesday, February 11, 2026 - Virtual
- Wednesday, March 11, 2026
- Wednesday, April 8, 2026
- Wednesday, May 13, 2026
- Wednesday, June 10, 2026
- Wednesday, July 8, 2026
- Wednesday, August 12, 2026
- Wednesday, September 9, 2026
- Wednesday, October 14, 2026
- Tuesday, November 10, 2026 – Rescheduled due to Veteran’s Day
- Wednesday, December 9, 2026 – Virtual

Motion 25-271: *To set the regular meetings of the Community Advisory Committee of the Capitol Region Watershed District for 5:30 P.M. virtually and at the District office, generally on the 2nd Wednesday of each month unless otherwise noted.*

Mazanec/Sullivan Janzen
Unanimously Approved

VII. 2026 CAC Appointments

The Board of Managers must annually appoint the Community Advisory Committee members. To maintain an orderly CAC roster and fully comply with State Statutes, the Community Advisory Committee submits a recommended roster to the Board of Managers, who will appoint CAC members for 2026 at the CRWD Annual Meeting on December 17, 2025.

- Andrew Montain
- Barbara Hall
- Gwen Willems
- Lauren Wheeler
- Mary Lilly
- Michelle Ulrich
- Mike Trojan
- Nick Carmichael
- Richard Weil
- Tori Philippi

Motion 25-272: *Recommend reappointing the current CAC members through December 2026.*

Mazanec/Sullivan Janzen
Unanimously Approved

VIII. Conflicts of Interest Policy

The Board of Managers reviewed the Conflict of Interest policy and filled out annual statements acknowledging receipt and review of CRWD's Conflict of Interest policy, dated April 21, 2005.

IX. Public Question and Comment Period

There were no questions from the public.

X. Adjournment of Annual Meeting

Motion 25-273: *Adjournment of December 17, 2025, Annual Board Meeting at 6:05 P.M.*

Mazanec/Sullivan Janzen
Unanimously Approved

REGULAR MEETING MINUTES

I. Call to Order of Board Meeting (*Vice President Mary Texer*)

A) Attendance

Managers

Mary Texer
Hawona Sullivan Janzen
Shawn Mazanec
Joe Collins (absent w/ notice)
Rick Sanders (absent w/ notice)

Staff Present

Anna Eleria
Bob Fossum
Lydia Treichel
Elizabeth Hosch
Chris Kucek
Forrest Kelley

Public Attendees

Other Attendees

Bradley Cousins, Ramsey County
Attorney

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

Administrator Eleria requested to add an item under Unfinished Business, VI. B) Ford Area C Site Update.

Motion 25-274: *Approve the amended Agenda of December 17, 2025, Meeting.*

Mazanec/Sullivan Janzen
Unanimously Approved

II. Public Comment – None.

III. Permit Applications and Program Updates

A) 20-013, Ford Site Stormwater Master Plan – Civic Square Amendment (Martinkosky)

CRWD approved Permit 20-013 Ford Site Stormwater Masterplan on July 8, 2020 for the 122 acre Ford Site Redevelopment project (now the Highland Bridge Development) and permits were issued per the Board Approved Ford Site Alternative Permit Process. A permit amendment for Míča Park was approved on June 5, 2024. Civic Square is the last remaining outlet to be developed from the original masterplan. The original masterplan did not include a final design for this outlet. This amendment is confirmation of the total impervious area and volume treatment using the finalized Civic Square plans.

Motion 25-275: *Approve Amendment with four (4) conditions:*

1. *Receipt of \$1,500 surety.*
2. *Provide approved plans signed by a professional engineer per the Minnesota Board of AELSLAGID.*
3. *Provide an impervious area spreadsheet updated with the most current information to confirm ongoing compliance with the Ford Site Stormwater Master Plan.*
4. *Provide a SWPPP that includes the following:*
 - a. *Disturbed area.*
 - b. *Pre and post project impervious.*

- c. *Estimated quantities for all erosion prevention and sediment control BMPs (i.e. linear feet of silt fence, square feet of erosion control blanket, etc.).*
- d. *Dewatering provisions (if any).*
- e. *Perimeter control for stockpiles.*
- f. *Plan for temporary and permanent stabilization.*
- g. *A note stating, "Silt fence or fabric placed under the grate is not an approved form of inlet protection".*

Mazanec/Sullivan Janzen
Unanimously Approved

B) 23-024, Skyline Apartments – Approval Extension (Stephan)

The applicant proposes upgraded parking facilities, landscaping, storm sewer system, and stormwater BMPs. Previous approval with conditions was granted on January 3, 2024. The applicant has 1 year from the approval to complete the remaining conditions for permit issuance and begin work. An extension was approved on December 18, 2024, and the permit was issued on October 31, 2025. The applicant has informed us that construction is expected to begin in spring of 2026, following some delays related to project financing, and has requested additional approval time to begin work. No changes to the plan have been proposed, nor any Rule changes to incorporate.

