The Board of Managers of the Coon Creek Watershed District held their regular meeting on April 25, 2016 at the Bunker Hills Activities Center.

1. Call to Order: The meeting was called to order at 5:30 PM
Staff: Corinne Elfelt, Rebecca Haug, Tim Kelly, Ed Matthiasen, Michelle Ulrich.
Others: Jim Lindahl, Anoka Conservation District Liaison; John Bell, Klotd Inc.; Nancy Braastad, Harmony Estates; Matt Herbst, 2275 125th Ave; Mike Micek, 167th/Zodiac; Mark Gagnon, Woods at Quail Creek 4th Addn; Steve Witzel, Mobile Maintenance Inc.

2. Approval of the Agenda: Westlund proposed, after discussion, that the Agenda be modified to move Agenda Item #29 to Item 6.5. Hoffman moved to approve the amended Agenda. Seconded by Kearns. Motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

3. Open Mike: No one addressed the Board.

POLICY ITEMS

4. Minutes: Motion to approve the Minutes was made by Kearns, seconded by Hoffman. Motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

5. Review of District Administrator: The District has employed a District Administrator for more than 26 years. Conditions have changed over the years, requiring the employment agreement be updated. An annual review will take place between the President, Vice-President and District Administrator.

The position purpose, responsibilities and term of the Administrator were outlined. Kearns asked about the length of other Watershed District Administrators employment contracts. Kelly explained they all vary in term length while others were at will employees.

Hoffman moved that the employment agreement process move forward. Seconded by Phelps. Motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

6. Anoka County Parks Request to Move to Cedar Room: The request to move to the Cedar room was made as the Aspen Room has been refurnished and set up for classroom style for groups of up to 36 people. The Cedar Room, although similar in size, is designed for use for smaller groups.
Westlund moved the Board Meetings be moved to the District Office in Blaine. Seconded by Hoffman. Motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

6.5 (Formerly item 29.) Staff Request to Consider Allowing Placement of Certain Permit Reviews on a Consent Agenda for Approval
Staff asked the Board consider adding those permits that have limited stipulations, such as paying escrow and/or other administrative items, as a Consent Agenda item. The Board would still receive the Staff Report for each.

Westlund made a motion that a more formal policy for approving permit items with escrows be drafted and add to this motion approval of items: 7, 9, 19, 20, and 21. Seconded by Hoffman. Motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

PERMIT ITEMS

7. Connexus Energy – Main St (Radisson to Harpers): The purpose of this project is the installation of underground utilities along Main St between Radisson and Harpers St in Blaine, Minnesota.

The staff report provided to the Board identified the following issues and concerns:

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>NEED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Escrows: $2,000 + (.18 ac* $500/ac) = $2,090.00</td>
<td>Receipt of escrows</td>
</tr>
</tbody>
</table>

Staff recommendation was to approve with 1 Stipulation:
1. Receipt of escrows, $2,090.00.

Motion to approve with 1 Stipulation was made and passed with item 6.5.

8. Foley Blvd Reconstruction: The purpose of this project is the reconstruction of Foley Blvd from the intersection of Foley Blvd and Northdale Blvd to Egret Blvd; Reconstruction of Northdale Blvd. from the intersection of Foley Blvd. and Northdale Blvd to Dogwood Street at the intersection of Foley Blvd and Northdale Blvd to Egret Blvd in Coon Rapids, Minnesota.

The staff report provided to the Board identified the following issues and concerns:

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>NEED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Quality:</td>
<td>1. Revise sump size at CB242 to a 5 foot diameter and 5 foot deep structure.</td>
</tr>
<tr>
<td>The sump/manhole size for CB242 is too small to avoid resuspension of materials given the outlet pipe size and the drainage area. The District recommends sizing this sump to the 5 foot depth, 5 foot diameter</td>
<td></td>
</tr>
</tbody>
</table>
Escrow: $2,000 + (19.2 ac * $500/ac) = $11,600.00

2. Receipt of Escrows

Staff recommendation was to approve with 2 Stipulations:
1. Receipt of escrows, $11,600.00.
2. Revise sump size at CB242 to a 5 foot diameter and 5 foot deep structure.

Motion to approve with 2 stipulations was moved by Kearns and seconded by Phelps. The motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

9. Geisler Bank Stabilization: The purpose of this project is the bank stabilization at 3730 Mississippi Dr NW in Coon Rapids, Minnesota.

The staff report provided to the Board identified the following issues and concerns:

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>NEED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Escrows</td>
<td>$2,000 + (0.05 ac * $500/ac) = $2,025.00</td>
</tr>
<tr>
<td></td>
<td>Receipt of escrows</td>
</tr>
</tbody>
</table>

Staff recommendation was to approve with 1 Stipulation:
1. Receipt of escrows, $2,025.00.

Motion to approve with 1 Stipulation was made and passed with item 6.5.

10. Grey Oaks 4th Addition: The purpose of this project is a residential development located west of Hanson Blvd, north of 155th Lane NW in Andover, Minnesota.

