The Board of Managers of the Coon Creek Watershed District held their regular meeting on May 29, 2016 at the Bunker Hills Activities Center.

1. Call to Order: The meeting was called to order at 5:40 PM
Staff: Corinne Elfelt, Rebecca Haug, Tim Kelly, Michelle Ulrich.
Others: Jim Lindahl, Anoka Conservation District Liaison; Nick Mannel, Loucks (Invictus & Mercy Hospital)

2. Approval of the Agenda: Kearns moved to approve the Agenda. Seconded by Hoffman. Motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

3. Open Mike: No one addressed the Board.

CONSENT AGENDA
4. Approval of Minutes: There were no changes made to the April 26, 2016, Board of Managers’ Meeting Minutes.
5. Receive Staff Report
6. Receive Monthly Financial Statements
7. Approve Bills: Claims totaling $227,836.15 on the following disbursement were before the Board for approval:

<table>
<thead>
<tr>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1 Floor and Carpet Care Inc.</td>
<td>368.72</td>
</tr>
<tr>
<td>Anoka Conservation District</td>
<td>55,786.00</td>
</tr>
<tr>
<td>Anoka County</td>
<td>51,818.18</td>
</tr>
<tr>
<td>Anoka County Parks</td>
<td>120.00</td>
</tr>
<tr>
<td>Anoka-Hennepin ISD #11</td>
<td>13,695.00</td>
</tr>
<tr>
<td>City of Coon Rapids</td>
<td>2,005.00</td>
</tr>
<tr>
<td>Comcast</td>
<td>150.42</td>
</tr>
<tr>
<td>Jamie Dayton</td>
<td>17.71</td>
</tr>
<tr>
<td>Dawn Doering</td>
<td>11.34</td>
</tr>
<tr>
<td>Corinne Elfelt</td>
<td>325.40</td>
</tr>
<tr>
<td>ESRI, Inc.</td>
<td>2,060.50</td>
</tr>
<tr>
<td>GreatAmerica Financial Services</td>
<td></td>
</tr>
<tr>
<td>Corp</td>
<td>318.49</td>
</tr>
<tr>
<td>Jon Janke</td>
<td>26.43</td>
</tr>
<tr>
<td>KWC Investment III, LLC</td>
<td>3,669.61</td>
</tr>
<tr>
<td>League of Minnesota Cities Ins. Trust</td>
<td>8,600.00</td>
</tr>
<tr>
<td>Leymar Companies</td>
<td>952.76</td>
</tr>
<tr>
<td>Marvin Development IV (Border Foods)</td>
<td>2,465.00</td>
</tr>
<tr>
<td>Metro Sales Inc.</td>
<td>274.67</td>
</tr>
</tbody>
</table>
M Ulrich 3,830.25
Minuteman Press 64.26
Nottingham Development 8,745.10
Office Depot 843.95
P & C Tree Service 24,675.00
Printcentral 145.20
RESPEC 10,522.55
U. S. Bank 750.53
U. S. Bank 277.88
U. S. Postmaster 47.00
Verizon 236.60
Randy Wesp Escavating 35,032.60

**227,836.15**

Motion to approve the Consent Agenda Items was made by Hoffman, seconded by Phelps. Motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

**POLICY ITEMS**

**8. Update on DNR Communications & Responsiveness**

At the April 25 meeting the Board asked for an update on the communications and responsiveness of DNR Wildlife concerning Threatened and Endangered reviews and permits, following up on Board discussions of September 14 and 28, 2015.

Since the first meeting in October, 2015 the District has reviewed 93 applications. Twenty-five of those applications were approved. **Eleven (12%)** of those applications were forwarded to DNR pending the review and approval needed to complete the District’s review. The average response time from the DNR after CCWD action has been 53 days. The average response time from the District has been 25 days. The Board felt the response times were reasonable.

Motion to continue to monitor DNR responsiveness and review and reconsider in fall made by Westlund, seconded by Kearns. Motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

**9. Changing of Principal Place of Business**

After the last Board meeting staff was contacted by the District’s Attorney noting that there are specific statutory requirements regarding the District’s changing its principal place of business.

The District’s Attorney reviewed the requirements to change the principal place of business outlined in the Staff Report.

After consideration of the requirements, the pros and cons of relocating the District’s principal place of business from Bunker Hills Activity Center to the current District office
location and the costs involved, the Board felt it would be most prudent to continue to hold the Board Meetings in the public facility, Bunker Hills Activity Center, until a time the new office building location is settled.

The Board expressed their desire to continue to meet in the Aspen Room, however, the new tables do not work in the old configuration and asked staff to work out a new table configuration.

