



Capitol Region Watershed District

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

September 16, 2026

Board Meeting

V. Action Item

Approved

Regular Board Meeting of the Capitol Region Watershed District (CRWD) Board of Managers, for
Wednesday, September 2, 2026, at 6:00 p.m.

MEETING MINUTES

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

A) Attendance

Managers

Mary Texer (*virtual*)
Hawona Sullivan Janzen
Shawn Mazanec
Joe Collins
Rick Sanders

Staff Present

Bob Fossum
Lydia Treichel
Luke Martinkosky
Mary Van Sant
Britta Belden

Public Attendees

Michael Miller (*virtual*)

Other Attendees

Board Manager Collins asked if there were Board members for the motions and seconds for this meeting. Managers Mazanec and Sanders volunteered.

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

Motion 26-181: *Approve the Agenda of September 2, 2026, Meeting.*

Manager Mazanec moved, Manager Sanders seconded to approve Motion 26-181. A roll call was performed:

Manager Texer - Aye
Manager Sullivan Janzen - Aye
Manager Sanders - Aye
Manger Mazanec - Aye
President Collins – Aye

Motion approved.

II. Public Comment – None.

III. Permit Applications and Program Updates

A) 23-029, Hamline Avenue Trail - Closure (Martinkosky)

This permit was issued for construction of a new bituminous trail and ADA ramps on Hamline Avenue between Highland Parkway and Montreal Avenue in Saint Paul. Stormwater treatment is provided by impervious disconnection and a volume bank deduction. Work is complete,

drainage patterns from impervious surfaces have been confirmed, and the site is stable. No surety was required for this public project.

Motion 26-182: *Approve withdrawal of 1,186 cubic feet of volume credits from the City of Saint Paul Parks and Recreation volume bank under permit #23-029, Hamline Avenue Trail.*

Manager Mazanec moved, Manager Sanders seconded to approve Motion 26-182. A roll call was performed:

Manager Texer - Aye
Manager Sullivan Janzen - Aye
Manager Sanders - Aye
Manger Mazanec - Aye
President Collins – Aye

Motion approved.

Motion 26-183: *Approve Certificate of Completion for permit #23-029, Hamline Avenue Trail.*

Manager Mazanec moved, Manager Sanders seconded to approve Motion 26-183. A roll call was performed:

Manager Texer - Aye
Manager Sullivan Janzen - Aye
Manager Sanders - Aye
Manger Mazanec - Aye
President Collins – Aye

Motion approved.

B) 24-024, United Village Phase 1 Demo - Closure (Martinkosky)

This permit was issued for the demolition of the commercial structure at 1532 University Ave in Saint Paul, in preparation for broader United Village redevelopment. Stormwater treatment was not required for this project with no new or reconstructed impervious. Work is complete and the site is stable. \$700 of surety was collected for this project. There were no inspection fees, \$700 of the surety is available for return.

Motion 26-184: *Approve \$700 surety return and Certificate of Completion for permit #24-024, United Village Phase I Demo.*

Manager Mazanec moved, Manager Sanders seconded to approve Motion 26-184. A roll call was performed:

Manager Texer - Aye
Manager Sullivan Janzen - Aye

Manager Sanders - Aye
Manger Mazanec - Aye
President Collins – Aye

Motion approved.

C) 26-010, McCarron Ponds Townhomes (Stephan)

The applicant proposes construction of a five-unit townhome development and associated infrastructure. Stormwater management consists of a biofiltration basin. The project is adjacent to and drains to a wetland located to the south.

