

BOARD MEETING AGENDA

Coon Creek Watershed District Office – Conference Room

Monday, February 10, 2025

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 - January 27, 2025**
- 6. Receive Administrator's Report**
- 7. Advisory Committee Report**
- 8. Bills/Accounts Payable**

POLICY ITEMS

None

PERMIT ITEMS

- 9. 25-003 Northgate Replacement**
- 10. 25-001 Goddard School Expansion**

DISCUSSION ITEMS

- 11. Draft Personnel Guidance Manual**

INFORMATIONAL ITEMS

- 12. Minnesota Watershed's Legislative Briefing (2/19 & 20)**

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 27, 2025, at the Coon Creek Watershed District Office.

1. Call to Order

The meeting was called to order at 5:30 PM

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

Board Members Absent: Jim Hafner and Jason Lund

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

Staff Present via Video Conference: Jon Janke, Abbey Lee

2. Approval of the Agenda

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

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

3. Announcements - none

4. Open Mic/Public Comment

No one was present for comment.

CONSENT ITEMS

5. Approval of Minutes of January 13, 2025

6. Approval of Bills for Payment

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

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

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

POLICY ITEMS

7. Consent Items Action for January 13, 2025, Meeting

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

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

5. Approval of Minutes of December 9, 2024

6. Administrator's Report

7. Advisory Committee Report

8. Approval of Bills for Payment

Claims totaling \$465,589.62

11. Designation of Fund Equity

12. 2025 Mileage Rates

13. Board Waiver of Tort Liability

14. Andover Senior Campus (PAN P-24-045)

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

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

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

8. Appointment to Citizen Advisory Committee

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

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

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

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

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

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

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

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

10. Initiation of Permit Application and Review Fees Study

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

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

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

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

PERMIT ITEMS

none

DISCUSSION ITEMS

11. Annual Aquatic Invasive Species Update

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

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

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

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

Staff recommendation was the Board receive the Annual AIS Report.

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

12. Draft Personnel Guidance Manual

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

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

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

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

13. Results from Phase One Municipal Insight Survey

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

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

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

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

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

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

14. Ditch 37 Inspection Report

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

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

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

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

15. Ditch 57 Inspection Report

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

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

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

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

INFORMATIONAL ITEMS

None

ADJOURNMENT

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

President

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: February 10, 2025
AGENDA NUMBER: 6
ITEM: Administrator's Report

AGENDA: Consent

REQUESTED ACTION:

Receive report.

ADMINISTRATOR'S EVALUATION

Upcoming Board Considerations

- Aquatic Invasive Species Annual Report

District Capacity and Capability

The District possesses the required resources and is trained to undertake most of its legislative mission for which it is organized or designed.

The District can accomplish most required tasks to the required standard under most conditions.

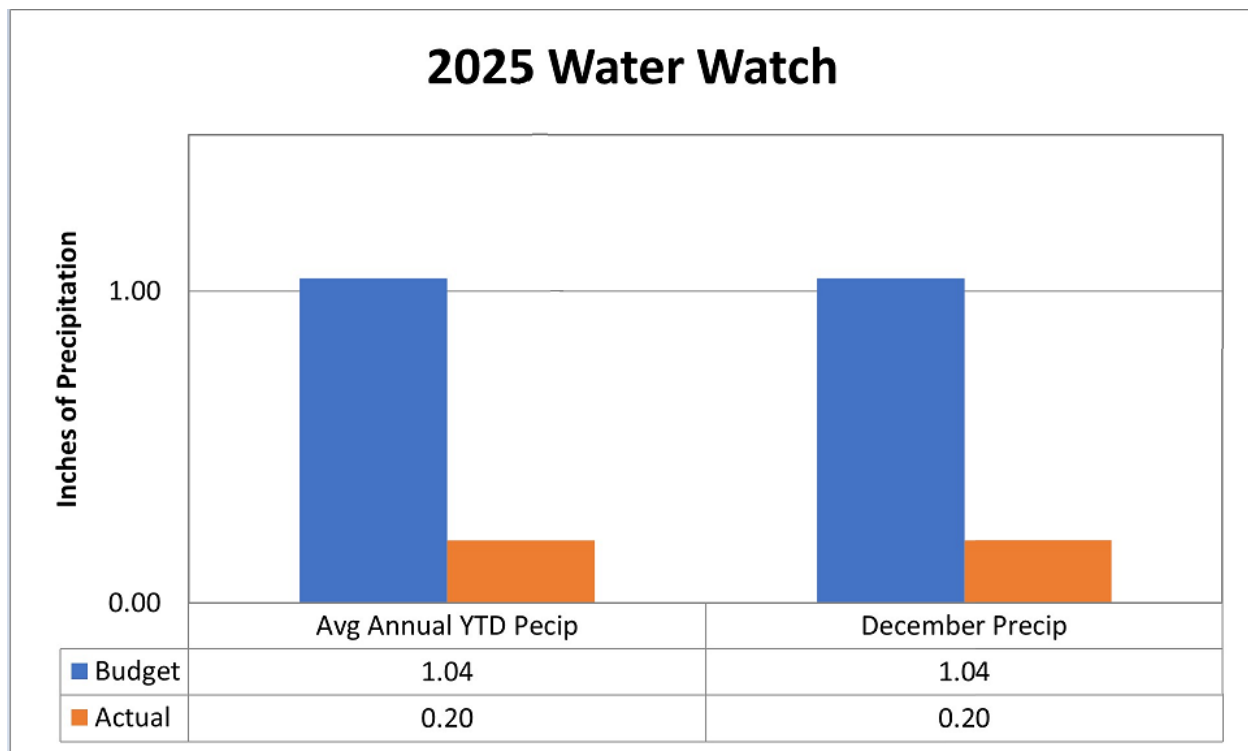
MANAGEMENT SITUATION

Natural Environment

The District averaged 0.2 Inches of precipitation in the month of January. This puts the District 0.84 inches (81%) below average for the month and year.

The District currently has little snowpack, but frost depth is deeper than usual for this time of year. This could increase spring flood risk if significant precipitation or rapid melting occurs as infiltration could be restricted. However, it is too early to assess the overall risk, and more information will be provided in the coming weeks.

The National Weather Service is predicting up to 0.3" of total precipitation, including snow-to-water equivalency, over the next 7 days.



Economic Environment

The January baseline forecast is consistent with major forecasts and indicators used by S&P and others. The update indicates that GDP growth is 2.2 percent in 2025, slightly higher than November forecast of 2.0 percent. The mean consensus is 2.0 percent real GDP growth in 2026, slightly higher than SPGMI's forecast of 1.7 percent. So the medium term looks satisfactory.

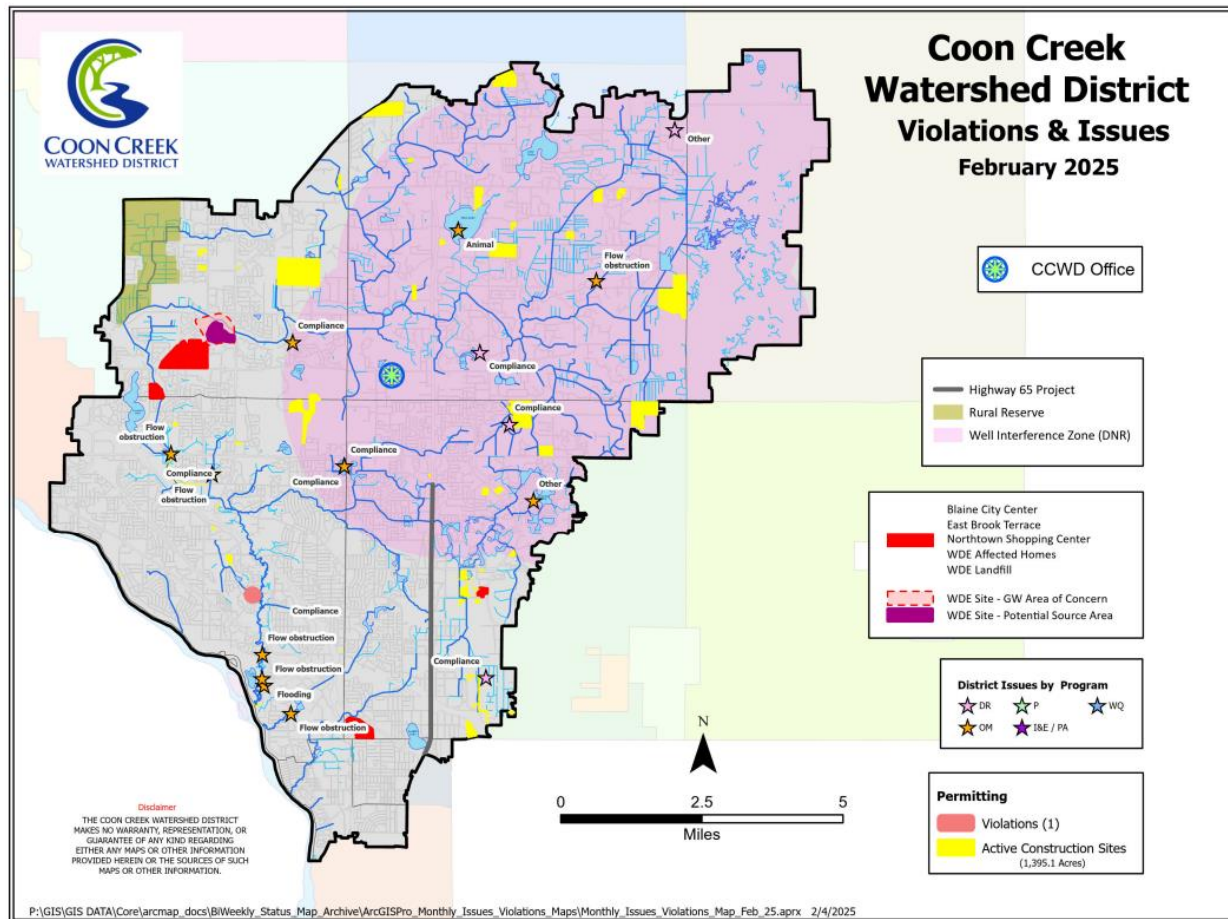
Much of the forecast revisions are predicated on the announced policy priorities of the incoming administration. More clarity on policy directions should be available for the February 2025 Budget and Economic Forecast.

