COON CREEK WATERSHED DISTRICT
BOARD OF MANAGERS' MEETING
June 24, 2013

The Board of Managers of the Coon Creek Watershed District held their regular meeting on June 24, 2013, at Bunker Hills Activity Center.

POLICY ITEMS

1. Call to Order: The meeting was called to order at 7:30 PM
   Present: Scott Bromley, Warren Hoffman, Brad Johnson, Clayton Kearns, and Byron Westlund
   Staff: Tom Gile, Tim Kelly, Ed Matthiesen
   Others: Mike Brandt, MFRA

2. Approval of the Agenda: Motion to approve the agenda was made by Hoffman and seconded by Johnson. Motion carried with five yeas (Bromley, Hoffman, Johnson, Kearns, and Westlund) and no nays.

3. Open Mike: None

POLICY ITEMS

4. Approval of Minutes: Motion to Approve the Minutes was made by Hoffman and seconded by Johnson. Motion carried with five yeas (Bromley, Hoffman, Johnson, Kearns, and Westlund) and no nays.

5. 2014 Budget: Committee Report & Recommendation on Salary Study: Kelly presented the staff report based on the committee findings. Kearns stated the committee chooses to use the MAWD classifications over the other options. Bromley said they were recommending the minimum amounts in the MAWD proposed salary range. Bromley also recommended the Board approve the Administrators salary and ask Administrator to approve staff salaries.

   Westlund expressed discomfort with a single large salary adjustment and indicated he favors increases taking place over a 2-3 year period.

   Johnson agreed that the District’s salaries are out of step and favored a mid-year increase, but not a complete single market adjustment in 2013. Johnson suggested the District receive input from Anoka County Human Resources, as the County is the appointing authority for the District. He would like to see ranges based on experience as well.

   Kelly stated 2 studies and their ranges were presented at the last meeting. The figures presented in the committee report represent only the minimum of the ranges of the 2012 MAWD study of metro area positions.
Motion to Accept Findings of the Committee was made by Bromley. No second was made. The motion to accept the findings and recommendation of the Committee died.

Motion to Implement Committee findings over a 2 year period was made by Kearns and seconded by Westlund.

Johnson discussed a mid-year across the board salary adjustment effective July 1, 2013 and then obtain input from Anoka County Human Resources on how to implement further adjustments.

Kearns withdrew his motion.

Motion was made by Westlund to award, within 30 days, one half of the MAWD salary minimums. Westland then noted that for each position this would be approximately equal to the following: Administrator 15%, Administrative Assistant 25%, I&E Coordinator 16%, O&M Coordinator 25%, Regulatory Coordinator 16%, and WRAPP Coordinator 25% and 2014 adjustments based within the 2014 budget process.

Discussion followed with Bromley stating Westlund’s method of allocation is unprofessional. Westlund withdrew his motion.

Johnson asked Westlund if his motion was an immediate response to the issue of salaries being out of step with the market, thus giving the Board more time to seek advice from their appointing authority before the 2014 budgeting process regarding salaries. Westlund stated that was true.

Westlund reinstated the motion and Johnson seconded the motion. Motion carried with four yeas (Hoffman, Johnson, Kearns, and Westlund) and one nay (Bromley).

6. 2014 Budget: Review of Fees: Kelly reviewed the District’s fee and escrow policy and based on costs recommended having the following changes in cost items reviewed by the District’s advisory committees. Kelly expressed concern about the potential effect of some of the changes on small applicants. Kelly also noted that the issue of not returning unused fees to the applicant was raised and should also be discussed by the Advisory Committee.

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$700</td>
<td>$1,500</td>
</tr>
<tr>
<td>Base Amount</td>
<td>$1,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>Ditch Length</td>
<td>$10</td>
<td>$20</td>
</tr>
<tr>
<td>Per Acre</td>
<td>$200</td>
<td>$500</td>
</tr>
</tbody>
</table>
Motion to Forward Recommendations to the Technical and Citizen Advisory Committees was moved by Hoffman and seconded by Johnson. Motion carried with five yeas (Bromley, Hoffman, Johnson, Kearns, and Westlund) and no nays.

PERMIT ITEMS
7. Deer Haven Hills 7th: The purpose of this project is a subdivision development project near the corner of 149th Ave NE and Naples St. NE in Ham Lake, MN.