The staff report provided to the Board identified the following issues and concerns:

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>NEED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groundwater: It is unclear if dewatering is needed during the construction of the proposed project.</td>
<td>1. Provide statement whether dewatering will be required for the construction of the proposed project. If yes, provide well-field location, rates, discharge location, schedule and quantities.</td>
</tr>
<tr>
<td>Erosion and Sediment Control: Stabilizing vegetation is not proposed for disturbed areas within two weeks (14 days) of rough grading.</td>
<td>2. Provide note on SWPPP that stabilization vegetation is required within 14 days of rough grading or inactivity.</td>
</tr>
<tr>
<td>Floodplain: There is floodplain on the property according to the District model. The 100-Yr elevation is 894.2 ft (NAVD 88). The total floodplain impact is</td>
<td>3. Calculations need to be provided for floodplain impact and compensatory storage volumes.</td>
</tr>
</tbody>
</table>
unknown, no calculations provided. Proposed pond will provide some compensatory storage but calculations have not been provided.

<table>
<thead>
<tr>
<th><strong>Groundwater:</strong> Groundwater levels on site are anticipated to be approximately 891.8 ft based on District model and aerial photos of wetlands.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The site is within a DWSMA and WHP which limits the infiltration on site.</td>
</tr>
</tbody>
</table>

4. Starting elevation for Pond should be adjusted to 891.8”.

<table>
<thead>
<tr>
<th><strong>Maintenance:</strong> A drainage and utility easement needs to be provided for basin.</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is a ditch easement on property but it is not shown on the plan set.</td>
</tr>
</tbody>
</table>

5. Provide drainage and utility easement for Pond.


<table>
<thead>
<tr>
<th><strong>Stormwater &amp; Hydrology:</strong> The site is within a DWSMA and WHP which limits the infiltration on site.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due to groundwater levels and site constraints, the infiltration basin should be removed from design. Runoff from the roofs can be treated via overland flow and amended soils before entering the adjacent wetlands.</td>
</tr>
</tbody>
</table>

7. The model will need to be updated to use correct boundary conditions. The model will need to use Dynamic Routing to determine the backwater effects to the Pond. The District SWMM model can be provided for the area if needed.

<table>
<thead>
<tr>
<th>Boundary conditions for the HydroCAD model need to be updated. Based on District model, the HWL for the wetlands and CD 37 is 894.2 ft.</th>
</tr>
</thead>
</table>

8. The model will need to be updated to use correct boundary conditions. The model will need to use Dynamic Routing to determine the backwater effects to the Pond. The District SWMM model can be provided for the area if needed.

<table>
<thead>
<tr>
<th>It is unknown if the rate of post-development runoff from the site exceeds predevelopment rates, or rates which would interfere with sensitive downstream land uses.</th>
</tr>
</thead>
</table>

9. Construction activities on site will likely compact soils resulting in a reduction in infiltration capabilities. In order to account for this the proposed conditions should be modeled with a B type soil (one less than the A soil), or, the applicant can choose to amend the soil so that it has runoff characteristics of an A soil. This will need to be labeled on the plan accordingly. CN for 1S-W1 should reflect wetland land use,
Escrows: $2,000 + (10.3 ac * $500/ac) = $7,150.00

<table>
<thead>
<tr>
<th>Escrows: $2,000 + (10.3 ac * $500/ac) = $7,150.00</th>
<th>10. Receipt of Escrows</th>
</tr>
</thead>
</table>

Staff recommendation was to table with 10 Stipulations.

1. Receipt of escrows, $7,150.00.
2. Provide statement whether dewatering will be required for the construction of the proposed project. If yes, provide well-field location, rates, discharge location, schedule and quantities.
3. Provide note on SWPPP that stabilization vegetation is required within 14 days of rough grading or inactivity.
4. The design is within the floodplain, calculations need to be provided for impact and compensatory storage volumes.
5. Provide drainage and utility easement for Pond.
7. Starting elevation for Pond should be adjusted to 891.8’.
8. Due to groundwater levels and site constraints, the infiltration basin should be removed from design. Runoff from the roofs can be treated via overland flow and amended soils before entering the adjacent wetlands.
9. The model will need to be updated to use correct boundary conditions. The model will need to use Dynamic Routing to determine the backwater effects to the Pond. The District SWMM model can be provided for the area if needed.
10. Construction activities on site will likely compact soils resulting in a reduction in infiltration capabilities. In order to account for this the proposed conditions should be modeled with a B type soil (one less than the A soil), or the applicant can choose to amend the soil so that it has runoff characteristics of an A soil. This will need to be labeled on the plan accordingly. CN for 1S-W1 should reflect wetland land use, not woods or grass.

Motion to table with 10 stipulations was moved by Westlund and seconded by Hoffman. The motion carried with three yeas (Hoffman, Phelps and Westlund) (Kearns abstained) and no nays.

11. Harmony Estates 2nd Addition: The purpose of this project is the development of 23 single family lots on 14 acres located in the northeast quadrant of Xylite St NE and Westlund Drive NE in Ham Lake, Minnesota.