Management Environment

| Agency | Status |
|--------|--|
| NOAA | <ul style="list-style-type: none"> Atlas 15 preliminaries will be available this year. Data will be available in 2026 Atlas 15 will replace Atlas 14 |
| US EPA | <ul style="list-style-type: none"> Proposing modification to 2022 Construction General Permit to expand list of Federal Land areas potentially covered by permit. Draft Industrial Permit out for review until February 11, 2025 Changes <ul style="list-style-type: none"> Consideration of the impacts of major storm or flood events on the facility and the impact of those events on the effectiveness of stormwater control measures. |

| | |
|--|---|
| | <ul style="list-style-type: none"> ○ the proposed addition of PFAS indicator monitoring (without benchmark levels) for most industrial sectors, which would include the 40 PFAS listed in EPA Method 1633; ○ requiring benchmark monitoring (instead of indicator monitoring) for certain constituents for particular industrial sectors; ○ modifying the minimum benchmark monitoring from quarterly sampling in years one and four of the existing permit to quarterly for the first three years of the 2026 permit; and ○ more frequent monitoring required for discharges into impaired waters. |
| Minnesota Legislature | <ul style="list-style-type: none"> ● MN Supreme Court decided Friday January 24 reaffirming the published majority. ● The Senate has continued to meet ● The House continues to work on sharing power |
| MN Legislature - House | <ul style="list-style-type: none"> ● HF 8 is deleted. The bill addressed select MPCA permitting with MS 15.99 requirements. ● The House Environment committee has not met |
| MN Legislature - Senate | <ul style="list-style-type: none"> ● Senate File 577 was introduced 1/23/25 and referred to Senate Environment, Climate and Legacy committee ● The committee has not met |
| BWSR | <ul style="list-style-type: none"> ● No meeting in February |
| Clean Water Council | <ul style="list-style-type: none"> ● Next meeting February 24th ● |
| Department of Natural Resources | <ul style="list-style-type: none"> ● Meeting scheduled with select Assistant Commissioners scheduled for February 11 to discuss next step in permitting. ● Staff met with new manager of Carlos Avery WMA on 2/6 to discuss water management issues. |
| Minnesota Pollution Control Agency | <ul style="list-style-type: none"> ● Meeting scheduled with select Assistant Commissioners scheduled for February 13 to discuss next step in permitting. |
| Minnesota Association of Watersheds (MAWD) | <ul style="list-style-type: none"> ● Working on revisions and amendments to MS 15.99, 84.027 and 116. |

Problems, Issues, and Concerns



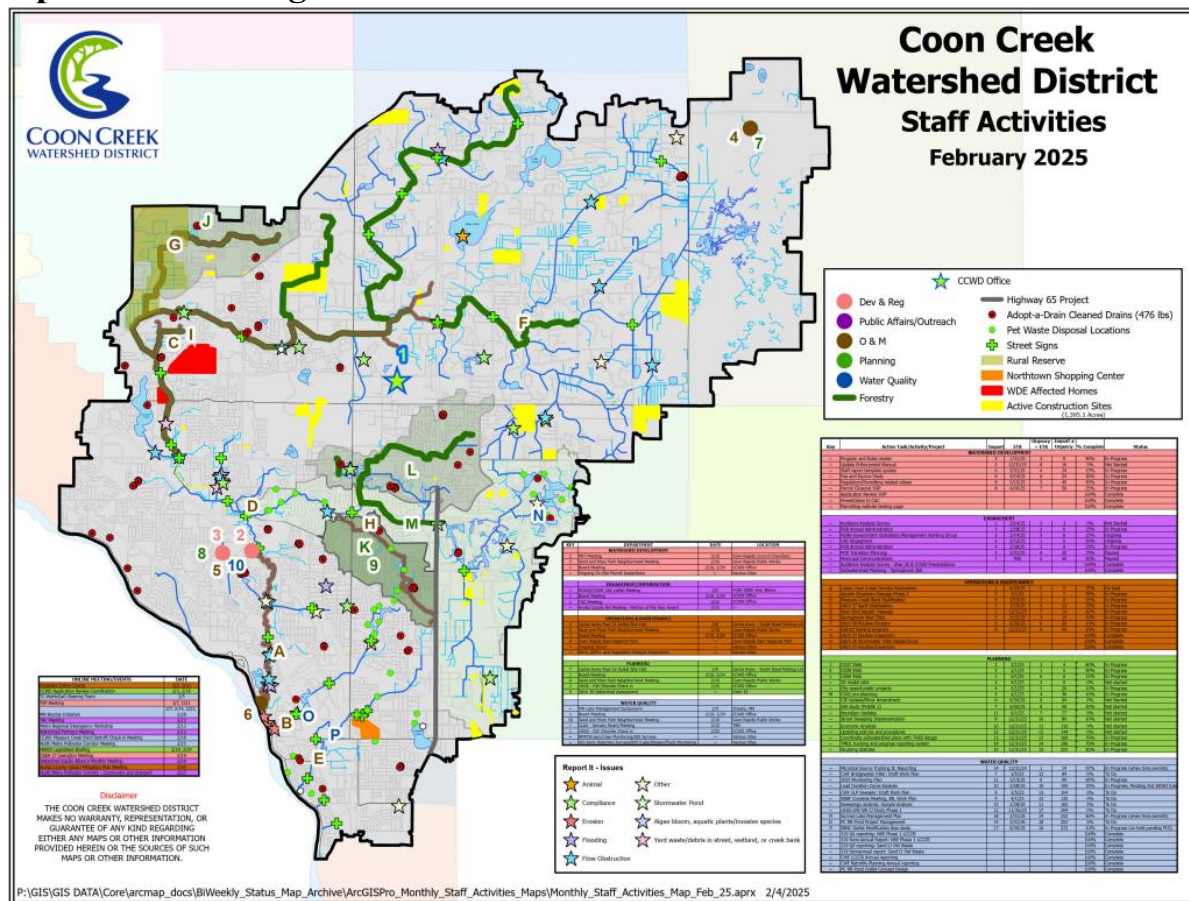
Collaborator Actions Capacity and Capability

| Collaborator | Description |
|-----------------------------|--|
| Anoka Conservation District | <ul style="list-style-type: none"> Preparing for 'Convene' meeting. Reporting and assessing 2025 projects |
| Anoka County Highways | <ul style="list-style-type: none"> Review of the appeal of MPCAs' Administrative Penalty Order on Lower Coon Creek will be heard in April |
| Andover | <ul style="list-style-type: none"> Council held annual SWPPP meeting February 4 Council meets February 17th |
| Blaine | <ul style="list-style-type: none"> Council approve JPA to install small monitoring wells to sample chloride in shallow ground water at January 6 meeting Council also meets Jan. 22nd. |
| Columbus | <ul style="list-style-type: none"> No report |
| Coon Rapids | <ul style="list-style-type: none"> Posted water resource specialist position. Applications due by 2/9 Following up on non-compliance items of storm water audit Updating stormwater utility rates |

| | |
|-------------------------|---|
| Fridley | <ul style="list-style-type: none"> No report |
| Ham Lake | <ul style="list-style-type: none"> Council appointed Dave Krugler as City Engineer |
| Spring Lake Park | <ul style="list-style-type: none"> No report |
| Crooked Lake Area Assoc | <ul style="list-style-type: none"> Preparing Clean Lakes grant application Planning summer milfoil treatments |
| Ham Lake Lake Assoc | <ul style="list-style-type: none"> Planning summer milfoil treatments |

STAFF ACTIVITIES

Operations Management Activities



Strategic Management Activities

- 1) **Goal: Request Legislature allocate more money to achieve TMDL by 2045:** Provided comments on HF 8 relative to the cost and loss of money and opportunities to pursue TMDL due to permit delays.
- 2) **Goal: Staged TMDL deadline:** Discussion and lobbying on the suddenness and absence of standards in state permit requirements has references the 2045 TMDL deadline. Staff

meeting with Assistant commissioners of both MPCA and DNR as well as Director of Water and Ecological Resources of DNR.

