

COON CREEK WATERSHED DISTRICT BOARD OF MANAGERS' MEETING

The Board of Managers of the Coon Creek Watershed District held their regular meeting on Monday, October 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, Jim Hafner, Erin Lind, and Dwight McCullough.

Board Members Absent: Jason Lund

Staff Present: Tim Kelly, Jon Janke, Hattie Hillukka, Tyler Thompson, Jason Hilst, and Michelle Ulrich

Zoom Attendees: Erik Bye, Jan Voight, Abbey Lee, and Jennie Lattin

2. Approval of the Agenda

Board Member Lind moved to add permit item #9 Hidden Forest Park Improvements - P-25-035, to the Consent Items. Seconded by Board Member Campbell. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

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

3. Announcements

4. Open Mic/Public Comment

No one was present for comment.

CONSENT ITEMS

5. Approval of Minutes

6. Bills/Accounts Payable

Claims totaling \$69,260.24 on the following disbursement list will be issued and released upon Board approval.

Vendor	Amount
V0110--RESPEC COMPANY LLC	9,927.50
V0133--PACE ANALYTICAL SERVICES LLC	4,328.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	1,485.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	72.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	165.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	140.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	248.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	114.00
V0197--VANDERBILT, CHASE	35.42
V0221--ABDO LLP	1,320.00
V0340--AVAIL ACADEMY-BLAINE	250.00
V0348--BLUE CROSS BLUE SHIELD OF MN	22,786.17
V0350--FIRST UNUM LIFE INSURANCE COMPANY	1,210.45
V0351--DELTA DENTAL OF MN	1,668.24
V0352--HEALTH EQUITY INC	803.06
V0352--HEALTH EQUITY INC	803.06
V0360--PAYLOCITY	538.99
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	8,221.43
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	8,221.43
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,310.00
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,460.00
V0413--CJ'S CHEMDRY	1,329.99
V0414--MARVEL SPRAGUE & MELISSA BRENTESON	2,822.50
	69,260.24

The following permit items were moved to the Consent Agenda.

9. Hidden Forest Park Improvements, P-25-035

The purpose of this project is to grade for future park improvements at Hidden Forest East Park located at 4447 143rd Ave NE, Ham Lake, Minnesota.

The City of Ham Lake is proposing the grading and removal of undesirable soils for future improvements to a new City Park. The project will disturb 7.87 acres and create no regulated impervious surface. The area drains to County Ditch 44. The relevant water resource concerns are soils and erosion control, floodplain, and buffers which correspond to District Rules 4, 6 and 8.

Based on the findings and exhibits as presented in the staff report, the staff recommendation is to approve with two (2) conditions and two (2) stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$5,935.00.

Rule 4.0 – Soils and Erosion Control

2. Update the soils and erosion control plan to include the following:
 - a. A note to stabilize soils and soil stockpiles within 24 hours of inactivity.
 - b. Provide a stabilized construction entrance.
 - c. A note to sweep streets at the end of each workday.

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 grading as-builts for the project to confirm adequate floodplain compensatory storage has been provided.
2. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)

Board Member Lind moved to approve the Consent Agenda Items. Seconded by Board Member McCullough. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

POLICY ITEMS

7. Adopt Resolution for Minnesota Watersheds and 2026 Legislative Initiatives

The purpose of this item is to encourage amendments to the State's Endangered Species Act that broadens conservation and mitigation options.

The Minnesota Department of Natural Resources is directed by statute to "preserve important existing natural habitats of rare and endangered plants, wildlife and fish, provide for the wise use of our remaining areas of natural habitats, take necessary protective measures where appropriate, and to not issue a "takings" permit until all alternatives have been evaluated (M.S. 84.095; MS 116D.02).

The DNR tends to rely on only two of the three primary types of mitigation.

1. Permittee responsible mitigation where the permittee carries out all mitigation efforts required by the takings permit and retains legal liability for conforming to the permit standards.

2. In-lieu fee compensation, in which the permittee pays a fee, and in exchange is relieved of any liability for ensuring that mitigation measures are completed and successful.

(Note: Third type involves development of species recovery plans and banking)

Legislation is needed to effectively address the problem and concerns

The purpose is to facilitate improvements in mitigation efforts and to confront future challenges arising from infrastructure development and the mandate to restore impaired waters.

Our intent is to develop a third reduce the risk and uncertainty in both the preservation of endangered and threatened species and the restoration of natural infrastructure and impaired waters. To do this we must engage the DNR with the legislature's knowledge to

1. Develop and implement species recovery plans based on no net loss
2. Use species recovery goals to inform mitigation measures.
3. Change the conversation involving approved local restoration projects to joint problem solving
4. Authorize and encourage DNR to engage in local management and cooperative agreements.
5. Refine the disclosure and documentation of projects in state reviewed and approved plans, studies and strategies that require approval by the state, and
6. Provide for conservation banks that provide the ecological functions and services expressed as credits that are preserved and managed in perpetuity for particular species and used to offset impacts occurring elsewhere.

Based on the findings and exhibits as presented in the staff report, the staff recommendation is to Review and Adopt the attached resolution for the Minnesota Watersheds Organizations.

Board Member McCullough moved to Adopt Resolution 2025-06 for Minnesota Watersheds Organizations. Seconded by Board Member Lind. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

8. Ditch 59 Repair Cooperators Agreement

The purpose of this item is to enter into an agreement with the City of Ham Lake to cost share a repair project on Anoka County Ditch 59 in the total amount of \$21,295.00 (\$11,295.00 District-paid, \$10,000 City-paid).

