

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

The Board of Managers of the Coon Creek Watershed District held their regular meeting on Monday, January 27, 2025, at the Coon Creek Watershed District Office.

1. Call to Order

The meeting was called to order at 5:30 PM

Board Members Present: Mary Campbell, Erin Lind, and Dwight McCullough.

Board Members Absent: Jim Hafner and Jason Lund

Staff Present: Tim Kelly, Justine Dauphinais, Corinne Elfelt, Jason Hilst, Jessica Lindemyer, Erin Margl, and Michelle Ulrich

Staff Present via Video Conference: Jon Janke, Abbey Lee

2. Approval of the Agenda

Board Member McCullough moved to correct item 7 to "Consent Items Action for January 13, 2025, Meeting. Seconded by Board Member Campbell. The motion carried with three (3) yeas (Board Members Campbell, Lind, and McCullough) and no nays.

Board Member Campbell moved to Approve the Amended Agenda. Seconded by Board Member McCullough. The motion carried with three (3) yeas (Board Members Campbell, Lind, and McCullough) and no nays.

3. Announcements - none

4. Open Mic/Public Comment

No one was present for comment.

CONSENT ITEMS

5. Approval of Minutes of January 13, 2025

6. Approval of Bills for Payment

Claims totaling \$322,749.68 on the following disbursement(s) lists were issued.

Vendor	Amount
V0015--ANOKA COUNTY MN	158,895.64
V0015--ANOKA COUNTY MN	35,418.00
V0040--FRONTIER PRECISION INC	33,361.47
V0045--HANS HAGEN HOMES INC	7,033.84
V0087--CLASSIC CONSTRUCTION INC	4,035.45
V0110--RESPEC COMPANY LLC	6,700.00
V0195--STANTEC CONSULTING SERVICES INC	6,507.97
V0195--STANTEC CONSULTING SERVICES INC	4,653.00
V0195--STANTEC CONSULTING SERVICES INC	9,580.07
V0221--ABDO LLP	20,163.75
V0290--BOULDER CONTRACTING INC	2,201.25
V0350--FIRST UNUM LIFE INSURANCE COMPANY	1,148.06
V0351--DELTA DENTAL OF MN	1,720.30
V0352--HEALTH EQUITY INC	32.50
V0352--HEALTH EQUITY INC	828.06
V0352--HEALTH EQUITY INC	780.00
V0355--105TH BBP B1 LLC	4,589.88
V0356--JONATHAN KALLESTAD	1,257.66
V0357--SM HENTGES & SONS INC	2,946.55
V0358--EUGENE TOMAS	3,365.35
V0359--INSITUFORM TECHNOLOGIES	11,000.00
V0360--PAYLOCITY	2,500.00
V0360--PAYLOCITY	909.63
V0361--ROCK SOLID LANDSCAPE & IRRIGATION	3,121.25
Grand total	322,749.68

Board Member McCullough moved to approve the Consent Agenda Items. Seconded by Board Member Lind. The motion carried with three (3) yeas (Board Members Campbell, Lind, and McCullough) and no nays.

POLICY ITEMS

7. Consent Items Action for January 1 (13), 2025, Meeting

Tim Kelly, District Administrator, explained that the motion to approve the Consent Items at the January 13, 2025, meeting was missed. In order to correct this, the Board is being asked to take formal action on this matter.

As a reminder, the Consent Agenda Items, as amended and detailed in the staff report included:

- 5. Approval of Minutes of December 9, 2024**
- 6. Administrator’s Report**
- 7. Advisory Committee Report**
- 8. Approval of Bills for Payment**
 - Claims totaling \$465,589.62
- 11. Designation of Fund Equity**
- 12. 2025 Mileage Rates**
- 13. Board Waiver of Tort Liability**
- 14. Andover Senior Campus (PAN P-24-045)**

15. Ensminger Estates (PAN P-24-040)

Staff recommendation is the Board make a motion to approve the Consent Agenda Items from the January 13, 2025, Board Meeting.

Board Member Campbell moved to Approve the Consent Agenda Items from the January 13, 2025, Board Meeting. Seconded by Board Member McCullough. The motion carried with three (3) yeas (Board Members Campbell, Lind and McCullough) and no nays.