- 3) **Goal: Differentiate water resources**: Exploring the effectiveness of a conducting a use attainability study during Subwatershed planning. Not optimistic
- 4) **Goal: Comp Plan Updates**: Meeting with BWSR to review major versus minor plan amendments 2/5

Special Projects

Personnel Manual: Draft manual is on tonight's agenda for general discussion and comment

DISTRICT CAPACITY AND CAPABILITY

Equipment and Facilities:

All equipment is in good working condition.

Facilities & Installations:

South Pleasure Creek Filter: Pump is not working properly

Epiphany Creek Filter: Wash out adjacent to filter and pump has been repaired

Staffing:

- **Compliment**: The District is at 86% staffing
- **Vacancies/New Hires**: District has two vacancies. One vacancy, Administrative assistant will be posted the week of the 2/10. The other position is being re-analyzed
- **Health**: A few colds and sick children. Generally OK.

Training:

- We are currently reviewing and rethinking the District's training plan for staff preparation and development.

Financial Position:

Coon Creek Watershed District CCWD - Budget Report

As of Date:

01/31/2025

| | Year To Date 01/31/2025 | |
|-----------------------|----------------------------|--------------|
| | Actual Expenses YTD | Variance YTD |
| Revenue | | |
| Property Taxes | 47,986.64 | (47,986.64) |
| Fees & Charges | 11,527.86 | (11,527.86) |
| Other Revenue | 7,395.52 | (7,395.52) |
| Total Revenue | 66,910.02 | (66,910.02) |
| Expense | | |
| Salaries & Benefits | 245,701.05 | (245,701.05) |
| Professional Services | 49,114.05 | (49,114.05) |
| Operating Expenses | 17,906.32 | (17,906.32) |
| Program Expense | 33,132.78 | (33,132.78) |
| Capitalized Expenses | 33,361.47 | (33,361.47) |
| Total Expense | 379,215.67 | (379,215.67) |

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Coon Creek Watershed District Cash Balance

As of Date:

01/31/2025

| | Escrow Fund | General Fund | All Funds |
|---------------------------------|----------------------------|----------------------------|----------------------------|
| | Month Ending 01/31/2025 | Month Ending 01/31/2025 | Month Ending 01/31/2025 |
| Cash and Cash Equivalents | | | |
| Cash | 1,652,160.12 | (2,217,411.57) | (565,251.45) |
| Petty Cash | 0.00 | 250.00 | 250.00 |
| Investment Account | 5,070.00 | 5,427,508.56 | 5,432,578.56 |
| Total Cash and Cash Equivalents | 1,657,230.12 | 3,210,346.99 | 4,867,577.11 |

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| | | |
|--|--|--|
| January started with an operational fund balance of approximately \$3,520,668.39 | | |
| Change in net cash position was -\$310,321.40 | | |
| Balance of the escrow trust fund is \$1,728,677.12 | | |
| Twelve months into the previous fiscal year, the budget variance is -%30 less than planned | | |

COON CREEK WATERSHED DISTRICT

Request for Board Action

MEETING DATE: February 10, 2025
AGENDA NUMBER: 7
ITEM: Advisory Committees Report

AGENDA: Policy Discussion Information

ACTION REQUESTED

Receive Report

BACKGROUND

The Citizen Advisory Committee (CAC) met on January 8th. The Technical Advisory Committee (TAC) met on January 9th.

- The next CAC meeting is scheduled: February 12th at 4:30 pm hybrid with Zoom.
- The next TAC meeting is scheduled: February 13th at 8:30 am hybrid with Zoom.

ISSUES/CONCERNS

Citizen Advisory Committee (CAC)

All but one member of the CAC were present at the meeting along with CCWD staff Jessica Lindemyer and Erin Margl. Absent were Nathan Schneider.

1. Open Forum

Joe MacPherson informed the Committee of the passing of Ham Lake Engineer, Tom Collins.

Engagement Coordinator, Jessica Lindemyer, directed the Committee's attention to the survey handouts on the table. She noted that the survey is part of a larger municipal insight effort aimed at gaining a better understanding of the needs, priorities, and values of the District's partners. She asked each committee member to complete the survey before departing the meeting..

2. District Update

Jessica gave a brief update on various District activities including 2024 precipitation trends, the retirement of Information Coordinator Dawn Doering, the administrative separation from Anoka County, and the selection of CCWD's Pet Waste Program as a finalist for the Minnesota Watershed's Program of The Year Award.

3. Staff Spotlight: Watershed Development

Watershed Development Coordinator, Erin Margl, introduced herself and provided a brief overview of her role and those of her subordinates: Abbey Lee, Kailee Hasbrook, and consulting engineers from Stantec.

Erin discussed the purpose of the Watershed Development program and provided an overview of the District's statutory authorizations and rules. There was general discussion regarding the permitting process and who residents would contact with questions or concerns relating to various project types.

Barbara inquired about wetland banking, how the process worked, the criteria used to determine wetland replacement ratios, and how endangered species were handled. There was general discussion about wetland banking within Anoka County as well as discussion regarding the complex nature of regulations surrounding endangered plant and animal species.

Erin walked the Committee through the inspection process and discussed some of the recent changes that have been made to the process to improve compliance rates. Joe commended the District on these changes stating that the new inspection reports have been received positively by the County.

4. 2025 priorities

Jessica asked the committee for topics and/or activities that the CAC would like to pursue in 2025. She provided the following suggestions:

| Information Items | Discussion Items | Actionable Items |
|----------------------------|------------------|-------------------------|
| Project progress & updates | Promotion of CAC | Volunteer Cleanups |
| Board happenings | | Tabling at events |
| Budget & planning | | Meeting with other CACs |

There was general consensus among the Committee to pursue all of the suggested items. Gary suggested that before each meeting of the CAC, District staff provide the Committee with topics or issues that they would like the CAC to weigh-in on.

Jessica asked if the Committee would have interest in having guest speakers present on specialized topics such as wetland banking. Several Committee members expressed their support of this idea with suggestions to bring in specialists on the topic of Threatened and Endangered Species (T&E) and the role of the Board of Water & Soil Resources (BWSR).

Technical Advisory Committee (TAC)

Most members of the TAC were present at the meeting. Absent were Anoka Conservation District, Board of Water and Soil Resources, and Columbus.

1. Situation

Jon Janke provided the TAC with a brief update on recent weather and hydrology. The relative lack of precipitation this winter is a bit unusual for this time of year, however,

CCWD is keeping an eye on frost penetration and depth as it may impact shallow utility systems.

Tim Kelly and Dave Krugler informed the TAC of the passing of Tom Collins, Engineer for the City of Ham Lake. They shared the details of Tom's funeral and expressed their sincere condolences.

2. Concerns

Legislative Update

The legislature convenes Tuesday, January 14th. There will be a drainage bill that has a good chance of getting through. While there are no major implications locally for this bill, as the District does not operate under the drainage law, CCWD will be watching for the cumulative impact of these additions to the drainage law.

In the world of stormwater, there has been an increase in the assertiveness of the PCA in relation to the 401 certification process and an apparent change in procedures by the DNR for issuing permits. Both of these have led to delays in projects within the District. So far neither the PCA nor the DNR have been particularly responsive to the concerns that have been raised. Tim indicated that he has separate meetings set up with the commissioners of both agencies (PCA & DNR) next week.

Tim asked the TAC to share any cases they may have of PCA or DNR permits being delayed or unclear processes/standards resulting in undue delays.

MS4 Audit Insights

Tim indicated that both the City of Blaine and the City of Coon Rapids completed their MS4 Audits. He asked that they share how the process went and any insights that were gained as a result.

Mark Hansen shared that while they did discover a few areas of non-compliance it was a good experience overall. There will be some items to follow-up on, but overall Coon Rapids was able to provide most of the information they were looking for during the audit. Mark expressed appreciation for the help Coon Rapids received from CCWD on the items related to public outreach. Some of the education materials were even requested by the auditors to be used as an example for other cities. Mark shared that one of the areas Coon Rapids struggled with compliance was illicit discharge training for police and fire in past years. Verbal warning documentation was also considered to be lacking by the auditors.

Megan Hedstrom shared that Blaine had a very similar experience with their MS4 audit. One of the biggest issues Blaine had was the timing of the audit as it occurred during a very hectic time for the City. Megan echoed Mark's appreciation of CCWD's assistance in the area of public outreach and education stating that Blaine relies fully on CCWD for the development of MS4 compliant education and outreach materials. Blaine also had issues with training and documentation for police and fire.

