

COON CREEK WATERSHED DISTRICT BOARD OF MANAGERS' MEETING

The Board of Managers of the Coon Creek Watershed District held their regular meeting on Monday, July 8, 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, Mary Campbell & Dwight McCullough

Board Member Absent: Jason Lund

Staff Present: Tim Kelly, Corinne Elfelt, Jason Hilst & Michelle Ulrich

Staff Present on Zoom: Abbey Lee, Jon Janke, Dawn Doering

2. Approval of the Agenda

Board Member McCullough moved to amend the agenda, moving Permit Items 9- CenterPoint Energy – 89th Ave and 10- Clocktower Commons Restaurants to the Consent Agenda. Seconded by Board Member Lind. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

Board Member Campbell moved to amend the agenda, moving Discussion Item 14 – Performance Review of Administrator to the last item on the agenda. Seconded by Board Member McCullough. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

3. Announcements

Administrator Kelly announced that Unity Hospital will be notified of a stormwater violation and briefed the Board on the issue so they are prepared for any comments that may come to them.

4. Open Mic/Public Comment

No one was present for comment.

CONSENT ITEMS

5. Approval of Minutes of June 17, 2024 (regular and tour)

Tour Minutes will be corrected by adding Erin Lind to those attending and approved with the correction made.

6. Administrator's Report

7. Advisory Committees Report

8. Approval of Bills for Payment:

Claims totaling \$299,970.39 for June 24, 2024, & \$42,663.08 for July 8, 2024, on the following disbursement(s) list will be issued and released upon Board approval.

Vendor	Amount
V0015--ANOKA COUNTY MN	151,016.09
V0025--CITY OF BLAINE	3,690.00
V0037--ECM PUBLISHERS INC	217.80
V0050--LEAGUE OF MN CITIES INSURANCE TRUST	1,045.00
V0090--CENTERPOINT ENERGY-UTILITY	35.86
V0111--WELL GROOMED LAWNS INC	860.00
V0115--METRO CONSERVATION DISTRICT	750.00
V0121--LEE, ABBEY M	227.80
V0128--YTS COMPANIES LLC	5,118.75
V0138--RMB ENVIRONMENTAL LABORATORIES INC	237.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	144.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	93.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	144.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	1,104.00
V0150--PROWIRE INC	276.00
V0150--PROWIRE INC	695.00
V0195--STANTEC CONSULTING SERVICES INC	2,940.00
V0195--STANTEC CONSULTING SERVICES INC	25,714.34
V0195--STANTEC CONSULTING SERVICES INC	16,224.00
V0195--STANTEC CONSULTING SERVICES INC	17,703.75
V0195--STANTEC CONSULTING SERVICES INC	4,128.50
V0221--ABDO LLP	927.50
V0268--ANOKA COUNTY PARKS	60,000.00
V0285--ASSURED SECURITY	6,678.00
Grand total	299,970.39

Vendor	Amount
V0008--US BANK	4,439.00
V0025--CITY OF BLAINE	4,520.00
V0030--CONNEXUS ENERGY	266.48
V0074--VOIGTS BUS COMPANIES	654.58
V0110--RESPEC COMPANY LLC	18,495.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	207.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	144.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	216.00
V0300--HASBROOK, KAILEE	100.50
V0301--JAM HOPS GYMNASTICS FACTORY	4,214.99
V0302--PETTY CASH C/O JULIE PETERSON	105.53
V0303--SHORT ELLIOTT HENDRICKSON INC	6,850.00
V0304--WESTRUM, ANTHONY & CATHY	2,450.00
Grand total	42,663.08

The following Permit Items were moved to the Consent Agenda.

9. 24-034 CenterPoint Energy – 89th Ave

The purpose of this project, located along 89th Ave and Lincoln Street in Blaine, is for a utility installation that crosses Springbrook Creek.

The staff recommendation was to approve permit application number P-24-034 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 \$2,145.00.