Motion 25-276: *Approve extension with no conditions.*

Mazanec/Sullivan Janzen
Unanimously Approved

C) Other Permit Updates (Hosch)

Regulatory Division Manager Elizabeth Hosch gave the Board updates on two actions regarding the United Village Development. CRWD approved a second extension for the sculpture and playground permit on December 11th. Though these have been built already, the Operation Maintenance agreement is the main lingering condition that calls for an extension. Additionally, an amendment was approved for the restaurant lot to expand the patio area. The design team then added an underground infiltration system to that lot that pairs with routing roof drainage to the reuse system.

IV. Special Reports – None.

V. Action Items

A) Approve Minutes of December 1, 2025, Regular Board Meeting (Treichel)

Motion 25-277: *Approve the December 1, 2025, Regular Board Meeting Minutes.*

Mazanec/Sullivan Janzen
Unanimously Approved

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

Motion 25-278: *Approve remaining partial November 2025 accounts payable and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Mazanec/Sullivan Janzen
Unanimously Approved

Motion 25-279: *Approve November 2025 expenditures and accounts receivable as presented in the enclosed financial statement.*

Mazanec/Sullivan Janzen
Unanimously Approved

C) Approve Agreements for Accounting, Payroll, and Audit Services with Redpath (Dalit)

Redpath and Company has provided monthly accounting and biweekly payroll processing services for the District for many years. They have also offered the District assistance with PERA administration and other miscellaneous accounting and payroll services. Redpath has conducted the three previous financial audits for the District.

Redpath has a separate audit division from its accounting and payroll divisions, which ensures a separation of duties by its staff and follows similar auditing procedures as the MN Office of the State Auditor. They also provide auditing services for other watershed districts. Staff have had a positive experience working with Redpath's auditor during the previous audits. Staff propose that Redpath conduct the 2025 financial audit for the District. Enclosed is the letter from Redpath describing the scope, terms, and objectives of an audit by Redpath. The estimated cost for the audit is \$36,000-\$38,000.

Staff also requested from Redpath the enclosed letter summarizing the scope and costs of accounting and payroll services in 2026, which is estimated to be \$90,400. The grand total cost of estimated services from Redpath in 2026 is \$128,400, as outlined in the spreadsheet on the following page. The total cost of estimated services from Redpath in 2025 was \$118,560. To date, the District has paid Redpath approximately \$112,000 for their services and expects to pay an additional \$5,000 for the remainder of the year. Redpath has requested the District prepare two separate agreements: one for 2026 accounting and payroll services and another for the 2025 financial audit.

CRWD staff reviewed the proposed scope of work with the Board and asked for the Board to comment. There were no comments or questions from the Board.

Motion 25-280: *Approve accounting and payroll services from Redpath and Company and authorize Administrator to execute an accounting and payroll processing services agreement for an amount not to exceed \$90,400.*

Mazanec/Sullivan Janzen
Unanimously Approved

Motion 25-281: *Approve financial auditing services from Redpath and Company and authorize the Administrator to execute the 2025 financial audit agreement for an amount not to exceed \$38,000.*

Mazanec/Sullivan Janzen
Unanimously Approved

D) Authorize Bidding for Pooled BMP Pond Maintenance Project (Kucek)

CRWD's Facility Management Division is working with the City of Saint Paul Public Works Sewer Division to conduct sediment removal and restoration at five stormwater basins as part of the Pooled BMP Maintenance program. HDR has been selected as the engineering consultant for this project. 90% plans and specifications for this work were submitted on December 1 and have been reviewed by CRWD staff and counsel.

Bid solicitation is anticipated to begin as soon as possible, pending Board authorization. Bids will be accepted until 10 AM Thursday, January 15, when they will be opened publicly at a virtual meeting. Per CRWD's Procurement and Contracting guidance, HDR will review bids for responsiveness to the bid instructions and confirm that bidders have an adequate record of performance on similar projects. HDR will draft a memo summarizing the bid amounts and staff anticipate requesting authorization to award the bid to the lowest responsive and responsible bidder at the Board's regular meeting on January 21st.

Facility Operations Specialist Chris Kucek discussed the timeline with the Board, which includes substantial completion by the end of April, and full completion in mid-June. The Board had no questions.

