

BOARD MEETING AGENDA

Board Room
Coon Creek Watershed District Offices
Monday, January 22, 2024
5:30 p.m.

Board of Managers:

Jim Hafner, President; Erin Lind, Vice President; Jason Lund, Secretary; Mary Campbell, Treasurer; Dwight McCullough, Member at Large

Note: Individuals with items on the agenda or who wish to speak to the Board are encouraged to be in attendance when the meeting is called to order.

- 1. Call to Order**
- 2. Approval of the Agenda** (*Additions/Corrections/Deletions*)
- 3. Announcements**
- 4. Open Mic/Public Comment**

*Members of the public at this time may address the Board, for **up to three minutes**, on a matter not on the Agenda. Individuals wishing to be heard must sign in with their name and address at the door. Additional comments may be accepted in writing. Board action or discussion should **not** be expected during the presentation of public comment/open mic. Board members may direct staff to research the matter further or take the matter under advisement for consideration at a future Board meeting.*

CONSENT ITEMS

The consent agenda is considered as one item of business. It consists of routine administrative items or items not requiring discussion. Items can be removed from the consent agenda at the request of a Board member, staff member or a member of the audience.

- 5. Approval of Minutes of January 8, 2024**
- 6. Approve Bills for Payment**

POLICY ITEMS

None

PERMIT ITEMS

- 7. Round Lake Blvd (149th Ln NW – 157th Ave NW)**

DISCUSSION ITEMS

- 8. Ditch 20 Inspection Report**
- 9. Ditch 54 Inspection Report**
- 10. Draft Revisions to Employee Handbook**
- 11. Draft CAC Policy**

INFORMATIONAL ITEMS

None

ADJOURN

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 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, Dwight McCullough, James Hafner, Mary Campbell, and Jason Lund

Staff Present: Bobbie Law, Tim Kelly, Justine Dauphinais, Abbey Lee, Corinne Elfelt, and Michelle Ulrich

Staff Present via Zoom: Erik Bye and Jon Janke

2. Approval of the Agenda:

Board Member Campbell moved to add Permit Review Items: 14 Oldenburger Wedding Venue and 16 Ulysses & 117th Roundabout to the Consent Agenda. Seconded by Board Member Lund. Motion carried with five yeas (Board Members Campbell, Hafner, Lind, McCullough, and Lund) and no nays.

Board Member Lind moved to Approve the Agenda as amended. Seconded by Board Member Campbell. The motion carried with 5 yeas (Board Members Lind, McCullough, Hafner, Campbell, and Lund) and no nays.

3. Announcements

Administrator Kelly announced the District's upcoming presentation to the City of Coon Rapids regarding TMDL requirements/cost as discussed in the District's recently updated draft comprehensive watershed management plan. He noted that he and Board members Lind and Hafner will be attending the meeting.

Mr. Kelly announced the retirement of Elizabeth Mursko, Administrator of the City of Columbus.

4. Open Mic/Public Comment

No one present for comment.

CONSENT ITEMS:

5. Approval of Minutes of December 11, 2023

6. Administrator's Report

7. Advisory Committee Report

8. Approval of Bills:

Claims totaling \$312,281.98 on the following disbursement list will be issued and released upon Board approval.

December 26, 2023	
To	Amount
Abdo	5,962.50
Anoka Conservation District	500.00
Anoka County	139,027.02
Centerpoint Energy	250.76
Justine Dauphinais	346.19
Emmons & Olivier Resources Inc.	5,208.75
Jessica Lindemyer	323.57
Metro Inet	4,498.00
Plaudit	2,150.00
PLM Lake & Land Mgmt Corp	750.00
Poop 911	914.25
Stantec Consulting Services	61,693.02
Sunram Construction Inc	14,290.00
YTS Companies	8,225.00
	244,139.06

January 8, 2024			
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Stantec	37,844.39		2023
US Bank	6,258.69		2023
Randy Wesp	5,630.00		2023
Xcel Energy	62.87		2023
	54,566.67	0.00	
To	Amount		
A1 Floor & Carpet Care	1,076.25		2024
Minnesota Watersheds	12,500.00		2024
	13,576.25	0.00	
TOTAL BOTH	68,142.92		

The following Permit Items were moved to the Consent Agenda by motion:

14. Oldenburger Wedding Venue

The Purpose of this project is to construct a new wedding venue and associated stormwater treatment features.

Staff recommendation was to approve permit application number P-23-074 with 4 conditions and 3 stipulations as follows:

Conditions to be Met Before Permit Issuance:

Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$3,700.00.

Stormwater Management (Rule 3.0)

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.

Soils and Erosion Control (Rule 4)

3. Update the erosion and sediment control plan to include the following:
 - a. A note that exposed soils and soil stockpiles will be stabilized within 7 days of inactivity.
 - b. Show rock construction entrance on construction plan sheet C103.
4. Provide proof that an application has been submitted to the MPCA for an NPDES permit.

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 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.

16. Ulysses & 117th Roundabout

The Purpose of this project is to construct a new roundabout and stormwater treatment features.

Staff recommendation was to approve permit application number P-23-069 with 2 conditions and 3 stipulations as follows:

Conditions to be Met Before Permit Issuance:

Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$3,690.00.

Stormwater Management (Rule 3)

2. Label the HWL of the Infiltration basin on sheet C3.03 of the plan set.

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 proposed stormwater management practices and associated structures listed in Tables 2 and 3, including volume, critical elevations and proof of installation for hydrodynamic separators.
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Board Member Campbell moved to Approve the Consent Agenda Items seconded by Board Member McCullough. The motion carried with 5 yeas (Board Members Lind, Campbell, McCullough, Hafner, and Lund) and no nays.

POLICY ITEMS

9. Designation of Depository

The designated depository of the District is US Bank. Designation of depository will be the same as previous years.

Board Member Lund moved to adopt resolution 2024-01 DESIGNATING THE US BANK AS THE OFFICIAL DEPOSITORY. Seconded by Board Member Campbell. The motion carried with 5 yeas (Board Members Lind, Campbell, McCullough, Hafner, and Lund) and no nays.

10. Designation of Official Paper

Designation of an official paper will remain per statute. Mr. Kelly noted that the District has multiple official papers, The ABC Union Herald, and The Life.

Board Member Lind moved to adopt resolution 2024-02 DESIGNATING THE ABC UNION HERALD, AND THE LIFE NEWSPAPERS AS THE OFFICAL NEWSPAPERS. Seconded by Board Member McCullough. The motion carried with 5 yeas (Board Members Lind, Campbell, McCullough, Hafner, and Lund) and no nays.

11. Designation of Fund Equity

Cash reserve needs to be kept by the District to ensure operating costs can be covered for five months of the year. Mr. Kelly spoke about the importance of the District maintaining a cash reserve. Managers discussed the disbursement schedule for public

funds to the District. Managers discussed the requirement shift from six months to five months.

Board Member Lund moved to designate \$ 1,170,737 for fund equity. Seconded by Board Member Campbell. The motion carried with 5 yeas (Board Members Lind, Campbell, McCullough, Hafner, and Lund) and no nays.

12. 2024 Mileage Rates

Coon Creek Watershed District staff are encouraged to utilize District vehicles. The District currently has a fleet of four vehicles. Mr. Kelly made it clear that mileage rate reimbursement will only come into play if a District vehicle is not available for staff to utilize. He noted that this is something that rarely occurs.

Board Member McCullough moved to adopt the standard IRS issued mileage rate for 2024; at the rate of \$0.67/mile. Seconded by Board Member Lund. The motion carried with 5 yeas (Board Members Lind, Campbell, McCullough, Hafner, and Lund) and no nays.

13. Board Waiver of Tort Liability

Board Member Lind moved NOT to waive the statutory tort liability limits as outlined in the waiver form from the Leage of Minesota Cities Insurance Trust. Seconded by Board Member Lund. The motion carried with 5 yeas (Board Members Lind, Campbell, McCullough, Hafner, and Lund) and no nays.

PERMIT ITEMS

15. Suite Living Ham Lake

The purpose of this project is the construction of a 32-unit memory care and assisted living facility with parking and associated stormwater infrastructure.

Staff recommendation was to approve Permit Application Number P-23-078 with 4 conditions and 3 stipulations, as follows:

Conditions to be Met Before Permit Issuance:

Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$3,100.00.

Stormwater Management Rule (3.0)

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.

Soils and Erosion Control (Rule 4.0)

3. After initial grading, surround the proposed infiltration basin with erosion control measures to prevent the basin from clogging.
4. Provide proof of NPDES permit application.

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.
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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.

Board Member McCullough moved to approve permit application number P-23-078 with 4 conditions and 3 stipulations, as stated in the Application Review Report. Seconded by Board Member Lund. The motion carried with 5 yeas (Board Members Lind, Campbell, McCullough, Hafner, and Lund) and no nays.

DISCUSSION ITEMS

17. Annual Aquatic Invasive Species Update

Ms. Dauphinais gave a presentation regarding aquatic invasive species management in 2023. Some highlights included an overview of the District's "high-risk" aquatic invasive species (AIS), AIS distribution throughout the entire District, and ongoing management efforts including pale yellow iris and phragmites. Presentation slides are posted online.

Board Member Lund made a motion to accept the aquatic invasive species (AIS) annual report. Seconded by Board Member Hafner. The motion carried with 5 yeas (Board Members Lind, Campbell, McCullough, Hafner, and Lund) and no nays.

INFORMATIONAL ITEMS

18. BWSR Clean Water Fund Grant Awards

Ms. Dauphinais announced a recent press release for all BWSR Clean Water Fund grants awarded. She noted that out of the \$10 million available 32 projects were awarded funds. The District's proposed project to restore lower Coon Creek was 8th on the list of projects recommended for funding. The project was recommended for full funding at a total dollar amount of \$445,000.

ADJOURN

Board Member Campbell moved to adjourn at 6:03 p.m. Seconded by Board Member Lind. Motion carried with 5 yeas (Board Members Lind, Campbell, McCullough, Hafner, and Lund) and no nays.

President

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 8, 2024, at the Coon Creek Watershed District Office.

1. Call to Order

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Board Members Present: Erin Lind, Dwight McCullough, James Hafner, Mary Campbell, and Jason Lund

Staff Present: Bobbie Law, Tim Kelly, Justine Dauphinais, Abbey Lee, Corinne Elfelt, and Michelle Ulrich

Staff Present via Zoom: Erik Bye and Jon Janke

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ADJOURN

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President

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: January 22, 2024
AGENDA NUMBER: 6
ITEM: Bills to Be Paid

FISCAL IMPACT: Budgeted
POLICY IMPACT: Policy

REQUEST
Approve bills

BACKGROUND

Claims totaling \$278,321.96 on the following disbursement(s) list will be issued and released upon Board approval.

Vendor name	Amount
UHAUL INTERNATIONAL INC	\$3,045.00
STEEN ENTERPRISES	\$2,455.25
LARRY SCHWARTZ	\$8,024.00
MNSPL INC	\$1,315.31
MENARD INC	\$736.62
MARK OF EXCELLENCE HOMES INC	\$8,057.85
MARK OF EXCELLENCE HOMES INC	\$5,120.00
MARK OF EXCELLENCE HOMES INC	\$10,354.15
CENTERPOINT ENERGY-ESCROW	\$1,975.62
LOFFLER COMPANIES INC	\$90.73
EMMONS AND OLIVIER RESOURCES INC	\$17,924.00
YTS COMPANIES LLC	\$6,168.75
STANTEC CONSULTING SERVICES INC	\$6,412.40
STANTEC CONSULTING SERVICES INC	\$1,983.50
STANTEC CONSULTING SERVICES INC	\$199.50
STANTEC CONSULTING SERVICES INC	\$12,858.72
STANTEC CONSULTING SERVICES INC	\$3,038.75
TRUE BLUE PLUMBING LLC	\$255.00
ANOKA COUNTY MN	\$140,511.56
KISTERS NORTH AMERICA INC	\$15,000.00
TRUE BLUE PLUMBING LLC	\$720.00
METRO I NET	\$5,398.00
ABDO LLP	\$1,457.50
WELL GROOMED LAWNS INC	\$433.00
RESPEC COMPANY LLC	\$9,233.75
ABDO LLP	\$14,500.00
RMB ENVIRONMENTAL LABORATORIES INC	\$1,053.00
Total	\$278,321.96

Item 6: Bills to be Paid Page 2 of 2

Company name: Coon Creek Watershed District											
Created on: 1/17/2024											
	Vendor name	Bill number	Date	Fund name	Department name	Account	Capital	Project ID	Grant ID	Transaction amount	Memo
01883-0001-13	EMMONS AND OLIVER RESOURCES INC	01883-0001-13	1/16/2024	General Fund	Administration	20010		G22-003		17,924.00	PROJ01883-0001 SWEEPING STUDY 12/23
Sum for 01883-0001-13 1667 17,924.00											
Sum for 1667 2180994	METRO INET	1667	1/1/2024	General Fund	Administration	63066				5,398.00	MH-LYIT SERVICES JAN 24
5,398.00											
Sum for 2180994 2181002	STANTEC CONSULTING SERVICES INC	2180994	1/11/2024	General Fund	Administration	20010				3,038.75	PROJ227705670 WCA 12/23
3,038.75											
Sum for 2181002 2181006	STANTEC CONSULTING SERVICES INC	2181002	1/11/2024	General Fund	Administration	20010				1,309.00	PROJ227705667 CEN ENGR 12/23
1,309.00											
Sum for 2181006 2181009	STANTEC CONSULTING SERVICES INC	2181002	1/11/2024	General Fund	Administration	20010				674.50	PROJ227705667 AOP CEN ENGR 12/23
674.50											
Sum for 2181009 2181017	STANTEC CONSULTING SERVICES INC	2181006	1/11/2024	General Fund	Administration	20010				199.50	PROJ227705668 PLAN 12/23
199.50											
Sum for 2181017 25088	STANTEC CONSULTING SERVICES INC	2181009	1/11/2024	General Fund	Administration	20010				12,858.72	PROJ227705669 PERMIT PROG 12/23
12,858.72											
Sum for 25088 32776	STANTEC CONSULTING SERVICES INC	2181017	1/11/2024	General Fund	Administration	20010				1,689.50	PROJ227705673 CD37 SWA 12/23
1,689.50											
Sum for 32776 4586199	STANTEC CONSULTING SERVICES INC	2181017	1/11/2024	General Fund	Administration	20010		G22-003-M		2,448.50	PROJ227705673 CD39 KNOLL CRK 12/23
2,448.50											
Sum for 4586199 481351	STANTEC CONSULTING SERVICES INC	2181017	1/11/2024	General Fund	Administration	20010		G22-003-M		2,274.40	PROJ227705673 O&M FEASIBILITY 12/23
2,274.40											
Sum for 481351 481849	WELL GROOMED LAWNS INC	25088	12/31/2023	General Fund	Administration	20010				433.00	COWD Plow & Shovel-Dec 2023
433.00											
Sum for 481849 B010184	YTS COMPANIES LLC	32776	1/12/2024	General Fund	Operations & Maintenance	61251				4,812.50	23 COWD RM 23-004 SPRINGBROOK FORESTRY
4,812.50											
Sum for B010184 COWD-1223	YTS COMPANIES LLC	32776	1/12/2024	General Fund	Operations & Maintenance	61549		PROJ24-413		1,356.25	24 NONROUT MAINT ISS 23-65 D41 FORESTRY
1,356.25											
Sum for COWD-1223 INV01042024	LOFFLER COMPANIES INC	4586199	1/17/2024	General Fund	Administration	20010				90.73	ACCT OC16 DEC 23
90.73											
Sum for INV01042024 INV01102024	ABDO LLP	481351	12/31/2023	General Fund	Administration	20010				14,500.00	Prof Implement data transfer
14,500.00											
Sum for INV01102024 INV-1223-1053	ABDO LLP	481849	12/31/2023	General Fund	Administration	61575				1,457.50	ADD L BUSN LICENSE 2024
1,457.50											
Sum for INV-1223-1053 PAN13-045	RMB ENVIRONMENTAL LABORATORIES INC	B010184	8/30/2023	General Fund	Water Quality	20010		PROJ23-501b		1,053.00	WOB010184 Stream Monitoring
1,053.00											
Sum for PAN13-045 PAN14-040	ANOKA COUNTY MN	COWD-1223	1/10/2024	General Fund	Administration	20010				8,116.32	PERA
8,116.32											
Sum for PAN14-040 PAN15-030	ANOKA COUNTY MN	COWD-1223	1/10/2024	General Fund	Administration	20010				143.72	LTD
143.72											
Sum for PAN15-030 PAN19-189	ANOKA COUNTY MN	COWD-1223	1/10/2024	General Fund	Administration	20010				39.86	life ins
39.86											
Sum for PAN19-189 PAN21-019	ANOKA COUNTY MN	COWD-1223	1/10/2024	General Fund	Administration	20010				501.27	HRA pmts
501.27											
Sum for PAN21-019 PAN22-025	ANOKA COUNTY MN	COWD-1223	1/10/2024	General Fund	Administration	20010				714.56	dental ins
714.56											
Sum for PAN22-025 PAN22-045	ANOKA COUNTY MN	COWD-1223	1/10/2024	General Fund	Administration	20010				416.67	prof svcs fee
416.67											
Sum for PAN22-045 PAN22-071	ANOKA COUNTY MN	COWD-1223	1/10/2024	General Fund	Administration	20010				7,965.77	FICA
7,965.77											
Sum for PAN22-071 PAN23-051	ANOKA COUNTY MN	COWD-1223	1/10/2024	General Fund	Administration	20010				14,396.00	health ins
14,396.00											
Sum for PAN23-051 SINVA-KNA-001150	ANOKA COUNTY MN	COWD-1223	1/10/2024	General Fund	Administration	20010				108,217.39	salaries
108,217.39											
Sum for SINVA-KNA-001150	TRUE BLUE PLUMBING LLC	INV01042024	1/4/2024	General Fund	Administration	61250				720.00	INSTALL NEW SWITCH ON PUMP
720.00											
Sum for INV01102024 INV-1223-1053	TRUE BLUE PLUMBING LLC	INV01102024	1/10/2024	General Fund	Administration	61250				255.00	BASEMENT TOILET RX
255.00											
Sum for INV-1223-1053 PAN13-045	RESPEC COMPANY LLC	INV-1223-1053	12/31/2023	General Fund	Administration	20010				9,233.75	PROJ02734-QS Services 12/23
9,233.75											
Sum for PAN13-045 PAN14-040	MARK OF EXCELLENCE HOMES INC	PAN13-045	1/22/2024	Escrow Fund	Administration	24210				9,300.00	P13-045 ESCROW REF-CATCHERS CREEK
9,300.00											
Sum for PAN14-040 PAN15-030	MARK OF EXCELLENCE HOMES INC	PAN13-045	1/22/2024	General Fund	Watershed Development	53191				1,054.15	P13-045 REVIEW REF-CATCHERS CREEK
1,054.15											
Sum for PAN15-030 PAN19-189	MARK OF EXCELLENCE HOMES INC	PAN14-040	1/22/2024	Escrow Fund	Administration	24210				5,120.00	P14-040 ESCROW REF-CATCHERS CREEK ST & UTIL
5,120.00											
Sum for PAN19-189 PAN21-019	MARK OF EXCELLENCE HOMES INC	PAN15-030	1/22/2024	Escrow Fund	Administration	24210				8,057.85	P15-030 ESCROW REF-CATCHERS CREEK 2ND ADDN
8,057.85											
Sum for PAN21-019 PAN22-025	MENARD INC	PAN19-189	1/22/2024	Escrow Fund	Administration	24210				736.62	P19-189 ESCROW REF-MENARDS STIM WTR MODEL
736.62											
Sum for PAN22-025 PAN22-045	MNSPL INC	PAN21-019	1/22/2024	Escrow Fund	Administration	24210				1,315.31	P21-019 ESCROW REF-SURECAST
1,315.31											
Sum for PAN22-045 PAN22-071	UHAUL INTERNATIONAL INC	PAN22-025	1/22/2024	Escrow Fund	Administration	24210				2,835.00	P22-025 ESCROW REF-UHAUL MOVING & STORAGE
2,835.00											
Sum for PAN22-071 PAN23-051	UHAUL INTERNATIONAL INC	PAN22-025	1/22/2024	General Fund	Watershed Development	53191				210.00	P22-025 REVIEW REF-UHAUL MOVING & STORAGE
210.00											
Sum for PAN23-051 SINVA-KNA-001150	KISTERS NORTH AMERICA INC	SINVA-KNA-001150	1/8/2024	General Fund	Water Quality	65390				15,000.00	ORDER#SO-KNA-001013 ACCT#220175
15,000.00											
Sum for SINVA-KNA-001150										278,321.96	