Rule 4.0 – Soils and Erosion Control

2. Update Erosion & Sediment Control Plan to stabilize soil 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. 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. 24-030 Clocktower Commons Restaurants

The purpose of this project, located on the NW Corner of Hanson Boulevard and Crosstown Boulevard in Andover, is to construct a restaurant and coffee shop with an associated stormwater treatment feature.

The staff recommendation was to approve permit application number P-24-030 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 \$2,800.00.

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.

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 a post construction infiltration test on the Infiltration Basin 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 moved to approve the consent agenda items. Seconded by Board Member Campbell. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

POLICY ITEMS

None.

PERMIT ITEMS

All permit items were moved to the consent agenda.

DISCUSSION ITEMS

11. Water Management Asset Condition Assessment

Jason Hilst presented the assessment of the water management asset condition. He covered the condition of 13 assets in total. The overall condition of assets was considered good. The staff recommendation was to receive the report and for staff to schedule reinspection of the assets for 2025.

The Board discussed the construction materials used for weirs, replacement schedules, the location of Andover Lake, and previous blockage issues on Laddie Lake.

Board Member Campbell moved to Receive the Report and have staff schedule the reinspection of the assets in 2025. Seconded by Board Member McCullough. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

12. Rough Draft 2025 Budget

Administrator Kelly reviewed the preliminary rough draft of the 2025 operating budget as outlined in the staff report.

Kelly explained that the budget is geared toward the Water Quality Program. The Board was invited to ask questions regarding the budget. Mr. Kelly explained that if further detail was needed, Board members were to reach out to him and he would provide additional background information.

Board Member McCullough asked that the approximate impact on homeowner taxes be provided at the next meeting.

Staff recommendation was to review, discuss, and receive the rough draft of the budget.

Board Member Lind moved to receive the rough draft of the 2025 budget. Seconded by Board Member Campbell. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

13. Review Comments and Draft Responses – CCWD Comprehensive Plan

The Board received a copy of the comments received on the Comprehensive Watershed Plan and the District's proposed responses.

The Board discussed some of the responses and whether there was a need for further response to some of the comments. The consensus of the Board was the responses were accepted as provided in the staff report.

Staff recommendation was that the Board order a public hearing for the draft Plan comment responses at that July 22, 2024, Board Meeting. The Board discussed, with input from District's Attorney Ms. Ulrich, that the statutory requirements regarding publishing could not be met for a public hearing to take place July 22, 2024. Various public hearing dates and the impact on the 2025 grant applications were discussed. The consensus of the Board was to hold a public hearing on July 29, 2024.

Board Member Lind moved to accept the Comprehensive Watershed Management Plan comments. Seconded by Board Member McCullough. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

INFORMATIONAL ITEMS

15. Union-Herald/ The Life Article on WE Grant 24-01 -Math + Science = Plants + Partnerships Spring Lake Park

Mr. Kelly stated that this article was written regarding the Water Education Grant that was approved and awarded to the Westwood Elementary School by the Coon Creek Watershed District Board.

16. PROJ 24-613 Creek Signage update

Mr. Kelly gave an update on the creek signage project for Coon Creek. He explained that the signs are being installed. However, Anoka County Highway Department staff recently informed CCWD staff that one new creek sign had been stolen but will be replaced. If it is stolen a second time, the plan is not to replace.

14. Performance Review of Administrator

Board Member McCullough moved to have the Board convene into a closed session to evaluate the performance of the District Administrator, Timothy Kelly. Seconded by Manager Lind. The Administrator affirmed that he is not requesting that the review be conducted in an open session. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

Closed session.

Board Member Hafner moved to reconvene in an open session. Seconded by Manager McCullough. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

The Board reconvened in an open session.

The board discussed ongoing IT issues regarding a transition involving Metro-INET and Office 365. Multiple Board Members are unable to access their District emails.

ADJOURN

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



President