The staff report provided to the Board identified the following issues and concerns:

<table>
<thead>
<tr>
<th>Groundwater: It is unclear if dewatering is needed during the construction of the proposed project.</th>
<th>1. Provide statement whether dewatering will be required for the construction of the proposed project. If yes, provide well-field location, rates, discharge location, schedule and quantities.</th>
</tr>
</thead>
</table>
**Soils & Erosion Control:** Stabilizing vegetation is not proposed for disturbed areas within 7 days of rough grading. A note needs to be shown on the grading plans indicating the revegetation schedule.

2. Add a note on the grading plan that revegetation will occur within 7 days of the completion of rough grading.

**Wetlands:** Proof of purchase of wetland credits must be provided to CCWD.

3. Provide proof of wetland credit purchase.

**Escrow:** $2,000 + (32.4 ac * $500/ac) = $18,200.00

4. Receipt of escrows

Staff recommendation was to approve with 4 Stipulations:

1. Receipt of escrows, $18,200.00.
2. Provide statement whether dewatering will be required for the construction of the proposed project. If yes, provide well-field location, rates, discharge location, schedule and quantities.
3. Add a note on the grading plan that revegetation will occur within 7 days of the completion of rough grading.
4. Provide proof of wetland credit purchase.

Applicant stated there were 23 lots. Staff had based the escrow calculations on the application. Westlund requested staff review the escrow with the applicant.

Motion to review the escrow calculation and approve with 4 amended stipulations and was moved by Hoffman and seconded by Kearns. The motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

**12. Herbst Culvert Replacement:** The purpose of this project is the lowering of the culvert on the Teresa Kuffel property and cleaning the last 100 feet of ditch on DaveMohs, approximately 114+00 to 113+00 located in Blaine, Minnesota.

The staff report provided to the Board identified the following issues and concerns:

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>NEED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maintenance:</strong></td>
<td>Revergetation plan needs to be proposed within 14 days of rough grading.</td>
</tr>
<tr>
<td><strong>Ditches:</strong></td>
<td>The district requires that for all ditch maintenance projects that as-built elevations of the clean out reach of the ditch at 50 foot intervals. Additionally provide all pipe sizes and inverts for the new culvert(s).</td>
</tr>
<tr>
<td><strong>Escrow:</strong> $2000 + (1,700 ft * $20/ft) = $36,500</td>
<td>Pay escrow of $36,500</td>
</tr>
</tbody>
</table>

**Escrow:** $2000 + (1,700 lin ft * $20/lin ft) = $36,500

Pay escrow of $36,500
Herbst addressed the Board: 1) he was concerned that his hayfield may soon be affected by the near bank full ditch; 2) Mohs culvert was two feet too high; 3) Escrow is too high.

Staff responded to Herbst’s concerns: 1) District will check on the reported near-full condition of the ditch and can direct the County to shut pumps off, if needed; 2) Mohs culvert was installed too high and done without a District permit; 3) Escrow was calculated per policy.

Kelly explained that the ditch and culvert need to be returned to its approved elevation to get the benefits Herbst is looking for. The ditch downstream is capable of holding the water. The District will also be meeting with Wagamon’s to correct their culvert level.

Mr. Herbst stated Randy Wesp would be doing the repairs.

Matthiesen addressed the Board. He encouraged them to exercise caution. Stating the purpose of the escrow is so the District will have sufficient funds to correct any work that may not be completed or completed incorrectly. If the District has to make the corrections, much staff time goes into it and the escrow will ensure the District can be reimbursed for the work. Matthiesen advised the Board against diverting from policy based on his 30 year history with the District.

Ms. Ulrich reminded the Board that unused escrow funds are returned to the applicant. Kelly stated the application could be tabled and discussed further.

Westlund, Kearns and Phelps agreed the escrow should be lowered to $10,000.00, an amount closer to the cost to the District for repair of the same reach of ditch.

Staff recommendation was to approve with 3 Stipulations:
1. Receipt of escrows of $36,500.
2. Provide statement that revegetation will occur 14 days after any rough grading.
3. Provide as-built pipe sizes and invert for new crossings and newly graded ditch elevations at 50 foot intervals post construction.

Motion to approve with 3 stipulations with change of escrow to $10,000 was moved by Westlund and seconded by Hoffman. The motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

13. Hideaway of Blaine: The purpose of this project is the construction of 8 new single family lots located 1,500 feet west of Aberdeen St between 118th and 119th Ave NE in Blaine, Minnesota.

The staff report provided to the Board identified the following issues and concerns:

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>NEED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater &amp; Hydraulics: Proposed development plan set is for concept grading</td>
<td>1. Provide as-builts to ensure drainage consistencies.</td>
</tr>
</tbody>
</table>
only, lots will be custom graded when sold. The custom grading will need to be consistent with concept drainage areas.

<table>
<thead>
<tr>
<th>Memo states that rate control is met by regional basin. However, it is unclear which basin is being used.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Show regional basin on a map. Provide documentation from City that existing pipes can handle the increase in flow from site.</td>
</tr>
</tbody>
</table>

Model has an overflow weir of 899.1 for infiltration basin. However, that 899.1 existing weir is only at property boundary. The contours off site to the east indicate that the basin will not outlet until 900.0'.

