

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 28, 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, Jon Janke, Corinne Elfelt, Justine Dauphinais, Dawn Doering, & Michelle Ulrich

Staff Present via Zoom: Erik Bye & Abbey Lee

2. Approval of the Agenda

Board Member McCullough moved to amend the agenda, moving Permit Items 8,10, & 11 to the Consent Agenda. Seconded by Board Member Lind. The motion carried with 4 years (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 years (Board Members Lind, Hafner, Campbell, and McCullough) and no nays.

3. Announcements

Mr. Kelly Announced that Coon Creek Watershed District was celebrating its 65th anniversary. The Coon Creek Watershed District was the 2nd Watershed District formed by citizen petition in Minnesota.

4. Open Mic/Public Comment

No one was present for comment.

CONSENT ITEMS

5. Approval of Minutes of May 13, 2024

8. Approval of Bills:

Claims totaling \$176,821.41 on the following disbursement list will be issued and released upon Board approval.

Vendor	Amount
V0015--ANOKA COUNTY MN	148,467.06
V0285--ASSURED SECURITY	7,388.01
V0024--CITY OF ANDOVER	8,005.00
V0033--DELL MARKETING LP	2,614.20
V0051--LENNAR FAMILY OF BUILDERS	4,860.06
V0090--CENTERPOINT ENERGY-UTILITY	99.43
V0128--YTS COMPANIES LLC	1,662.50
V0138--RMB ENVIRONMENTAL LABORATO	237.00
V0138--RMB ENVIRONMENTAL LABORATO	72.00
V0138--RMB ENVIRONMENTAL LABORATO	144.00
V0138--RMB ENVIRONMENTAL LABORATO	216.00
V0138--RMB ENVIRONMENTAL LABORATO	207.00
V0247--POOP 911 OF MPLS STP LLC	914.25
V0297--GCM CONSTRUCTION	573.66
V0298--DOUG PAULSON	1,361.24
Grand total	176,821.41

The following Permit Items were moved to the Consent Agenda.

8. 24-020 CenterPoint Energy - 152nd Ave.

The purpose of this project, located at 152nd Ave NE Ham Lake, is to complete a directional bore of approximately 355 feet of 2-inch-diameter for a plastic natural gas distribution pipeline crossing County Ditch 57.

The staff recommendation was to approve permit application number P-24-020 with 1 condition 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 \$2,005.00.

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. Submittal of as-builts for utility crossing under all ditch crossings that shows 4-foot separation is maintained between the bottom of ditch and top of utility line.

10. 24-021 Gateway Fiber

The purpose of this project, located throughout multiple ditch systems in Blaine and Coon Rapids, is to directionally bore new fiber optic lines.

The staff recommendation was to approve permit application number P-24-021 with 1 condition 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 \$2,005.00.

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. Submittal of as-builts for utility crossing under all ditch crossings that shows 4-foot separation is maintained between the bottom of ditch and top of utility line.

11. 24-002 Ham Lake Lot Adjustment

The purpose of this project, located on University Ave. NE in Ham Lake, is to construct a single-family home and associated stormwater treatment features.

The staff recommendation was to approve permit application number P-24-002 with 2 conditions and 3 stipulations 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 \$3,100.00.

Rule 3.0 – Stormwater Treatment

2. Provide proof of recording of a fully executed Operations and Maintenance Agreement for the perpetual inspection and maintenance of all proposed stormwater management practices after review and approval by the District.

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. 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.
2. Completion of post construction infiltration tests on Infiltration Basin 1 and 2 by filling the basin to a minimum depth of 6 inches with water and monitoring the time necessary to drain, or multiple double ring infiltration tests to ASTM standards. The Coon Creek Watershed District shall be notified prior to the test to witness the results.
3. 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.

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

POLICY ITEMS

7. Joint Powers Agreement with Anoka County on Lower Coon Creek

Managers discussed the project timeline. Ms. Lind requested more information regarding the eight residents adjacent to the Lower Coon Creek Corridor Restoration Project.

Mr. Janke spoke to the intent of waiting on the finalization of the Joint Powers Agreement. The reasoning is that the County is the largest landowner being affected by the project. He noted that with the completion of this agreement, staff would then begin working one-on-one with those other landowners.