Given that annual illicit discharge training for police and fire was an issue for both Blaine and Coon Rapids, Jim Kosluchar inquired about the possibility of CCWD assisting with the development of a joint training opportunity to help address this challenge. Mark Hansen

added that in 2024 Coon Rapids incorporated a training PowerPoint from CCWD into the Cities standard training module which was sufficient for the MS4 auditors. Megan shared that Blaine went a similar route and shared a training video with the public safety supervisors to disseminate to their staff. Unfortunately, due to the large amount of public safety personnel and lack of interest from the supervisors, stormwater staff simply do not have the time to chase down individual officers to complete such a training.

Justine Dauphinais asked if either Coon Rapids or Blaine received comment from the auditors on if an email “read receipt” would be sufficient documentation. Megan shared that she had asked this question and the auditors informed her that “read receipts” are not sufficient, they are specifically looking for individual sign-offs.

Jon Janke suggested that it may be better to try to get the PCA to lead regional external trainings rather than having each municipality develop their own. Mark Hansen expressed his agreement with this idea. He also noted that the auditors were looking for illicit discharge documentation beyond what is provided on the initial incident form such as copies of emails, photos, and follow-up letters. The auditors did not look as favorably on simple written summaries.

PCA & DNR Permitting

Tim again asked if any of the TAC members had any examples to share related to issues with PCA Threatened & Endangered Species Program and/or the DNR 401 certification process.

Megan Hedstrom indicated that Blaine has had issues obtaining dewatering permits from the DNR in regards to rare plants and they anticipate continuing to have this issue. The plants are not getting caught in the beginning of a project because the projects do not have a wetland impact and as such aren’t going through the full Wetland Conservation Act (WCA) process, however when the dewatering permit gets pulled the rare plants are flagged by the DNR and the project timeline gets significantly delayed. In one specific incident construction has been delayed by almost a full year.

Floodplain Maps (HUC 8)

Erik Bye shared that CCWD and Stantec have been in communication with the DNR to get a better understanding of the process. The DNR is hesitant to give out specific details as some of it may change. Stantec will be submitting the model within a few weeks to the DNR. Once that has been submitted the process will be fully within the hands of the DNR and FEMA. The DNR will review CCWD’s model and map it themselves. With the help of FEMA that process typically takes 2-3 years. After that, the DNR and FEMA will hold three local meetings with the intent of receiving feedback and comments on the draft maps from local entities. After the initial meetings the DNR will hold an official public notification meeting with a 90-day appeal window following. Appeals can add years to the process, so we’ll want to do whatever we can to get all of our comments submitted during the initial feedback window. On average, this entire process takes 3 – 5 years.

The DNR has confirmed that they intend to use 2022 LiDAR data and recommended that cities keep handy their Letter of Map Change records.

Erik confirmed that we have no confirmed dates or hard deadlines at this time. The DNR communicated that Anoka County and Washington County are their current priorities within the Twin Cities HUC 8. Erik and Stantec will continue to meet with the DNR on a regular basis.

There was a brief discussion about the current status of 2022 LiDAR data, specifically the 1' contours. Jon Janke stated that Anoka County has the data and it should be available soon. Communities along the Mississippi may need to get additional data from Hennepin County as the areas abutting the Mississippi were flown as part of the Hennepin County mapping efforts in a previous year. CCWD will keep the TAC updated on the availability of the data.

Eastbrook Terrace Groundwater Contamination Update

Justine Dauphinais explained that she recently attended a meeting of the Crooked Lake Association and several residents approached her about getting updates on the groundwater contamination mitigation status. Dave Berkowitz share that the City of Andover had a meeting with the MPCA in late December to talk about where things are going. Andover requested that the MPCA get information out to the residents and they will be having a meeting on January 14th to specifically discuss community outreach. At this time it sounds like the work will be done in phases with Red Oaks-Second Phase constructed in 2026 and Eastbrook terrace potentially addressed in 2027.

Municipal Insight Survey – Insights from Phase One

Jessica Lindemyer provided a summary of the initial insights from Phase One of the Municipal Insight Survey. The purpose of this work is to gain a better understanding of the needs, values, priorities, and perceptions of CCWD's municipal partners with the goal of tailoring future municipal engagement efforts to speak to the values and interests of local decision makers in a language that they understand and in terms that are of interest to them.

Jessica outlined the general methods of the municipal insight effort stating that Phase One consisted of 13 interviews with individual decision-makers (roughly two in each municipality) and 25 staff surveys.

Key insights from Phase One include:

- Factors that encourage support for water management funding
 - Mitigation of risk
 - Prevention of loss
 - Public healthy & safety
 - Receiving regular updates
- Factors that discourage support for water management funding
 - Lack of trust in state/federal regulators
 - Lack of perceived benefits
 - Belief that water management is a problem for others
- Actionable Recommendations such as
 - Provide city specific reports and progress updates

- Provide explainer resources for staff to use when communicating with decision makers who are less familiar with the issues and context
- Continued presence at city-hosted events.

Jessica explained that Phase Two of this effort will begin shortly and consist of 14 resident interviews followed by a larger survey of taxpayers within the District. Once Phase Two has been completed, she will provide another update to the TAC.

3. Briefs

Water Quality Cost Share Program

Justine Dauphinais reminded Committee members that the first deadline for Water Quality Cost-Share Applications is Friday, February 7th. More information regarding this program is available on the CCWD website.

Watershed Based Implementation Funding

Justine Dauphinais informed the TAC that the Coon Creek Watershed Planning Group will be entering its 4th biennium of funding under the Watershed Based Implementation Funding (WBIF) program. In order to access the funds set aside for the Coon Creek Watershed Planning Group, the Group must hold a convene meeting and vote on a project(s) to submit for funding by April 2025. The project must be focused on water quality; water quantity-centered projects are not eligible. In order for the Convene meeting to be held, the Coon Creek Watershed District, the Anoka Conservation District, and two municipalities with jurisdiction within CCWD boundaries must be present. Justine asked the TAC members to start thinking about potential projects they would like to put forward for consideration. The funds will be made available in 2025 and expire in 2027.

There was a general consensus that the convene meeting could be held at the February TAC meeting scheduled for February 13th.

4. Other Water Management Concerns

None.

5. Announcements

None.

RECOMMENDATION

Receive the report.

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: February 10, 2025
AGENDA NUMBER: 8
ITEM: Bills to Be Paid

FISCAL IMPACT: Budgeted
POLICY IMPACT: Policy

REQUEST

Approve bills

BACKGROUND

Claims totaling \$500,110.08 on the following disbursement(s) list will be issued and released upon Board approval.

| Vendor | Amount |
|--|-------------------|
| V0008--US BANK | 11,046.10 |
| V0010--A1 FLOOR AND CARPET CARE INC | 1,119.30 |
| V0054--MICHELLE J ULRICH PA | 6,791.25 |
| V0071--SUNRAM CONSTRUCTION INC | 274,089.38 |
| V0104--MINNESOTA PIPELINE COMPANY | 2,077.86 |
| V0111--WELL GROOMED LAWNS INC | 445.00 |
| V0221--ABDO LLP | 5,466.67 |
| V0242--METRO I NET | 6,753.00 |
| V0266--THOMPSON, TYLER | 64.90 |
| V0268--ANOKA COUNTY PARKS | 162,132.96 |
| V0300--HASBROOK, KAILEE | 100.80 |
| V0348--BLUE CROSS BLUE SHIELD OF MN | 20,335.92 |
| V0352--HEALTH EQUITY INC | 232.50 |
| V0352--HEALTH EQUITY INC | 778.06 |
| V0353--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION | 7,356.38 |
| V0363--MINNESOTA STATE RETIREMENT SYSTEM | 1,320.00 |
| | 500,110.08 |