<table>
<thead>
<tr>
<th>The plans do not show a drainage map indicating the entire drainage path from the basin to the City storm sewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. The model will need to be updated to ensure low floor separation is being met and that adjacent properties are not affected by project.</td>
</tr>
</tbody>
</table>

Soils & Erosion Control: Infiltration basins are not protected from erosion and sedimentation during construction.

<table>
<thead>
<tr>
<th>Stormwater &amp; Hydraulics: The applicant is meeting the volume management requirement equivalent to infiltrating runoff from the first inch of precipitation. A post construction test on the infiltration basin will be required to verify the assumed infiltration rates are obtained. The applicant must acknowledge that they will conduct a post construction test on the infiltration basin by filling the basin to a minimum depth of 6 inches with water and monitor the time necessary to drain. The Coon Creek Watershed District shall be notified prior to the test to witness the results.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. A map showing drainage of basin off site needs to be provided. The map should indicate the entire drainage path from the basin to the City storm sewer.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Soils &amp; Erosion Control: Infiltration basins are not protected from erosion and sedimentation during construction.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. After initial grading the District requires that infiltration basins be completely surrounded by erosion control measures to prevent the basin from clogging. Also, add note on grading plans that limits construction vehicle activity in infiltration area at all times.</td>
</tr>
</tbody>
</table>

Maintenance: A drainage and utility easement is not provided for the infiltration pond shown on the drainage plan.

<table>
<thead>
<tr>
<th>Stormwater &amp; Hydraulics: The applicant is meeting the volume management requirement equivalent to infiltrating runoff from the first inch of precipitation. A post construction test on the infiltration basin will be required to verify the assumed infiltration rates are obtained. The applicant must acknowledge that they will conduct a post construction test on the infiltration basin by filling the basin to a minimum depth of 6 inches with water and monitor the time necessary to drain. The Coon Creek Watershed District shall be notified prior to the test to witness the results.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. The applicant must acknowledge that they will conduct a post construction test on the infiltration basin by filling the basin to a minimum depth of 6 inches with water and monitor the time necessary to drain. The Coon Creek Watershed District shall be notified prior to the test to witness the results.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maintenance: A drainage and utility easement is not provided for the infiltration pond shown on the drainage plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. A D&amp;U easement needs to be provided for infiltration basin.</td>
</tr>
</tbody>
</table>
8. Provide documentation that adjacent property owners are aware of proposed changes.

Escrows: $2,000 + (4.6 ac * $500/ac) = $2,300.00

9. Receipt of escrows.

Staff recommendation was to table with 9 stipulations:

1. Receipt of escrows, $2,300.00.
2. Provide as-builts to ensure drainage consistencies.
3. Show regional basin on a map. Provide documentation from City that existing pipes can handle the increase in flow from site.
4. The model will need to be updated to ensure low floor separation is being met and that adjacent properties are not affected by project.
5. A map showing drainage of basin off site needs to be provided. The map should indicate the entire drainage path from the basin to the City storm sewer.
6. The applicant must acknowledge that they will conduct a post construction test on the infiltration basin by filling the basin to a minimum depth of 6 inches with water and monitor the time necessary to drain. The Coon Creek Watershed District shall be notified prior to the test to witness the results.
7. After initial grading completely surrounded the proposed infiltration basins with erosion control measures to prevent the basin from clogging. Add note to construction plans that limits construction activities in infiltration areas at all times.
8. Provide drainage and utility easement for infiltration area.
9. Provide documentation that adjacent property owners are aware of proposed project.

Motion to table with 9 stipulations was moved by Westlund and seconded by Hoffman. The motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

14. Jam Hops: The purpose of this project is the construction of a new commercial building and parking lot located at 133rd Lane NE and Aberdeen Street NE in Ham Lake, Minnesota.

The staff report provided to the Board identified the following issues and concerns:

| Maintenance: O&M Agreement and drainage easement needs to be provided for infiltration basin. | 1. Provide utility easement on plan and O & M Agreement. |
| WildLife: Threatened and/or Endangered Species exist on site. A MN DNR NHIS Data Request is | 2. Submit results from MN DNR NHIS Data Request. |
required to verify or deny the existence that Threatened and/or Endangered Species exist on site

| Escrow: $2,000 + (5.00 acres * $500/ac) = $4,500.00 | 3. Receipt of escrows. |

Staff recommendation was to approve with 3 Stipulations:
1. Receipt of escrows, $4,500.00.
2. Provide O&M Agreement and utility easement on plan.
3. Submit results from MN DNR NHIS Data Request.

Motion to approve with 3 stipulations was moved by Hoffman and seconded by Kearns. The motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

**15. Lakes of Radisson 62nd Addition:** The purpose of this project is the construction of a new residential subdivision located in the NW quadrant of Harpers Street and Lakes Parkway in Blaine, Minnesota.

