

COON CREEK WATERSHED DISTRICT BOARD OF MANAGERS' MEETING

The Board of Managers of the Coon Creek Watershed District held their regular meeting on Monday, August 12, 2024, at the Coon Creek Watershed District Office.

1. Call to Order

The meeting was called to order at 5:31 PM

Board Members Present: Jim Hafner, Mary Campbell, Jason Lund, and Dwight McCullough

Board Member Absent: Erin Lind

Staff Present: Tim Kelly, Bobbie Law, Jon Janke, Jason Hilst, Erin Margl, and Emma Krause

Staff Present Virtually: Jessica Lindemyer and Erik Bye

2. Approval of the Agenda

Board Member McCullough moved to amend the agenda, moving Permit Items 24-038 Adolfsen Riverbank Stabilization, 24-036 Family Promise, 23-080 Les Schwab Tire Center, 24-004 NSC Turf Field and Campus Improvements, and 23-068 Park of Four Seasons to the Consent Agenda. Seconded by Board Member Lund. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

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

3. Announcements

Mr. Kelly explained that the CCWD intern Emma Krause was in attendance at the meeting and will be continuing her employment with the District on a limited basis during the school year once her traditional internship with the District is completed.

Board member McCullough confirmed that he is the only manager who may still be having issues receiving emails after the Microsoft migration.

4. Open Mic

No one was present.

CONSENT ITEMS

5. Approval of Minutes July 29th, 2024

6. Receive Administrator's Report

7. Advisory Committee Report

8. Bills/Accounts Payable

Claims totaling \$273,937.96 on the following disbursement(s) list will be issued and released upon Board approval.

| Vendor | Amount |
|---|-------------------|
| V0008--US BANK | 9,159.53 |
| V0015--ANOKA COUNTY MN | 161,117.33 |
| V0015--ANOKA COUNTY MN | 1,700.00 |
| V0015--ANOKA COUNTY MN | 1,700.00 |
| V0026--CITY OF COON RAPIDS | 3,395.00 |
| V0027--CITY OF FRIDLEY | 3,500.00 |
| V0030--CONNEXUS ENERGY | 304.48 |
| V0033--DELL MARKETING LP | 1,424.62 |
| V0033--DELL MARKETING LP | 1,424.62 |
| V0037--ECM PUBLISHERS INC | 2,884.80 |
| V0047--AH IND SCHOOL DIST 11 | 3,990.00 |
| V0052--LOFFLER COMPANIES INC | 102.50 |
| V0062--NORTH VALLEY INC | 2,900.00 |
| V0080--METROPOLITAN COUNCIL | 5,900.00 |
| V0090--CENTERPOINT ENERGY-UTILITY | 30.47 |
| V0102--US GEOLOGICAL SURVEY | 8,047.25 |
| V0103--BANKERS ADVERTISING CO | 2,299.20 |
| V0103--BANKERS ADVERTISING CO | 439.51 |
| V0111--WELL GROOMED LAWNS INC | 860.00 |
| V0128--YTS COMPANIES LLC | 2,231.25 |
| V0138--RMB ENVIRONMENTAL LABORATORIES INC | 2,088.00 |
| V0195--STANTEC CONSULTING SERVICES INC | 2,871.90 |
| V0195--STANTEC CONSULTING SERVICES INC | 7,379.50 |
| V0195--STANTEC CONSULTING SERVICES INC | 27,488.28 |
| V0195--STANTEC CONSULTING SERVICES INC | 2,526.50 |
| V0242--METRO I NET | 5,398.00 |
| V0247--POOP 911 OF MPLS STP LLC | 864.25 |
| V0313--TURFCO MANUFACTURING INC. | 448.51 |
| V0314--VEIT & COMPANY INC | 1,700.00 |
| V0315--HFN PROPERTIES LLC | 7,891.65 |
| V0316--PAUL HENNUM | 1,870.81 |
| Grand total | 273,937.96 |

The following Permit Items were moved to the Consent Agenda.

12. 24-038 Adolfson Riverbank Stabilization

The purpose of this project, located at 11220 Dakota St NW in Coon Rapids, is to complete a bank stabilization with rip rap and native plants.

The staff recommendation was to approve permit application number P-24-038 with 2 conditions as presented in the staff report:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Provide escrow in the amount of \$2,150.00.

Rule 4.0 – Soils and Erosion Control

2. Provide an updated Erosion and Sediment control plan that includes:
 - a. A note stating that disturbed soils will be stabilized within 7 days of inactivity.
 - b. Floating silt curtain to be placed within the river during rip rap installation and to be removed upon placement of landward perimeter control.

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:

None

13. 24-036 Family Promise

The purpose of this project, located at 340 95th Avenue NW in Coon Rapids, is to construct a new multifamily building, parking lot, and associated stormwater treatment features.

The staff recommendation was to approve permit application number P-24-036 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 \$2,485.00.

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.

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 a 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.

14. 23-080 Les Schwab Tire Center

The purpose of this project, located at 12401 Ulysses St NE in Blaine, is to construct a new commercial building, parking areas, and associated stormwater treatment features.

The staff recommendation was to approve permit application number P-23-080 with 3 conditions and 4 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 \$2,620.00.

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. Updated the erosion and sediment control plan to include a note that soils and soil stockpiles will be stabilized 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 test on the East and West Filtration 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.
4. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001).