Item 8: Bills to be Paid Page 2 of 2

| | | | | | | | | | | |
|-------------------------------|---|-----------------------|------------|--------------|-------------------------------|---------|--------------------|-----------|--------------------|--|
| Company name: Created on: | Coon Creek Watershed District 2/5/2025 | | | | | | | | | |
| | Vendor name | Bill number | Date | Fund name | Department name | Account | Capital Project ID | Grant ID | Transaction amount | Memo |
| 0225COWD | A1 FLOOR AND CARPET CARE INC | 0225COWD | 2/4/2025 | General Fund | Administration | 61105 | | | 1,119.30 | FEB2025 CLEANING SERVICE |
| Sum for 0225COWD | | | | | | | | | | 1,119.30 |
| 1265812591 | | | | | | | | | | |
| | MINNESOTA STATE RETIREMENT SYSTEM | 1265812591 | 2/5/2025 | General Fund | Watershed Development | 60718 | | | 60.00 | WD01312025 MSRS PAYROLL |
| | MINNESOTA STATE RETIREMENT SYSTEM | 1265812591 | 2/5/2025 | General Fund | Planning | 60718 | | | 200.00 | PLAN01312025 MSRS PAYROLL |
| | MINNESOTA STATE RETIREMENT SYSTEM | 1265812591 | 2/5/2025 | General Fund | Public & Governmental Affairs | 60718 | | | 25.00 | PRG01312025 MSRS PAYROLL |
| | MINNESOTA STATE RETIREMENT SYSTEM | 1265812591 | 2/5/2025 | General Fund | Water Quality | 60718 | | | 360.00 | WQ01312025 MSRS PAYROLL |
| | MINNESOTA STATE RETIREMENT SYSTEM | 1265812591 | 2/5/2025 | General Fund | Administration | 60718 | | | 575.00 | ADM01312025 MSRS PAYROLL |
| | MINNESOTA STATE RETIREMENT SYSTEM | 1265812591 | 2/5/2025 | General Fund | Operations & Maintenance | 60718 | | | 100.00 | OM01312025 MSRS PAYROLL |
| Sum for 1265812591 | | | | | | | | | | 1,320.00 |
| 1GZT948 | HEALTH EQUITY INC | 1GZT948 | 2/4/2025 | General Fund | Operations & Maintenance | 60713 | | | 232.50 | 2025 DPCARE REIMB JAN |
| Sum for 1GZT948 | | | | | | | | | | 232.50 |
| 2025-COWD | ANOKA COUNTY PARKS | 2025-COWD | 2/4/2025 | General Fund | Operations & Maintenance | 63595 | PRQJ24-419 | | 43,031.96 | REIMB ANOKA CTY PARKS CC BANK STAB CRDRP |
| | ANOKA COUNTY PARKS | 2025-COWD | 2/4/2025 | General Fund | Operations & Maintenance | 63595 | PRQJ23-401 | | 119,101.00 | REIMB ANOKA CTY PARKS CC BANK STAB CRDRP |
| Sum for 2025-COWD | | | | | | | | | | 162,132.96 |
| 227706629 PAY1 | SUNRAM CONSTRUCTION INC | 227706629 PAY1 | 1/23/2025 | General Fund | Water Quality | 63595 | PRQJ24-516 | G23-001 | 274,089.38 | PRQJ227706629 LCCORPAYAPP1 |
| Sum for 227706629 PAY1 | | | | | | | | | | 274,089.38 |
| 2443 | METRO INET | 2443 | 2/1/2025 | General Fund | Administration | 63066 | | | 6,753.00 | FEB25 IT SERVICES |
| Sum for 2443 | | | | | | | | | | 6,753.00 |
| 2.50131E+11 | | | | | | | | | | |
| | BLUE CROSS BLUE SHIELD OF MN | 250131411716 | 1/31/2025 | General Fund | Administration | 60714 | | | -925.32 | ADMADJMAR2025 HEALTH & VISION INS |
| | BLUE CROSS BLUE SHIELD OF MN | 250131411716 | 1/31/2025 | General Fund | Administration | 21050 | | | 21,168.94 | MAR2025 HEALTH INS |
| | BLUE CROSS BLUE SHIELD OF MN | 250131411716 | 1/31/2025 | General Fund | Planning | 60722 | | | 15.52 | PLANMAR2025 HEALTH & VISION INS |
| | BLUE CROSS BLUE SHIELD OF MN | 250131411716 | 1/31/2025 | General Fund | Water Quality | 60722 | | | 5.38 | WQJANMAR2025 HEALTH & VISION INS |
| | BLUE CROSS BLUE SHIELD OF MN | 250131411716 | 1/31/2025 | General Fund | Administration | 60722 | | | 30.30 | ADMJANMAR2025 VISION INS |
| | BLUE CROSS BLUE SHIELD OF MN | 250131411716 | 1/31/2025 | General Fund | Watershed Development | 60722 | | | 20.00 | WDMAR2025 HEALTH & VISION INS |
| | BLUE CROSS BLUE SHIELD OF MN | 250131411716 | 1/31/2025 | General Fund | Operations & Maintenance | 60722 | | | 20.20 | OMMAR2025 HEALTH & VISION INS |
| Sum for 250131411716 | | | | | | | | | | 20,335.92 |
| 26254 | WELL GROOMED LAWNS INC | 26254 | 1/31/2025 | General Fund | Administration | 61250 | | | 445.00 | FLOW AND SHOVEL JAN2025 |
| Sum for 26254 | | | | | | | | | | 445.00 |
| 500994 | ABDO LLP | 500994 | 1/31/2025 | General Fund | Administration | 63052 | | | 5,466.67 | CLIENT 90223 FSJ MNTHLY QTRLY ANN L SCVS |
| Sum for 500994 | | | | | | | | | | 5,466.67 |
| AP48C3Z-P | HEALTH EQUITY INC | AP48C3Z-P | 2/4/2025 | General Fund | Operations & Maintenance | 60713 | | | 136.53 | OMJAN31 HSA EEDUCTIONS |
| | HEALTH EQUITY INC | AP48C3Z-P | 2/4/2025 | General Fund | Administration | 60713 | | | 225.00 | ADMJAN31 HSA EEDUCTIONS |
| | HEALTH EQUITY INC | AP48C3Z-P | 2/4/2025 | General Fund | Planning | 60713 | | | 136.00 | PLANJAN31 HSA EEDUCTIONS |
| | HEALTH EQUITY INC | AP48C3Z-P | 2/4/2025 | General Fund | Water Quality | 60713 | | | 136.53 | WQJAN31 HSA EEDUCTIONS |
| | HEALTH EQUITY INC | AP48C3Z-P | 2/4/2025 | General Fund | Public & Governmental Affairs | 60713 | | | 69.00 | PRGJAN31 HSA EEDUCTIONS |
| | HEALTH EQUITY INC | AP48C3Z-P | 2/4/2025 | General Fund | Watershed Development | 60713 | | | 75.00 | WDMJAN31 HSA EEDUCTIONS |
| Sum for AP48C3Z-P | | | | | | | | | | 778.06 |
| Charge payoffs - 1387 | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Planning | 20020 | | | 35.00 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Planning | 20020 | | | 68.00 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Water Quality | 20020 | | | 20.00 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Water Quality | 20020 | PRQJ24-516 | G23-001-M | 35.00 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Water Quality | 20020 | PRQJ24-516 | G23-001-M | 66.99 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Water Quality | 20020 | PRQJ24-516 | G23-001-M | 133.98 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Water Quality | 20020 | PRQJ24-516 | G23-001-M | 193.46 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Water Quality | 20020 | PRQJ24-520 | | 3,175.00 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Public & Governmental Affairs | 20020 | | | 22.43 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Public & Governmental Affairs | 20020 | | | 49.71 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Public & Governmental Affairs | 20020 | | | 60.94 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Public & Governmental Affairs | 20020 | | | 71.82 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Public & Governmental Affairs | 20020 | | | 73.00 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Public & Governmental Affairs | 20020 | | | 73.80 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Public & Governmental Affairs | 20020 | | | 100.56 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Public & Governmental Affairs | 20020 | | | 134.62 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Public & Governmental Affairs | 20020 | | | 197.00 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 14.59 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 35.00 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 42.18 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 51.55 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 64.16 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 68.00 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 86.45 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 131.56 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 136.55 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 223.89 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 245.81 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 295.52 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 509.40 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 586.10 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 589.32 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 1,106.70 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Administration | 20020 | | | 1,328.46 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Operations & Maintenance | 20020 | | | 12.99 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Operations & Maintenance | 20020 | | | 26.22 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Operations & Maintenance | 20020 | | | 34.79 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Operations & Maintenance | 20020 | | | 35.12 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Operations & Maintenance | 20020 | | | 50.00 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Operations & Maintenance | 20020 | | | 205.43 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Operations & Maintenance | 20020 | | | 560.88 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Watershed Development | 20020 | | | 26.32 | |
| | US BANK | Charge payoffs - 1387 | 1/27/2025 | General Fund | Watershed Development | 20020 | | | 68.00 | |
| Sum for Charge payoffs - 1387 | | | | | | | | | | 11,046.10 |
| EMP REIMB 2024 | THOMPSON, TYLER | EMP REIMB 2024 | 12/17/2024 | General Fund | Operations & Maintenance | 61251 | | | 64.90 | 2024 REIMB-BERM MONITORING PIPE |
| Sum for EMP REIMB 2024 | | | | | | | | | | 64.90 |
| Jan-25 | MICHELLE JULRICH PA | JAN2025 | 2/3/2025 | General Fund | Administration | 63453 | | | 6,791.25 | LEGAL JAN2025 |
| Sum for JAN 2025 | | | | | | | | | | 6,791.25 |
| PAN 18-106 | MINNESOTA PIPELINE COMPANY | PAN18-106 | 2/10/2025 | General Fund | Watershed Development | 53191 | | | 67.86 | P18-106 REVIEW REF PIPELINE MAINTENANCE DIG SITE 17-0271 |
| | MINNESOTA PIPELINE COMPANY | PAN18-106 | 2/10/2025 | Escrow Fund | Administration | 24210 | | | 2,010.00 | P18-106 ESCROW REF PIPELINE MAINTENANCE DIG SITE 17-0271 |
| Sum for PAN 18-106 | | | | | | | | | | 2,077.86 |
| SOMPER000786060 | PUBLIC EMPLOYEES RETIREMENT ASSOCIATION | SOMPER000786060 | 2/5/2025 | General Fund | Administration | 21050 | | | 3,940.92 | |
| | | SOMPER000786060 | 2/5/2025 | General Fund | Administration | 60717 | | | 986.69 | |
| | | SOMPER000786060 | 2/5/2025 | General Fund | Watershed Development | 60717 | | | 719.68 | |
| | | SOMPER000786060 | 2/5/2025 | General Fund | Planning | 60717 | | | 271.81 | |
| | | SOMPER000786060 | 2/5/2025 | General Fund | Operations & Maintenance | 60717 | | | 665.45 | |
| | | SOMPER000786060 | 2/5/2025 | General Fund | Water Quality | 60717 | | | 500.03 | |
| | | SOMPER000786060 | 2/5/2025 | General Fund | Public & Governmental Affairs | 60717 | | | 271.80 | |
| Sum for SOMPER000786060 | | | | | | | | | | 7,356.38 |
| REIMB 2025 | HASBROOK KALEE | REIMB 2025 | 1/31/2025 | General Fund | Watershed Development | 61475 | | | 100.80 | EMP REIMB JUN 2025 MILEAGE |
| Sum for REIMB 2025 | | | | | | | | | | 100.80 |
| Sum Total | | | | | | | | | | 500,110.08 |