The staff report provided to the Board identified the following issues and concerns:

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>NEED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Groundwater:</strong> It is unclear if dewatering is needed during the construction of the proposed project.</td>
<td>1. Provide statement whether dewatering will be required for the construction of the proposed project. If yes, provide well-field location, rates, discharge location, schedule and quantities.</td>
</tr>
<tr>
<td><strong>Groundwater:</strong> No geotechnical report submitted. This information is needed to establish appropriate clearance between the bottom of the infiltration practices and high groundwater.</td>
<td>2. Applicant shall submit a geotechnical report for the site.</td>
</tr>
<tr>
<td><strong>Stormwater &amp; Hydraulics:</strong> The applicant is meeting the volume management requirement equivalent to infiltrating runoff from the first inch of precipitation. A post construction test on the infiltration basin will be required to verify the assumed infiltration rates are obtained. The applicant must acknowledge that they will conduct a post construction test on the infiltration basin by filling the basin to a minimum depth of 6 inches with water and monitor the time necessary to drain. The Coon Creek Watershed District.</td>
<td>3. Applicant shall acknowledge that they will complete a post construction test on the infiltration basins by filling the basin with 6 inches of water and recording the time it takes for the water to infiltrate. The applicant shall notify Coon Creek Watershed District prior to performing the test so the District can witness and record the results of the test.</td>
</tr>
</tbody>
</table>
Watershed District shall be notified prior to the test to witness the results.

**Water Quality:** Not all new impervious is captured for volume control. Impervious runoff in the southwest portion of the site is not captured for volume control due to site constraints. In addition, the amount that is not captured is small in comparison with the total site. The small amount that is not captured is routed to the regional pond.

**Escrows:** $2,000 + (4.4 ac * $500/ac) = $4,200.00

4. No action required.

5. Receipt of escrows

Staff recommendation was to table with 4 Stipulations:
1. Receipt of escrows, $4,200.00.
2. Applicant shall acknowledge that they will complete a post construction test on the infiltration basins by filling the basin with 6 inches of water and recording the time it takes for the water to infiltrate. The applicant shall notify Coon Creek Watershed District prior to performing the test so the District can witness and record the results of the test.
3. Applicant shall submit a geotechnical report for the site showing the site is suitable for infiltration.
4. Provide statement whether dewatering will be required for the construction of the proposed project. If yes, provide well-field location, rates, discharge location, schedule and quantities.

Motion to table with 4 stipulations was moved by Westlund and seconded by Phelps. The motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

**16. Mike Micek – Zodiac St:** The purpose of this project is the construction of a new single family house on 5,000 square feet of buildable area (80.5 acre parcel) located along Zodiac St NE between 167th Avenue NE and 165th Avenue NE in Columbus, Minnesota.

The staff report provided to the Board identified the following issues and concerns:

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>NEED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Erosion &amp; Sediment Control:</strong> The project does not propose stabilizing disturbed areas within two weeks (14 days) of rough grading.</td>
<td>1. The applicant did not specify that stabilization of disturbed areas shall receive temporary or permanent stabilization within two weeks (14 days) of rough grading.</td>
</tr>
<tr>
<td>Escrows: $2,000 + (0.04 ac * $500/ac) = $2,020.00</td>
<td>2. Receipt of escrows</td>
</tr>
</tbody>
</table>

Staff recommendation was to approve with 2 Stipulations:
1. Receipt of escrows, $2,020.00.
2. Provide a note on the plans that disturbed areas shall receive temporary or permanent stabilization within two weeks (14 days) of rough grading.

Motion to approve with 2 stipulations was moved by Hoffman and seconded by Phelps. The motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays

17. MMI Parking Expansion: The purpose of this project is the construction of a new parking lot located at 513 Fairmont Street NE in Fridley, Minnesota.

The staff report provided to the Board identified the following issues and concerns:

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>NEED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Water Quality:</strong> This project is within one (1) mile and drains to an Impaired Water.</td>
<td>1. Amend erosion control plan indicating site stabilization within 7 days after construction.</td>
</tr>
<tr>
<td>The project does not propose site stabilization within 7 days after construction.</td>
<td>2. Provide operations and maintenance agreement</td>
</tr>
<tr>
<td><strong>Maintenance:</strong> An operations and maintenance agreement is not provided for the proposed rain gardens.</td>
<td>3. The applicant must acknowledge that they will conduct a post construction test on the infiltration/filtration basin by filling the basin to a minimum depth of 6 inches with water and monitor the time necessary to drain. The Coon Creek Watershed District shall be notified prior to the test to witness the results.</td>
</tr>
<tr>
<td><strong>Stormwater &amp; Hydraulics:</strong> The applicant is meeting the volume management requirement equivalent to infiltrating runoff from the first inch of precipitation. A post construction test on the infiltration basin will be required to verify the assumed infiltration rates are obtained. The applicant must acknowledge that they will conduct a post construction test on the infiltration basin by filling the basin to a minimum depth of 6 inches with water and monitor the time necessary to drain. The Coon Creek Watershed District shall be notified prior to the test to witness the results.</td>
<td>4. Provide calculations showing rate control has been met.</td>
</tr>
<tr>
<td>Rate control such that the proposed site discharges less than the existing site during the 2, 10, 25, and 100 year events is required. No calculations were provided to ensure that this has been met.</td>
<td></td>
</tr>
</tbody>
</table>

Staff recommendation was to table with 6 Stipulations:

1. Receipt of escrows.
2. Site stabilization shall be completed within 7 days of rough grading activities.
3. Provide operations and maintenance agreement
4. Provide a statement acknowledging that a post construction test will be performed
5. Provide calculations showing rate control has been met
6. Include erosion control measures surrounding the rain gardens on plans

Motion to table with 6 stipulations was moved by Westlund and seconded by Hoffman. The motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

18. Peterson Lake Preserve: The purpose of this project is the development of six single-family residential lots on a 41.5 acre parcel located between 140th Avenue NE to the north, Bunker Lake Blvd NE on the south, Goodhue St NE to the west, and Radisson Rd to the east in Ham Lake, Minnesota.