Through CCWD routine ditch inspections and a City of Ham Lake engineering bridge inspection, excessive sediment accumulation near the Waconia St NE crossing, upstream and downstream has been documented (2012, 2017, 2022, 2025 reports). The City of Ham Lake Engineer reached out to District staff to evaluate the potential for a joint repair project on this section of Ditch 59.

The District obtained a project repair quote for 2025 implementation from Randy Wesp Excavating in the amount of \$21,295.00. This repair would excavate sediment accumulation within the Ditch 59 channel, upstream and downstream of the Waconia St NE crossing, excavate and haul sediment accumulation within the Waconia St NE culvert, and for installation of a stream vane to better direct future ditch flow through the culverts to reduce future sediment accumulation.

The District proposed cost-sharing the repair with the City to pay for sediment removal within the culvert crossing, and the District would fund repair of Ditch 59, upstream and downstream of the crossing. The City agreed to this and proposed a formal agreement be made between the District and City to assign roles, responsibilities, and funding. The City approved and adopted this Cooperator Agreement at their October 6th, 2025, City Council meeting

Of the total repair quotation of \$21,295.00, the City of Ham Lake would be responsible for no more than \$10,000 of the project cost, and the District would be responsible for the remaining cost of \$11,295.00. The District would fund the project through the 2025 Operations and Maintenance Non-Routine funding budget.

Based on the findings and exhibits as presented in the staff report, the staff recommendation is to Execute the Cooperator Agreement with the City of Ham Lake, Minnesota for a joint repair project on Anoka County Ditch 59.

Board Member Campbell moved to Approve and Execute the Cooperator Agreement with the City of Ham Lake, Minnesota. Seconded by Board Member Hafner. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

PERMIT ITEMS – (moved to Consent Agenda)

9. Hidden Forest Park Improvements, P-25-035

DISCUSSION ITEMS

10. Review of Administrator Roles and Responsibilities

At the October 13 meeting Board members expressed a desire to understand more, and in some cases specifically the roles and responsibilities of the District Administrator.

The District Administrator's position, as it exists today, is an evolution of the roles and responsibilities that have been delegated to the District over the past 35 years.

The District Administrator duties include (but are not limited to) the following:

- Coordinate and direct the work of the staff.
- Establish and monitor the District's operational rhythm and tempo for effective planning support, decision making, and other critical functions.
- Operating and capital improvement budget development and management
- Represent the Board when authorized.
- Formulate and disseminate policies and procedures.
- Ensure effective liaison exchanges with higher, lower, and adjacent units of government and other organizations as required.
- Supervise the sustainment and administrative services of the District and activities of the programs.
- Supervise staff training and integration programs.
- Supervise knowledge management, operations research and system analysis, and special staff and consultant functions.

Board Member Lind moved to Accept the Review of Administrator Roles and Responsibilities. Seconded by Board Member Campbell. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

11. Revised Administrator Transition Plan

On October 13, the Board reviewed an initial draft of a succession plan and requested some changes that facilitate more direct experience for Jon. The Board also formally recognized Jon as the Interim District Administrator.

The goal is to facilitate a successful and smooth transition of the District Administrator position and the maintenance of strong team leadership.

The approach to the transition is to pass the baton of leadership to Jon by sharpening existing knowledge skills and abilities and identifying and providing training for needed knowledge, skills and abilities. To do this will require:

1. Articulation of the existing administrative framework
2. Identification of specific topics the Administrator and Interim Administrator believe need to be covered
3. One on one meetings on specific aspects, projects, tools or issues.
4. Regular Board updates on progress and the existing administrative framework and the leadership and management responsibilities of the Administrator
5. Assessment of existing and emerging trends

A successful transition of power and responsibility will be characterized by

1. Continuity of operations
2. A vision & administrative strategy for evolving current operations to an acceptable and practical vision of the future
3. Jon's ability to:
 - Read the political situation well enough to build necessary alliances.
 - Understand and adapt to the District and larger cultural norms and practices
 - Achieving the cultural changes required.

For the past 18 months Jon has been working on learning the duties for the Administrator role and has made substantial progress. He is now leading both the Coordinator and Staff meetings and will continue to add responsibilities.

Board Member Campbell moved to Receive and Accept the Revised Administrator Transition Plan. Seconded by Board Member Hafner. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

12. Ditch 39 Inspection Report

The purpose of the inspection of Ditch 39 is to identify and prioritize maintenance needs regarding flooding, water quality and wildlife habitat. The channel length in the system is 3.26 miles and the subwatershed area is 2.2 miles. Field Operations Manager Jason Hilst reported the results of the inspection indicate that Ditch 39 is in good/fair condition and there is only one immediate maintenance concern (culvert obs).

Based on the findings and exhibits as presented in the staff report, the staff recommendation is to receive the report.

Board Member Campbell moved to Receive the Ditch 39 Inspection Report. Seconded by Board Member Lind. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

INFORMATIONAL ITEMS

13. MCEA Rulemaking Petition

The purpose of this topic is to bring attention to the subject of cost and impacts of flooding issues.

ADJOURNMENT

Board Member Campbell moved to adjourn at 6:13 pm. Seconded by Board Member McCullough. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.



President