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: January 22, 2024
AGENDA NUMBER: 7
ITEM: Round Lake Blvd (CSAH 9) from 149th Lane NW to 157th Avenue NW

AGENDA: Permit

BACKGROUND/DISCUSSION

The purpose of this agenda item is for the Board to review, discuss, and consider approving Permit Application Number P-23-063 Round Lake Blvd (CSAH 9) from 149th Lane NW to 157th Avenue NW.

RECOMMENDATION

To approve Permit Application Number P-23-063 with 1 condition and 3 stipulations, as stated in the Application Review Report dated 1/18/2024.

ATTACHED

Application Review Report for Permit Application Number P-23-063

Permit Application Review Report
Date: 1/18/2024Applicant/Landowner:

Anoka County
Attn: Jeff Foster
1440 Bunker Lake Blvd
Andover, MN 55304

Project Name: Round Lake Blvd (CSAH 9) from 149th Lane NW to 157th Avenue NW

Project PAN: P-23-063

Project Purpose: Reconstruction of Round Lake Blvd from 149th to 157th Ave and associated stormwater management features

Project Location: Round Lake Blvd From 149th Ln to 157th Ave, Andover

Site Size: size of parcel - 17.9 acres; size of disturbed area - 7.3 acres; size of regulated impervious surface within CCWD- 5.10 acres

Applicable District Rule(s): Rule 2, Rule 3, Rule 4

Recommendation: Approve with 1 Conditions and 3 Stipulations

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$7,650.00.

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. 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 a post construction infiltration test on Infiltration Basin 100 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.

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Drainage Design Report	Anoka County	12/2023	01/04/2023
Construction Plans	Anoka County	11/28/2023	01/04/2024
Wetland Delineation	SEH	07/27/2022	08/03/2022

Findings

Description: The project proposes the reconstruction of approximately 0.9 miles of Round Lake Blvd from 149th to 157th Ave, spanning portions of both the Coon Creek Watershed District (CCWD) and the Lower Rum River Water Management Organization (LRRWMO). This reconstruction will disturb 15.30 acres and create an additional 3.27 acres of new impervious. Approximately 7.36 acres of land disturbance and 5.10 acres of new or fully reconstructed impervious will be within the CCWD. The majority of stormwater runoff for the entire project is directed to the LRRWMO for treatment. A small portion of runoff is directed to an infiltration basin within the CCWD boundary, however, in larger storm events runoff unable to be infiltrated outlets to LRRWMO as well. See Attachments 1a & 1b: Site Plan. Because the project's drainage boundaries cross the jurisdictional boundary between CCWD and LRRWMO, the application was reviewed in close coordination with LRRWMO to ensure consistency and adherence to each organization's rules overall.

Fees and Escrows (Rule 2.7): The applicant is a government agency and is therefore exempt from an application fee or a review and inspection fee deposit. The applicant will be required to submit a performance escrow in the amount of \$7,650.00. This corresponds to a base escrow of \$2,000.00, plus an additional \$500/acre of disturbance (7.3 acres of land disturbance proposed within the CCWD).

Stormwater Management (Rule 3.0): Rule 3.0 applies to the proposed project because it is a public linear project where the sum of the new and fully reconstructed impervious surface equals one or more acres. The Hydrologic Soil Group (HSG) of soils on site are HSG A.

Rate Control: All project discharge points are within the LRRWMO. The only discharge in the CCWD is via infiltration within Infiltration Basin 100. The applicant is required to meet the LRRWMO rate control requirements at these discharge points.

Volume Control: The applicant is proposing the Stormwater Management Practices (SMPs) described below:

Drainage Area	Impervious Required to be Treated (impervious within CCWD boundary)	Proposed SMP	TP Removal Factor	Required Treatment Volume (cf)	WQV Provided to treat CCWD Impervious (cf)	WQV Provided Overall (cf)
1S-S 1S-N	45,976	Infiltration Basin 100 (located within CCWD)	1	1,916	1,916	13,460
31S	55,321	Infiltration Basin 200* (within LRRWMO)	1	2,305	2,305	20,865
32S	10,004	Wet Pond 300A* (within LRRWMO)	0.5	834	834	62,509
33S	67,082	Wet Pond 300B* (within LRRWMO)	0.5	5,590	5,590	97,400
1S-U	43,787	Existing Pond along* Round Lake Blvd	0.5	3,648	3,648	Unknown†

Table 2. WQV- Water Quality Volume

*Existing pond within LRRWMO. As-builts not required to be submitted to CCWD.

†Precise volume provided in the existing regional pond is unknown, but it was verified that it does have capacity to treat the required volume.

The following pretreatment has been provided:

SMP ID	Pretreatment Device/Method	Percent TSS Removal
Infiltration Basin 100	Sediment Forebay	80

Table 3.

Pretreatment is required to be designed such that the device/method provides removal of 80% TSS entering an infiltration or filtration Stormwater Management Practice. The proposed project meets pretreatment requirements as shown in Table 3.

Water Quality: The total Water Quality Volume has been provided in aggregate within the LRRWMO. There are no discharge points within the CCWD.

Discharges to Wetlands: Stormwater from the proposed project is not being discharged into any wetlands, therefore this section does not apply.

Landlocked Basins: The proposed drainage system does not outlet to a landlocked basin, therefore this section does not apply.

Low Floor Freeboard: The proposed project is not considered new development with buildings and habitable structures; therefore, this section does not apply.

Maintenance:

Access: Sufficient maintenance access has been provided on the plans for all stormwater management practices.

Maintenance Agreements: All proposed stormwater management practices will be maintained as part of standard municipal public work activities. Therefore, no maintenance agreement will be required.

Soils and Erosion Control (Rule 4.0)

Rule 4.0 applies to the proposed project because it is a land disturbing activity that requires a permit under another District rule.

The proposed project drains to Lower Rum River (within the LRRWMO). The soils affected by the project are Zimmerman which have a soil erodibility factor of 0.15 or greater. Disturbed areas are proposed to be stabilized within 7 days, as required. The proposed erosion and sediment control plan includes street sweeping, perimeter control, inlet protection, erosion control blanket. The erosion control plan meets District Requirements. See Attachments 2a & 2b: Erosion and Sediment Control Plan.

Wetlands (Rule 5.0)

The proposed project does not include activities which result in the filling, draining, excavating, or otherwise altering the hydrology of a wetland. Rule 5.0 does not apply.

Floodplain (Rule 6.0)

The proposed project does not include land disturbing activities within the floodplain as mapped and modeled by the District. Rule 6.0 does not apply.

Drainage, Bridges, Culverts, and Utility Crossings (Rule 7.0)

The proposed project does not include land disturbing activities which construct, improve, repair, or alter the hydraulic characteristics of a bridge profile control or culvert structure on a creek, public ditch, or major watercourse. The proposed project does not include land disturbing activities which involve a pipeline or utility crossing of a creek, public ditch, or major watercourse.

The proposed project does not include land disturbing activities which construct, improve, repair or alter the hydraulic characteristics of a conveyance system that extends across two or more parcels of record not under common ownership and has a drainage area of 200 acres or greater. Rule 7.0 does not apply.

Buffers (Rule 8.0)

The proposed project does not include a land disturbing activity on land adjacent or directly contributing to a Public Water, Additional Waters, High or Outstanding Ecological Value Waters, a

Public Ditch, or Impaired Waters/waters exceeding state water quality standards. Rule 8.0 does not apply.

Variances (Rule 10.2)

The proposed project is not requesting a variance from the District's rules, regulations, and policies. Rule 10.2 does not apply.

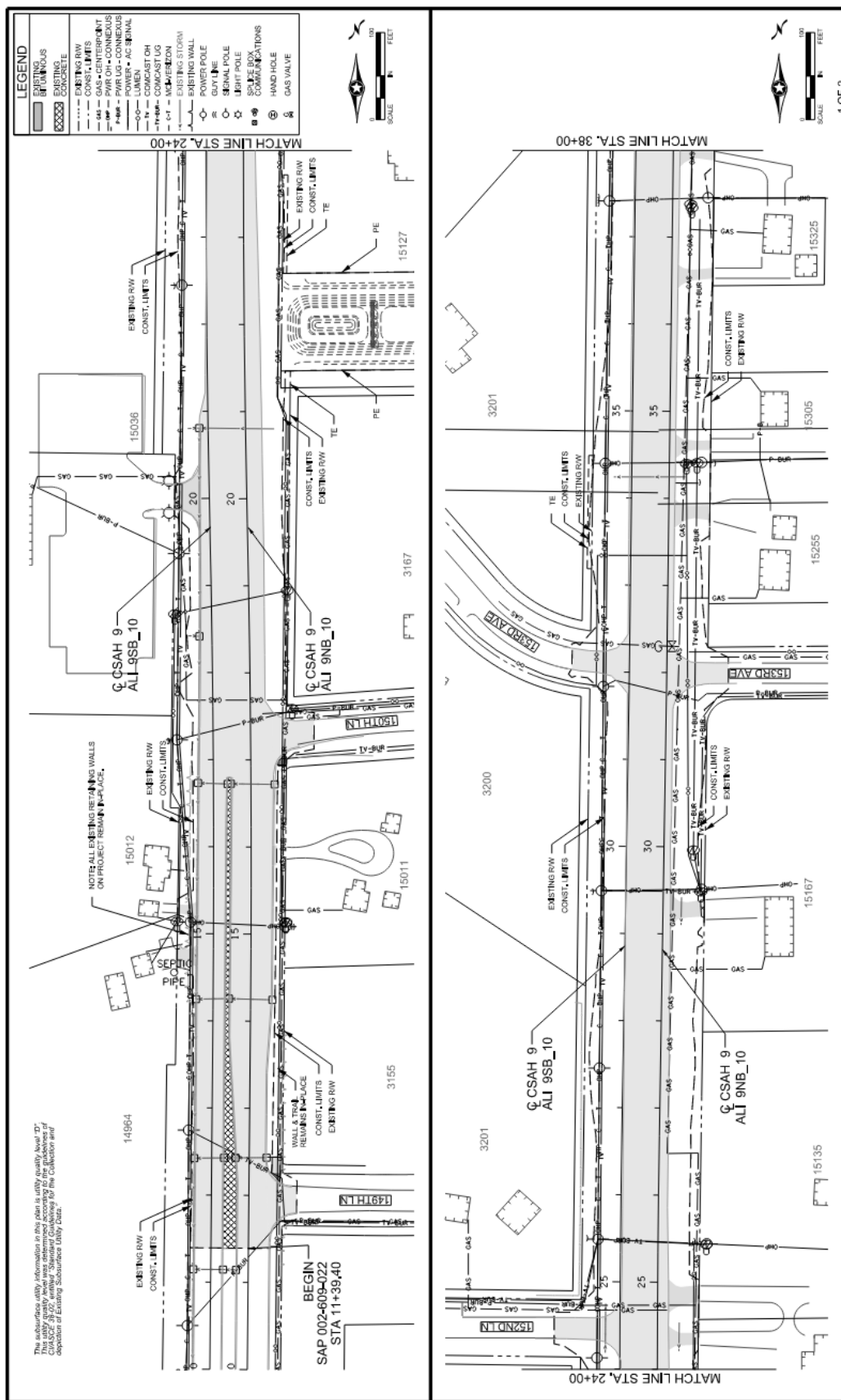
P23-063



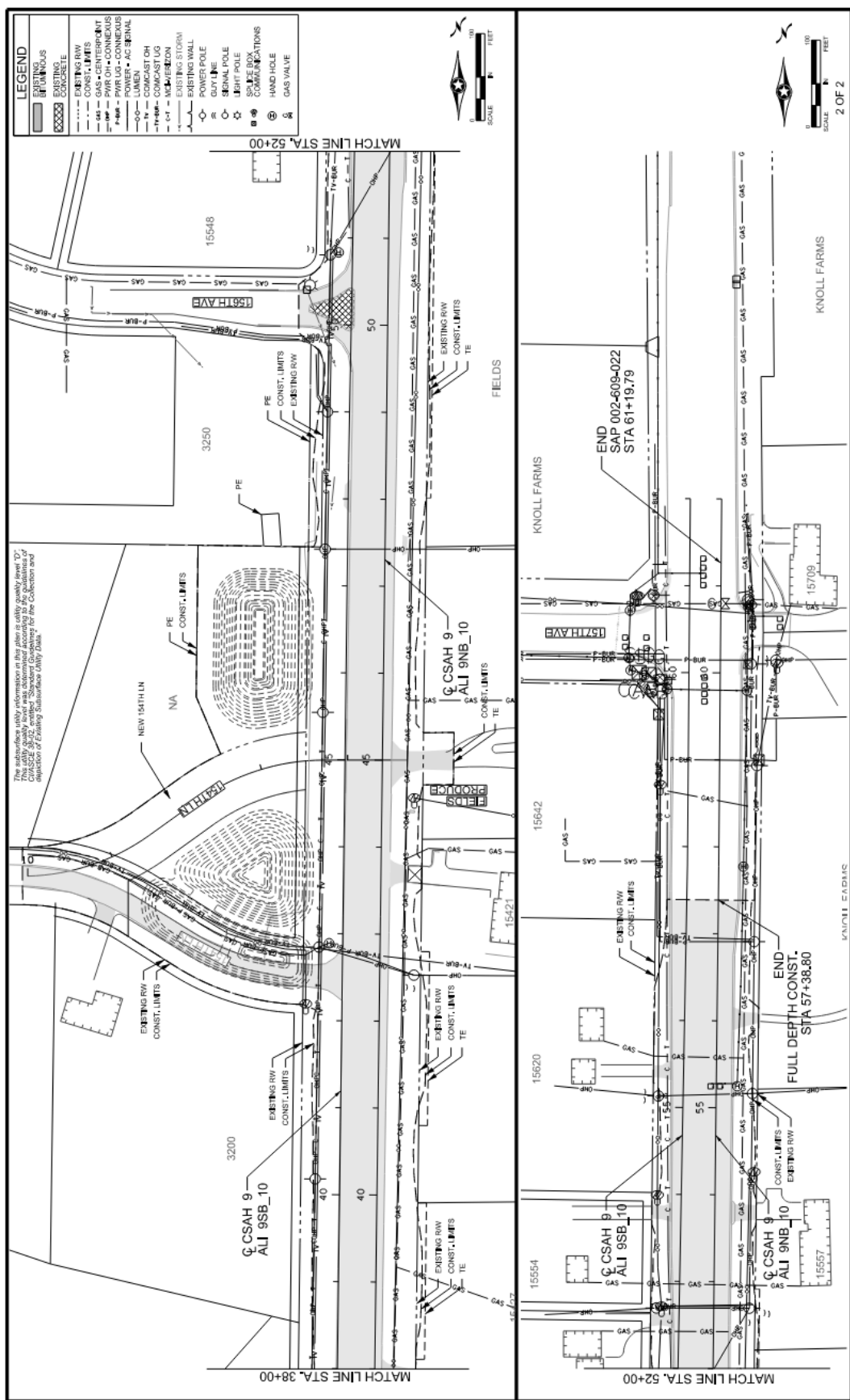
1/16/2024

1:27,054
0 0.15 0.25 0.3 0.5 0.6 mi
0 0.25 0.5 1 km
Metropolitan Council, MetroGIS, Three Rivers Park District, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, MET/NASA, USGS, EPA, NPS,

Attachment 1a: Site Plan



Attachment 1b: Site Plan



Attachment 2a: Erosion and Sediment Control Plan

Attachment 2b: Erosion and Sediment Control Plan

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: January 22, 2024
AGENDA NUMBER: 08
ITEM: Ditch 20 Inspection Report

POLICY IMPACT: Policy
FISCAL IMPACT: Budgeted

REQUEST

Receive inspection report.