15. 24-004 NSC Turf Field and Campus Improvements

The purpose of this project, located at numerous locations across the National Sports Center Campus, 1700 105th Ave NE in Blaine, is to convert natural turf fields to artificial turf and a 30-foot-wide roadway.

The staff recommendation was to approve permit application number P-24-004 with 2 conditions and 4 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 \$6,485.00 for increase in area of disturbance from previously approved application.

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. 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 grading as-builts for the project to confirm adequate floodplain compensatory storage has been provided.
4. 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.

16. 23-068 Park of Four Seasons

The purpose of this project, located at 50 113th Avenue in Blaine, is to construct 8 new mobile home pads with paved private parking, concrete patio, and utility connections, along with associated stormwater management practices.

The staff recommendation was to approve permit application number P-23-068 with 3 conditions and 4 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 \$2,565.00.

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 include the following:

- a. After initial grading, surround the proposed infiltration basin with erosion control measures to prevent the basin from clogging.
- b. A note that soils and soil stockpiles will be stabilized 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. 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.
2. Completion of post construction infiltration tests on Bioretention #1 and Bioretention #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. 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. 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. Seconded by Board Member Lund. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

POLICY ITEMS

9. Administrator's Employment Agreement

Mr. Kelly explained that an employment agreement was made available for the Board managers. He noted that the last step in the process would be to approve the agreement and authorize the needed signature.

Board Member McCullough moved to approve Tim Kelly's employment agreement as presented. Seconded by Board Member Lund. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

10. Submittal of Draft 2024-2033 Comprehensive Watershed Management Plan to Board of Water and Soil Resources

Mr. Kelly outlined the timeline for approval of the draft plan. He highlighted the deadline to be eligible for grant dollars. He reiterated the fact that the design of the plan was completed as such so that it could be amended.

Board Member Lund Moved to approve the submittal of the Draft 2024-2033 Comprehensive Watershed Management Plan to BWSR for 90-day review and approval. Seconded by President Hafner. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

Board Member Campbell moved to adopt resolution 2024-03 Authorizing Submittal of Draft Watershed Management Plan Update for Final State Review. Seconded by Board Member Lund. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

Roll call vote was taken:

| Manager | Vote |
|----------------|-------------|
| McCullough | Aye |
| Lund | Aye |
| Campbell | Aye |
| Hafner | Aye |
| Lind | Not Present |

President Hafner addressed two permittees in attendance. He notified each individual that their permits were moved to consent and approved.

11. Ditch 39 Geotechnical Services

Mr. Janke highlighted sites in Blaine and Coon Rapids that the Board visited in June during their annual tour. During the Tour, staff gave an overview of potential stormwater retrofits at these sites. Mr. Janke gave an overview of the actions taken to determine if projects in this area will be eligible for grant dollars including geotechnical services. The lowest bid for the services was Haugo Geotechnical Services for \$10,020. Staff recommended the work be awarded to them.

Managers discussed access to the property to complete these potential stormwater retrofits and an outreach plan for this work. Mr. Janke confirmed that all work and projects would not be installed on private property, but would be within view of the private property of District residents.

PERMIT ITEMS

All permitting items were moved to the consent agenda.

DISCUSSION ITEMS

17. Draft 2025 Operating Budget

Mr. Kelly noted that the initial proposed levy increase is 25%. This increase was determined after receiving estimates for health coverage for CCWD staff from Preferred Benefit Concepts. This coverage is now a larger expense for CCWD beginning January 1, 2025, when District employee benefits will no longer be through Anoka County.

Managers discussed the Total Maximum Daily Loads (TMDL) and the small projects focused on achieving the TMDL. Mr. Kelly gave an overview of the goals to make a reasonable and rational attempt to address the TMDL and what happens if the goal is not achieved.

Managers discussed edits. Manager Campbell requested a minor edit of the language HRA be changed to HSA.

Board Member McCullough moved to forward the budget to draft status with the recommended amendments from the Board. Seconded by Board Member Lund. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

18. Oak Glen Creek Inspection Report

Mr. Hilst gave a presentation on his Oak Glen Creek Inspection report outlining the following:

- Purpose – identify & prioritize maintenance needs and survey methods
- Annual Inspection requirements
- Oak Glen Creek Overview
- Inspection results and recommendations

He explained that there was one down tree located during inspections with a recommendation to receive the report. Board Member Campbell asked how quickly staff is able to address issues such as down trees. Mr. Janke noted that action to remove this specific tree would occur before the spring snowmelt of 2025. The City of Fridley will pay for the maintenance needed.

Board Member Campbell moved to receive the Oak Glen Creek Inspection report as presented by Jason Hilst, CCWD Operations and Maintenance Inspector. – Seconded by Board Member McCullough. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

19. Woodcrest Creek Inspection Report

Mr. Hilst gave a presentation on his Woodcrest Creek Inspection report outlining the following:

- Purpose – identify & prioritize maintenance needs and survey methods
- Annual Inspection requirements
- Oak Glen Creek Overview
- Inspection results and recommendations

Managers discussed one culvert outlet. Mr. Hilst explained how this type of culvert damage occurs.

Board Member Lund moved to receive the Woodcrest Creek Inspection report as presented by Jason Hilst, CCWD Operations and Maintenance Inspector. Seconded by Board Member Campbell. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

INFORMATION ITEMS

None

ADJOURN

Board Member Campbell moved to adjourn at 6:11 pm. Seconded by Board Member McCullough. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.



President