Motion 26-185: *Approve with 7 conditions:*

1. *Receipt of \$1,800 site surety.*
2. *Provide approved plans signed by a professional engineer per the Minnesota Board of AELSLAGID.*
3. *Receipt of a signed documentation of maintenance agreement recorded with Ramsey County, which must include attachments A (scaled site plan) and B (site specific maintenance plan). Update attachment A and B to address the following, and resubmit for review:*
 - a. *Revise attachment A to remove the vegetated maintenance access and include final plan for filtration basin.*
 - b. *Revise attachment B operation and maintenance plan for the stormwater filtration basin to include provisions for regular inspection and maintenance to ensure no invasive species colonize the basin.*
4. *Revise Civil Plans to address the following:*
 - a. *Revise the daintile Detail on Sheet C3.1 to specify underdrain pipes shall have a minimum of five inches of non-carbonate MnDOT coarse filter aggregate on each side of the pipe (stone is not required below the pipe) to prevent the migration of filter media into the underdrain. Alternatively, follow the recommendation from the Minnesota Stormwater Manual that underdrain pipes should have a minimum of 3 inches of washed #57 stone above and on each side of the pipe (stone is not required below the pipe). Above the stone, two inches of choking stone is needed to protect the underdrain from blockage.*
 - b. *Consider expanding the footprint of sand media, daintile, and planting sections to the entire 895.5' contour. Filtration bed may receive increased sediment load, and remaining area of 895.5' contour may not drain properly to filtration bed, leading to standing water.*
 - c. *Provide elevation and illustration on Sheet C1.2 and the detail on Sheet C3.1 of the extent of the impermeable liner. Liner must extend up to the 100-yr HWL of the filtration basin.*
 - d. *Provide additional drainage (such as trench drains) for driveways of Lots 1-4 or confirm capacity of the 1.2" high point in each driveway to convey the runoff from the driveways to adjacent catch basins without bypass in the 100-yr event.*
 - e. *Provide additional information on Sheet C1.4 and Sheet C3.1:*

- i. *Update final seeding mix for the buffer. The buffer is not likely going to be wet enough to MnDOT 33-261. Consider seed mixes similar to state seed mix 32-242 or 32-243 (see attached).*
 - ii. *Move the wetland buffer sign currently located in the biofiltration basin. It is understood the basin will be lined, so signage on post within the basin will not be possible.*
 - iii. *Update Wetland Buffer Signage detail on Sheet C3.1 to reflect correct spelling of Capitol Region Watershed District.*
 - iv. *Provide landscaping and vegetation plan for all remaining areas of the site. Currently, vegetation plans are provided for the buffer, stormwater filtration basin footprint, and lot areas outside of the wetland buffer.*
 1. *Deep-rooted, native vegetation highly recommended for out-lot areas that are within the bottom contour of the filtration basin (895.5).*
5. *Provide specifications or material submittal for the flood proofing that is to be installed on Lots 3-5.*
6. *Provide geotechnical engineer's confirmation the proposed decks for Lot 3 & 4 can be installed within the 100-yr HWL (896.2) of the filtration basin.*
7. *Provide written approval from the City of Roseville for the increased discharge rate to Elmer St for the 2-, 10-, and 100-year critical storm events.*

Manager Mazanec moved, Manager Sanders seconded to approve Motion 26-185. A roll call was performed:

Manager Texer - Aye
Manager Sullivan Janzen - Aye
Manager Sanders - Aye
Manager Mazanec - Aye
President Collins – Aye

Motion approved.

D) 26-026, Shepard Road Phase II – Jackson Street Duct Install (Hosch)

The applicant proposes electrical underground conduit duct installation consisting of estimated 466 feet of duct. Duct to be trenched and installed while the City of Saint Paul has Jackson Street closed this fall for adjacent flood wall construction.

Motion 26-186: *Approve with 2 conditions:*

1. *Receipt of \$700 surety (Submit after Board approval).*
2. *Revise the Erosion Control Plan to address the following:*
 - a. *Provide vehicle tracking BMP to minimize track out of sediment from the construction site or onto paved roads within the site.*
 - b. *Provide estimated quantities for all erosion prevention and sediment control BMPs (i.e. linear feet of silt fence, square feet of erosion control blanket, etc.).*
 - c. *Provide downgradient perimeter control on southern half of project (see permit report R1b dated 8/25/2026 in pink).*

Manager Mazanec moved, Manager Sanders seconded to approve Motion 26-186. A roll call was performed:

Manager Texer - Aye
Manager Sullivan Janzen - Aye
Manager Sanders - Aye
Manger Mazanec - Aye
President Collins – Aye

Motion approved.

E) 24-001, Pierce Butler - Amendment (Martinkosky)

The City of Saint Paul proposes to construct a bituminous access road from Pierce Butler Route to the BNSF railroad right of way to replace the previous access road that was removed during an earlier phase of this project.