Board Member Campbell moved to approve for signature and move forward with the Joint Powers Agreement with Anoka County on Lower Coon Creek. Seconded by Board Member McCullough. The motion carried with 4 yeas (Board Members Lind, Hafner, Campbell, and McCullough) and no nays.

PERMIT ITEMS

9. 23-077 Coon Rapids Strip Mall

Manager Lind questioned the soil stabilization timeline as it seemed like this project was being allowed more time than normal to address the stabilization of stockpiles of soil on site. Ms. Lee spoke to erodibility factor noting that the soil type on this project site had a low possibility of eroding.

The purpose of this project, located in Coon Rapids, is to construct a small strip mall and associated stormwater treatment features.

The staff recommendation was to approve permit application number P-23-077 with 3 conditions and 3 stipulations 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 \$2,485.00.

Rule 3.0 – Stormwater Management

2. Provide proof of recording of a fully executed Operations and Maintenance Agreement for the perpetual inspection and maintenance of all proposed stormwater management practices after review and approval by the District.

Rule 4.0 – Soils and Erosion Control

3. Update the erosion and sediment control plan to stabilize soils and soil stockpiles within 7 days 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. 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.
2. Completion of post construction infiltration tests on the south and west Infiltration Basins by filling the basin to a minimum depth of 6 inches with water and monitoring the time necessary to drain, or multiple double ring infiltration tests to ASTM standards. The Coon Creek Watershed District shall be notified prior to the test to witness the results.
3. 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.

Board Member Lind made a motion to approve permit P-23-077 with 3 conditions and 3 stipulations. As stated in the Application Review Report. Seconded by Board Member Hafner. The motion carried with 4 yeas (Board Members Lind, Hafner, Campbell, and McCullough) and no nays.

DISCUSSION ITEMS

12. Proposed Process and Timeline for District Administrator's Review

Mr. Kelly gave an update on the employment agreement extension, review, and succession planning. He noted that the employment agreement is currently being reviewed by the District attorney. Committee members have received the previous agreement and a newly drafted version. The District Administrator's employee review is scheduled for June 13th, 2024. Ms. Lind called for the Board to put some thought into the length of time required by the Administrator to give notice of his resignation. Mr. Kelly explained that his notice would be 60 days or longer regardless of the agreement. He

understands the importance of knowledge transfer within his high-level role. The review committee will report to the full Board regarding the review on the 17th of June.

13. 2025 Budget Projected Operating Costs

Mr. Kelly gave an overview of the operating costs for 2025. He noted that staff usually provides a reason for any changes or increases of over 10%. However, inflation and changes in costs over the past 18-24 months have left staff focusing on the larger and more significant increases in operating costs.

Board Member Lind moved to receive the 2025 Budget Projected Operating Costs report. Seconded by Board Member McCullough. The motion carried with 4 yeas (Board Members Lind, Hafner, Campbell, and McCullough) and no nays.

14. 2025 Budget Projected Capital Equipment

Mr. Kelly explained that this is equipment and assets that would incur depreciation. He highlighted an office improvement project that may be rolled over into 2025. He also addressed the possible purchase of one or two District vehicles depending on District and resource needs.

Board Member Campbell moved to receive the 2025 Budget Projected Capital Equipment report. Seconded by Board Member Lind. The motion carried with 4 yeas (Board Members Lind, Hafner, Campbell, and McCullough) and no nays.

INFORMATIONAL ITEMS

15. Legislative Summary – LMC

Mr. Kelly gave an overview of the League of MN Cities legislative summary. He noted the expressed frustration with the process and outcomes of the recent legislative session from all parties involved. He listed several items pertinent to the District including:

- A bonding bill was not brought up for floor vote in either body this session
- Earned sick and safe time modifications and the additional operating costs associated
- Several proposals for open meeting law, but none passed

Board Member McCullough thanked staff for keeping up with local legislation and praised their ability to inform the entire Board on those matters.

ADJOURN

Board Member McCullough moved to adjourn at 5:49 p.m. Seconded by Board Member Campbell. The motion carried with 4 yeas (Board Members Lind, Hafner, Campbell, and McCullough) and no nays.



President