8. Appointment to Citizen Advisory Committee

Jessica Lindemyer, Engagement Coordinator, reviewed the staff report provided to the Board. Lindemyer informed the Board that an application had been received from an individual interested in serving on the Citizen Advisory Committee (CAC). Lindemyer noted that the CAC is limited to nine (9) members. The applicant, David Petry, if appointed, would bring the membership up to eight (8).

Per CCWD policy, should the Board choose to appoint Mr. Petry at the January 27th meeting, Mr. Petry's appointment would run through the end of the year and be up for re-appointment with the rest of the CAC members in December 2025.

Board Member Lind moved to Appoint David Petry to the Citizen Advisory Committee. Seconded by Board Member McCullough. The motion carried with three (3) yeas (Board Members Campbell, Lind and McCullough) and no nays.

9. Initiation of Watershed Management Plan Amendment – Capital Improvement Program

Tim Kelly reviewed the staff report with the Board including a reminder that the current Watershed Management Plan was approved by BWSR on October 23, 2024. Central to the Plan is the need for the District to be responsive, agile and current with the water management operating environment; to achieve this the District needs to periodically review and update its Watershed Management Plan. Mr. Kelly stated that in particular it is the Plan's Capital Improvement Program (CIP) that requires an update as the current Capital Improvement Program articulates projects based on an assessment of needs and a forecast that is now two years old.

Mr. Kelly stated that staff have been in contact with BWSR and they are recommending using the minor amendment process for CIP updates.

Staff recommendation was for the Board to direct staff to begin the Capital Improvement Program minor amendment review.

Board Member Campbell moved to direct staff to begin a Capital Improvement Program minor amendment review. Seconded by Board Member McCullough. The motion carried with three (3) yeas (Board Members Campbell, Lind and McCullough) and no nays.

10. Initiation of Permit Application and Review Fees Study

Tim Kelly explained how this item addresses fees to be paid by permit applicants to cover the costs of review and inspection of projects with the potential to affect the

hydrology, water quality, or physical integrity of water and related resources within the District. It also addresses escrows to be collected from applicants to ensure that a project is brought into compliance with District standards should the permittee fail or refuse to do so. Kelly also noted, while District staff do a high-level review of the fee schedule annually, there has not been a thorough review since the current schedule was adopted in 2021. The escrow amounts have not been assessed since 2012.

Staff recommendation was the Board to direct staff to initiate a review of the current fee amounts, fee structure, and escrow amounts, to identify sufficiency of fees and escrows required by the current schedule.

Board Member McCullough moved to direct staff to initiate a review of the current fee amounts, fee structure and escrow amounts, to identify sufficiency of fees and escrow required by the current schedule. Seconded by Board Member Lind. The motion carried with three (3) yeas (Board Members Campbell, Lind and McCullough) and no nays.

PERMIT ITEMS

none

DISCUSSION ITEMS

11. Annual Aquatic Invasive Species Update

Justine Dauphinais, Water Quality Coordinator, provided a slide presentation to the Board that highlighted information included in the staff report. Dauphinais stated that a review is done annually to evaluate and update the list of priority aquatic and invasive species (AIS) that are at high risk for introduction and spread within the District.

Dauphinais noted there is one new addition to the AIS list, invasive mystery snails (Chinese and Banded) which have long been present within CCWD at multiple sites, but were newly added to the priority list by the Minnesota Aquatic Invasive Species Research Center (MAISRC).

Dauphinais' presentation highlighted three new infestations, two of Pale Yellow Iris and one new infestation of invasive phragmites. Also of note, 31 new water bodies were listed as infested with zebra mussels in the state, including 7 located in counties immediately adjacent to Anoka County. Zebra mussels remain one of the highest risk AIS threats to District waters.

As of 2024, Dauphinais stated there are 17 high priority aquatic invasive species that pose a risk to District waters, 11 of which have already been documented within the District. The District may play a role in managing these species on a case-by-case basis depending on extent and severity of impacts and feasibility, efficacy, and cost of control efforts. Presently, District staff largely provide technical assistance with treatment planning and permitting, grant applications, and monitoring.

Staff recommendation was the Board receive the Annual AIS Report.