Motion to change principal place of business after moving to permanent office space made by Kearns seconded by Hoffman. Motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

10. Performance Review of District Administrator
Chair Westlund and Vice-Chair Hoffman met with Kelly prior to the Board Meeting to review the major job responsibilities of the District Administrator:

Westlund and Hoffman reported Kelly rated highly in all aspects of the job description. Concerns that were discussed included managing the District image. Phelps noted Coon Creek Watershed District is highly regarding amongst its’ peers.

PERMIT ITEMS
11. 133rd Lane NE Reconstruction: The purpose of this project is the reconstruction of road for redirection of drainage near Jam Hops at 133rd Lane NE between from Aberdeen to 210 ft east in in Ham Lake, 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: The existing infiltration basin doesn’t have sufficient sediment control.</td>
<td>1. By observation, determine location of sedimentation in existing infiltration basin. To ensure long term infiltration throughout the basin, provide rock berm at sedimentation limits. Class II riprap is sufficient.</td>
</tr>
<tr>
<td>Erosion Control: Plans for erosion control devices must be submitted with a note stating stabilization of vegetation will take place within 14 days of rough grading or inactivity.</td>
<td>2. Provide erosion control devices at: a. south side of 133rd Lane where drainage is away from project, b. catch basins within drainage areas 10S, 11S, 12S, 15S and 16S on Drainage Area Sheet.</td>
</tr>
</tbody>
</table>
3. Provide statement that stabilization vegetation will be take place within 14 days of rough grading or inactivity.

<table>
<thead>
<tr>
<th>Escrows: $2,000 + (0.5 ac * $500/ac) = $2,250.00</th>
</tr>
</thead>
</table>
| 4. Receipt of escrows

Staff recommended approval with 4 stipulations as follows:
1. Receipt of escrows, $2,250.00.
2. Provide erosion control devices:
   a. South of project
   b. At catch basins in intersection of Aberdeen St and 133rd Lane NE.
3. Provide rock berm at sedimentation limits of existing basin.
4. Provide statement that stabilization vegetation will be take place within 14 days of rough grading or inactivity.

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

12. Crosstown Blvd Trail Improvements: The purpose of this project is trail construction on the west side of Crosstown Blvd NE between South Coon Creek Drive and Coon Creek 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><strong>Soils &amp; Erosion Control:</strong> Adjacent properties and stormwater ponds are not protected from sediment deposition.</td>
<td>1. Silt fence has been provided from stations 12+50 to end. However, drainage is also away from road from stations 7+50 to 12+50 and will required erosion control to protect adjacent properties.</td>
</tr>
<tr>
<td>Escrows: $2,000 + (0.6 ac * $500/ac) = $2,300.00</td>
<td>2. Receipt of escrows</td>
</tr>
</tbody>
</table>

Staff recommendation was to approve with 2 stipulations as follows:
1. Receipt of escrows, $2,300.00.
2. Provide erosion control measures from stations 7+50 to 12+50.

Motion to approve with 2 stipulations was moved by Westlund and seconded by Hoffman. The motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.
13. **Invictus Brewery**: The purpose of this project is the construction of a new commercial building and parking at 2025 105th Avenue 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><strong>Maintenance</strong>: The applicant has not provided a maintenance plan for the proposed stormwater infrastructure on the site.</td>
<td>1. Applicant must provide an Operations &amp; Maintenance Agreement for the proposed stormwater infrastructure on the site.</td>
</tr>
<tr>
<td><strong>Stormwater &amp; Hydrology</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>2. 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>
</tr>
<tr>
<td><strong>Escrows</strong>: $2,000 + (1.99 ac * $500/ac) = $2,995.00</td>
<td>3. Receipt of escrows</td>
</tr>
</tbody>
</table>

Staff recommendation was to approve with 3 stipulations as follow:

1. Receipt of escrows, $2,995.00.
2. The applicant must submit a stormwater maintenance plan consistent with District Maintenance standards for each Stormwater Treatment Practice.
3. 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.

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.

14. **Mercy Hospital**: The purpose of this project in a building addition, parking ramp and building entrance southwest of Coon Rapids Blvd and Blackfoot St 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><strong>Water Quality</strong>: Infiltration/filtration basins do not have pretreatment.</td>
<td>1. Pretreatment is required for infiltration/filtration basins at curb cuts. RainGuardians are one option for pretreatment at curb cuts.</td>
</tr>
</tbody>
</table>
| **Stormwater & Hydrology**: Additional details need to be provided for the Underground Storage System and filtration/infiltration basins. | 2. Underground Storage System  
   a. Utility plan sheet indicates that proposed underground chambers will be constructed under existing storm sewer. Details need to be provided that indicate if existing pipe will be removed and where termination will be.  
   b. Provide SHASM calculations to ensure TSS removal is met at proposed sump/SAFL location.  
  3. Provide location of roof drain for Filtration Basin #4 |
| **Erosion Control**: A note is required on the plans stating stabilization of vegetation will take place within 7 days of rough grading or inactivity | 4. Infiltration Basin #3:  
   a. Memo states 954 CF of storage but model indicates closer to 600 CF. To meet district requirements, additional basin volume is required below outlet (871.9)’  
   b. FES is higher than outlet elevation on plan set, and does not match model elevation.  
  5. The site is within 1 mile of an impaired water. Revegetation stabilization must take place within 7 days, not 14 days. |
| **Escrows**: $2,000 + (4.13 ac * $500/ac) = $4,065.00 | 6. Receipt of escrows. |

