

**COON CREEK WATERSHED DISTRICT
BOARD OF MANAGERS' MEETING**

The Board of Managers of the Coon Creek Watershed District held their regular meeting on Monday, May 13, 2024, at the Coon Creek Watershed District Office.

1. Call to Order

The meeting was called to order at 5:30 PM

Board Members Present: Erin Lind, Jim Hafner, Dwight McCullough, & Mary Campbell

Board Members Absent: Jason Lund

Staff Present: Tim Kelly, Bobbie Law, Erin Margl, Corinne Elfelt, & Michelle Ulrich

Staff Present via Zoom: Erik Bye & Dawn Doering

2. Approval of the Agenda

Board Member Campbell moved to amend the agenda, moving Permit Items 10 & 11 to the Consent Agenda. Seconded by Board Member Lind. The motion carried with 4 yeas (Board Members Lind, Hafner, Campbell, and McCullough) and no nays.

Board Member Campbell moved to approve the amended agenda. Seconded by Board Member McCullough. The motion carried with 4 yeas (Board Members Lind, Hafner, Campbell, and McCullough) and no nays.

3. Announcements

No Announcements were made.

4. Open Mic/Public Comment

No one was present for comment.

CONSENT ITEMS

5. Approval of Minutes of April 22, 2024

6. Administrator's Report

7. Advisory Committee Report

8. Approval of Bills:

Claims totaling \$179,937.10 on the following disbursement list will be issued and released upon Board approval.

Vendor	Amount
V0002--DOERING, DAWN R	26.70
V0008--US BANK	13,826.61
V0010--A1 FLOOR AND CARPET CARE INC	1,076.25
V0015--ANOKA COUNTY MN	1,000.00
V0025--CITY OF BLAINE	3,800.00
V0026--CITY OF COON RAPIDS	52,000.00
V0026--CITY OF COON RAPIDS	2,350.00
V0026--CITY OF COON RAPIDS	4,040.00
V0030--CONNEXUS ENERGY	238.00
V0045--HANS HAGEN HOMES INC	6,250.00
V0052--LOFFLER COMPANIES INC	202.52
V0054--MICHELLE J ULRICH PA	4,460.75
V0090--CENTERPOINT ENERGY-UTILITY	222.23
V0110--RESPEC COMPANY LLC	1,170.00
V0112--ELFELT, CORINNE K	148.39
V0138--RMB ENVIRONMENTAL LABORATORIES INC	216.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	72.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	165.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	501.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	165.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	72.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	144.00
V0195--STANTEC CONSULTING SERVICES INC	16,021.59
V0195--STANTEC CONSULTING SERVICES INC	6,216.75
V0195--STANTEC CONSULTING SERVICES INC	10,266.00
V0195--STANTEC CONSULTING SERVICES INC	21,383.15
V0195--STANTEC CONSULTING SERVICES INC	1,470.00
V0221--ABDO LLP	3,327.50
V0242--METRO I NET	5,398.00
V0276--ULINE	-394.65
V0276--ULINE	1,945.06
V0287--TONY WOLTERS	178.50
V0288--NORHART	4,956.25
V0289--BOSER CONSTRUCTION INC	2,716.55
V0290--BOULDER CONTRACTING INC	3,148.75
V0291--Stone Construction Inc.	294.00
V0292--Master Machine Inc.	3,100.00
V0293--Little North Fork LLC	3,211.25
V0294--Landform Professional Services LLC	1,528.55
V0295--Allina Health System	1,373.40
V0296--FRESHWATER SCIENTIFIC SERVICES	1,650.00
Grand total	179,937.10

The following Permit Items were moved to the Consent Agenda.

10. Crosstown Blvd Trail

The purpose of this project, located between Bluebird St NW and Xeon St N in Andover, is to construct a trail and private culvert replacement. The staff recommendation was to

approve permit application number P-24-017 with 2 conditions as presented in the staff report:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,750.00.

Rule 4.0 – Soils and Erosion Control

2. Update the erosion and sediment control plan to include a note to stabilize soils and soil stockpiles within 24 hours of inactivity.

11. MnDOT Pond Dredging

The purpose of this project, located in Ham Lake, is to construct a single-family home residential development and associated stormwater treatment features. The staff recommendation was to approve permit application number P-24-019 with 2 conditions and 1 Stipulation as presented in the staff report:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$4,750.00.

Rule 4.0 – Soils and Erosion Control

2. Update the erosion and sediment control plan to include a note to stabilize soils and soil stockpiles within 24 hours of inactivity.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, the applicant agrees to these stipulations:

1. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001).

Board Member Campbell moved to approve the Consent Agenda Items. Seconded by Board Member McCullough. The motion carried with 4 yeas (Board Members Lind, Hafner, Campbell, and McCullough) and no nays.

POLICY ITEMS

9. Review Administrator's Performance and Contract

Mr. Kelly outlined his currently expired contract for employment. Managers discussed if an employment contract is common for District Administrator positions and the Administrator's plan for the succession. Mr. Kelly did not provide an estimated date for retirement.

Board Member Campbell made a motion to extend Tim Kelly's employment contract for 90 days and order a new updated contract to be developed during that time. Seconded by Board Member McCullough. The motion carried with 4 yeas (Board Members Lind, Hafner, Campbell, and McCullough) and no nays.