Motion 26-187: *Approve with 7 conditions:*

1. *Revise Civil Plans to address the items a. – d. as described in Permit Report R4b.*
2. *Coordinate with St. Paul Public Works to confirm maintainability of a grass filter strip vs. a rain guardian type structure.*
3. *Revise the filtration basin maintenance plan to include the following:*
 - a. *Provide a quantifiable indicator of when maintenance is needed.*
 - b. *Indicate maintenance activities for the grass filter strip and relevant action triggers.*
4. *Revise the HydroCAD to address items a. – b. as described in Permit Report R4b.*
5. *Clarify significance and source of “150 ft. influence zone” shown on Exhibit H. The table in the same attachment indicates an influence zone of 75 feet.*
6. *Provide further documentation to determine if infiltration is prohibited. The provided documents indicate contamination is off-site. The Restricted Area identified in the Environmental Covenant and Easement would be outside the 75-foot influence zone of an on-site infiltration basin.*
7. *If further investigation determines that infiltration is feasible, revise the stormwater management design to address items a. – g. as described in Permit Report R4b.*

Manager Mazanec moved, Manager Sanders seconded to approve Motion 26-187. A roll call was performed:

Manager Texer - Aye
Manager Sullivan Janzen - Aye
Manager Sanders - Aye
Manger Mazanec - Aye
President Collins – Aye

Motion approved.

F) Other Permit Updates (Hosch)

There were no other permit updates at this time.

IV. Special Reports – None.

V. Action Items

A) Approve Minutes of August 19, 2026, Regular Board Meeting (Treichel)

President Collins requested a change of the minutes via email.

Motion 26-188: *Approve the August 19, 2026, Regular Board Meeting Minutes.*

Manager Mazanec moved, Manager Sanders seconded to approve Motion 26-188. A roll call was performed:

Manager Texer - Aye
Manager Sullivan Janzen - Aye
Manager Sanders - Aye
Manager Mazanec - Aye
President Collins – Aye

Motion approved.

B) Approve Partial Accounts Payable and Receivable for August 2026 (Dalit)

Motion 26-189: *Approve a partial August 2026 accounts payable and direct Board Treasurer and President to endorse and disperse checks for these payments.*

Manager Mazanec moved, Manager Sanders seconded to approve Motion 26-189. A roll call was performed:

Manager Texer - Aye
Manager Sullivan Janzen - Aye
Manager Sanders - Aye
Manager Mazanec - Aye
President Collins – Aye

Motion approved.

Motion 26-190: *Authorize the Administrator to issue electronic payments for August US Bank and Menards credit card payments.*

Manager Mazanec moved, Manager Sanders seconded to approve Motion 26-190. A roll call was performed:

Manager Texer - Aye

Manager Sullivan Janzen - Aye
Manager Sanders - Aye
Manger Mazanec - Aye
President Collins – Aye

Motion approved.

C) Approve Consultant for CRWD Website Redesign (Van Sant)

CRWD's current website was designed in 2017-2018 and launched in March 2019. It is a WordPress site that has a custom theme developed by Zenman, a company no longer in business. CRWD staff and its web developer addressed many accessibility issues on the District's current website following an audit in 2021. However, not all issues were resolved due to constraints with the website's underlying theme and design.

The Department of Justice published the final rule for Title II of the Americans with Disabilities Act (ADA), setting the Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA as the technical standard for state and local governments' web content and mobile apps. Special districts, such as CRWD, must comply with the final rule by April 26, 2028.

Staff and the consultant will plan and develop a redesigned website (capitolregionwd.org) that highlights CRWD programs, projects, waterbodies, news and events while conforming to WCAG 2.2, level AA. CRWD is going beyond the ADA's Title II technical standard to optimize accessibility and potentially extend the accessibility conformance period.

Staff issued a Request for Proposals to five website design firms and received three proposals from Flying Orange, Plaudit, and Spigot Design. Per CRWD's Procurement and Contracting Guidelines and Minn. Stat. 13.591, subd.3., substantial parts of competitive consultant submittals are "not public data" and cannot be included in the meeting minutes. After reviewing proposal, CRWD staff recommend the Board approve Spigot Design for the website redesign.