Permit Application Review Report
Date: 2/5/2025**Board Meeting Date: 2/10/2025**
Agenda Item: 9Applicant/Landowner:

CenterPoint Energy
Attn: Madelyn Nierengarten
505 Nicollet Mall
Minneapolis, MN 55402

Project Name: 2025 Northgate Replacement (WO# 91728137)**Project PAN:** P-25-003**Project Purpose:** utility line replacement**Project Location:** East side of BNSF railroad south of Osborne Rd, Fridley**Site Size:** Size of disturbed area - 1.07 acres; size of regulated impervious surface - 0 acres**Applicable District Rule(s):** Rule 2, Rule 4, Rule 5

Recommendation: Approve with 1 Conditions and 0 Stipulations

Description: The applicant is proposing the in-kind replacement of 24-inch diameter steel natural gas transmission pipeline. The project will disturb 1.07 acres within the District. Most of this project is within the Rice Creek Watershed District. The project will not create any new regulated impervious surface. The area drains to Oak Glen Creek. The relevant water resource concerns include erosion and sediment control and wetlands which correspond to District rules 3 and 5. See attached Figure 1: Project Location and Figure 2: Site Plan.

Conditions to be Met Before Permit Issuance:Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,535.00.

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:

Exhibits:

| Exhibit Type | Exhibit Author | Signature Date | Received Date |
|--|----------------|----------------|---------------|
| Wetland & Waterbody Delineation Report | Merjent | 11/2024 | 01/22/2025 |
| Narrative and Construction Plans | Merjent | 01/21/2025 | 01/22/2025 |

Findings

Fees and Escrows (Rule 2.7):

The applicant has submitted a \$1,950.00 application fee and deposit which corresponds with the base fee for a Separate Private Street and Utility project (\$1,750.00), and the applicant mistakenly submitted an extra \$200. The overpayment amount has been approved by the applicant to be utilized to cover the \$10 administrative fee and potential review and inspection fee overages. The applicant will be required to submit a performance escrow in the amount of \$2,535.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (1.07 acres of land disturbance proposed).

Stormwater Management (Rule 3.0):

The proposed project does not create a cumulative total of 10,000 sf or more of new or fully reconstructed impervious surface, or 5,000 sf or more of new or fully reconstructed impervious surface for non-residential or multifamily residential within one mile of and draining to an impaired water. The proposed project is not a public linear project where the sum of the new and fully reconstructed impervious surface is equal to one or more acres. Stormwater Management standards do not apply.

Soils and Erosion Control (Rule 4.0)

Rule 4.0 applies to the proposed project because it includes land disturbing activities of 1 acre or more.

The proposed project drains to Oak Glen Creek. The soils affected by the project include Urban and do not 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, inlet protection, and erosion control blanket. The erosion control plan meets District Requirements. The site does require a NPDES permit, which has been applied for. See Figure 2: Erosion and Sediment Control Plan.

Wetlands (Rule 5.0)

Rule 5.0 applies to the proposed project because it includes activities which result in the filling, draining, excavating or other altering the hydrology of a wetland.

The applicant submitted a joint application form requesting a No Loss decision on 01/21/2025. The application was noticed to the TEP on 1/22/2025. Temporary wetland impacts are proposed through trenching in 1 location within the District. A wetland impact summary is outlined below.

| Wetland ID | Impact Type (F/D/E) | Impacts (sf) | Impact Duration (T/P) | Replacement Ratio | Required Mitigation (sf) |
|------------|---------------------|--------------|-----------------------|-------------------|--------------------------|
| w04 | Excavation | 175 | Temporary | 0 | 0 |

Table 6.

The TEP agrees that the proposed project meets the requirements for a No Loss under No-Loss (8424.0415) Part F. See Figure 2: Wetland Impacts.

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.