Managers developed a review committee to complete a review of the Administrator's performance; to be comprised of the District President and Vice President. Mr. Kelly discussed his role and review processes. Mr. Kelly stated that he would provide a timeline for the process at the next meeting. President Hafner requested to see the amended contract to compare it with the previous versions.

Board Member McCullough made a motion to appoint the President and Vice-President to a committee to review the Administrator and the revised employment contract. Seconded by Board Member Campbell. The motion carried with 4 yeas (Board Members Lind, Hafner, Campbell, and McCullough) and no nays.

PERMIT ITEMS

12. Swedish Chapel Estates

The purpose of this project, located in Blaine and Coon Rapids, is to dredge three MnDOT ponds.

Ms. Margl gave an overview of the proposed project. The main concerns are stormwater runoff and wetland protection, which will be mitigated by multiple stormwater installations and wetland bank credits. She noted that proof of a wetland credit purchase will be required before the permit is issued.

Managers discussed what a wetland bank is and how it benefits the resource. Mr. Kelly outlined replacement rates for wetland banking.

Managers reviewed the project map and the associated labeling.

The staff recommendation was to approve permit application number P-24-019 with 3 conditions and 3 stipulations as presented in the staff report plus one additional stipulation not included in staff report - Proof of wetland credit purchase:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$19,000.00.

Rule 3.0 – Stormwater Management

2. Include existing conditions/removals sheets in the construction plans.

Rule 4.0 – Soils and Erosion Control

3. Update the erosion and sediment control plan Sheet C2.2 to stabilize soils and soil stockpiles within 24 hours of inactivity.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, the applicant agrees to these stipulations:

1. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001).
2. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.
3. Submittal of as-builts for the stormwater management practices and associated structures listed in Tables 2 and 3, including volume, critical elevations and proof of installation for hydrodynamic separators.
4. Applicant must provide proof of purchase of wetland credits.

Board Member Campbell made a motion to approve permit P-42-019 with 3 Conditions and 3 stipulations. As stated in the Application Review Report. As well as an additional Stipulation that the applicant provide proof of purchase of the wetland banking credits prior to the permit being issued. Seconded by Board Member Hafner. The motion carried with 4 yeas (Board Members Lind, Hafner, Campbell, and McCullough) and no nays.

DISCUSSION ITEMS

13. Forecast of Revenues

Mr. Kelly explained that the two items of pressing matter that include: fees associated with the regulatory department, specifically the escrow account, and property tax changes based on the implementation of the updated comprehensive plan.

Managers discussed the Pareto principle. The Pareto principle states that for many outcomes, roughly 80% of consequences come from 20% of causes.

Mr. Kelly outlined his plan to call and discuss the budget with county commissioners. He highlighted the importance of board members being able to educate their commissioners on the need for and importance of funding natural resources before it becomes more expensive in the future.

Board Member McCullough highlighted the District's history regarding budgeting.

Board Member Campbell made a motion to receive the revenue outlook report. Seconded by McCullough. The motion carried with 4 yeas (Board Members Lind, Hafner, Campbell, and McCullough) and no nays.

14. Estimated Salaries and Benefits

Mr. Kelly highlighted that the District has no request for new employee positions in 2025. The estimation of benefits for current employees is unknown currently.

Managers discussed the possibility that the District could be underbudgeting for employee benefit costs after being removed from Anoka County's benefit and health insurance programs. They discussed the possibility of partnerships with other organizations for health insurance and benefits.

Board Member McCullough made a motion to receive the estimated salaries and benefits report. Seconded by Board Member Lind. The motion carried with 4 yeas (Board Members Lind, Hafner, Campbell, and McCullough) and no nays.

15. Estimated Professional Services

Mr. Kelly highlighted the budgeted percentage increases for IT and GIS services in 2025.

Managers discussed the process of acquiring professional services and the requirements of the District to go out for bid for services.

Managers discussed the accuracy of the estimated budget for HR professional services to be acquired in 2025.

Board Member Campbell made a motion to receive the estimated professional services report. Seconded Board Member by Hafner. The motion carried with 4 yeas (Board Members Lind, Hafner, Campbell, and McCullough) and no nays.

INFORMATIONAL ITEMS

16. Star Tribune - Blaine reveals plans for National Sports Center (NSC) new district

This article outlines a large re-development of an area in Blaine. Mr. Kelly noted that this project is in the early phases. District staff are already working with a nearby brew pub regarding stormwater.

17. Star Tribune - Northtown Mall update - Metro area's second Asia Mall to open in 2025

This article announced new plans for an Asia Mall in the former Herberg's space and Backer Furniture store in North Town Mall.

Managers discussed the recent Alternative Urban Areawide Review (AUAR), its connection to this new project, and groundwater water levels in the area.

18. Article -TMDL progress/lack in Chesapeake Bay

This article outlines the Chesapeake Bay Program (CBP) announced new results yesterday, derived from its Watershed Model, that estimate jurisdictions in the Chesapeake Bay watershed have made progress towards meeting their 2025 pollution reduction goals. Mr. Kelly highlighted the fact that Chesapeake Bay is usually a leader in stormwater and water quality.

ADJOURN

Board Member Lind moved to adjourn at 6:39 p.m. Seconded by Board Member Campbell. The motion carried with 4 yeas (Board Members Lind, Hafner, Campbell, and McCullough) and no nays.



President