BACKGROUND

This inspection is part of the District's Operations and Maintenance (O&M) program and the National Pollutant Discharge Elimination System (NPDES) requirement of inspecting 20% of the open channels annually.

- Ditch 20 is located in Andover.
- The channel is 2.96 miles (15,629 feet)
- Drainage area is 1.8 square miles (1,144 acres)
- 0 Public Laterals and 11 Private Laterals

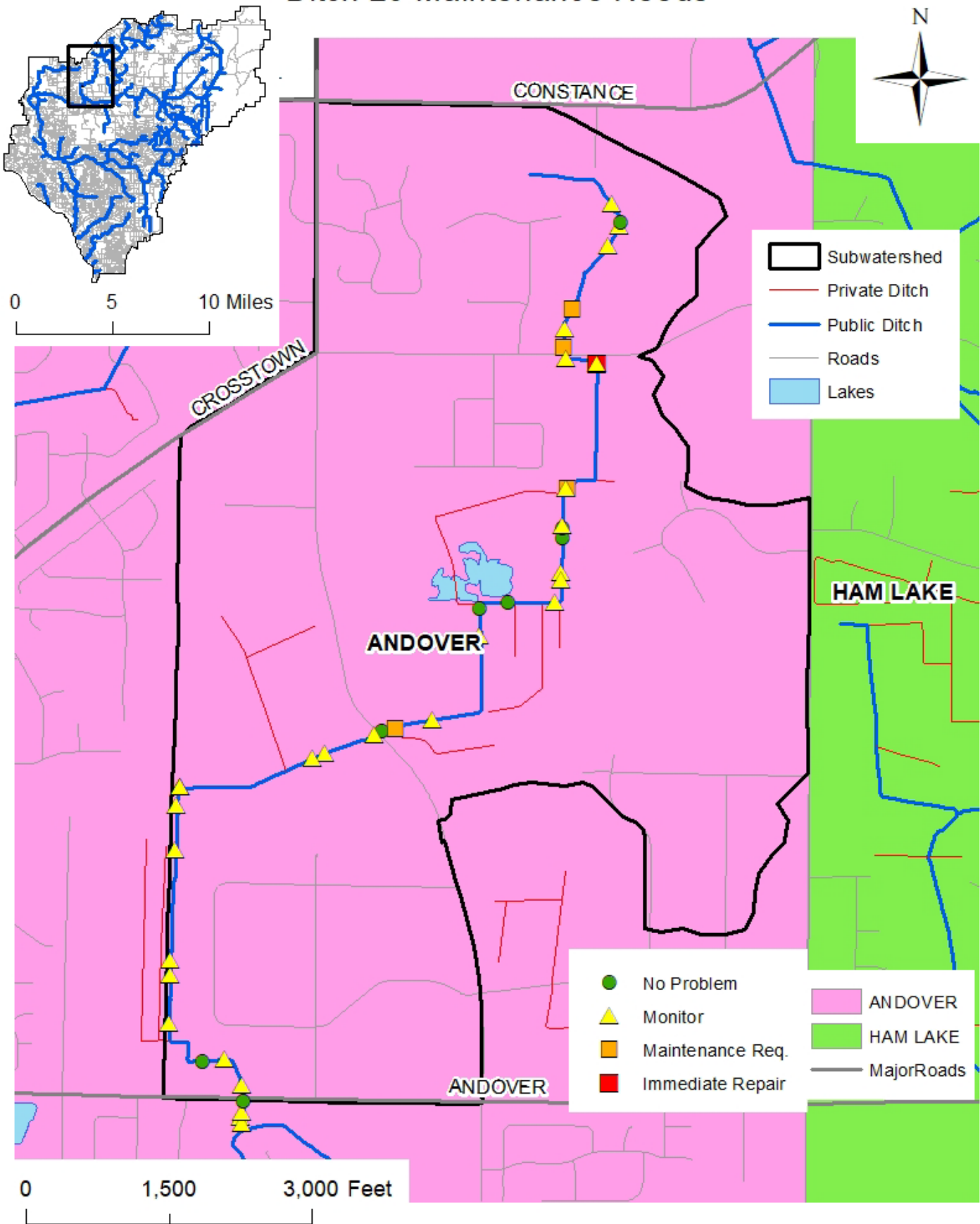
IDENTIFIED MAINTENANCE NEEDS

Need	Count	Cost Estimate	Immediate	Repair	Monitor
Obstruction	18	\$32,000	\$0	\$9,000	\$23,000
Ditch Repair	6	\$48,385	\$0	\$0	\$48,385
Bank Failure	7	\$36,275	\$0	\$0	\$36,275
Illicit Discharge	0	\$0	\$0	\$0	\$0
Beaver	2	\$0	\$0	\$0	\$0
Other	9	\$0	\$0	\$0	\$0
Total	42	\$116,660	\$0	\$9,000	\$107,660

RECOMMENDATION

Receive inspection report.

Ditch 20 Maintenance Needs



COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: January 22, 2024
AGENDA NUMBER: 09
ITEM: Ditch 54 Inspection Report

POLICY IMPACT: Policy
FISCAL IMPACT: Budgeted

REQUEST

Receive inspection report.

BACKGROUND

This inspection is part of the District's Operations and Maintenance (O&M) program and the National Pollutant Discharge Elimination System (NPDES) requirement of inspecting 20% of the open channels annually.

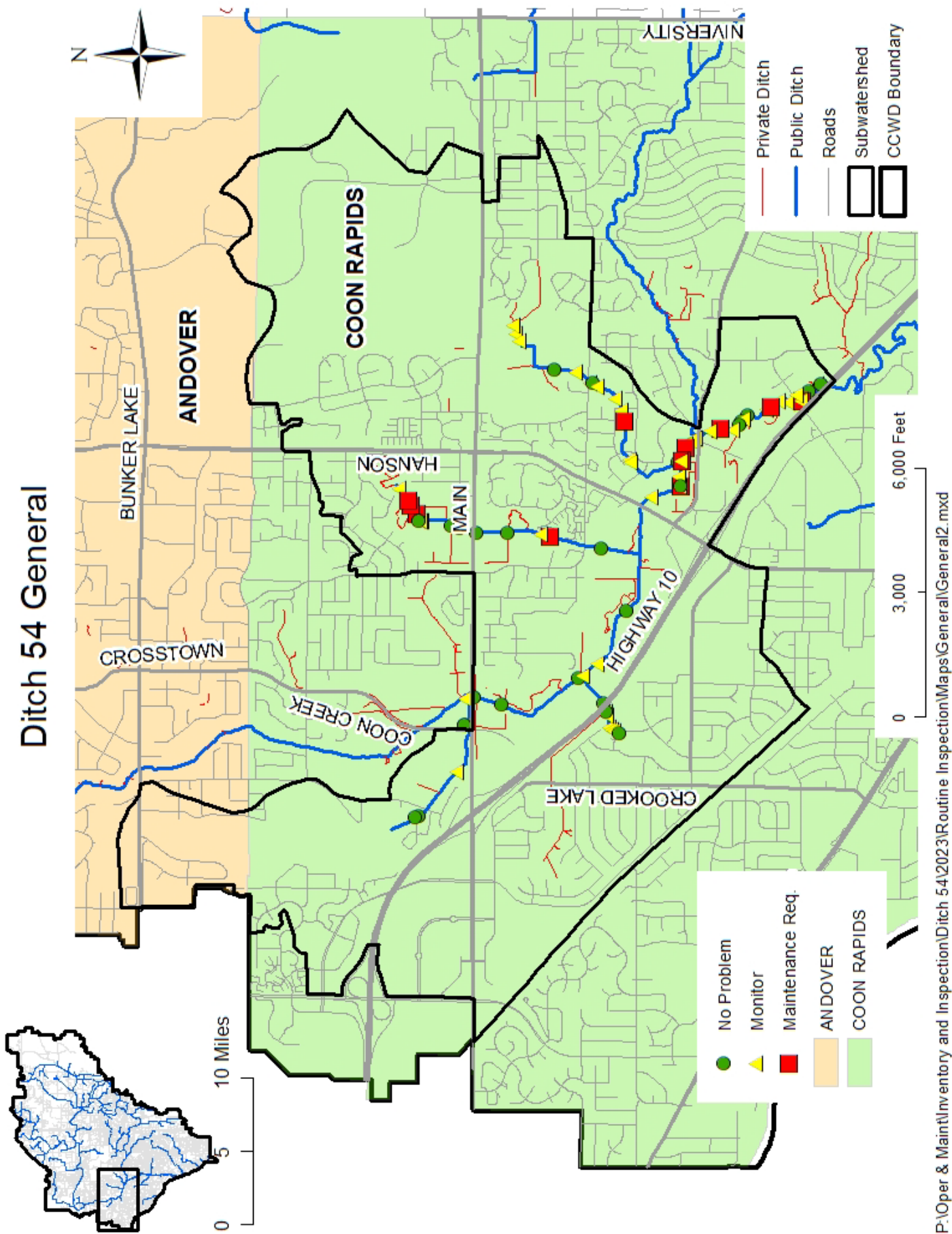
- Ditch 54 is located in Coon Rapids.
- The channel is 6.4 miles (33,972 feet)
- Drainage area is 6.6 square miles (4,252 acres)
- 4 Public Laterals and 38 Private Laterals

IDENTIFIED MAINTENANCE NEEDS

Need	Count	Cost Estimate	Immediate	Repair	Monitor
Obstruction	33	\$43,000	\$0	\$25,000	\$18,000
Ditch Repair	5	\$69,129	\$0	\$0	\$69,129
Bank Failure	17	\$581,700	\$0	\$5,984	\$575,716
Illicit Discharge	1	\$0	\$0	\$0	\$0
Beaver	6	\$0	\$0	\$0	\$0
Other	34	\$0	\$0	\$0	\$0
Total	96	\$693,828	\$0	\$30,984	\$662,845

RECOMMENDATION

Receive inspection report.



**COON CREEK WATERSHED DISTRICT
Request for Board Action**

MEETING DATE: January 22, 2024
AGENDA NUMBER: 10
ITEM: Personnel Guidance Manual Amendments

AGENDA: Discussion and/or Policy Adoption

BACKGROUND

On April 25, 2022, the Board approved the Coon Creek Watershed District Personnel Guidance Manual. On August 14, 2023, The Board approved an amendment to the Manual to include the change in cannabis laws in Minnesota and other minor housekeeping withing the Manual.

Starting January 1, 2024, employees in Minnesota are entitled to Earned Sick and Safe Time (ESST), a form of paid leave. On January 3, 2024, the District was notified by Anoka County Human Resources how ESST was being implemented within the payroll system. This law and its implementation necessitate updates to portions of the Personnel Guidance Manual to correspond with the policies for ESST as Anoka County has adopted, as we continue under the County's payroll and human resource umbrella until December 31, 2024.

In addition, to the ESST changes in Sections 4 and 5 of the Personnel Guidance Manual, housekeeping issues in Sections 1, 2 and 3 have been included.

ACTION REQUESTED

Review and discuss proposed amendments to the Coon Creek Watershed District Personnel Guidance Manual. Provide comments and corrections to redlined portion so f Sections 1, 2, 3, 4 and 5 for adopting at this meeting or at a future meeting.

COORDINATION

Staff has worked with Anoka County and legal counsel to develop language for the Personnel Guidance Manual regarding the changes to the policies in the best interests of the District. In order to maintain compliance with the new ESST laws, updating of the written policy is required.

For 2024 CCWD will be under the payroll and human resource management of Anoka County and the proposed changes will be in effect. A rewrite of the entire Personnel Guidance Manual will take place to be effective January 1, 2025, to coincide with the final phase of separation from Anoka County. This change will be required to incorporate changes in our benefits structure, payroll processes and to be in compliance with the new Minnesota Medical Leave Act that will be effective January 1, 2025.

PERTINENT FACTS

A summary of the changes required by the Minnesota law, effective January 1, 2024, requiring Earned Sick and Safe Time (ESST) and housekeeping within the Personnel Guidance Manual for employees are as follows:

- Updating the District Mission to correspond with Comprehensive Plan (Section 1.1)
- Updating break periods language for non-exempt employees (Section 2.12.3)
- Aligning performance review process with current practices (Section 3.4.2)
- Clarification of Regular employment status vs. temporary employment status (Section 4.1.3)
- Addition of another employee classification (Sections 4.7.1 and 2)
- Clarification of start date of group health benefits (Section 5.1)
- Phasing out of references to Anoka County Employee Relations (Sections 5.1 and 5.2).
- Use of ESST in conjunction with Worker's Compensation (Section 5.3)
- Clarifications in Long-Term Disability language and its use in conjunction with ESST (Section 5.4.1)
- Clarifications of Short-Term Disability's availability to employees and the use in conjunction with ESST references (Section 5.4.2)
- Phasing out of Anoka County Employee Relations references (Section 5.4.3)
- Clarification of start date of dental insurance and phasing out of references to Anoka County Employee Relations (Section 5.5)
- Simplifying deferred compensation information (Section 5.8)
- Clarification of Adoption Assistance (Section 5.5)
- Updating Holiday information to align with state law requiring Juneteenth holiday and expanding explanation of holiday observance dates (Section 5.13)
- Adding uses of ESST in conjunction with Flexible Time Off (FTO) and aligning FTO carry over with current practices (Section 5.14)
- Renaming "Leave Donation Program" and aligning uses with ESST law (Section 5.14.1)
- Addition of ESST as required (Section 5.15)
- Explanation of Extended Medical Benefit (EMB) and ESST accrual, and uses (Section 5.16)
- Deletion of use of EMB for bereavement (formerly Section 5.15.1)
- Housekeeping within Family and Medical Leave (Section 5.17.1)
- Addition of Minnesota Pregnancy, Parenting, Family Care and Safety Leave (Section 5.17.2)
- Updated voting leave language (Section 5.17.3)

The cover of the Personnel Guidance Manual will be updated to include the date the proposed amendment is adopted. The Table of Contents has been updated to correspond with proposed amendments.

CONCLUSION

Adoption of this amendment to the Personnel Guidance Manual will maintain legal compliance in accordance with newly changed laws and provide added protection to the District.

RECOMMENDATION

Adopt amendments to Personnel Guidance Manual as outlined in the Request for Board Action.

OPTIONS, ACTION & IMPLEMENTATION STEPS

- 1) Adopt amended portions of the Personnel Guidance Manual.
- 2) Make changes to Amendments as recommended by the Board and Adopt with proposed changes.
- 3) Make changes to Amendments as recommended by the Board and bring revision to the Board on February 12, 2024, for adoption.

COON CREEK WATERSHED DISTRICT

PERSONNEL GUIDANCE MANUAL

SECTION 1 - WELCOME

1.0 WELCOME!

Welcome to Coon Creek Watershed District!

Congratulations on becoming a member of our team! A career with Coon Creek Watershed District offers many opportunities for your personal success; and, to assure operational excellence at Coon Creek Watershed District, we have developed this Personnel Guidance Manual.