P25-003 2025 Northgate Replacement

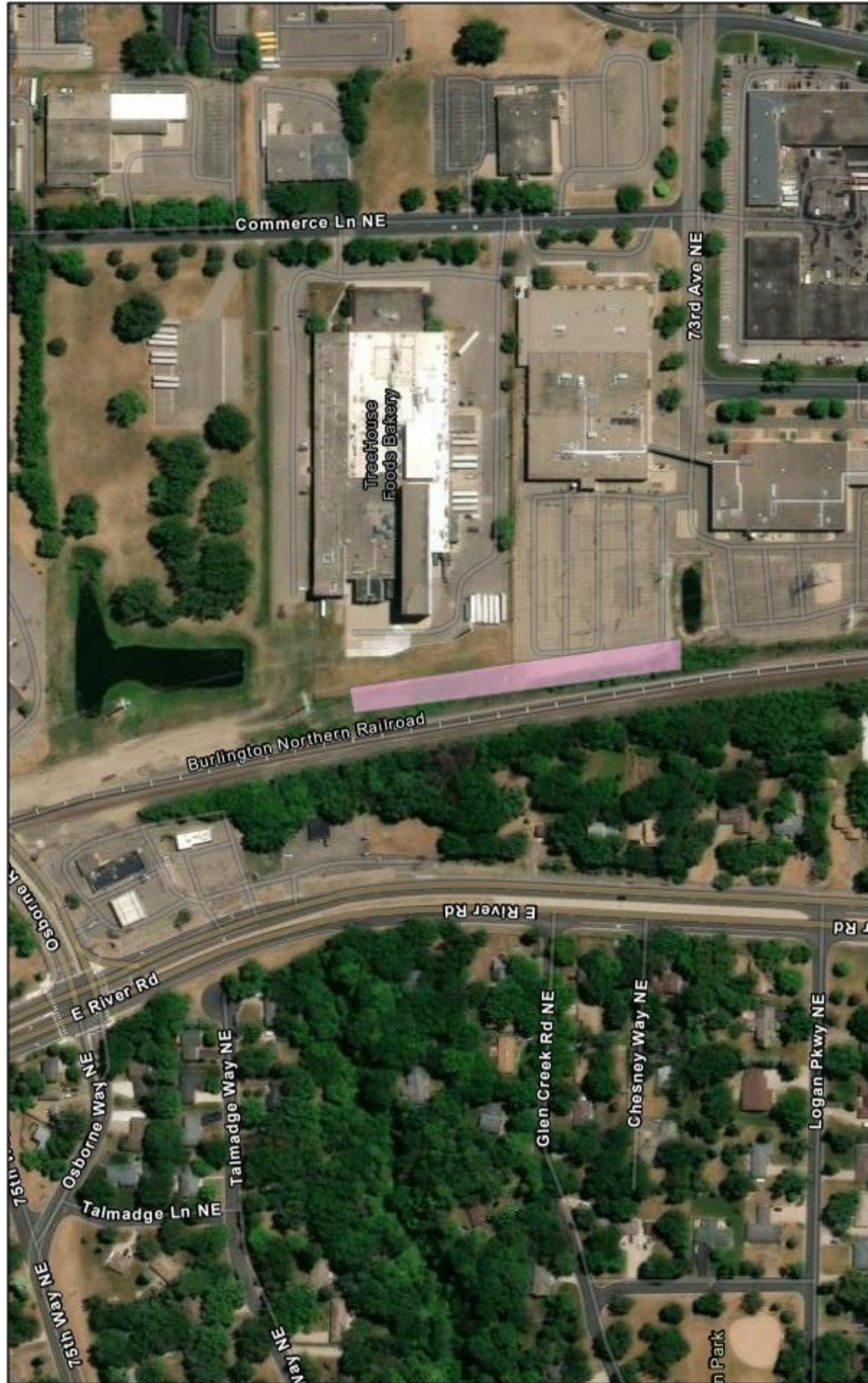


Figure 1: Project Location

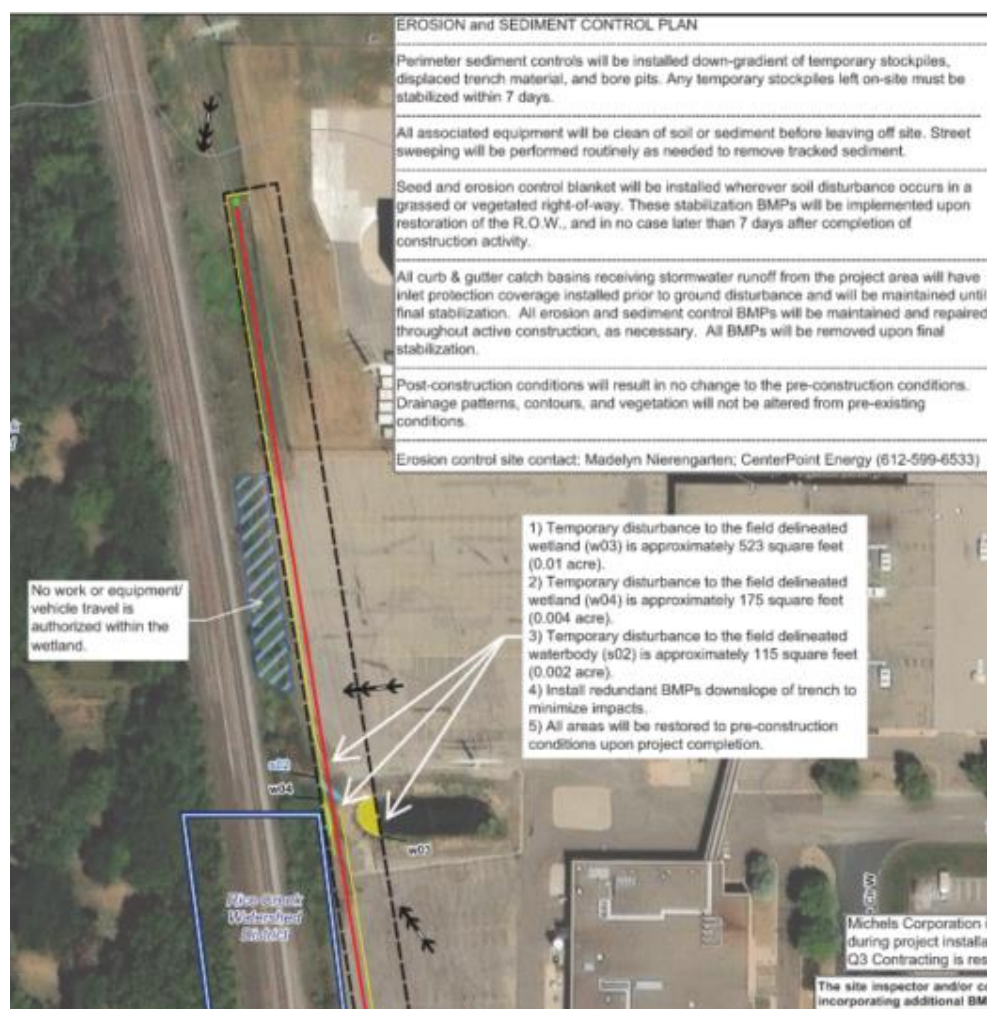


Figure 2: Site plan, Erosion and Sediment Control Plan, and Wetland impacts.

Permit Application Review Report
Date: 2/5/2025

Board Meeting Date: 2/10/2025
Agenda Item: 10

Applicant/Landowner:

The Goddard School of Blaine
Attn: Mike Sokol
12612 Central Ave NE
Blaine, MN 55434

Project Name: The Goddard School Expansion

Project PAN: P-25-001

Project Purpose: school building expansion, grading and construction of a stormwater treatment feature

Project Location: 12612 Central Ave NE, Blaine MN

Site Size: size of parcel - 2.5 acres; size of disturbed area - 0.76 acres; size of regulated impervious surface - 0.29 acres

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

Recommendation: Approve with 3 Conditions and 3 Stipulations

Description: The application is proposing the construction of a new addition to the Goddard School with associated stormwater treatment. The project will disturb 0.76 acres and create 0.29 acres of regulated impervious surface. The parcel drains south to County Ditch 60. The relevant water resource concerns are stormwater treatment and erosion and sediment control. These correspond to District rules 3 and 4. See attached Figure 1: Project Location and Figure 2: Site Plan.

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,380.00.

Rule 3 – Stormwater Management

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

Rule 4.0 – Soils and Erosion Control

3. Update the erosion and sediment control plan to includes a note to stabilize soil and soil stockpiles within 7 days of inactivity.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, the applicant agrees to these stipulations:

1. Submittal of as-builts for the stormwater management practices and associated structures listed in Table 2, including volume, critical elevations and proof of installation for hydrodynamic separators.
2. Completion of a post construction infiltration test on the Infiltration Basin by filling the basin to a minimum depth of 6 inches with water and monitoring the time necessary to drain, or multiple double ring infiltration tests to ASTM standards. The Coon Creek Watershed District shall be notified prior to the test to witness the results.
3. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.

Exhibits:

| Exhibit Type | Exhibit Author | Signature Date | Received Date |
|--------------------------------|------------------------|----------------|---------------|
| Geotechnical Evaluation Report | Braun Intertec | 02/25/2019 | 01/08/2025 |
| Stormwater Drainage Report | Plowe Engineering Inc | 01/29/2025 | 01/29/2025 |
| Construction Plans | Plowe Engineering Inc. | 01/29/2025 | 01/29/2025 |

Findings

Fees and Escrows (Rule 2.7):

The applicant has submitted a \$3,310.00 application fee and deposit which corresponds with the nonrefundable application fee (\$10), base fee for a Commercial/Industrial Development project of 2.5 acres (\$3,300.00). The applicant will be required to submit a performance escrow in the amount of \$2,380.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (0.76 acres of land disturbance proposed).

Stormwater Management (Rule 3.0):

Rule 3.0 applies to the proposed project because it includes land disturbing activities creating a cumulative total of 10,000 sf or more of new or fully reconstructed impervious surface.

The Hydrologic Soil Group (HSG) of soils on site are HSG B.

Rate Control: Peak stormwater flow rate at each point of site discharge does not increase from the pre-development condition for the 24-hour precipitation event with a return frequency of 2-, 10-, 100- years as shown in Table 1. The project will not impact Drainage Sensitive Use areas. The rate control standard is met.

| Point of Discharge | 2-year (cfs) | | 10-year (cfs) | | 100-year (cfs) | |
|--------------------|--------------|----------|---------------|----------|----------------|----------|
| | Existing | Proposed | Existing | Proposed | Existing | Proposed |
| South | 0.62 | 0.29 | 2.14 | 1.39 | 7.22 | 5.6 |
| Northeast | 0.55 | 0.28 | 1.09 | 1.01 | 2.4 | 2.2 |

Table 1.

Volume Control: The proposed project is redevelopment that does not disturb 50% or more of the site; therefore, the volume reduction requirement is equal to 1.1 inches over the area of new and reconstructed impervious surface. The amount of proposed impervious required to be treated is 12,568 ft².

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

| Drainage Area | Impervious required to be treated (ft²) | Proposed SMP | TP Removal Factor | Required Water Quality Volume (ft³) | Water Quality Volume Provided (ft³) |
|----------------------|---|------------------------|--------------------------|---|---|
| Existing Basin 2 | 2,093 | Existing Infil Basin 2 | 1 | 192 | 3,629 |
| Infiltration Basin 1 | 10,475 | Infil Basin 1 | 1 | 960 | 1,136 |
| Totals: | 12,568 | | | 1,152 | 4,765 |

Table 2.

No pretreatment is proposed for the project. The only impervious draining to the infiltration basin is roof drainage which should not include any sediment that would need to be captured.

The volume control standard has been met as shown in Table 2.

Water Quality: The total Water Quality Volume has been provided in aggregate.

Stormwater treatment on site must remove at least 80% of the average annual post development TSS per discharge location. The following TSS removal has been provided:

| Discharge Point | TSS Removal Provided |
|------------------------|-----------------------------|
| South | 91 |
| Northeast | 83 |

Table 3.

The TSS removal standard is met at each discharge point as shown in Table 3.

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 new development which includes buildings and habitable structures. Therefore, SMPs must be designed such that the lowest basement floor elevations are at least 2 feet above the 100-yr high water level and 1 foot above the emergency overflow. The lowest basement floor elevation proposed is 912 ft NAVD 88. The applicable 100-year high water levels are 908.9 and 906.8 ft NAVD 88 and the applicable emergency overflows are 910.1 and 907 ft NAVD 88. The freeboard requirement is met.

Maintenance:

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

Easements: All required maintenance easements have been provided on the plans.

Maintenance Agreements: The proposed stormwater management practices will not be maintained as part of standard municipal public work activities. Therefore, a maintenance agreement that meets District standards 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 County Ditch 60. The soils affected by the project include Sartell and does not have a soil erodibility factor of 0.15 or greater. Disturbed areas are not proposed to be

stabilized within 7 days, as required. The proposed erosion and sediment control plan includes perimeter control, inlet protection, and stabilized construction entrance. The erosion control plan does not meet District requirements because soils and soil stockpiles are not proposed to be stabilized within 7 days of inactivity. The site does not require a NPDES permit. See Figure 3: 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.