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

<table>
<thead>
<tr>
<th>ISSUES/CONCERNS</th>
<th>Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Escrows: Escrows have not been paid.</td>
<td>Performance Escrow: $1500 + (30 acre *200/acre) = $7,500.00</td>
</tr>
<tr>
<td>$1500 + (30 acre *200/acre) = $7,500.00</td>
<td></td>
</tr>
<tr>
<td>Stormwater &amp; Hydraulics: The applicant adjusts the first inch of rainfall volume calculation by a factor of 0.9. CCWD does not have an adjustment factor for volume management calculations.</td>
<td>Provide justification for reduction in first inch of rainfall volume calculation.</td>
</tr>
<tr>
<td>Groundwater: Infiltration basins 5, 6, 7, and 8 have elevations below the mottled soil elevation. Mottled soil indicates high groundwater elevation. Three (3) feet of separation is needed between the bottom of the infiltration basin and groundwater elevation. Drain tile may be needed in these basins to prevent flooding but maintain filtration practices.</td>
<td>Revise design of infiltration basins 5, 6, 7, and 8 with drain tiles for filtration practices, or provide a groundwater record that indicates that normal groundwater levels are 3 feet or more below the infiltration basin bottoms.</td>
</tr>
<tr>
<td>Soils &amp; Erosion Control: The site is within 1 mile of an Impaired Water. Stabilizing vegetation is not proposed for disturbed areas within one week of rough grading.</td>
<td>Add a note in erosion control plan that stabilizing vegetation is proposed within 7 days of rough grading.</td>
</tr>
</tbody>
</table>

This project does not meet District standards. Performance Escrows must be submitted prior to issuance of a Permit.

Staff recommendation was to Table with 5 Stipulations.
1. Receipt of escrows of $7,500.00.
2. Provide justification for reduction in first inch of rainfall volume calculation.
3. Revise design of infiltration basins 5, 6, 7, and 8 with drain tiles for filtration practices, or provide a groundwater record that indicates that normal groundwater levels are 3 feet or more below the infiltration basin bottoms.
4. Add a note in erosion control plan that stabilizing vegetation is proposed within 7 days of rough grading.
5. Updated plans should be submitted based on revisions from CCWD and City of Ham Lake Comments.

Staff recommendation to Table with 5 Stipulations was moved by Hoffman and seconded by Johnson. Motion carried with five yeas (Bromley, Hoffman, Johnson, Kearns, and Westlund) and no nays.

8. Water’s Edge: The purpose of this project is re-plat of the property from multifamily into 14 single family homes near intersection of Club West Parkway and 111th Ave. in Blaine, MN.

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

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Escrows: Escrows have not been paid</td>
<td>Performance Escrow: $1500 + (3 acre *200/acre) = $2,100.00</td>
</tr>
<tr>
<td>Maintenance: A drainage and utility easement is not provided for the storm water/infiltration ponds/rain gardens shown on the drainage plan. The owner has acknowledged that they will enter into an Operations and Maintenance agreement with the CCWD.</td>
<td>The applicant must provide a fully executed and recorded O&amp;M agreement to the CCWD prior to issuance of a permit.</td>
</tr>
</tbody>
</table>

This project does meet District standards. Performance Escrows must be submitted prior to issuance of a Permit.

Staff recommendation was to Approve with 2 Stipulations.

1. Receipt of Escrows of $2,100.00.
2. The applicant must provide a fully executed and recorded O&M agreement to the CCWD prior to issuance of a permit.

Staff recommendation to Approve with 2 Stipulations was moved by Johnson and seconded by Hoffman. Motion carried with five yeas (Bromley, Hoffman, Johnson, Kearns, and Westlund) and no nays.

9. Sentrum Corners: The purpose of this project is redevelopment of the existing bank site at the NE corner of the intersection of Main St. NW and Round Lake Blvd. NW in Coon Rapids, MN.

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

<table>
<thead>
<tr>
<th>ISSUES/CONCERNS</th>
<th>Needs</th>
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<tbody>
<tr>
<td>Escrows: Escrows have not been paid</td>
<td>Performance Escrow: $1,500 + ($200 * 3 acres) = $2,100.00</td>
</tr>
</tbody>
</table>

This project does meet District standards. Escrows must be submitted prior to issuance of a permit.
Staff recommendation was to Approve with 1 Stipulation.