1.1 Overview of History, Mission, and Culture

Our History: Coon Creek Watershed District (District) is a metropolitan watershed district and political subdivision of the State of Minnesota, established in 1959 under the Minnesota Watershed Law. The District derives its legal authorities and obligations from a number of different statutes. However, the primary statutes under which the District operates are the Watershed Law (Minn. Statutes Chapter 103D) and the Metropolitan Surface Water Management Act (Minn. Statutes Chapter 103B). Under these statutes the District is charged with developing and maintaining a uniform program of water and related land management within the watershed district. As the drainage authority the District is also statutorily required to manage the 134-mile public ditch systems in the watershed district with the obligation to maintain them while preventing flooding and water pollution. The District as a local government unit (LGU) is also responsible for administering the Minnesota Wetland Conservation Act (Minn. Statutes chapter 103G and Minn. Rules chapter 8420); and as a MS4 Permittee implements the required stormwater pollution prevention programs and standards set forth in the MPCA's General Permit for Small Municipal Separate Storm Sewer Systems.

Our Mission: To manage surface and groundwater systems and contributing land to provide for and balance the competing uses of development, drainage, flood prevention, and the protection and restoration of water quality and habitat for the benefit of our communities now and in the future. ~~surface-water-drainage systems to prevent property damage, maintain hydrologic balance, and protect water quality for the safety and enjoyment of citizens and the preservation and enhancement of wildlife habitat.~~

Governance: A five-member Board of Managers governs the District (Board). The Managers are appointed by the Anoka County Board of Commissioners to serve three-year terms. The Board meets regularly on the 2nd and 4th Mondays of each month at 5:30 p.m. The Board employs ~~a professional~~ professional staff

COON CREEK WATERSHED DISTRICT

PERSONNEL GUIDANCE MANUAL

SECTION 1 - WELCOME

and consultants to carry out its duties with direction taken from the District's Watershed Management Plan.

Culture: Coon Creek Watershed District is a tightknit, cohesive group of professionals dedicated to learning, adapting and solving problems to protect the water resources of the District. ~~and provide the beneficial uses the watershed is capable of producing.~~

1.2 Manual Limitations, Purpose and Administration

This Manual sets forth the general administrative policies of the District. It applies to all employees. Notice that each section of the Manual is dated and is current as of that date. When there is a change in ~~a policy~~ policy, the District will update this Manual as soon as practical. Feel free to consult the District Administrator or Administrative Services Coordinator whenever you have questions.

The material in this Manual is not exhaustive. Although attempts were made to cover matters of general applicability to employees, this Manual doesn't cover every situation that may arise from day to day. The District reserves the right to make changes at any time, with or without notice, and to interpret these policies and procedures at the discretion of the District.

NO PROVISION IN THIS MANUAL IS INTENDED TO CREATE A CONTRACT BETWEEN THE DISTRICT AND ANY EMPLOYEE, OR TO LIMIT THE RIGHTS OF THE DISTRICT AND ITS EMPLOYEES TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE. THIS MANUAL IS A GENERAL STATEMENT OF POLICY, TO BE MODIFIED AND APPLIED BY THE DISTRICT AT ITS DISCRETION.

This Manual and its contents, as of the date of the most recent revision, supersedes and replaces any and all personnel policies, practices, guidance, and manuals previously distributed, made available or applicable to employees.

AUTHORIZATION

Reviews:

COON CREEK WATERSHED DISTRICT
PERSONNEL GUIDANCE MANUAL
SECTION 1 - WELCOME

Adopted: April 25, 2022

Amended: January 22, 2024

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES****OVERVIEW****2. EMPLOYMENT PRACTICES AND PROCEDURES****2.1 At-Will Employment**

Employment at this District is at-will. Except as otherwise prohibited by law, the District has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment any time for any reason. **THE PROVISIONS IN THIS MANUAL DO NOT ALTER THE NATURE OF THE AT-WILL EMPLOYMENT OR PROVIDE ANY SORT OF FOR-CAUSE TERMINATION PROTECTION.**

2.2 Equal Opportunity Employment

The District is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, ancestry, sexual orientation, gender identity, or gender expression, age, disability, marital status, genetic information, status with regard to public assistance, veteran status, familial status, membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry or any other status protected by applicable law. This provision applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

If you believe that an employment decision has been made that does not conform to management's commitment to equal opportunity, the matter should be brought promptly to the attention of the District Administrator or Administrative Services Coordinator. Your complaint will be thoroughly investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

2.3 American with Disabilities Act (ADA)/ADA Amendments Act

Whenever possible, the District makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the District

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES**

Administrator. If an employee requests a reasonable accommodation, it should be in writing. The District may request a physician's statement documenting the need for the requested accommodation.

2.4 Substance Abuse

The District's Substance Abuse policy complies with federal and state laws and regulations. Employees are prohibited from unlawfully consuming, distributing, possessing, selling, using, or being under the influence of un-prescribed drugs and intoxicants while at work, on District premises or engaged in District business. Prescription drugs or over-the-counter medications, taken as prescribed and lawful participation in the Minnesota Medical Cannabis Patient Registry are an exception to this policy.

Employees are prohibited from being impaired by un-prescribed drugs and intoxicants while at work, on District premises or engaged in District business. Tobacco use is prohibited on District premises, in District vehicles or while engaged in District business.

Anyone violating this policy may be subject to disciplinary action, up to and including termination. When work is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the District.

2.5 Communication

At the District, courtesy, tact and consideration should guide each employee in relationships with fellow workers and the public. It is mandatory that each employee in this organization show maximum respect to every other person in the organization and other contacts in a business context. The purpose of communication should be to help others and to make the District run as effectively as possible, thereby gaining the respect of our colleagues, collaborators and the public.

2.5.1 Communication with the Board of Managers

To avoid conflict and confusion, staff communications with the Board of Managers will be through the Coordinators and District Administrator.

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The District has an open-door approach and takes employee concerns and problems seriously. The District values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their Program Coordinator, Administrative Services Coordinator or District Administrator (Supervisor).

2.7 Problem Solving Process

When people work closely together, it is only natural that problems, questions or conflict may sometimes arise. It is in the interest of the District and employees that these issues be resolved as quickly and fairly as possible. Therefore, the District supports an “open-door approach” to encourage addressing these issues.

2.7.1 General Practice

If you have a work-related or personal problem that you think the District can help you resolve, we encourage and expect you to discuss it with that coworker or Supervisor directly. It is destructive to harmonious working relationships for employees to create or repeat rumors, gossip, or information merely intended to discredit or harm another.

It is more constructive to consult with the individual immediately and with any questions and attempt a mutual understanding. If a problem arises between peers or coworkers, it is expected that the individuals involved will seek to resolve the problem. If a resolution is not reached after a reasonable period of time, the next course of action is to request a joint meeting with your Supervisor and/or Administrative Services Coordinator and/or District Administrator. The purpose of the meeting will be to discuss the work-related issue and ensure that management is aware of the situation. The Supervisor and/or Administrative Services Coordinator will consult with the District Administrator, and they will collectively make a determination in an effort to resolve the situation.

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The Process:

- Discuss the problem you are having with that coworker or Supervisor;
- Do so as-soon-as-possible;
- Do not gossip about the situation;
- Seek to resolve the issue; and
- If you cannot resolve the problem, request a joint meeting with your Supervisor and/or Administrative Coordinator and/or District Administrator.

Similarly, your Supervisor, Administrative Services Coordinator and District Administrator are available to consult with you regarding any questions you may have concerning your employment at the District and the meaning/application of its personnel guidance policies.

If you have a problem that is more specifically addressed in Section 7, such as, Non-Harassment/Non-Discrimination, Sexual Harassment Prevention, Disrespectful Behavior or Respect in the Workplace, please see additional guidance in Section 7.

2.8 Recruitment and Selection

2.8.1 Overview

The District recruits and selects the most qualified persons for positions in service to the District. Recruitment and selection will be conducted in a manner that ensures open competition, provide equal employment opportunity and to prohibit discrimination because of race, color, creed, religion, national origin, gender (including pregnancy, childbirth, and related medical conditions) marital status, familial status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, age, or any other status protected by law.

The District Administrator or a designee will manage the hiring process for positions within the District. All hires will be made according to merit and fitness related to the position being filled.

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A **Job Description** is a written document that identifies the purpose(s), duties, responsibilities, accountabilities and working conditions of a job; the desired knowledge, desired skills, and abilities to perform the job and other special considerations, if any.

A job description is prepared for each new position within the District. Each job description will include: Position title, Department, Supervisor's Title, FLSA status (exempt or non-exempt), primary objective of the positions, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. Good attendance and compliance with work rules and policies are essential functions of all District positions.

Prior to posting a vacant position the existing job description is reviewed by the Supervisor and/or District Administrator to ensure the job description is an accurate reflection of the position and the stated job qualifications do not present artificial barriers to employment.

A **Position Description** is a working document used for setting out minimum requirements and essential job functions of a position. This document is updated annually, if needed, typically when performance evaluations are completed, to reflect current job duties and expectations of the employee.

The District will maintain position descriptions for each regular position. New positions will be developed as needed but must be approved by the Board of Managers and District Administrator prior to the position being filled. Changes in position descriptions or titles must be approved by the District Administrator.

A current position description is provided to each new employee. Supervisors are responsible for reviewing and, if applicable, revising position descriptions annually to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the District Administrator. A copy of the signed, revised position description is to be provided to the Administrative Services Coordinator for inclusion in the personnel file.

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The District Administrator will determine if a vacancy will be filled through an open recruitment or by promotion or some other method. Positions may be posted on the District's website and advertised in locations and media that will facilitate open competition and an adequate number of qualified candidates. Applications for employment will generally be made by completing an application form provided by the District, a cover letter and a resume. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the District Administrator or designee. Submission of false data or information during the hiring process will disqualify the applicant. During the application process, the District may require presentation of certificates, licenses, special releases of information and other evidence of special qualifications when necessary. Supplemental questionnaires may be required in certain situations.

The deadline for application may be extended by the District Administrator.

2.8.4 Selection

The District Administrator or designee will establish minimum qualifications for each position with input from the appropriate Supervisor. To be eligible to participate in the selection process, a candidate should meet the minimum qualifications. All applicants will be scored based on the minimum qualifications for each position.

- Applicant qualifications may be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; or other appropriate job-related exam.

Interview questions may be compiled by the Supervisor and interview team and reviewed by the District Administrator prior to the interview. After the interview team completes the interview process, the results of the interview should be forwarded to the District Administrator for review.

Interview teams may use an applicant summary tracking form and notify the Administrative Services Coordinator of all interviews conducted. All applications and resumes of applicants not selected must be forwarded to the Administrative Coordinator for retention. The Administrative Coordinator will notify applicants who are not selected for positions at the District.

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When a decision on the final candidate is made, the Supervisor will notify the Administrative Services Coordinator and will turn in any reference check documents and job application materials. The Supervisor, District Administrator or Administrative Services Coordinator will issue the required written offer of employment to the candidate.

An initial start date will be coordinated with the employee's Supervisor. On the employee's start date, the new employee will complete required paperwork with assistance of the Administrative Services Coordinator. The new employee's Supervisor or designee is responsible for providing a department orientation for the new employee.

2.9 Change in Employment Status

Except as provided by law, any change in employment status of employees is subject to final approval by the District Administrator. The change in employment status documentation will include the salary/grade/step, job classification and starting date. This information will be submitted to the Administrative Services Coordinator for inclusion in the employee's personnel file.

2.9.1 Promotion

It is the practice of the District to encourage promotion of employees from within the organization. Job qualifications, satisfactory job performance, and seniority may be considered. Promoted employees retain all accrued benefits.

2.9.2 Lateral Transfer

Employees are authorized to transfer from one District department to another when approved by the District Administrator. Transferred employees will retain all accrued benefits. The anniversary date of transferred employees will change, with the original hire date maintained in the file. The anniversary date determines performance review dates and may determine pay change dates. The original hire date determines benefits, such as FTO.

2.10 Discipline

The District recognizes its responsibility to treat all employees fairly and to provide adequate compensation and benefits for the work provided; employees are expected to recognize their responsibility to maintain acceptable performance on the job. Disciplinary action is any one of a number of options the District may use to correct an employee's unacceptable behavior or actions. The course

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of action will be determined by the District at its sole discretion as it deems appropriate.

2.10.1 No Contract Language Established

These provisions are not to be construed as contractual terms and are intended to serve only as a guide for employment discipline. THE MANUAL'S DISCIPLINE, TERMINATION PROCEDURES DO NOT ALTER THE NATURE OF THE AT-WILL EMPLOYMENT RELATIONSHIP OR PROVIDE ANY SORT OF FOR-CAUSE TERMINATION PROTECTION.

2.10.2 Process

The District will utilize disciplinary actions that best meet the needs of the situation. Nothing in this Manual and personnel guidance policies implies that any District employee has a contractual right or guarantee to the job he, she, they perform. The Manual provisions are not intended to alter the relationship between the District as an employer, and an individual employee, as being one which is "at will," terminable by either at any time for any reason.

2.10.3 Disciplinary Action

Disciplinary action is taken in response to an employee's failure to fulfill their duties and responsibilities at the level required, including observance of work practices and standards of conduct and applicable District practices. Disciplinary actions may include but are not limited to the following and may occur in any order, given particular circumstances:

2.10.3.1 Oral Reprimand

This measure may be used where informal discussions with the employee's Supervisor have not resolved the matter.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. An oral reprimand will be documented, including date(s), summary of discussion and corrective action needed. Such documentation will be submitted to the Administrative Services Coordinator for placement in the employee's personnel file.

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2.10.3.2 Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time.

Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the District Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences or recurrence.

Employee will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be given to the Administrative Services Coordinator for placement in the employee's personnel file.

2.10.3.3 Suspension With or Without Pay

The District Administrator may suspend an employee without pay for disciplinary reasons. In this event the employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations.

2.10.3.4 Demotion

A demotion is a change of an employee's status from a position in one class or at one grade level to a position in another class or at another grade level with less responsibility and likely a lower salary. An employee may be demoted if attempts at resolving an issue have failed and the District Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted.

2.10.3.5 Salary

An employee's salary increase may be withheld, or the salary may be decreased due to performance deficiencies or demotion.

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2.10.3.6 Termination/Discharge

In some cases, it may be necessary for the District to terminate the employment relationship with an employee. All employment with the District is “at-will,” and the District retains the right to terminate an employee at any time for any reason, or no reason, within the provision of the law.

2.10.4 Grounds for Disciplinary Action

The District will utilize disciplinary actions that best meet the needs of the situation. Nothing in this Manual implies that any District employee has a contractual right or guarantee to the job he, she, they perform. The Manual provisions are not intended to alter the relationship between the District as an employer, and an individual employee, as being one which is “at will,” terminable by either at any time for any reason.

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that the District does not tolerate. These actions include, but are not limited to:

- *Engaging in acts of discrimination or harassment in the workplace;*
- *Possessing, distributing or being under the influence of un-prescribed drugs and intoxicants;*
- *Being under the influence of un-prescribed drugs or intoxicants at work, on District premises, or while engaged in District business;*
- *Unauthorized use of District property, equipment, devices or assets;*
- *Removing District property without prior authorization or disseminating District information without authorization;*
- *Falsification, misrepresentation or omission of information, documents or records;*
- *Lying;*
- *Insubordination or refusal to comply with directives;*
- *Failing to adequately perform job duties;*
- *Excessive or unexcused absenteeism or tardiness;*
- *Disclosing confidential or proprietary District information without permission;*
- *Illegal or violent activity;*
- *Falsifying injury reports or reasons for leave;*

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- *Possessing unauthorized weapons on premises;*
- *Disregard for safety and security procedures;*
- *Disparaging or disrespecting supervisors and/or co-workers; and*
- *Any other action or conduct that is inconsistent with District policies, procedures, standards or expectations.*

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The District reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

2.11 Separation of Employment

2.11.1 Voluntary Termination

The District recognizes that you as an employee may choose to terminate your employment with the District. If you elect to terminate your employment, we ask that you provide the District at least two (2) weeks advance written notice of departure. As noted previously, all employees of the District serve “at-will”, terminable either by the District or employee with or without cause.

2.11.2 Involuntary Termination

In some cases, it may be necessary for the District to involuntarily terminate the employment relationship with an employee. In accordance with the “at-will” status of District employees, the District retains the right to discharge any employee at any time for any reason, or no reason, with or without notice.

2.11.3 Reduction in Work Force/Layoff

From time to time it may be necessary for the District to reduce its staff due to operating conditions beyond its control. In such an event the District will make decisions on the basis of operating needs related to employee job functions and performance, and your Supervisor/District Administrator will speak to you personally about your employment status.

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2.11.4 Death

Payments owed to a deceased employee by the District will be paid out in the name of the employee, to the designated beneficiary on file.

2.11.5 Final Paycheck/General Process

Employees who terminate employment with the District will be given their final pay according to the regular pay schedule. If the payday is fewer than five days from the last day of work, the employer has up to 20 days to make final payment.

Employees terminated, laid-off, discharged are due wages within 24 hours of a written demand for payment.

- **Exception:** If an employee collected disbursed or handled money or property, the employer has 10 days after termination to audit and adjust accounts before paying final wages. Property includes items such as cell phones, computers and vehicles.
- **Payment Method:** Employees can specify how they wish to receive payment for their final wages. If you do not specify otherwise, the regular method of payment will be used.
- **FTO:** Upon separation from District employment, accrued and unused FTO will be paid as severance on your final check, up to a maximum of 360 hours.