Motion 25-282: *Authorize Bidding for the Pooled BMP Pond Maintenance Project.*

Mazanec/Sullivan Janzen
Unanimously Approved

E) Approve Cooperative Agreement with Saint Paul Public Works for Maintenance of Stormwater Ponds (Kucek)

During the development of the Facility Management Division, public partners indicated that they would welcome CRWD's assistance with stormwater pond and basin clean outs. As part of its Pooled BMP Maintenance Program, the Facility Management Division reached out to public

partners in May of 2025 to gauge interest in a stormwater pond clean out contract for 2025-26. Saint Paul Public Works - Sewers Division submitted five basins for inclusion in this contract; no other partners had ponds they were prepared to submit this year. The project includes sediment survey and sample coring to quantify and characterize the sediment in each basin, construction plan development, a sealed bid process to hire a construction firm, cleanout work, and post-construction stabilization and restoration.

Staff have coordinated with City of Saint Paul Public Works, Sewers Division staff to review a Cooperative Agreement that defines roles and responsibilities for this Pooled BMP Pond Maintenance project. Under this agreement, CRWD will pay for engineering services, hire a contractor to perform the work, and oversee the project. The City will reimburse CRWD for survey, sediment analysis, and construction costs. The agreement has been reviewed by both CRWD and City attorneys. The estimated project cost in the agreement combines the engineering services contract budget of \$193,965, which includes survey and sediment analysis, and the current engineer's opinion of probable cost of \$676,000. CRWD's estimated cost after reimbursement is \$171,368. These costs are planned for in the 2026 budget under 422-25833 Pooled BMP Pond Dredging.

Facility Operations Specialist Chris Kucek reviewed a range of costs that could change with the Board. Kucek also said that the agreement has been sent to The City for their council process and to be routed for signatures. This process will be completed before the work is done.

Motion 25-283: *Approve the Cooperative Maintenance Agreement with Saint Paul Public Works for Maintenance of Stormwater Basins and authorize the Board President and Administrator to execute the agreement.*

Mazanec/Sullivan Janzen
Unanimously Approved

F) Approve Facility Management Technician II Position Description (Kelley)

The Facility Management Division was created in December of 2023 with the goals of increased stormwater best management practice (BMP) function through improved operation and maintenance partnerships, and consolidation of maintenance activities spread throughout multiple divisions. The Division relied on assistance from personnel in other Divisions throughout 2024 and has been comprised of the Grade 5 Division Manager and Grade 3 Specialist since October 2024.

The District is increasingly looked to as a reliable resource for facilitating operation and maintenance services. In order to keep pace with the needs of existing and future CRWD and partner-owned infrastructure, the Facility Management Division seeks to hire a Grade 2 Stormwater Facility Operations Technician to assist with implementation of the District's Comprehensive Stormwater Facility Management Program.

The draft position description was reviewed by the Personnel Committee and upon review and

approval by the full Board, staff intend to initiate the internal hiring process described in the CRWD Employee Handbook to provide existing qualified personnel the opportunity to apply for the position prior to advertising externally. Funding has been allocated for this Grade 2 position in the proposed 2026 budget.

Motion 25-284: *Approve the Grade 2, Technician II, Stormwater Facility Operations Technician Position and authorize staff to advertise and fill the position.*

Mazanec/Sullivan Janzen
Unanimously Approved

G) Approve Final 2026 Budget and Levy (Fossum)

The Board of Managers reviewed and discussed the Preliminary 2026 Budget and Levy at several Board meetings in 2025. The Community Advisory Committee reviewed and recommended approval of the draft Preliminary 2026 Budget and Levy at their August 13, 2025, meeting. A duly noticed Public Hearing was held on August 20th, with no comments received. The Board of Managers adopted a Preliminary 2026 Budget and Levy at their September 3, 2025, meeting.

The 2026 Budget has some minor changes in projects and capital improvements, however, the total preliminary budget of \$16,883,785 that was previously certified remains unchanged. Additionally, the proposed Preliminary 2026 Levy of \$10,516,667 remains unchanged. The 2026 Levy represents a 0% increase (flat) from the 2025 Levy amount. Staff reviewed the minor changes to the 2026 Budget with the Managers. There were no questions from the Board.

Motion 25-285: *Adopt Resolution approving the Final 2026 Budget and Levy and direct the Treasurer and Administrator to certify the levy with Ramsey County.*

Mazanec/Sullivan Janzen
Unanimously Approved

H) Approve 2026 Employee Handbook (Eleria)

Updates to the 2026 Employee Handbook occur in the main body of the handbook as well as the appendices. At the November 5th meeting, the Board approved updates to the District's Paid Family and Medical Leave (PFML) Policy (Section 5.1) to reflect the new State PFML law and the 2026 Employee Insurance Benefits Plan (Appendix B).

Other major updates to the employee handbook include: 1) new artificial intelligence (AI) policy (Section 2.4) and 2) updates to the portable communication devices policy (Section 2.6). With the growing role of AI in the workplace to enhance public service delivery, CRWD staff have prepared a new AI policy to ensure that it is used responsibly, ethically and securely and in compliance with State laws. Staff are suggesting changes in the portable communication devices section, specifically on cell phones, to protect the privacy of staff, increase efficiency and ensure compliance with State laws. The major updates, including those previously approved, are in red

font in the enclosed draft handbook. The remainder of the employee handbook updates are general updates and clarifications in the main body, updates to the Safety Program Manual (Appendix C), and removal of the record retention policy from the employee handbook.