Staff recommendation was to table with 6 stipulations as follows:

1. Receipt of escrows, $4,065.00.
2. Pretreatment is required for infiltration basins (#2 and #3) at curb cuts.
3. Underground Storage System
a. Details need to be provided that indicate if existing pipe will be removed and where termination will be.

b. Provide SHASM calculations to ensure TSS removal is met at proposed sump/SAFL location.

4. Provide location of roof drain for Filtration Basin #4

5. Infiltration Basin #3
   a. Provide additional volume to meet district requirements.
   b. Provide consistent elevations for outlet.

6. Provide a note that revegetation stabilization must take place within 7 days.

District staff noted there is an outstanding stipulation from a 2014 application that requires a comprehensive plan for Mercy’s campus be developed. Nick Mannel stated Louks is working through the comprehensive plan for both Mercy and Unity campuses. Kelly stated the comprehensive plans will be a separate item to be considered and approved by the Board. Kelly stated the comprehensive plans will likely be phased in at both campuses.

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

15. Tomas Remodel: The purpose of this project is a building addition and deck repair at 10710 Mississippi River Blvd 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>Soils &amp; Erosion Control:</td>
<td>Adjacent properties and stormwater ponds are not protected from</td>
</tr>
<tr>
<td></td>
<td>sediment deposition.</td>
</tr>
<tr>
<td>Escrows: $2,000 + (0.01 ac * $500/ac) = $2,005.00</td>
<td></td>
</tr>
</tbody>
</table>

1. Provide silt fence in the location shown on map below to protect adjacent property. Fence should extend east of the proposed addition next to the property line and should end at the house.

2. Provide note that stabilization vegetation will take place within 7 days of rough grading/ inactivity or final grading.

3. Receipt of escrows

Staff recommendation was approval with 3 stipulations as follows:

1. Receipt of escrows, $2,005.00.
2. Using plat map, provide erosion control fence at location shown below.
3. Add note that states stabilization vegetation will take place within 7 days of rough grading/ inactivity or final grading.

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

DISCUSSION ITEMS

16. 2017 Budget Process and Calendar
District staff provided a budget process outline and calendar based on the Board policy guidelines discussed during the April 25, 2016 Board Meeting. Board members were encouraged to provide input including District repairs that may need to be addressed in the budget. Staff requested confirmation from the Board that they wished to tour/inspect the District on Monday, June 20.

Motion to adopt the 2017 Budget Process and Calendar was made by Westlund and seconded by Hoffman. The motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

17. Revenue Policies & Projections
District Administrator, Kelly, provided a review of the revenue history and projections based on economic trends and indices.

Motion made to receive the report and staff was directed to review accounting methods, make obtaining grants a priority, to review the changes in time and cost for review and inspection fees of permit application project made by Westlund, seconded by Hoffman. The motion carried with four yeas (Hoffman, Kearns, Phelps and Westlund) and no nays.

INFORMATION ITEMS

18. Update on Building Sites
   Sites 1 & 2 Port Riverwalk: Part of the proposed Port River Walk Development. Sites adjacent to and south of these sites are now being investigated for potential hazardous waste and soil vapor issues. Will be several more weeks before outcome and therefore availability and timing is known.

   Site 3 Clay Hole: City of Coon Rapids is investigating utility availability, and any land or title restrictions. Should be known by May 23 Board meeting.

   Site 4 Ham Lake City Hall: A meeting will be scheduled for the week of May 16 with the Major of Ham Lake, Westlund, Hoffman and Kelly. Preliminary information shows easements and setbacks over the proposed construction and building site discussed for the T-Mobile equipment and antenna and may involve property apparently owned by Verizon. Other concerns with the site are access to and/or the cost of sewer and water to the site.
19. Legislation Affecting Drainage
The Legislature passed and signed legislation which includes Buffer Law. Kelly and Ulrich are members of the Drainage Work Group and have had an active role with the Drainage Work Group in making recommendation regarding drainage system retroactive acquisition and compensation for public ditch buffer strips. There are two additional bills that will also merit additional discussion by this group.

ADJOURN
The meeting adjourned at 6:33 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