Employees who terminate employment with the District will be required to:

- continue to work until the last scheduled day of employment, unless otherwise determined by the District Administrator;
- turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work;
- return all files, documents, equipment, keys, access cards, software or other property belonging to the District that are in the employee's possession, custody or control, and turn in all passwords to Administrative Services Coordinator;
- repay any debts owed the District;
- participate in an exit interview as requested by the District Administrator or Administrative Services Coordinator.

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2.11.6 COBRA Continuation of Benefits

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), a qualified employee who terminates employment or who loses health and dental coverage due to a reduction in work hours may, as provided under applicable law, temporarily continue group health and dental coverage for him/herself, his/her spouse, and any covered dependent children at the full premium rate plus administrative fees. That eligibility normally extends for a period of eighteen (18) months from the qualifying date. The employee must elect continuation within 60 days of the qualifying event. For more information regarding COBRA health insurance benefits, see the Administrative Services Coordinator ~~or Anoka County Employee Relations~~.

2.11.7 Exit Interview

The District may request an exit interview upon notice of termination. The purpose of the exit interview is to complete necessary forms, collect District property and discuss employment experiences with the District.

2.12 General Employment Practices

2.12.1 General Attendance

The standard work week is 40 hours, beginning on Saturday and ending on Friday. The standard workday is 8:00 a.m. to 4:30 p.m., Monday through Friday. In general, the operations and standards of service in the District require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Regular attendance is an essential function of every District position.

2.12.2 Absence

If you are unable to report to work, or if you will arrive late, you must contact your Supervisor as soon as possible in advance of the absence. The Supervisor will, in turn, notify the Administrative Services Coordinator and Administrator. In the case of unexpected absence, employees should call their Supervisor or the District Administrator before the scheduled start time. If the Supervisor or Administrator is not available, the Administrative Services Coordinator should be ~~called~~notified. If all are unavailable, the employee must leave a message that

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includes a telephone number where he/she/they can be reached. If you know in advance that you will need to be absent, please request time off, in advance, through the computerized payroll system. Failure to use established reporting process will be grounds for disciplinary action up to and including termination.

2.12.2.1 Unapproved Absence

Absence from work for three (3) consecutive days without notifying the employee's Supervisor or District Administrator may be considered voluntary resignation. This provision does not preclude the District from administering discipline for unexcused absences of less than three (3) days.

2.12.2.2 Illness Absence

If you are absent due to an illness for three (3) or more consecutive days, the Administrative Services Coordinator or District Administrator may request that you submit written documentation from your medical provider verifying the illness and stating you are able to resume normal work duties with or without restrictions before you will be allowed to return to work.

2.12.2.3 Excessive Absence

A consistent pattern of questionable absences can be considered excessive and may be cause for additional disciplinary action. In addition, excessive lateness or leaving early without notifying your Supervisor will be considered a "lateness pattern" and may carry the same weight as an absence. Be aware that poor punctuality, excessive absences, or leaving early may lead to disciplinary action up to and including discharge.

2.12.3 Breaks

Non-exempt employees are entitled to reasonable restroom break~~one paid rest period of fifteen (15) minutes in length during each four (4) hour period of work time. These two 15-minute break periods will be considered time worked for purposes of the computation of time.~~ A 30-minute unpaid meal period is included in the workday.

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An employee's personal appearance and hygiene is a reflection on the District's character. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their Supervisor. Employees may dress in accordance with their gender identity, within the constraints of the dress code. District staff shall not enforce the District's dress code more strictly against transgender and gender diverse employees than other employees.

2.12.5 Telecommuting/Working Remotely

Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a District-wide benefit, and it in no way changes the at-will nature of the employment or the other terms and conditions of employment with the District. Telecommuting will be permitted at the sole discretion of the District Administrator.

Short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization, and with the consent of the employee's health care provider, if appropriate. Working remotely may also be put into place in case of an emergency such as damage to the office making it not possible to work in the office, local or federal declaration (i.e., pandemic), etc. All telecommuting arrangements are made on a case-by-case basis, focusing on the business needs of the District first.

2.12.6 Emergency Closures

The District Administrator shall have the authority to close all or part of the District's operations during the normal work period for reasons including, but not limited to weather, safety, bomb threats, memorial services, or other situations as designated by the District Board.

Any employee who is on vacation leave, funeral leave or other approved leave

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when the emergency closing went into effect, is not allowed to change their leave hours to administrative leave.

2.12.7 Expense Reports

Expense Report forms are to be submitted for legitimate business mileage and expenses incurred. Mileage rates are typically updated annually by the IRS, approved by the Board, and provided to staff. Expense Reports should be submitted at a minimum quarterly and at a maximum monthly. Staff are informed monthly of the due date of submittals.

2.12.8 Tuition Reimbursement

All requests for tuition reimbursement must be made prior to the class/training and will be considered on a case-by-case basis and require written approval by the District Administrator.

2.12.9 Lactation Policy

Breastfeeding employees who choose to continue providing their milk for their child(ren) after returning to work shall receive:

Milk Expression Breaks – Breastfeeding employees are allowed to breastfeed or express milk during work hours.

A Place to Express Milk – A private room is available for employees to breastfeed or express milk. The room is private and has an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's Supervisor. Expressed milk can be stored in the Break Room refrigerator or in employee's personal cooler.

Use of Break Times to Express Milk- When possible, employees should use break times to express milk. When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log in the room to negotiate milk expression times that are most convenient or best meet their needs.

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An employee of the District who, in good faith, reports an activity that he/she/they considers to be illegal or dishonest to one or more of the parties may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate District management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her/their immediate supervisor, Administrative Services Coordinator or District Administrator. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

It is the District's legal responsibility to protect employees who make a complaint of employment discrimination, who serve as a witness or participate in an investigation, or who are exercising their rights when requesting religious or disability accommodation from retaliation.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation; insofar as consistent with the Minnesota Government Data Practices Act, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The District will not retaliate against a whistleblower. This includes but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she/they is being retaliated against must contact the Administrative Services Coordinator or District Administrator immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

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2.14 Social Media Policy

The District uses social media to further the goals of the District and its Mission by reaching a broader audience through the internet and the way citizens and businesses and obtain information.

Social media will be used to broadcast and share the following information to the widest possible audience as quickly as possible: time-sensitive information, emergency-related information, information and engagement campaigns and District program activities.

Employees with administrative, posting, or commenting permissions will clearly identify themselves including name and title with the District, along with contact information where appropriate. Content shared concerning the District should be related to District programs, services, projects, issues, events and activities.

2.14.1 Restrictions

- Non-public and confidential information such as information related to coworkers, personnel data, medical information, claims, or lawsuits against the District shall never be shared.
- Posting and reposting information to third party sites will be limited to items relevant to the District.
- Personal Social Media Accounts: This policy is not intended to govern employees' establishment or use of personal social media accounts for personal purposes, outside the workplace and using non-District information systems.
 - i. However, some such personal uses of District Social Media may reflect on the District or appear to represent District policy or to be on behalf of the District. In addition, accessing and using personal social media accounts by means of District information systems is subject to District policy. For these reasons, District employees are expected to comply with all District policies, as well as the following

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standards, when using personal social media accounts.

- ii. District employees have no right to privacy with respect to their personal use of social media or personal social media accounts accessed by means of District information systems, or with respect to personal social media content so accessed. They should not expect or assume privacy or confidentiality with respect to any such personal social media use or social media content.
- iii. Employees should be mindful of the risks of electronic communication in relation to the Minnesota Government Data Practices Act which establishes that government data are public and are accessible by the public for both inspection and copying unless determined private.
- iv. Postings and user profiles on personal social media accounts must not state or imply that the views, conclusions, statements or other social media content are an official policy, statement, position, or communication of the District, or represent the views of the District or any District officer or employee, unless the District Administrator or his designee granted express permission for that user to do so.
- v. If a District employee has not received such express permission, any user profile, biography, or posting on a personal social media account that identifies that person as a District employee must include a qualifying statement in substantially the following form: "The views I express on this site are my own and do not reflect any official view or position of the Coon Creek Watershed District."
- vi. Employees should not comment on District postings on the District's social media pages. We encourage employees to engage in social media by supporting the District's pages through likes/shares/retweets.

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Please see Policy 1.8.2 SOCIAL MEDIA/SOCIAL NETWORKING in the Policy & Procedure Manual for the District's complete policy.

2.15 Computer and Email Usage

The District may give employees access to computers, computer files, the email system, and software to use in doing their work. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To make sure employees comply with this Policy, computer and email usage may be monitored.

The District purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless the software developer authorizes us, we do not have the right to reproduce the software for use on more than one computer.

You may only use software on local area networks or on multiple devices according to the software license agreement. The District prohibits the illegal duplication of software and its related documentation.

2.16 Internet Usage

The District may provide employees with Internet access to help them do their jobs. All Internet data that is composed, transmitted, or received via our computer systems is considered to be part of our official records. This means that it is subject to disclosure to law enforcement or other third parties, subject to the provisions of the Minnesota Government Data Practices Act. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The District reserves the right to monitor Internet traffic. We also reserve the right to retrieve and read any data that is composed, sent or received through our online connections or is stored in our computer systems.

The following are examples of some actions and activities that are prohibited, and which could result in corrective action up to and including dismissal:

- Sending or posting discriminatory, harassing, or threatening messages or

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SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES

images

- Using the District's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material or proprietary information outside of the District
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the District or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the District's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Refusing to cooperate with a security investigation
- Jeopardizing the security of the District's electronic communications systems
- Sending anonymous email messages
- Engaging in any other illegal activities

2.17 Recording Policy

Unauthorized electronic surveillance of employees is disruptive to employee morale and inconsistent with the respectful treatment required of our employees. For this reason, no employee may record the conversation of another employee without his, her or their full knowledge and consent.

No employee may record, by any means, a conversation with another employee(s) unless all of the following criteria are met:

- 1) A legitimate purpose for the recording.
- 2) A recording device is in plain view.
- 3) Written authorization from the supervisor of the employee who wishes to record the conversation.

Secret recordings are strictly prohibited unless authorized in writing by legal counsel. A violation of this provision may result in disciplinary action, including

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SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES

termination.

AUTHORIZATION

Reviews: 7/27/2023, 12/21/2023

Adopted: April 25, 2022

Amended: Amendment Approved August 14, 2023
Amendment Approved January 22, 2024

COON CREEK WATERSHED DISTRICT

PERSONNEL GUIDANCE MANUAL

SECTION 3 – PERSONNEL AND HUMAN RESOURCES

OVERVIEW

3. PERSONNEL AND HUMAN RESOURCES

Overview

The task of handling personnel files and related human resource administration functions of the District is the responsibility of the District Administrator. The District Administrator has assigned some duties to the Administrative Services Coordinator. Questions regarding insurance, wages, and interpretation of the Manual should be directed to this individual. ~~District payroll and human resources are handled in conjunction with Anoka County Employee Relations.~~ Information contained in personnel files is handled in accordance with the Minnesota Government Data Practices Act. Please see the Tennessee Warning for Applicants and Employees in the Appendix section of this Manual for additional information.

3.1 Personnel Files

A personnel file is an employee's permanent record of employment history with the District, located in the Administrative Services Coordinator's office.

Employees are responsible for keeping their personnel file up to date and providing the District with accurate information. Any changes in the following items should be promptly reported to the Administrative Services Coordinator:

- Legal Name
- Home Address and Phone Number
- Emergency Contact(s) Information
- Number of Dependents (when necessitated by law)
- Marital Status (when necessitated by law)
- Exemptions on your W-4 Tax Forms
- Change of Beneficiary
- Family Status Change (when necessitated by law or benefit modifications)
- Proof of valid Driver's License
- Military or Draft Status
- Training or Education Certificates related to job
- Professional License(s)

Please note: For some of the items above, you may be directed to make your updates through the computerized payroll system.

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SECTION 3 – PERSONNEL AND HUMAN RESOURCES

Your personnel file may also include the following information to the extent the District possesses it, with some exceptions:

- Employment Application(s)

- Resume

- Offer Letter

- Wage or Salary History

- Notices of Commendation, Warning, Discipline or Termination

- Payroll Deduction Authorization

- Benefit Information

- Annual leave/accrual records

- Your employment history, which includes your compensation, positions you have held, dates of promotions or transfers, attendance records, and performance evaluations.

- Tennessen Warning For Applicants and Employees

Generally, employees have the right to review their personnel file once during a six-month period. To do so, you must provide a written request during normal business hours. The Administrative Services Coordinator will make reasonable effort to fulfill the request within forty-eight (48) hours. All original documents must remain in the personnel file and must be reviewed in the presence of the District Administrator or Administrative Services Coordinator.

After your separation from employment (for whatever reason), you may review your file once annually for as long as we maintain the record. If you make a good faith, written request to review your file after your employment has ended, we will provide a copy of your file at no cost to you.

If, after reviewing your file, you dispute specific information contained in the record, we may agree to remove or revise the disputed information. If no such agreement is reached, you are entitled to submit a written statement of no more than five pages explaining your position. This position statement will be included in your file, along with the disputed information, for as long as we maintain the record.

We will not retaliate against you for asserting your rights under the Minnesota Personnel Records Statute.

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 3 – PERSONNEL AND HUMAN RESOURCES****3.2 Medical Records**

All medical records, if any, will be kept in a separate confidential file. The District maintains this information in the strictest confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure except as permitted or required by law.

3.3 Anniversary Date

The first day you report to work is your “official” anniversary date. Your anniversary date will be used to compute various conditions and benefits described in this Manual.

3.4 Performance Review

The District will participate in and employees will be subject to performance reviews by their supervisor. The performance appraisal system shall be based on the position description and where possible, results-oriented performance standards. The goal of a performance review is to identify areas where an employee excels and areas that need improvement.

Performance, to the maximum extent practicable, is to be measured using standards which are based on merit, achievement and other factors may include but are not limited to:

- Quality of work
- Attitude
- Knowledge of work
- Job skills
- Attendance and punctuality
- Teamwork and cooperation
- Compliance with District guidance and policy
- Past performance reviews
- Improvement
- Acceptance of responsibility and constructive feedback

Employees should note that a performance review does not guarantee a pay increase or promotion. Written performance evaluations may be made at any time to advise employees of unacceptable performance. Evaluations or any

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SECTION 3 – PERSONNEL AND HUMAN RESOURCES

subsequent change in employment status, position or pay does not alter the employee's at-will relationship with the District.

Forward any questions about performance expectation or evaluation to the Supervisor conducting the evaluation.

3.4.1 Schedule

Your performance review will generally be reviewed and discussed with you by your Supervisor on or about the following intervals:

- After completion of six (6) months of continuous employment in a new position; and annually thereafter, on a calendar year basis.
- In addition to the annual performance review, employee may be evaluated under the following circumstances:
- Any time an employee's performance has changed significantly, positively or negatively; and any time the Supervisor or District Administrator feels it is in the best interest of the employee or the District.

3.4.2 Process

Supervisors will be informed of upcoming performance reviews. A copy of the Performance Review form will be disseminated by the Administrative Services Coordinator, along with a timeline for completion. Other employees and/or collaborators will be given the opportunity to contribute to the performance review on a confidential basis. The accuracy of the performance appraisal is a direct reflection of the management proficiency of the Supervisor. ~~Any compensation adjustments must be substantiated by review ratings and are subject to the discretion of the District Administrator.~~

Formal, written performance appraisals may be kept in the employee's personnel file. An additional copy may be retained by the employee and/or their supervisor.

Final appraisals must contain the signature of the District Administrator prior to being shared with the employee. The Supervisor will discuss the formal, written performance appraisal report with the employee before the appraisal is made

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SECTION 3 – PERSONNEL AND HUMAN RESOURCES

part of the employee's permanent record. The employee's signature is required **to indicate receipt of the appraisal, not necessarily agreement with the content.** Employees may submit a written response to their performance appraisal, for review by the Administrative Services Coordinator, and request that it is included in their personnel file.

AUTHORIZATION

Reviews: December 21, 2023

Adopted: April 25, 2022

Amended: January 22, 2024

COON CREEK WATERSHED DISTRICT

PERSONNEL GUIDANCE MANUAL

SECTION 4 – SALARY AND WAGE ADMINISTRATION

4. SALARY AND WAGE ADMINISTRATION

The District assigns positions, determines wages and compensates employees for overtime in accordance with state and local laws and the Fair Labor Standards Act.

Notice to Employees: Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5070 or 800-342-5354.

4.1 Employment Classifications

The District groups positions into classes with regard to duties and responsibilities called classifications. Each class has one or more positions that are sufficiently similar in the duties performed; degree of supervision exercised or required minimum requirements of training, experience, or skill; and such other characteristics that the same test of fitness and same schedule of compensation may be applied with equity to all the positions. A classification plan is a system of classes with a description of the class and the pay range assignment for each class.

4.1.1 Exempt

Exempt employees are those that are excluded from the overtime pay requirements of the Fair Labor Standards Act. Exempt employees are paid a salary and are expected to work beyond their normal work hours whenever necessary to accomplish the work of the District. Exempt employees are not eligible to receive overtime compensation. Absences of less than two (2) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 8:00 a.m. to 4:30 p.m. Monday through Friday requirement. Exempt employee must communicate their absence to the District Administrator or Administrative Services Coordinator. Employees should consult with the District Administrator if they have questions regarding their classification as an exempt employee.