1. Receipt of escrow of $2,100.00.

Staff recommendation to Approve with 1 Stipulation was moved by Johnson and seconded by Hoffman. Motion carried with five yeas (Bromley, Hoffman, Johnson, Kearns, and Westlund) and no nays.

10. Lake Life Estates: The purpose of this project is development of a two phase 9 parcel single family development in the SE quadrant of 155th Ave. and Lexington Ave. in Ham Lake, MN.

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

<table>
<thead>
<tr>
<th>ISSUES/CONCERNS</th>
<th>Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Escrows</strong>: Escrows have not been paid.</td>
<td>Performance Escrow: $1500 + (12 acre *200/acre) = $3,900.00</td>
</tr>
<tr>
<td><strong>Maintenance</strong>: It is unknown if property owners affected by changes in drainage have been notified and have acknowledged the changes proposed.</td>
<td>The applicant must provide proof that property owners affected by changes in drainage have been notified and have acknowledged the changes proposed.</td>
</tr>
<tr>
<td><strong>Soils &amp; Erosion Control</strong>: All wetlands, waterbodies, ponds, infiltration basins and water conveyance systems are not protected from erosion and sedimentation.</td>
<td>Provide rip rap at pond 3 inlet (to the pond bottom) and outlet. Provide silt fence above the NWL of Pond 3 or erosion control blanket the banks of the pond upon completion of grading.</td>
</tr>
</tbody>
</table>

This project does meet District standards. Performance Escrows must be submitted prior to issuance of a Permit.

Staff recommendation was to Approve with 5 Stipulations.

1. Receipt of escrow of $3,900.00
2. Any future phases on the southern portion of the property will need additional review and permitting prior to construction activities.
3. The applicant must provide proof that property owners affected by changes in drainage have been notified and have acknowledged the changes proposed.
4. Provide rip rap at pond 3 inlet and outlet.
5. Provide silt fence above the NWL of Pond 3 or erosion control blanket the banks of the pond upon completion of grading.

6. Staff recommendation to Approve with 5 Stipulations was moved by Westlund and seconded by Johnson. Motion carried with four yeas (Bromley, Johnson, Kearns, and Westlund) and no nays and one abstained (Hoffman).

11. 93rd Lane Industrial Park Improvements Phase 2: The purpose of this project is a road and ditch maintenance project at an industrial park area generally defined by 94th Lane
on the N, Baltimore St. on the W, Radisson Road on the S, and 93rd Lane Extension on the E. Work will be conducted on 93rd Lane, 92nd Avenue, and 91st Avenue in Blaine, MN.

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

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</thead>
<tbody>
<tr>
<td>Escrows: Escrows have not been paid.</td>
<td>Performance Escrow; $1500 + (10 acre *200/acre) = $3,500.00</td>
</tr>
</tbody>
</table>

This project does meet District standards. Performance Escrows must be submitted prior to issuance of a Permit.

Staff recommendation was to Approve with 1 Stipulation.
1. Receipt of escrow of $3,500.00

Staff recommendation to Approve with 1 Stipulation was moved by Johnson and seconded by Hoffman. Motion carried with five yeas (Bromley, Hoffman, Johnson, Kearns, and Westlund) and no nays.

DISCUSSION ITEMS
12. 2014 Budget: Organizational Management, Personnel & FTE Review & Requests: Kelly noted areas of Board concern such as, Cost-of- Living Adjustments, Health Insurance, and FTE increases for student intern and the WRAP Coordinator.

Motion to Receive the Report was made by Hoffman and seconded by Johnson. Motion carried with five yeas (Bromley, Hoffman, Johnson, Kearns, and Westlund) and no nays.

INFORMATIONAL ITEMS
13. Crooked Lake Eurasian Water Milfoil Treatment: Kelly stated the Crooked Lake Area Association applied for and received a variance from the DNR. This will allow them to treat 34 acres, not the standard 12 acres. CCWD is concerned that treating such a large area could have the potential of causing the lake to “flip” to a turbid state.

ADJOURN
The meeting adjourned at 8:58 PM on a motion by Hoffman and seconded by Johnson. Motion carried with five yeas (Bromley, Hoffman, Johnson, Kearns, and Westlund) and no nays.

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Byron Westlund, President