Board Member Campbell moved to Receive the Annual AIS Report. Seconded by Board Member Lind. The motion carried with three (3) yeas (Board Members Campbell, Lind and McCullough) and no nays

12. Draft Personnel Guidance Manual

Corinne Elfelt, Administrative Services Coordinator, provided a summary of the process and update of the District's Personnel Guidance Manual.

Elfelt noted the staff report highlights the significant proposed changes from the District's last Manual and asks the Board review the provided draft Personnel Guidance Manual for the next meeting. As Elfelt will not be present at the next meeting, it was requested that the Board provide its comments and questions in writing so they can be addressed at the following meeting.

Staff recommendation is the Board review and comment on the proposed Personnel Guidance Manual at the February 10, 2025, Board of Managers meeting, with possible adoption on February 24, 2025.

Board Member Campbell moved to receive the Report. Seconded by Board Member McCullough. The motion carried with three (3) yeas (Board Members Campbell, Lind and McCullough) and no nays

13. Results from Phase One Municipal Insight Survey

Jessica Lindemyer, Engagement Coordinator, provided an update and staff report on consultant MP+G Marketing Solutions' Phase One survey results of the District Municipal Insight Survey project. The survey project is divided into two main phases, targeting two key audiences: municipal decision-makers and residents of the watershed.

Lindemyer noted the objective of this effort is to identify the needs, values, and priorities of the individuals who make water management decisions at the municipal level and gain a better understanding of their perceptions related to water management (quality/quantity) and the TMDL, with the goal of:

- Improving CCWD's engagement and public information strategy by crafting our efforts in a way that speaks to the values and interests of the individuals who share responsibility of achieving the TMDL
- Communicating with these audiences in a language in which they understand and in terms that are of interest to them.

Lindemyer stated Phase One of the Municipal Insight Survey focused on gaining insights from municipal decision-makers. The complete staff report included a preliminary research report of the findings from Phase One of the Municipal Insight Survey.

Lindemyer informed the Board Phase Two of the Municipal Insight Survey, focusing on residents of the watershed, is currently underway. The process for Phase Two mirrors Phase One with the goal of obtaining 14 qualitative interviews followed by a larger survey of the general public. Upon conclusion of Phase Two MP+G will provide CCWD with its findings report which will be shared with the Board.

Board Member McCullough moved to Receive the Results from Phase One of the Municipal Insight Survey. Seconded by Board Member Lind. The motion carried with three (3) yeas (Board Members Campbell, Lind and McCullough) and no nays.

14. Ditch 37 Inspection Report

Jason Hilst, Operation and Maintenance Inspector, provided the Board the results of his inspection report on Ditch 37. Ditch 37 is a channel that is 4.17 miles in length, drains 3.5 square miles and is located in Andover.

Hilst found the ditch to be in good to fair condition with no immediate needs, with one \$6,000 obstruction repair recommended . There was another \$93,082 of possible maintenance needs that will be monitored over the next five years.

Staff recommendation was the Board Receive the Ditch 37 Inspection Report.

Board Member Lind suggested the Board take action on items 14 and 15 together.

15. Ditch 57 Inspection Report

Jason Hilst, Operation and Maintenance Inspector, provided the Board the results of his inspection report on Ditch 57. Ditch 57 is a channel that is 11.8 miles in length, drains 11.1 square miles, with 5 public laterals, and is located in Coon Rapids, Andover and Ham Lake.

Hilst found the ditch to be in generally fair condition with three sections in poor condition. Hilst reported \$20,500 was needed for bank failure repair and removal of obstructions next year, an additional \$338,856 potentially over the next 1-5 years and another \$3,337,776 of major ditch repair and bank failure costs have been identified for monitoring.

Staff recommendation was the Board Receive the Ditch 57 Inspection Report.

Board Member Lind moved to Receive the Ditch 37 and 57 Inspection Reports. Seconded by Board Member Campbell. The motion carried with three (3) yeas (Board Members Campbell, Lind and McCullough) and no nays

INFORMATIONAL ITEMS

None

ADJOURNMENT

Board Member Campbell moved to adjourn at 6:34 pm. Seconded by Board Member McCullough. The motion carried with three (3) yeas (Board Members Campbell, Lind and McCullough) and no nays.



James McHaff
President