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SECTION 4 – SALARY AND WAGE ADMINISTRATION

4.1.2 Non-Exempt

Non-exempt employees are those eligible for overtime pay of 1.5 times the regular hourly rate of pay for all hours worked over 40 per work week. All overtime must be approved in advance. Employees should consult with the District Administrator if they have questions regarding their classification as a non-exempt employee.

4.1.3 Regular Part-Time, Regular Full-Time or Temporary Status

Regular Part-time or full-time status depends on the number of hours per week an employee works. Regular employees who work fewer than ~~430~~ hours per week are considered part-time employees. Part-time employees are eligible for pro-rated employee benefits as described in this Manual and the Benefits Summary. Regular employees who are scheduled to work at least ~~340~~ hours per week are considered full-time employees. Benefits are prorated based on the hours worked as described in this Manual and the Benefits Summary.

From time to time the District may hire employees for specific projects or periods of time. Temporary employees may work either part-time or full-time, but generally are scheduled to terminate by a certain date. An appointment to a temporary position does not confer regular status. Temporary employees who remain on duty past the scheduled termination continue to be considered temporary employees. Only the District Administrator may change an employee's temporary status. Temporary employees are not eligible for employment benefits other than Earned Sick and Safe Time.

4.2 Work Week

Employee work schedules and opportunities to work remotely will be established by the District Administrator. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the District Administrator in accordance with the customs, required attendance at Board Meetings and needs of the individual departments.

To ensure employee availability and accountability to the public the District serves, all full-time employees (exempt and non-exempt) are to be at work or

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SECTION 4 – SALARY AND WAGE ADMINISTRATION

available to the public and co-workers during the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, unless away from the work site for a work-related activity or on approved leave.

4.3 Time Records

All employees are required to record their time worked in the computerized payroll system, which is used to calculate payroll and fulfill record keeping requirements. Timesheets must be submitted by noon every other Friday.

Employees are individually responsible for accurately recording time worked. No one may record hours worked for another employee. Falsifying a time record is cause for disciplinary action, up to and including termination.

4.4 Pay Periods

Employees will be paid every other Friday for hours worked in the previous two-week period, Saturday – Friday. Checks are direct deposited into your bank account.

4.5 Payroll Deductions

There are two kinds of payroll deductions; those required by law, and those authorized by the employee. Each pay stub, available through the computerized payroll system, lists deductions for that pay period.

Required:

- Federal income tax
- State income tax
- Social security tax
- Medicare tax
- State Disability Insurance (SDI)
- Public Employees Retirement Association (PERA)
- Court ordered garnishments, if applicable
- Insurance, as required

Voluntary

- Insurance, as selected
- 457 Deferred Compensation Plan

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- Other miscellaneous voluntary deductions (savings)

NOTE: It is the responsibility of the employee to review the accuracy of voluntary deductions and promptly report inaccuracies to the Administrative Services Coordinator.

4.6 Overtime/Compensatory Time

Overtime

The District may schedule work in addition to the standard workday or work week. Employees are expected to work overtime if requested. The standard work week for overtime purposes is 12:00 a.m. Saturday through 11:59 p.m. Friday. Overtime at the rate of one and one-half (1.5) times the base rate will be paid through payroll to non-exempt employees for all hours worked in excess of forty (40) hours in a standard work week. It is not permissible to reduce hours in a separate workweek to avoid overtime compensation. All overtime must be authorized in advance by the District Administrator. Authorized overtime approval needs to be communicated, in writing, to the Administrative Services Coordinator.

Overtime pay is based on actual time worked in excess of forty hours. Time away from work on vacation, sick leave, holiday, or any other leave of absence, paid or unpaid, will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from their supervisor may be subject to disciplinary action.

Compensatory Time

The use of compensatory time as overtime compensation requires the mutual agreement of the District Administrator, Administrative Services Coordinator, and the non-exempt employee. Hours worked beyond 40 hours in a standard work week will be calculated at one and one-half (1.5) hours for each overtime hour worked, with time earned balances accumulated on a separate timesheet. The maximum accumulation of compensatory time will be 120 compensatory hours and is available to be used in ½ hour increments. All compensatory time not used by December 31 of each year will be paid at the year's rate at the next year's earliest scheduled pay date.

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SECTION 4 – SALARY AND WAGE ADMINISTRATION

4.7 Classification and Compensation Plan

The District intends to establish, administer, maintain and regularly update an internal job evaluation hierarchy. The District also intends to establish, administer, maintain and regularly update a compensation structure that covers all the jobs within the District and in line with the compensation strategy. The pay structure is reviewed regularly to ensure that financial funding is available to administer the plan and that any changes in the plan are approved by the Board of Managers. In addition, the District intends to maintain supplemental benefits (insurances, holiday / vacation schedules, etc.) that are competitive with the market and fit within the District's financial budget.

Key Objectives of the Classification and Compensation Plan

- Attract and retain qualified employees to provide services to District residents.
- Maintain a plan that is consistent with the District's compensation strategy; equitable and competitive.
- Maintain a plan that is clear and easy to communicate to District employees.
- Maintain compliance with the Minnesota Local Government Pay Equity Act.
- Maintain compliance with all applicable local, State and Federal laws and regulations that affect the plan.

Accountability for Administration of the Plan

- The Board of Managers has the authority over the plan and must provide the final approval before the plan is implemented.
- The District Administrator oversees the implementation and administration of the plan as approved by the Board of Managers.

Actions Taken to Review, Update and Maintain the Plan

All elements of the plan will be reviewed regularly to ensure that the plan remains consistent with the District's total compensation strategy. Actions that may be taken:

1. Review and update position descriptions to ensure they are current, and representative of the work employees are performing on the job. This is especially important when jobs are restructured, or significant duties have changed.

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SECTION 4 – SALARY AND WAGE ADMINISTRATION

2. Review performance evaluations when jobs have changed significantly. Evaluation requests are typically initiated by the Administrative Services Coordinator and are administered by the Supervisor and/or the District Administrator.
3. Review market survey data collected and look closely at the quality of job matches.
4. Review base pay structure based on current market survey data to ensure that structure comparison with the market is consistent with the stated compensation strategy. Wage structures are typically updated annually based on market trends for cost of labor while ensuring that they remain within the available District budget.
5. When necessary, review the District's benefits offerings to ensure they remain competitive with the relevant market and meet the needs of employees' changing demographics.

4.7.1 Payroll Titles/Working Titles

Payroll titles (official titles) are critical for a meaningful classification system and for salary comparisons when determining the appropriate level of compensation. The following are current titles used in the District's classification system.

- Student Workers
- Technicians
- Professionals/Specialist
- Coordinators
- Directors
- District Administrator
- District Manager (Board Manager)

Working Titles:

Working titles may be necessary to clearly communicate the role of the staff member to clients, colleagues, peers, and general public. The use of a working

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SECTION 4 – SALARY AND WAGE ADMINISTRATION

title is appropriate on business cards, letters, directories and other forms of communication.

4.7.2 Classifications

It is the duty of the District Administrator, with the approval of the District Board, to develop and maintain a Compensation Plan so that all positions substantially similar with respect to the type, difficulty, and responsibility of work, are included in the same class and that the same or similar means of recruitment may be used in filling all positions within a class and that the same salary range may be applied to all positions in a class.

Classification	Salary Range
Student Worker	*Grade 3 – Step 1 to Grade 8 Step 10 – Temporary or student position.
Technician	Grade 9 – Step 1 to Grade 10 – Step 10 – Entry-level to intermediate position, performs intermediate to advanced technical activities. Generally, requires undergraduate degree or equivalent experience.
Professional/Specialist	Grade 11 – Step 1 to Grade 12 – Step 10 – Intermediate to advanced position, performs intermediate to advanced technical activities, coordinates programs, co-supervises seasonal employees. Generally, requires undergraduate or master's degree plus experience, or equivalent experience.
Coordinators	Grade 13 – Step 1 to Grade 14 – Step 10 – Advanced position, performs intermediate to advanced technical activities, may manages <u>manage a single program</u> multiple programs , co-supervises employees. Generally, requires undergraduate or master's degree plus experience, or equivalent experience.
<u>Directors</u>	<u>Grade 14 – Step 1 to 10 – Advanced position, staff liaison to Administrator, provides oversight for major projects, manages multiple programs, coordinator staff supervision for specific programs, technical assistance to staff.</u>
District Administrator	Grade 15 – Step 1 to Grade 15 – Step 10 – Provides

COON CREEK WATERSHED DISTRICT

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overall watershed district management, manages budget and staff, and performs intermediate to advanced technical activities. Generally, requires undergraduate or master's degree plus experience.

**Grade*

One or more positions sufficiently similar with respect to duties and responsibilities; that the same description title is applicable or that the same general performance qualifications are applicable, or that the same level of compensation can be applied.

Starting salary and classification promotions are dependent upon performance, program management, supervisory responsibilities, education, experience, and other applicable qualifications. Student and seasonal employees are paid hourly, wages will be determined annually, and will be dependent upon qualifications.

Reclassification

When the duties of positions change substantially, the District Administrator may initiate a review of the duties of the position(s). Based on the results of the review, the District Administrator may reclassify the position(s) to a higher or lower grade level.

Salary Ranges and Increases

The District Administrator will determine the salary for each grade and use the federal pay scale as a guide. The position determines the grade, and the salary is based on the grade.

4.7.3 Compensation Plan

Within-Grade Increases

An employee's performance evaluation is an important tool to determine eligibility for an increase in pay. If an employee meets performance expectations, the District Board may grant a with-in grade.

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Merit-Based Step Increases

Employee performance evaluations may be used to determine the step increases as follows:

- Below Performance Expectations – No step increase
- Meets Performance Expectations –One step increase
- Exceeds Performance Expectations - Two step increases

AUTHORIZATION

Reviews: December 26, 2023

Adopted: April 25, 2022

Amended: January 22, 2024

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COON CREEK WATERSHED DISTRICT

PERSONNEL GUIDANCE MANUAL

SECTION 5 – EMPLOYEE BENEFITS

5. EMPLOYEE BENEFITS

OVERVIEW

The contribution paid by the District for insurance, PERA, FICA and flexible time off (FTO) are considered benefits. A regular position that is regularly scheduled to work 30 hours or more per week (and has been so designated by the District Administrator) is considered benefit-eligible.

While the District intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

5.1. Health Care Insurance

The District makes group health benefits available to eligible employees and their family members effective the first day of the month following their employment month.

Health benefits are paid in part by the District. The remainder of the costs is the employee's responsibility. Employees can receive details about benefits provided, and current contribution rates and eligibility from the Administrative Services Coordinator ~~or Anoka County Employee Relations~~.

5.2. Public Employees Retirement Association (PERA)

This is a statewide pension program in which all public employees meeting program requirements must participate in accordance with Minnesota law. The District contributes 7.5% of total salary; Employee contributes 6.5% of total salary; vested after 5 years of service.

Contact the Administrative Services Coordinator ~~or Anoka County Employee Relations~~ for detailed information regarding eligibility, employee contributions, vesting period or employer contributions.

5.3. Worker's Compensation

As required by law, the District provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses.

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PERSONNEL GUIDANCE MANUAL

SECTION 5 – EMPLOYEE BENEFITS

Workers' Compensation Insurance provides coverage to employees who receive job related injuries or illnesses. If an employee is injured or becomes ill because of his/her job, it is the employee's responsibility to immediately notify the Administrative Services Coordinator or District Administrator of their injury in order to receive benefits. Report every illness or injury to the Administrative Services Coordinator or District Administrator, regardless of how minor it appears. The District will advise the employee of the procedure for submitting a workers' compensation claim. If necessary, injured employees will be referred to a medical care facility. Employees should retain all paperwork provided to them by the medical facility. Failure to report a work-related illness or injury promptly could result in denial of benefits. An employee's report should contain as many details as possible, including the date, time, description of the illness or injury, and the names of any witnesses.

A separate insurance company, through the League of Minnesota Cities, administers the Worker's Compensation Insurance. Representatives of this company may contact injured employees regarding their benefits under the plan. Additional information regarding workers' compensation is available from the Administrative Services Coordinator.

a) An employee who is temporarily disabled from work because of an injury or illness sustained in the performance of the employee's work with the District shall be eligible for Workers' Compensation subject to the provisions of the State of Minnesota Workers' Compensation Law. Employees shall continue to accrue FTO, Earned Sick and Safe Time (ESST) and extended medical benefit (EMB) while receiving workers' compensation. Upon release by a treating physician, employees injured on the job may be returned to work on a limited-duty basis to their regular department or to another department on a temporary basis.

b) Any employee who by reason of sickness or injury receives workers' compensation benefits may do either of the following:

- (1) Keep the workers' compensation benefits and receive from the District an additional differential benefit from accumulated FTO or

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SECTION 5 – EMPLOYEE BENEFITS

(after five (5) working days) ~~EMBextended medical-benefit~~ or other accumulated leave time; or

- (2) Keep the workers' compensation benefits only. In no case may the total weekly rate of compensation exceed the regular wage of an employee. An employee who is on a ~~W~~workers' ~~Coe~~compensation leave may not work another job without the prior approval and written consent of the District.

c) Insurance Coverage. Employees who are unable to work as a result of a work-related injury shall continue to be covered by the District's health, dental, and life insurance benefits. Such coverage shall remain in effect until the employee returns to work. The employee will remain financially responsible for the employee-paid premium portion of such insurance coverage during the entire injury period.

5.4. Disability Coverage

5.4.1 Long-Term Disability (LTD)

Regular employees who are in a benefit-eligible position and compensated for a regular schedule of 30 hours per week or more ~~shall receiveare automatically enrolled in~~ the District's Long-Term Disability (LTD) ~~plancoverage, subject to all terms and conditions of the plan agreement with the insurance carrier.~~ The cost of this coverage is paid by the District. The coverage provides a specified percentage of income protection up to a maximum monthly benefit in the event of permanent and total disability after a waiting period of 90 days.

The ~~Long-Term Disability (LTD)~~ payments are integrated so that any combination of paid FTO leave, ~~ESST~~, Social Security, P.E.R.A., Workers' Compensation, and LTD will not exceed an employee's regular gross pay.

The LTD benefit payments are integrated so that an employee using any combination of ~~extended medical benefit~~, FTO, ~~ESST~~, ~~EMB~~ and LTD that totals 30 hours or more per week shall continue to be covered by the District's health, dental and life insurance benefits. The employee will remain financially responsible for the employee-paid premium portion of such insurance coverage.

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SECTION 5 – EMPLOYEE BENEFITS

5.4.2 Short-Term Disability (STD)

~~Additionally, benefit-eligible, regular employees compensated for a regular schedule of 30 hours per week or more may purchase Short-Term Disability (STD) insurance through the District, subject to underwriting. The STD benefit payments are integrated so that an employee using any combination of paid time that totals 30 hours or more per week shall continue to be covered by the District's health, dental and life insurance benefits in accordance with Sections 5.17, 5.17.1 & .2 and 5.17.8.3. The employee will remain financially responsible for the employee-paid premium portion of such insurance coverage. benefit up to 66.67% of your current weekly gross income (up to maximum of \$1,000; minimum of \$50). Benefits begin the 15th day of total disability and continue for duration of disability, up to 13 weeks (11 weeks paid). Rates vary depending on age and weekly benefit desired. Enrollment is subject to underwriting.~~

~~Employees may purchase a choice of 50% or 60% of salary short term insurance beginning 90 days after disability up to maximum of \$8,000 per month.~~

~~60% benefit option: 100% employer paid premium; benefits are taxable.~~

~~50% benefit option: The premium is attributed to your salary, and you pay the taxes on the premium. Benefits are tax free.~~

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5.4.3 Employee Notification Responsibility and Medical Certification

The employee is responsible for notifying the District Administrator of their disability, expected date of return, and the name of their attending physician. The District may request that an independent medical provider perform an examination. In addition, the District may require a medical release form prior to returning to work. For more information regarding disability benefits, contact ~~the Administrative Services Coordinator-Anoka County Employee Relations~~. If there are any inconsistencies between this Manual and any of the Summary Plan Descriptions, the Summary Plan Descriptions shall govern. The District reserves the right to modify or terminate any or all the benefits or to change benefit providers at any time with or without notice.

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PERSONNEL GUIDANCE MANUAL

SECTION 5 – EMPLOYEE BENEFITS

5.5. Dental Insurance

Dental Insurance is offered to employees effective first day of the month following their employment. See the Administrative Services Coordinator ~~or Anoka County Employee Relations~~ for details.

Dental Benefits will be provided for regular employees who are in a benefit-eligible position and compensated for a regular schedule of 30 hours per week or more. A set dollar amount will be provided as the District's contribution toward single and/or family dental coverage.

5.6. Life Insurance

Regular employees who are in a benefit eligible position and compensated for a regular schedule of 30 hours per week or more will be provided with life insurance coverage. Employees provided this benefit may purchase, through payroll deduction, additional term life insurance to supplement the insurance coverage provided by the District. Life insurance coverage provided by the District terminates when employment ends.

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5.7. Flexible Benefits Plan

The District's Flexible Benefits Plan has two parts.

- Pre-Tax Premium – Premiums paid by the employee for District health or dental insurance are deducted from gross salary before taxes (Federal, State and FICA) and PERA are withheld.
- Pre-Tax Health Care and Dependent Care Flexible Spending Accounts – Employee may annually designate a salary reduction amount for health care and dependent care into accounts on a pre-tax basis to be reimbursed for health care/dependent care expenses incurred while employed at the District. (See Administrative Services Coordinator for current deduction allowances.)