Board Manager Sullivan Janzen asked questions regarding the use of AI and the Community Advisory Committee (CAC). Administrator Eleria responded that CRWD needs time to discuss that aspect further so we can give the CAC the right tool. An answer will be brought to the Board once it is agreed upon.

Motion 25-286: *Adopt the 2026 CRWD Employee Handbook.*

Mazanec/Sullivan Janzen
Unanimously Approved

I) Approve Amended Board Bylaws (Eleria)

CRWD's Board of Managers originally established and adopted a set of bylaws to govern its conduct and business procedures in 1999. The Board bylaws have been updated periodically to ensure compliance with new and updated State laws, reference new and updated CRWD policies and make minor nonsubstantive edits. The bylaws were last updated in November 2020.

The MN State Legislature enacted changes to the Open Meeting Law (MN Statute 13D) earlier this year to allow State and local government agencies to conduct open meetings using interactive technology. Staff are proposing changes to the Board's bylaws to offer a remote meeting option to the Managers starting in early 2026.

Other proposed changes to the bylaws include referencing the Procurement and Contracting Guidelines approved by the Board earlier this year, the Financial Policies and Procedures Handbook approved by the Board in 2023, and other minor edits. Enclosed are the draft bylaws with proposed changes tracked. These changes are needed immediately, however, staff intend to conduct a more comprehensive review of the bylaws and consider a CRWD Governance Manual later in 2026.

Board Managers present at the meeting discussed what minimum number of Board members they would like to have present at the CRWD office once a remote meeting option is offered. After discussion of weather and flexibility, Board Managers concluded they would like the minimum number to be one (1) rather than three (3). This would match the State's requirements. This amendment changes Article 4, Section E, Paragraph 2, Line 9 to say "one member" instead of "a quorum".

Motion 25-287: *Adopt the amended Bylaws of Capitol Region Watershed District as discussed.*

Mazanec/Sullivan Janzen
Unanimously Approved

VI. Unfinished Business

A) 2025 Watershed Stewards Awards Update (Bromelkamp)

The Annual CRWD Recognition & Awards Ceremony will be held on February 10, 2026, from 6:00 – 8:30 pm at CRWD’s office. Nominations are asked for internally and by external stakeholders. This year, all nominations were made by staff.

Each winner will be asked to provide photos or a video of their work and to say a few words about our work together at the ceremony. Highlights from the ceremony will be shared on CRWD’s website, blog, e-newsletter, and social media channels.

CRWD staff recommend the following list of winners. CRWD’s Community Advisory Committee reviewed and approved this list at their December 10, 2025, meeting.

- Watershed Community Member: Steve Mitrione, Hamline-Midway resident
- Watershed Partner: Russ Stark, City of Saint Paul Chief Resiliency Officer
- Young Watershed Stewards: Randolph Heights Robotics Club
- Watershed Outreach Program: InProgress – Water-Themed Digital Art Making
- Watershed Project: Model Cities Clean Water Projects
- Watershed Construction Leadership Award: Stephan & Sebastian Lafferty, ShorelineLandscaping
- Lifetime Achievement: Ann WhiteEagle, Ramsey County Soil and Water Conservation DivisionDirector

B) Ford Area C Site Updates

Deputy Administrator Fossum shared information regarding the Ford Area C public meeting that is taking place on January 15th at the Highland Park Community Center. Fossum prepared the Board of what may happen considering the large community interest in the topic, and how many community members have approached CRWD staff with questions. Manager Texer spoke about an email from Friends of the Mississippi River about a rally before the meeting.

VII. General Information

A) Board of Managers’ Updates

Board Manager Mazanec was elected to MN Watersheds Board. The MN Metro Watersheds next meeting is January 20th and it is virtual.

B) Administrator’s Update

Administrator Eleria recognized the Ramsey County Attorney's Office – specifically Bradley Cousins and J.P. Hochalter for all their work this year. Cousins and Hochalter have been instrumental to CRWD under tight deadlines and have been a huge assist while CRWD navigates new policies and procedures.

C) Next Meetings

- a. Wednesday, January 7, 2026 – 5:00 p.m. – Board Workshop & Regular Meeting
- b. Wednesday, January 14, 2026 – 5:30 p.m. – CAC Meeting (virtual)

D) Adjournment

Motion 25-288: *Adjournment of December 17, 2025, Regular Board Meeting at 7:40 PM.*

Mazanec/Sullivan Janzen
Unanimously Approved

Respectfully submitted,
Lydia Treichel