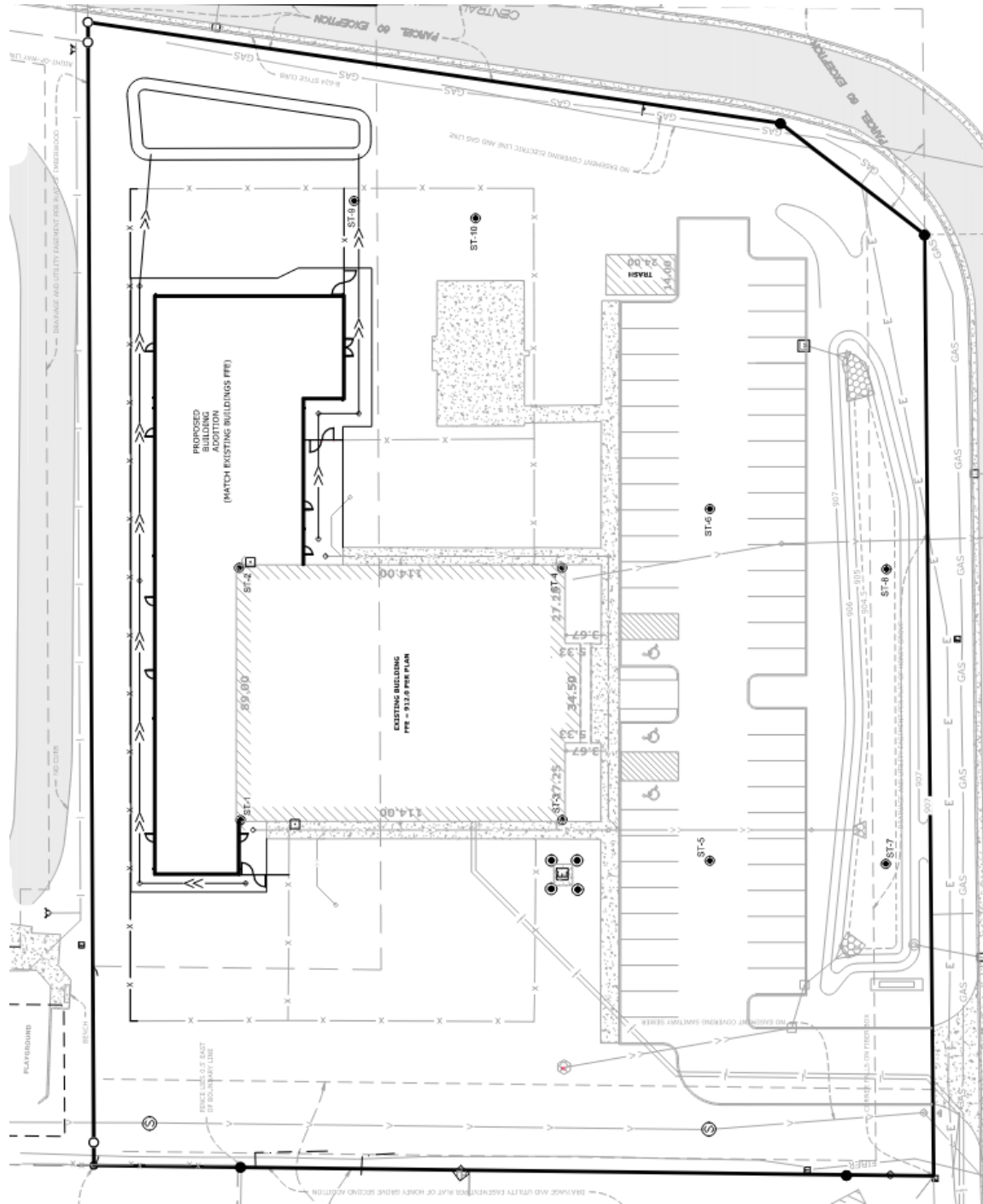


Figure 2: Site Plan

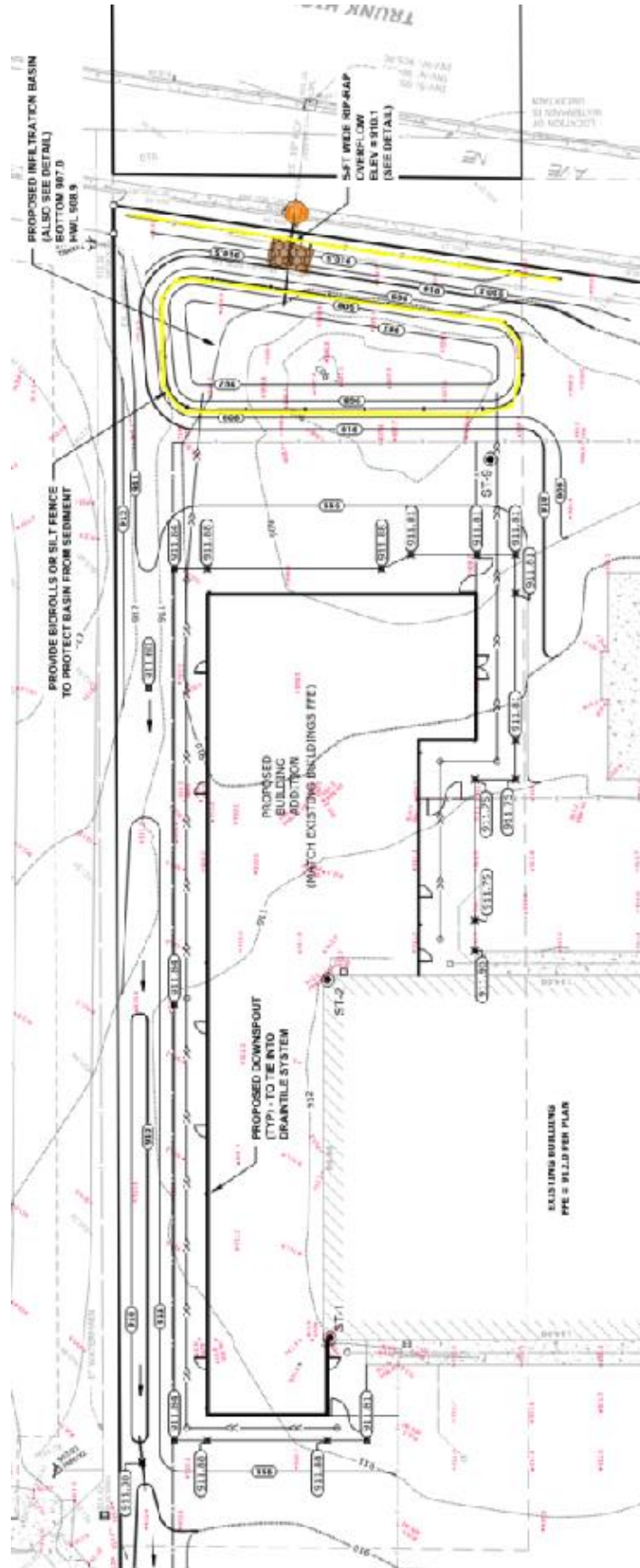


Figure 3: Erosion and Sediment Control Plan

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: February 10, 2025
AGENDA NUMBER: 11
ITEM: DRAFT Personnel Guidance Manual

AGENDA: Discussion

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.

On January 22, 2024 the Board was informed that a rewrite of the entire Personnel Guidance Manual will take place to coincide with the final phase of separation from Anoka County.

Prior to December 14, 2024, employees of Coon Creek Watershed District were under some of the personnel policies imposed by being subject to Anoka County payroll and human resources. Effective December 14, 2024, Coon Creek Watershed separated from Anoka County's payroll system and human resources. This change required substantial changes to the previously adopted Personnel Guidance Manual. This also gave the District an opportunity to align the Manual with the League of Minnesota Cities vetted and updated personnel manual update of October, 2024, incorporating the many changing laws that affect District personnel and policies.

ACTION REQUESTED

Review and provide comments, preferably in writing, on the DRAFT Coon Creek Watershed District Personnel Guidance Manual.

COORDINATION

Staff has based the Personnel Guidance Manual on the well-researched template provided by the League of Minnesota Cities and on the best interests of the District.

Staff were provided the Draft Personnel Guidance Manual on January 28, 2025, and their comments were requested in writing by February 11, 2025.

CONCLUSION

An updated Personnel Guidance Manual will maintain legal compliance in accordance with changes brought about by separation from Anoka County and more clearly defines needed policies in order to provide added protection to the District.

RECOMMENDATION

Provide comments on the proposed Personnel Guidance Manual at the February 10, 2025, Board of Managers Meeting.

OPTIONS, ACTION & IMPLEMENTATION STEPS

- 1) Direct staff to review Board and Staff comments and provide a marked-up Personnel Guidance Manual to the Board on February 24, 2025, for further consideration.
- 2) Make changes to the Draft Personnel Guidance Manual based on Board and Staff comments and propose adoption on February 24, 2025.