The staff report provided to the Board identified the following issues and concerns:

<table>
<thead>
<tr>
<th>Erosion &amp; Sediment Control: The project does provide sediment control however, silt fence is located downhill of proposed wetland buffer.</th>
<th>1. Relocate silt fence on plan set to be located uphill of proposed wetland buffer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Quality: The project does propose site stabilization within 14 days after construction. The site must be stabilized within 7 days after construction because it is within one (1) mile of an Impaired Water.</td>
<td>2. Change the note on the plans to state site stabilization will be complete within 7 days after construction.</td>
</tr>
<tr>
<td>Escrows: $2,000 + (40.41 ac * $500/ac) = $22,205.00</td>
<td>3. Receipt of escrows.</td>
</tr>
</tbody>
</table>

Staff recommendation was to approve with 3 Stipulations:
1. Receipt of escrows, $22,205.00.
2. Change the note on the plans to state site stabilization will be complete within 7 days after construction.
3. Relocate silt fence on plan set to be located uphill of proposed wetland buffer.

Staff was asked to recalculate the escrow based on 8 acres.

Motion to recalculate and approve with amended 3 stipulations was moved by Westlund and seconded by Hoffman. The motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

19. Sand Creek Elementary School: The purpose of this project is the expansion of an existing parking area located at 12156 Olive Street NW in Coon Rapids, Minnesota.

The staff report provided to the Board identified the following issues and concerns:
None

Motion to approve was made and approved with item 6.5.

20. The Shops at Andover: The purpose of this project is site redevelopment for a commercial building to be located at the SW corner of Bunker Lake Blvd NW and Hanson Blvd NW in Andover, Minnesota.

The staff report provided to the Board identified the following issues and concerns:

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>NEED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance: Provide O&amp;M agreement and drainage easement for stormwater systems.</td>
<td>1. Provide O&amp;M agreement and drainage easement for stormwater systems.</td>
</tr>
<tr>
<td>Groundwater: It is unclear if dewatering is needed during the construction of the proposed project.</td>
<td>2. Provide statement whether dewatering will be required for the construction of the proposed project. If yes, provide well-field location, rates, discharge location, schedule and quantities.</td>
</tr>
<tr>
<td>Wildlife: The proposed project has the potential to include the threatened Blanding’s Turtle (Emydoidea blandingii) and the threatened Leonard’s Skipper (Hesperia leonardus leonardus).</td>
<td>3. Contact the DNR to have a DNR Natural Heritage Information System (NHIS) data review completed to determine if any records of state-protected species may be located within the boundary of this project.</td>
</tr>
</tbody>
</table>

Escrows: $2,000 + (1.65 ac * $500/ac) = $2,825.00

As the above noted stipulations had been met, staff recommended approval with 1 Stipulation:

1. Provide recorded O&M agreement and drainage easement for stormwater systems.

Motion to approve with 1 Stipulation was made and approved with item 6.5.

21. Willowfield: The purpose of this project is the development of an empty lot located between Harpers St NE and Jamestown St NE (running north and south) and 129th Ave NE and 128th Ave NE in Blaine, Minnesota.

The staff report provided to the Board identified the following issues and concerns:

| Escrows: $2,000 + (4.5 ac * $500/ac) = $4,250.00 | 1. Receipt of escrows. |

Staff recommendation was to approve with 1 Stipulation:
1. Receipt of escrows, $4,250.00.

Motion to approve with 1 Stipulation was made and approved with item 6.5.

22. Woods at Quail Creek 4th Addition: The purpose of this project is the construction of 23 single family lots located on Xylite St NE and 128th Ave NE in Blaine, Minnesota.

The staff report provided to the Board identified the following issues and concerns:

<table>
<thead>
<tr>
<th>Stormwater &amp; Hydraulics: The applicant is meeting the volume management requirement equivalent to filtrating runoff from the first inch of precipitation. A post construction test on the infiltration basin will be required to verify the assumed infiltration rates are obtained. The applicant must acknowledge that they will conduct a post construction test on the infiltration basin by filling the basin to a minimum depth of 6 inches with water and monitor the time necessary to drain. The Coon Creek Watershed District shall be notified prior to the test to witness the results.</th>
<th>1. The applicant must acknowledge that they will conduct a post construction test on the filtration basin by filling the basin to a minimum depth of 6 inches with water and monitor the time necessary to drain. The Coon Creek Watershed District shall be notified prior to the test to witness the results.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soils &amp; Erosion Control: Infiltration basins are not protected from erosion and sedimentation during construction. After initial grading the District requires that infiltration basins be completely surrounded by erosion control measures to prevent the basin from clogging.</td>
<td>2. After initial grading completely surround the proposed filtration basins with erosion control measures to prevent the basin from clogging. Show on plan set.</td>
</tr>
<tr>
<td>Dewatering: It is unknown if the project requires dewatering.</td>
<td>3. Provide information about plans for dewatering.</td>
</tr>
<tr>
<td>Wetlands: The Wetland Permit Application proposes to impact 37,101 square feet (0.8517 ac) in three wetlands. The applicant is proposing to replace on-site.</td>
<td>4. Proof of the Minnesota Wetland Conservation Act (WCA) Declaration or Restrictions and Covenants for Project-Specific Wetland Replacement being recorded.</td>
</tr>
<tr>
<td>Escrow: $2,000 + (25.75 ac * $500/ac) = $14,875.00</td>
<td>5. Receipt of escrows.</td>
</tr>
</tbody>
</table>
Wetland Escrow: $500 + (7.437 ac * $35,000) = $260,795.00

Staff recommendation was to approve with 5 stipulations:
1. Receipt of escrows: $14,875.00 and wetland escrow: $260,795.00
2. The applicant must acknowledge that they will conduct a post construction test on the filtration basin by filling the basin to a minimum depth of 6 inches with water and monitor the time necessary to drain. The Coon Creek Watershed District shall be notified prior to the test to witness the results.
3. After initial grading completely surround the proposed filtration basins with erosion control measures to prevent the basin from clogging. Show on plan set.
4. Provide information about plans for dewatering.
5. Proof of the Minnesota Wetland Conservation Act (WCA) Declaration or Restrictions and Covenants for Project-Specific Wetland Replacement being recorded.

Mark Gagnon, Applicant, addressed the Board. Gagnon asked about the calculation of Wetland Escrow. Staff stated this project has had several revisions and calculations were based on the earlier applications. Gagnon stated the wetland area covered about 5 acres. Gagnon asked that the wetland calculation be reviewed. He stated he did not understand the two escrows and why the wetland escrows could not be returned in stages. Staff explained the two escrows: The balance of the escrow will be returned when the project is complete, and passes the final inspection; the wetland escrow is returned after the 3-5 years of satisfactory monitoring reporting has been completed on the wetland impacts.

Motion to review wetland escrow and approve with 5 stipulations, as amended if needed, was moved by Kearns and seconded by Phelps. The motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

DISCUSSION ITEMS
23. Review Budget Guidelines: In a report provided by staff the Board reviewed Budget Development guidelines for the 2017 budget. The seven guidelines were established by the Board of Manager on April 25, 2016, and used by District Staff while preparing the rough draft operating budgets, and presented with a brief description of the outcome of each guideline as part of the budget process:

Motion to receive the guidelines was made by Westlund and seconded by Hoffman. The motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

24. Review District Growth: In a staff report to the Board it was noted that in 2015, the District issued permits for 125 new single-family homes with a total estimated valuation of in excess of $37 million, compared to 122 new single-family building permits with a total valuation of approximately $35 million for the same point in time in 2014. It is anticipated that residential development will continue to rebound and drive the District’s
customer base. The 2010 census shows the population at 163,300. The estimate for 2016 is 167,467.

The growth within the last several years continues to produce a profound increase in demand for District services and has significantly added to the District’s infrastructure and staffing needs. Consequently, this change will result in significant future operational and maintenance costs. A chart was provided to illustrate the significant growth that has occurred since 1995.

Staff also noted for the Board, the increases in State and Federal legislative requirements and mandates. Westlund asked for a list of those and a breakdown of the additional activities involved.

Motion to receive the report was made by Westlund and seconded by Kearns. The motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

25. Capital Outlay/Capital: The report provided to the Board noted that requests for capital outlay and improvements in the Adopted 2016 Budget are funded through a variety of revenue sources including the General Fund and ditch funds. Capital equipment and improvements in the Adopted 2016 Budget amounts to $2,257,310. The majority of capital equipment and improvements will be funded by the General Fund levy. Grants will be sought for individual projects, and fund balances will be used in at least two of the ditch repairs.

The District’s 2013 - 2023 Capital Improvement Plan (CIP) process was instrumental in producing the outcomes outlined in the 2016 Budget and should be referred to for a detailed analysis of significant capital outlays/improvements. For additional information on all the capital outlay / improvements in the District’s 2013 – 2023 CIP, see the Comprehensive Plan for a brief description of capital projects.

Staff noted that as equipment and/or water management structures are replaced, there isn’t necessarily a huge cost savings. For example, replacing a 20 year old water control structure with a new one can save money both in time and repairs; but that leaves hundreds of other structures that become another year older, needing additional time for maintenance. The same scenario is true for replacement of equipment, unless there are major innovations to change the way the equipment is used and/or maintained, the savings on reallocated.