Manager Collins asked a question regarding how we will ensure the website redesign is accessible in the ways it needs to be. Communications Specialist Mary Van Sant answered that Spigot Designs subcontracts out a company to audit their work to ensure accessibility needs are met.

Motion 26-191: *Approve Spigot Design for the website redesign project and authorize the Administrator to execute a General Services Agreement not to exceed \$52,900.*

Manager Mazanec moved, Manager Sanders seconded to approve Motion 26-191. A roll call was performed:

Manager Texer - Aye
Manager Sullivan Janzen - Aye
Manager Sanders - Aye
Manger Mazanec - Aye
President Collins – Aye

D) Approve Promotion of Elizabeth Frödén to Watershed Data Specialist (Belden)

The Watershed Data Specialist (Technical Specialist II, Grade 3) position was created in 2023 under the Monitoring, Research, and Maintenance (MRM) Division to coordinate the District's monitoring data management, analysis, and reporting program. This position has been occupied by Jim Rudolph since July 2023 but has become vacant following his resignation. The Watershed Data Specialist position is crucial for the implementation of the District's monitoring program and should be filled immediately.

With the recent position vacancy, it is recommended that Elizabeth Frödén be promoted to Watershed Data Specialist position (Technical Specialist II, Grade 3) within the MRM Division. The CRWD Board Personnel Committee has reviewed this recommendation and expressed full support.

Elizabeth has been with CRWD for 3.5 years after being hired in March 2023 as a Water Resources Technician (Technical Specialist I, Grade 2). During her time in this role, Elizabeth has gained extensive experience, knowledge, and specialized skills in CRWD's monitoring program, including water quality sampling, monitoring station maintenance and management, data management and analysis, and equipment operation and maintenance.

Elizabeth has already been successfully performing a number of the critical functions of the Watershed Data Specialist role, including data collection and coordination, data analysis and reporting, understanding of monitoring technologies, proficiency in the WISKI database, and small project management. During this time, she has shown strong leadership, effective communication, high adaptability, critical thinking skills, and sound decision-making abilities. She is well-regarded by colleagues and is a positive and hard-working team player. She has a deep understanding of the District's monitoring program in addition to a broader big picture view of CRWD's work. With all of these skills and experiences, Elizabeth is well-prepared to take on the Watershed Data Specialist role.

The Board had no additional questions.

Motion 26-192: *Approve the promotion of Elizabeth Frödén to Watershed Data Specialist.*

Manager Mazanec moved, Manager Sanders seconded to approve Motion 26-192. A roll call was performed:

Manager Texer - Aye
Manager Sullivan Janzen - Aye
Manager Sanders - Aye
Manger Mazanec - Aye
President Collins – Aye

VI. Unfinished Business

A) Como Lake Signs and September 3rd Event Update (Belden)

Monitoring and Research Division Manager Britta Belden gave the Board an update on the Como Lake Signs event that is taking place tomorrow evening. Belden went over the agenda with the Board and shared the news that Mayor Her is going to be there. Belden will be introducing all the speakers, and then there will be options for guided or self-guided tours around the lake to look at the signs. The event goes from 5:30 to 7:30 p.m.

VII. General Information

A) Board of Managers' Updates

The Board applauded Deputy Administrator Bob Fossum for his presentation of Capitol Region's plumbing board resolution at the Annual Minnesota Watersheds meeting.

Manager Sanders updated everyone about the water level on Lake McCarron's, which is the lowest he has ever seen it.

B) Administrator's Update

Deputy Administrator Fossum shared that the Minnesota Pollution Control Agency is planning a meeting regarding the plumbing code and Facility Management Division Manager Forrest Kelley will be participating on the District's behalf.

VIII. Next Meetings

A) Wednesday, September 9, 2026 – 4:30 p.m. – CRWD Summer Tour

B) Wednesday, September 16, 2026 – 6:00 p.m. – Board Meeting

IX. Adjournment

Motion 26-193: *Adjournment of the September 2, 2026, Regular Board Meeting at 6:44 PM.*

Manager Mazanec moved, Manager Sanders seconded to approve Motion 26-193. A roll call was performed:

Manager Texer - Aye

Manager Sullivan Janzen - Aye

Manager Sanders - Aye

Manager Mazanec - Aye

President Collins – Aye

Motion approved.

Respectfully submitted,
Lydia Treichel