5.8. Deferred Compensation Plan ~~(Section 457)~~

The District provides employees the opportunity to participate in deferred compensation plans which allow employees to place a portion of their earnings into a pre-tax and/or post-tax Roth 457 deferred investment program.

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SECTION 5 – EMPLOYEE BENEFITS

~~Deferred Compensation allows employees to use payroll deductions to set aside money on a voluntary basis for their retirement. Current vendors are available through the computerized payroll system.~~

5.9. Adoption Assistance

After twelve full consecutive months of employment, Adoption Assistance reimbursement of up to \$1,500 ~~per child~~ may be available, not to exceed the actual cost of the qualifying expenses of the adoption, plus any required Social Security and Medicare contributions.

5.10. Public Service Loan Forgiveness

The District qualifies as a “public service organization” to help you qualify for this partial student loan forgiveness program. See www.StudentAid.gov/publicservice for more information.

5.11. Direct Deposit

Payroll will be directly deposited to employee checking or savings accounts. Employees are required to provide account information for Direct Deposit of payment.

5.12. Employee Assistance Program

This program provides regular employees and their families with full, no-cost access to independent, confidential, and professional assessment and short-term counseling services. An organization not affiliated with the District provides assistance with work-related problems, marital difficulties, family relationships, legal matters, financial concerns, alcohol and drug dependency and mental health matters.

An employee may get help 24 hours a day, 7 days a week. Any information the employee gives to a counselor is not available to anyone connected with the District, unless authorized in writing by the employee.

5.13 Holidays

The District observes the following ~~thirteen~~twelve-and-a-half holidays:

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- New Year's Day	January 1
- Personal Floating Holiday	Accrued on January 1
- District Floating Holiday of the year	Accrued the first full pay period
- Martin Luther King, Jr. Day	Third Monday in January
- President's Day	Third Monday in February
- Memorial Day	Last Monday in May
- <u>Juneteenth</u>	<u>June 19th</u>
- Independence Day	July 4
- Labor Day	First Monday in September
- Veteran's Day	November 11
- Thanksgiving	Fourth Thursday in November
- Day After Thanksgiving	Friday After Thanksgiving
- Christmas Eve (half-day when falls on Mon -Thurs)	December 24
- Christmas Day	December 25

When a holiday January 1, July 4, November 11 or December 25 falls on a Saturday, the preceding Friday shall be considered the a holiday for employees.

Similarly, when a holiday falls on a Sunday, the following Monday shall be considered the holiday. When January 1, July 4, November 11 or December 25 fall on a Sunday, the following day is a holiday.

When December 24th falls on a weekday other than Friday, an employee is granted a paid half-shift (up to four hours) of holiday pay. Additionally, when December 24th falls on a Monday through Thursday, the facility will remain open until noon, and then a paid, one-half shift (up to four hours) is granted.

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Holidays are observed on a paid basis for all eligible employees.

Paid holidays that occur during a period of FTO, ESST or EMB are not counted as days of FTO, ESST or EMB.

5.14 Flexible Time Off (FTO)

The District provides, as a benefit, paid flexible time off for its eligible employees. Each person employed on a full-time basis (at least forty (40) hours per week)

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~~in a regular position shall earn paid FTO according to the following schedule. Regular part-time employees who work at least thirty (30) hours per week on a regular basis shall earn paid FTO on a pro rata basis. FTO may be taken only to the extent it is earned; employees may not use the accrual they will receive on the current pay period's paid hours.~~ Flexible time off (FTO) hours are earned hours that may be taken off with pay for any reason, ~~including bereavement and time that must be used for the first consecutive five (5) days of illness or injury to self or family.~~ including ~~Accrued FTO must be used for illness or injury necessitating absence from work, except when the employee is eligible for EMB or ESST. Paid holidays that occur during FTO shall not be counted as FTO.~~ Requests for time off should be made in advance through the computerized payroll system, which may be approved or denied based on District resources. The District is flexible in approving time off when doing so would not interfere with District operations.

~~A regular employee is eligible to receive FTO upon hire. Any employee who works less than forty (40) hours per week will earn paid FTO on a pro rata basis. Employees must earn and accrue FTO benefits before they may be used.~~

Any remaining accrued time off may be accumulated or carried forward into the next year up to ~~240-360~~ hours (~~4530~~ days). Accumulated FTO may not exceed 360 hours as of the last day of the calendar year (midnight on December 31st.) Neither the Personal Floating Holiday nor the District Floating Holiday will carry over to the following year. FTO benefits do not accrue during any period of extended leave of absence. Upon separation or retirement from District employment, a payment will be computed at the regular employee's current salary rate for FTO earned up to a maximum of 360 hours.

The District Administrator may offer a prospective employee credit for years of employment worked before employment with the District for the purpose of computing number of FTO days per year to which the prospective employee would be entitled upon employment with the District.

Flexible Time Off is accrued according to the following schedule:

Hire date to five-year anniversary	24 working days per year
Fifth anniversary to ten-year anniversary	27 working days per year
Tenth anniversary to fifteen-year anniversary	30 working days per year
Fifteenth anniversary and thereafter	33 working days per year

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Situations may arise where an employee needs to take time off to address medical or other health concerns. The District requests that employees provide notification through the computerized payroll system as soon as practicable when taking time off.

5.14.1 ~~Transfer of Unused Flexible Time Off for Catastrophic Leave Donation Program~~ ~~Health Conditions or Death~~

Employees may ~~donate~~transfer earned FTO to the Leave Donation Program; this program converts the dollar value of the FTO and places this into a pool of funds, which can be available to qualifying employees who have exhausted all sources of paid time off and facing a catastrophic health condition or taking leave for bereavement after the death of an immediate family member. A catastrophic health condition may include major or severe illness which could include life threatening illnesses, coma, cancer and other severe conditions requiring an extended recovery. Caring for an immediate family may qualify as a catastrophic health condition. The phrase "all sources of paid time off" includes FTO, ESST, EMB and compensatory time. Donated FTO will be reserved in a pool that is available to Coon Creek Watershed District employees under the following conditions: another employee who is suffering from or has an immediate family member (Employee's spouse, child including a biological, adopted, or foster child, step-child, a legal ward, or a child to whom the employee stands in loco parentis, who is 18 years of age or older and incapable of self-care because of a mental or physical disability or parents and siblings) suffering from a catastrophic health condition or has as immediate family member (Employee's spouse, child including a biological, adopted, or foster child, step-child, a legal ward, or a child to whom the employee stands in loco parentis, who is 18 years of age or older and incapable of self-care because of a mental or physical disability or parents and siblings) who has died. If such an employee is unable to work for an extended period of time and has or is about to exhaust FTO, extended medical benefit and/or compensatory time, other employees may transfer earned FTO to that employee if:

~~(1)~~ 1) The proposed recipient wants to participate.

2) The District Administrator and Administrative Services Coordinator agree that a qualifying health problem exists, or death occurred. If approved, the employee may receive payment from the pooled funds equivalent to the receiving employee's hourly rate and regularly scheduled hours prior to the

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catastrophic event.

3) Due to the death of an immediate family member, the proposed recipient may receive funds that are equivalent up to five days of FTO.

4) Any employee wishing to donate accrued FTO can do so at any time.

5) The employer may require medical certification of the catastrophic health problem and information regarding its expected duration.

6) Any donated FTO hours will be deducted from the donor and credited to the recipient at the hourly value of the donor's pay rate. For example, if the donor's rate of pay is \$20/hour and the recipient's rate of pay is \$10/hour, the recipient will receive two hours of FTO at the recipient's own rate for every hour the donor donates.

(2) — proposed recipient will allow the employer to inform the other employees of the proposed recipient's situation and need.

(3) The District Administrator or designee may need to verify the qualifying situation.

(4) The recipient of the donated FTO will not accrue FTO or EMB while using donated time.

(5)(1) If the recipient separates from the District employment before using all the donated FTO hours, the remaining donated time may not be converted to severance pay.

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5.15 Earned Sick and Safe Time (ESST)

Employees in Minnesota are legally entitled to earned sick and safe time (ESST), a form of paid leave. All employees, which include temporary and regular employees, who work at least 80 hours in a year accrue one hour of earned sick and safe time for every 30 hours they work, up to a maximum of 48 hours per year. A year for purposes of employees earned sick and safe time accrual is January 1 through December 31. ESST hours will be carried over year to year but are subject to a cap of 80 hours. An employee's annual usage of ESST must not exceed 48 hours in the first calendar year of employment or 80 hours in subsequent years of employment.

Temporary employees who transition to regular employees will have their ESST banks follow them, and the rules for regular employees then apply. Regular employees who transition to temporary employees will have their ESST banks follow them, and the rules for temporary employees then apply.

The earned sick and safe time hours an employee has available, as well as those that have been used in the most recent pay period, are documented on the

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employee's earning statement that they receive at the end of each pay period. Earned sick and safe time is paid at the same hourly rate that employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need, at the same increment of time used for the employee's other accrued time off.

Earned sick and safe time can be used for any purpose stated in state law, including:

- An employee's mental or physical illness, treatment, or preventive care;
- The mental or physical illness, treatment or preventive care of an employee's family member as defined under Minnesota Earned Safe and Sick Time Law;
- Absence due to domestic abuse, sexual assault, or stalking of an employee or their family member;
- Closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- When determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.
-

For Earned Sick and Safe Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner

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- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

Employees must provide up to seven days of advance notice to the Administrative Services Coordinator and their direct supervisor when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. In situations where an employee cannot provide advance notice, the employee must contact the Administrative Services Coordinator and their direct supervisor as soon as they know they will be unable to work. An employee may be required to provide documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

When employees leave Coon Creek Watershed District employment, their ESST banks will not be paid out. If an employee returns to Coon Creek Watershed District for employment within 180 days of their departure date, their ESST bank will be reinstated to the amount the employee had available at the time of their departure.

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

5.165 Extended Medical Benefit (EMB)

Extended Medical Benefit (EMB) is an income-protection insurance that regular employees accrue. Accrued at eight (8) working days per year for full-time employees. Regular part-time employees who work at least 30 hours per week on a regular basis working less than 40 hours per week accrue EMB on a prorated basis. EMB may accrue up to 720 hours and will stop accruing until the balance drops below 720 hours. EMB will carry over from year to year. EMB is not payable as severance upon separation from employment. EMB and FTO do not carry over upon re-employment.

The District provides Extended Medical Benefits to be used after the first forty

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~~(40)ive~~ consecutive work ~~days~~ hours (prorated for part-time employees based on their operational FTE) of an absence for the employee's illness, injury, childbirth or pre-adoptive placement of a child, or inpatient or outpatient treatment for alcoholism or drug addiction. It may also be used to care for the employee's immediate family member's (Employee's spouse, child – including a biological, adopted, or foster child, step-child, a legal ward, or a child to whom the employee stands in loco parentis, who is 18 years of age or older and incapable of self-care because of a mental or physical disability- or parents and siblings) illness or injury. Within up to six months of the last use of EMB for that qualifying absence, EMB may be used intermittently due to the continuation, recurrence, or relapse of the original, qualifying absence. If more than six months have elapsed since EMB was used for that qualifying absence, the employee must satisfy another ~~forty (40)five~~ consecutive work hours-day of absence (prorated to operational FTE) due to that qualifying reason, before again accessing EMB. ~~Part-time employees may use pro-rated FTO based on their regularly scheduled hours per pay period.~~

EMB may be used to supplement the short-term disability benefit (if the employee purchased it through the District), and the District-provided long-term disability benefit to bring the employee's total gross salary to 100%.

EMB may be taken only to the extent it is earned; employees may use the accrual they will receive on the current pay period's paid hours.

~~Immediately, Upon~~ the birth of the employee's child or pre-adoptive placement of a child, an employee may use five (5) weeks consecutive days of earned FTO EMB after satisfying the initial forty (40) consecutive hours of absence (prorated for part-time employees), and then up to five weeks of EMB (40 hours per week if full time, or prorated if part time)

Full-time, regular employees shall accrue extended medical benefit according to the following schedule. Part-time regular employees who work at least 30 hours per week accrue extended medical benefit on a prorated basis. Temporary employees do not accrue EMB. EMB will only accrue after the employee accumulated 48 hours of ESST in a calendar year or the employee's ESST bank reaches its cap of 80 hours. Employees with existing EMB banks will have their EMB banks frozen until their ESST bank cap is met.

Extended Medical Benefit Accrual

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Days Per Year	Hours Per Year	Hours Per 80 Hour Pay Period	Hours Per- 1 Paid- Hour*
8	64	2.74640	0.0308

~~*Includes paid FTO, extended medical benefit, holiday, compensatory time used, and approved medical leave covered by workers' compensation. Excludes overtime and compensatory time earned.~~

~~Any employee using EMB will be placed on concurrent leave and will be required to provide documentation to support the need for EMB usage.~~

~~EMB may accrue up to 720 hours (90 days) and shall cease to accrue until the balance drops below 720 hours. Employees may carry over accumulated EMB time (up to the maximum 720 hours) from one year to the next.~~

Since extended medical benefit is intended to provide income protection in the case of an illness or injury, it is not payable as severance upon separation from employment. The District is the final authority on all extended medical benefit decisions.

~~5.15.1~~ **Bereavement Leave**~~5~~

~~Employees with EMB benefit may use EMB of three (3) days per incident for the bereavement of the death of a family member (Spouse and parents thereof; children, including adopted children, and spouses thereof; parents; brothers and sisters, and spouses thereof; grandparents and grandchildren; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship) without having to first satisfy the five workday waiting period. A maximum six (6) days per year. The three days of EMB bereavement leave should be used within 30 days of the death unless there are special circumstances to be approved by the District Administrator.~~

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5.176 Leave of Absences

A Leave of Absence is approved time off from work, other than flexible time off, with or without pay, for more than five working days.

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Regular full-time employees may request an unpaid leave of absence after the exhaustion of paid leave. A request for a leave of absence must be submitted in writing in advance to the District Administrator.

Leave of absences that are granted are unpaid and will not be considered until an employee has exhausted all appropriate accrued leave balances. Continuation of employee benefits during a leave of absence will be addressed on an individual basis, as required by law.

5.176.1 Family and Medical Leave Act

The District offers leave ~~that mirrors~~consistent with the requirements of the federal Family and Medical Leave Act (FMLA). ~~Under the FMLA, a~~n employee may be eligible for ~~an unpaid~~unpaid family and medical leave of absence under certain circumstances.

Under ~~this plane federal FMLA~~, a person who has worked as an employee of the District for at least 1,250 hours for twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year is available for the following reasons:

- The birth of a child and to care for the newborn child;
- Placement of a child into adoptive or foster care with the employee;
- Care for a spouse, son, daughter or parent who has a serious health condition;
- Care for the employee's own serious health condition;
- A covered military member's active duty or call to duty or to care for a covered military member (Military Caregiver and Qualified Exigency Leave).

If the need for leave is foreseeable, employees should notify the District Administrator 30 days prior to taking ~~this~~FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify the District Administrator as soon as practicable, giving as much notice to the District as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave

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because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

The District will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee had continued work. If applicable, arrangements will be made for the employee to pay their share of health insurance premiums while on leave. The District may recover premiums paid to maintain health coverage for an employee who fails to return to work from family and medical leave. If an employee would like the District to maintain other paid benefits during the period of leave, premiums and charges which are partially or wholly paid by the employee must continue to be paid by the employee during the leave time.

Family and medical leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee on family and medical leave does not continue to accrue benefits (e.g., sick leave or vacation leave) during the period of family and medical leave. Questions regarding benefits should be directed to the Administrative Services Coordinator ~~or Anoka County Employee Relations.~~

Upon returning from ~~FMLA~~ leave, an employee will be restored to his/her/their original job or an equivalent job with equivalent benefits, pay, seniority, and their other employment terms and conditions. ~~as provided by the Family and Medical Leave Act.~~

**** Intermittent or Reduced Work Schedule Leave ~~(FMLA)~~:** *When medically necessary for leaves related to a serious health condition, to care for a covered military member with a serious injury or illness, or a qualifying exigency for a covered military member, employees can take leave under ~~this leave~~ ~~FMLA~~ continuously, or on an intermittent or reduced work schedule basis. In all cases, the leave may not exceed 12 work weeks (or 26 weeks to care for an injured or ill covered military member over a twelve-month period). The District may temporarily transfer the employee to an alternative job that better accommodates the recurring periods of leave if the leave is foreseeable, or is for planned medical treatment for the employee or immediate family member. Subject to certain conditions, the employee may choose to use accrued*

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paid leave (such as FTO) concurrent with this FMLA leave.

Intermittent/reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child only with the District Administrator's approval, which is within the District Administrator's discretion and decided on a case-by-case basis.

Please see the entire Family Medical Leave Act for further definition and details, available in the Administrative Services Coordinator's office.

5.176.2 Minnesota Pregnancy, and Parenting, Family Care and Safety at Leaves

Employees who do not qualify for the FMLA leave may, under certain circumstances, qualify for pregnancy and parenting leave of up to 12 weeks under state law. The employee must make the request thirty (30) day prior to leave if the leave is foreseeable. If it is not possible to give thirty days' notice, the employee must give as much notice as practicable.