The staff report noted that the adopted capital outlay/improvement expenditures include: Facility Maintenance and Construction: $1,000,000 is budgeted for a District office. 2016 objectives involve securing property, developing plans and conducting site investigations. The balance will be set aside for construction. Software Development: $22,000 is budgeted for development/modification of software that allows automated tracking and onsite recording of inspection information. Both software programs should save on the need to hire additional staff to track, inspect,
monitor and report inspection results and repair and maintenance needs, as well as facilitate work with the city public works and engineering within the District. 

**Aquatic Invasive Species:** The 2016 budget set aside $40,397 for early detection and rapid response should a new aquatic invasive species be discovered within the lakes and waters of the District.

**Operations and Maintenance:** $555,560 is budgeted for bank stabilization, channel repair of the public conveyance system and non-routine maintenance such as beaver removal and removal of downed trees and obstructions.

**Capital Equipment:** $27,160 is budgeted for capital equipment. These funds represent a 65% decrease from funds budgeted in 2015. 28% of those funds are for computers, office equipment and telecommunications needed for the addition of two staff people. $16,600 is for monitoring and field equipment, the majority of which are water quality and AIS/Zebra mussel oriented.

Motion to receive the report was made by Hoffman and seconded by Phelps. The motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

26. **Fund Balances:** The District adopts fund balance goals to meet short and long-term needs. Fund balance goals are established to provide for cash flow needs, capital purchases, emergency contingencies and other specific needs. The District seeks to maintain an unreserved fund balance of approximately 35% to 50% of operating revenue or no less than 5 months (42%) of operating expenditures. The General Fund is projected to use $0.00 of fund balance to cover operations in 2016. The work done by staff relative to the 2015 revenue and expenditure estimates has achieved the Board’s 2016 budget guideline that works toward establishing a General Fund balance for working capital at no less than 42% of planned 2016 General Fund expenditures available from the 2015 budget (the targeted fund balance is approximately $390,000). The 2016 budget also sought to establish fund balances necessary to establish or preserve the following emergency reserve fund balances for core services:

- **Non-Routine Maintenance** ($82K) – Beaver Sediment and Tree removal needed to maintain flow and prevent flooding
- **AIS Rapid Response** ($40K) – Respond and eradicate infestations of new aquatic invasive species
- **Facility Construction** ($1 Million) – for monies related to the planning and construction of a District office building

The Capital Projects (Ditch) Funds are expected to decrease approximately $44,000 through three funds and three projects. This is expected to result in zero balances for all capital project funds by the end of 2016. An exception would be Ditch 54.

Those three projects and funds are:

- **Ditch 54 Fund** is planned to decrease $39,720 as part of the repair from Hanson Blvd to Main Street planned for that ditch. That project however, faces serious
site and regulatory constraints relative to access and deposition of spoil within or adjacent to wetland and floodplain.

- **Ditch 57 Fund** will decrease $1,113 with the repair and tree removal planned for that ditch.

- **Ditch 59 Fund** will decrease $3,465.38 with the repair and bank stabilization planned for the upper portion of the ditch system.

The Survey and Data acquisition fund will be zero at the end of 2016 as well, with the end of the Watershed Restoration and Planning (WRAP) effort. This project is funded in part through a grant from the Minnesota Pollution Control Agency and the project is scheduled to be complete in June, 2016.

Motion to receive the report was made by Kearns and seconded by Hoffman. The motion carried with four yea's (Hoffman, Kearns, Phelps and Westlund) and no nays.

27. **District Mission, Vision and Goals:**
The staff report provided to the Board noted that all directions governing Coon Creek Watershed District programs and operations is set forth in or derived from State or Federal statutes.

While each budget year may appear to only deal with the task at hand, the District, in addition to adopting each year’s budget development guidelines, keeps in mind the District’s Mission, vision statement, 2013 – 2023 Comprehensive Plan and short and long term organizational goals and requirements.

**District Mission**
To manage ground water and the surface water drainage system to prevent property damage, maintain hydrologic balance and to protect water quality for the safety and enjoyment of citizens and the preservation and enhancement of wildlife habitat.

The District's mission is broad and complex. To accomplish the mission will require a collection of individual efforts. For this reason the District depends on its managers, staff, committees, member cities, and sister agencies to become an effective and productive organization, and accomplish its objectives.

28. **Long Range Financial Objectives:**
The Board reviewed and discussed the nine long range financial objectives of the District taken from the Comprehensive Plan how the District is achieving the goals.

29. (moved to item 6.5)
INFORMATIONAL ITEMS
31. Coon Rapids Well Head Protection Plan Amendment: Coon Rapids provided the delineation of the wellhead protection area; the drinking water supply management area boundary, and the wells and drinking water supply management area vulnerability assessment.

31. Mississippi River Corridor Critical Area Update: The Notice of Hearing has been published and the formal comment period has now begun. The hearing is Wednesday June 15, 2016 at 4:30 PM at Greenhaven Golf Club in Anoka.

32. Watershed District Legislative Update for April 20, 2016: Of special interest is the Buffer Legislation update. Status was also updated on Capital Investment and Tax Exempt Status.

ADJOURN
The meeting adjourned at 7:27 PM on a motion by Hoffman, seconded by Kearns. Motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

_____________________________
Byron Westlund, President