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Pursuant to state law, an employee may use FTO, ESST or other sick leave benefits to provide care due to illness or injury for a child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Such leave is subject to the same terms upon which the employee is able to use FTO, ESST, or other sick leave benefits for the employee's own illness or injury, and is subject to limitations in duration as reasonably established by the employer.

An employee may also use FTO, ESST or other sick leave benefits to receive assistance, or to provide assistance to the family members identified in the preceding paragraph, because of sexual assault, domestic abuse, or harassment or stalking, as those terms are defined under Minnesota law.

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Employees who work 20 hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice. If the leave must be taken in less than three days, the employee should give as much notice as practicable. Employee are required to

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~~use accrued leave (FTO, EMB, etc.) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.~~

5.176.3 Voting

Employees who are eligible to Vote in an election have the right to take time off work to vote without losing pay or FTO. It is only for the time necessary to go to the polling place, cast a ballot, and return to work on the day of the election or during the time period allowed under Minnesota Statute Section 203B.081 for voting in person before election day. Employees who are not eligible to vote or have no intention to vote shall report for work at the regularly scheduled time. The employee shall notify the supervisor in advance to coordinate absences and minimize workplace. The District grants incremental time off to cast a ballot in an election. Voting time off is granted on a paid basis. Should extenuating circumstances arise while voting, notify the Administrative Services Coordinator or District Administrator as soon as possible.

5.176.4 Bone Marrow Transplants and Organ Donation Leave

An employee who works more than 20 hours per week will be granted a leave with pay to undergo a medical procedure to donate bone marrow, an organ or partial organ to another person. A physician's verification regarding the purpose and the length of the absence may be required. This leave may not exceed 40 hours for each donation, unless agreed to by the District Administrator.

5.176.5 Victim or Witness Leave

Employees who are subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, will be allowed reasonable time off from work to attend criminal proceedings related to the victim's case. Victims of a violent

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crime, as well as the victim's spouse or immediate family members, are allowed reasonable time off from work to attend criminal proceedings related to the victim's case.

Employees are authorized to use FTO absences for themselves or relative (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Leave for those listed is limited to 160 hours in any 12-month period.

5.1~~7~~6.6 Election Judge

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off with pay for purposes of serving as an election judge, provided the employee gives the District at least 20 days written notice, including a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The District may reduce the wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment. Thus, employees will be paid the difference between their pay as an election judge and their regular rate of pay for their normal workday. The District reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force.

5.1~~7~~6.7 Other Leave with Pay

5.1~~6~~7.7.1 Jury Duty Time Off

The District understands that occasionally employees are called to serve on a jury or may be subpoenaed as a witness. Employees who are selected for jury duty must provide a copy of their jury summons to the Administrative Services Coordinator. Time taken for jury duty is granted on a paid basis. Employees released from jury duty with four hours remaining in the workday, are expected

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to return to work.

5.167.7.2 Funerals

Earned FTO may be taken in the event of a death of a family member or friend.
(See also EMB—Bereavement for immediate family members.)

5.167.8 Other Leave

Employees may choose to use FTO or request Unpaid Leave for the following:

5.167.8.1 Military Ceremonies – send-off or homecoming ceremony.

5.167.8.2 Family Members of Military Personnel Injured or Killed in Active Service – up to ten (10) working days.

5.167.8.3 Medical Leave of Absence

A medical leave of absence may be granted to employees who are either ineligible for leave under the District's policy or who have exhausted their entitlement to that leave. A medical leave of absence may also be granted upon exhaustion of accumulated extended medical benefit. An employee requesting a medical leave of absence for up to 12 months must have the leave approved by the District Administrator. The status of the leave will be reviewed at six-month intervals by the District Administrator in consultation with the Administrative Services Coordinator. Failure to return to work at the expiration of the medical leave will be considered a voluntary resignation. A medical leave of absence is subject to prior certification by the attending medical authority, or a medical authority designated by the District. A medical leave will not be granted unless the employee provides a statement from a healthcare provider stating the need for the leave, the expected duration of the leave and a general explanation of the nature of the medical condition or disability. Returning employees may be required to submit certification from their physician of fitness for duty. An employee who has been off work for a year or more for medical reasons must serve a probationary period before being returned to regular status.

5.167.9 School Conferences and Activities

Employees may choose to use earned FTO (unlimited number of hours) or request

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Unpaid Leave for up to 16 hours every 12 months for school conferences or activities.

5.167.10 Military Leave

Employees called to active military duty, military reserve or National Guard service may be eligible to receive time off under the Uniformed Services Employment and Reemployment Rights Act of 1994. To receive time off, employees must provide notice and a copy of their report orders to an immediate supervisor. Military leave is granted on an unpaid basis upon return with an honorable discharge, an employee may be entitled to reinstatement and any applicable job benefits they would have received if present, to the extent provided by law.

Military Leave for Training Purposes - Employees who are members of any reserve component of the military forces of the United States or National Guard shall be granted leave of absence with compensation not to exceed 15 working days per year when ordered to training.

AUTHORIZATION

Reviews:

Adopted: April 25, 2022

Amended: January 22, 2024

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: January 22, 2024
AGENDA NUMBER: 11
ITEM: CAC Policy Updates

AGENDA: Discussion

ACTION REQUESTED

Consider proposed revisions to the Citizen Advisory Committee (CAC) policy regarding the appointment process of new members.

PURPOSE & SCOPE OF ITEM

The purpose of this agenda item is for the Board to consider adjusting the language in section 6.2a of the CAC policy that outlines the application process in order to better facilitate the recruitment and appointment of new committee members.

BACKGROUND

At the December 11th meeting, the Board appointed six individuals to the 2024 CAC; four citizen members and two agency members. The Board also directed staff to compile information regarding the CAC membership policy including options and considerations for revising the appointment process in order to facilitate the recruitment and appointment of new committee members.

ISSUES/CONCERNS

The CAC policy, and Minnesota Statute, require the CAC to maintain a minimum size of five members. With the current 2024 membership sitting at six members, there is a high potential that the departure of one or more members during the year will put the Committee below its minimum required size.

IMPLICATIONS FOR RESOURCE/ORGANIZATION

The purpose of the Citizen Advisory Committee is to advise and assist the Board on all matters affecting the interests of the watershed district and make recommendations to the Board on all contemplated projects and improvements in the watershed district. Should the membership of the CAC fall below five, the Committee would not be able to fulfill its duty to the District.

Similarly, there is value in having the CAC members represent the various communities within the District. The limited size of the current committee means that only a few communities are being represented in 2024. At present, the CAC has members from Andover, Ham Lake, and Spring Lake Park, with agency representatives from Anoka County and Anoka Conservation District. Recruitment efforts by staff in 2024 will emphasize recruiting individuals from Blaine, Columbus, Coon Rapids, and Fridley. Adjusting the application timeline would allow any interested individuals from these communities to be considered for appointment within 2024, rather than waiting until January of 2025.

OPTIONS FOR CONSIDERATION

The existing appointment language under section 6.2a of the CAC policy is as follows:

Applications to serve on the Advisory will be accepted year-round but must be received by November 15 to be considered for the following year.

Proposed revisions:

1. *Applications to serve on the Advisory will be accepted year-round and considered for appointment at the next regular board meeting following receipt of a completed application.*

This process would allow for the most flexibility when recruiting and appointing new CAC members, however it may incur some additional administrative burden by removing the structured deadlines.

OR

2. *Applications to serve on the Advisory will be accepted year-round and considered for appointment in January and June. To be considered for appointment in January, applications must be received by December 1st. To be considered for appointment in June, applications must be received by May 1st.*

This process would allow for mid-year appointments while maintaining a more structured process.

CONCLUSIONS

The CAC's current membership is low. In order to facilitate the recruitment of additional members it is the recommendation of staff that the Board consider revising the current application process outlined in the CAC Policy.

QUESTIONS

COON CREEK WATERSHED DISTRICT

POLICY & PROCEDURES MANUAL

Policy # 1.8.1

Pages: 1 of 5

Program: Public & Government Relations

Policy Name: CITIZEN ADVISORY COMMITTEE

POLICY

The Coon Creek Watershed District shall have a Citizen Advisory Committee (CAC) to advise and assist the Managers on all matters affecting the interests of the Watershed District and make recommendations to the Managers on all contemplated projects and improvements within the District.

INTENT

To establish a Citizen Advisory Committee; provide for membership, eligibility requirements, and removal, filling of vacancies and committee powers and duties.

SOURCE

Minnesota Statutes section 103D.331, Citizen Advisory Committee.

BACKGROUND

The District CAC was established in 1988 in response to a complaint to the Water Resources Board (preceded BWSR) and in response to District activities involving ditch repairs and special assessments. The CAC remained active through 1991 and stopped meeting in 1992 due to lack of interest.

In 1998, the District attempted to once again reconstitute the CAC by requesting that a city council member from each of the five cities be the principal contact with the District. The District heard from three cities and in 2005 no longer heard from any of the cities.

PROCEDURES

1. Purpose of Committee

To advise and assist the Managers on all matters affecting the interests of the Watershed District and make recommendations to the Managers on all contemplated projects and improvements within the District.

2. Membership

Members of the Citizen Advisory Committee are appointed by and serve at the pleasure of the Board of Managers.

- 1) **Committee Size:** The total size of the Committee shall be limited to nine (9) members. Seven of those members must be residents of the watershed district and does not include the representatives of the either Anoka County or the Soil and Water Conservation District. The intent in limiting the size of the advisory

committee is increase the committees' effectiveness in fulfilling its statutory purpose

- 2) **Committee Makeup and Composition:** Consistent with Minnesota Statutes section 103D.331, Subd. (2)(a), the makeup of the Citizen Advisory Committee shall be as follows:
 - a) Up to seven (7) Citizen Members. Citizen Members must be district residents. Recruitment must be targeted, and preference must be given, to ensure, if practicable, that the Citizen membership includes one (1) member of a sporting organization, and one (1) member of a farm or agricultural organization.
 - b) If practicable, one (1) Representative from the Anoka County Conservation District Board of Supervisors. This member does not need to be a district resident.
 - c) If practicable, one (1) Representative from Anoka County Board of Commissioners, or designee. This member does not need to be a district resident.
 - d) Total membership of CAC must be minimum of five (5) members.
- 3) **Discretion of Board to Appoint Other Interested/Technical Persons:** Consistent with Minnesota Statutes section 103D.331, Subd. (2)(b), the Board of Managers may appoint other interested and technical persons who may or may not reside with the Watershed District to serve at the pleasure of the Managers. Interested and technical persons who are not District residents may either own or work for businesses located with the Watershed District or contribute special knowledge or expertise to the mission of the Watershed District.

One Manager and the District Administrator, or staff person appointed by the Administrator, shall act as liaisons to the Citizen Advisory Committee as described in sections 13 and 14 of this Policy.

3. Meetings

The Coon Creek Citizen Advisory Committee will meet on the second Wednesday of each month, convening at 5:00 p.m. – 6:30p.m., except in the month of December when there will not be a regularly scheduled meeting.

4. Role and Responsibilities

The Committee shall act in an advisory capacity to the Coon Creek Watershed District Board of Managers.

- 1) The Committee may hold public meetings and
- 2) Shall make such studies, analyses, and reports as requested by the Board of Managers
- 3) May review, advise, and make recommendations to the Board of Managers

Citizen Advisory Committee members will be asked to review, advise, and make recommendations on short and long term

- 1) Surface water planning
- 2) Policy and operational issues
- 3) Annual Budget
- 4) Project Financing
- 5) Major development proposals, and land use changes directly relating to water and related land resource management
- 6) Proposed projects to be conducted by the District
- 7) Water and related land resource rules and resolutions
- 8) District policies relating to land and water management

5. Recruitment

The Coon Creek Watershed District shall use all practical means to solicit applications for membership on the Citizen Advisory Committee. These shall include but are not limited to:

- 1) Word of Mouth
- 2) Advertising in the:
 - a) Official Paper of the District
 - b) District website
 - c) Websites of municipalities within the Watershed District

Primary recruitment efforts must be targeted to ensure, if practicable, one member of a sporting organization, and one member of a farm organization. Secondary recruitment efforts should target membership so that it evenly represents the geography of the Watershed, if practicable.

6. Application

- 1) Application Form: Interested parties will be asked to fill out an application that includes the following information.
 - a) Occupation
 - b) Availability
 - c) Experience/Qualifications & civic activities
 - d) Motivation/Reason for serving
- 2) Application Period:
 - a) General Application: Applications to serve on the Advisory will be accepted year-round but must be received by November 15 to be considered for the following year.

Proposed revisions:

- Applications to serve on the Advisory will be accepted year-round and considered for appointment at the next regular board meeting following receipt of a completed application.

OR

- Applications to serve on the Advisory will be accepted year-round and considered for appointment in January and June. To be considered for appointment in January, applications must be received by December 1st. To be considered for appointment in June, applications must be received by May 1st.

7. Desired Qualifications

Prospective and active members of the Citizen Advisory Committee should be:

- 1) Interested in at least one of the following:
 - a) Water Resource Protection/ Management,
 - b) Public Education/Outreach,
 - c) Water Resource Planning
 - d) Budget Planning
- 2) Able to serve as a liaison between the District and their geographic area or area of interest.
- 3) Able to effectively work and communicate with others.

8. Evaluation and Selection Criteria

Applications will be reviewed by staff and reported to the Board of Managers based upon the following:

- 1) Applicant's ability to complete the assigned responsibilities
- 2) Obvious conflicts of interest
- 3) Applicant's background/experiences/interests that add value, new perspective or diverse experience to the CAC
- 4) Applicant's ability to provide a perspective that reflects the watershed constituency, and the watershed district's mission
- 5) Applicant's involvement in civic, professional, community or volunteer groups
- 6) Applicant's ability to work cooperatively with other CAC members and the Board of Managers.

9. Appointment

Applications are reviewed by the CCWD Administrator for qualification and are approved by the Coon Creek Watershed District Board of Managers. Appointments are for one (1) year and may be renewed annually in December or January.

10. Removal & Vacancy on Advisory Committees

Members of the Committee may be removed by the Board of Managers for any reason deemed sufficient by a majority of the Board of Managers. Should a representative of the Anoka County Conservation District Board or the designee of the Anoka County Board of Commissioners resign or be removed, the Watershed District shall request, in writing, to those Boards to appoint a new representative. Failure of an organization to appoint a representative to the Committee does not preclude future participation.

11. Removal

The eventual 'Removal' of a CAC member is a distinct possibility. Below is one policy statement and method for achieving this.

A Citizen Advisor serves at the will and pleasure of the CCWD Board of Managers and may be removed at the discretion of the CCWD Board of Managers

- 1) Being a Citizen Advisor is an At-will appointment
- 2) Removal may occur when a Citizen Advisor fails to meet the criteria for representing the geographic area to which the member was appointed.
- 3) Removal may occur when a Citizen Advisor has engaged in conduct detrimental to the accomplishment of CAC responsibilities and/or CCWD mission, or engaged in conduct contrary to the CAC Code of Conduct.

The CCWD staff shall notify a member if they are removed from the CAC. The position will then be considered vacant and open to be filled.

12. Expense Reimbursement

Minnesota Statutes section 103D.331 (3) provides that the Managers may reimburse CAC members for actual traveling and other necessary expenses incurred in the performance of their duties.

13. Board Liaison

The Board will appoint a Board member to serve as a liaison to the CAC. The principal role of the Board Liaison is to facilitate the flow of information between the CAC and the CCWD Board of Managers.

14. Staff Liaison

The District Administrator or the appointed staff liaison will serve as the principal staff members, in that order, who serve as a liaison to the CAC. The principal role of the Staff Liaison is to facilitate the flow of information between the Committee, the CCWD Board of Managers and the CCWD staff. Other general staff responsibilities include:

- 1) Orient new Committee members
- 2) Distribute Committee notices and agendas
- 3) Provide recommendations from the Committee to the CCWD Board of Managers
- 4) Support and motivate the Committee to participate in other Watershed activities

AUTHORIZATION

Adopted: October 10, 2011

Revised: January 18, 2017

Revised: December 14, 2020

APPROVED

District Administrator, December 14 2020

Citizen Advisory Committee Code of Conduct

- This is a volunteer position with no reimbursement, except possibly for conference attendance.
- The Coon Creek Watershed District (CCWD) expects CAC members to:
 - Attend a new member orientation
 - Make a serious commitment to actively participate in CAC work Notify the staff liaison if unable to attend meetings Prepare for meetings and reviews
 - Become familiar with the CCWD Mission and CAC role
 - Understand the roles and relationships of the CAC and the CCWD staff and Board of Managers
 - Get to know other CAC members to build a working relationships
 - Reflect the perspectives of the watershed's diverse constituency in discussions and decision-making
 - Serve the CCWD in a professional and non-partisan manner.
 - Support the majority decision on issues decided by the CAC and the CCWD Board of Managers at meetings and when representing CCWD at other forums, even if personal opinions are different
 - Refrain from making public comments and statements that would misrepresent or negatively represent the CCWD, its decisions or policies including written or verbal comments to the media, on blogs, websites, or other forums where it is foreseeable that the comments will become known to the public