The Board of Managers of the Coon Creek Watershed District held their regular meeting on January 25, 216 at the Bunker Hills Activities Center.

1. **Call to Order:** The meeting was called to order at 5:30 PM

   Present: Scott Bromley, Warren Hoffman, Clayton Kearns, Nick Phelps, and Byron Westlund.

   Staff: Corinne Elfelt, Rebecca Haug, Tim Kelly, Michelle Ulrich.

   Others: Jim Lindahl, Dale Sprouse

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

3. **Open Mike:** No one present at time of Open Mike.

**POLICY ITEMS**

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

5. **Engagement Letter for 2015 Audit:** This is a standard Letter of Engagement from the state auditor to move forward with the audit, similar to those in the past. Kelly stated the next step would be to schedule the entrance meeting and audit.

   Motion to Approve the Engagement Letter for 2015 Audit was made by Westlund, seconded by Bromley. Motion carried with five yeas (Bromley, Hoffman, Kearns, Phelps, Westlund) and no nays.

**PERMIT ITEMS**

6. **Hidden Acres:** The purpose of this project is the development of 29 single family homes to be located North and West of the intersection of 113th Avenue NE and Ulysses Street NE in Blaine, Minnesota. This application was previously reviewed by the Board at the December 14, 2015, meeting and was tabled with stipulations. Staff has since worked with the applicant to resolve the stipulations and staff has identified the one remaining stipulation as the receipt of escrow.

   The staff report provided to the Board identified the following issue and concern:

<table>
<thead>
<tr>
<th>Escrow: $2,000 + (9.83 ac * $500/ac)</th>
<th>1. Receipt of escrows.</th>
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<tbody>
<tr>
<td>$6,915.00</td>
<td></td>
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Staff recommendation was to Approve with 1 Stipulation as follows:
1. Receipt of escrows of $6,915.00.

Hearing no questions or discussion, staff recommendation to Approve with 1 Stipulation was moved by Hoffman and seconded by Bromley. The motion carried with five yeas (Bromley, Hoffman, Kearns, Phelps, Westlund) and no nays.

7. ReMax Results – Andover: The purpose of this project is the construction of a new commercial building and parking lot at the NW corner of CSAH 116 (Bunker Lake Blvd) and Old Crosstown Blvd in Andover, Minnesota. Staff noted this is the site of a former gas station and had been identified as a contaminated site, and the applicant is not able to meet some of the requirements of the District because of the previous use at this site.

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

<table>
<thead>
<tr>
<th><strong>Stormwater &amp; Hydraulics:</strong> The site is currently an open lot with poor vegetation and exposed soils due to demolition of a previous gas station. The proposed rates exceed the site runoff for current conditions but show an improvement compared to when the site was a gas station. Therefore, the proposed rates meet District requirements.</th>
<th>1. Provide sump details</th>
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<tr>
<td>Due to site constraints, a portion of the site is not directed to a biofiltration basin but will be directed to a sump before entering City storm sewer. Details were not provided for sump.</td>
<td>2. After initial grading completely surround the proposed infiltration basins with erosion control measures to prevent the basin from clogging.</td>
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<tr>
<td><strong>Soils &amp; Erosion Control:</strong> 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>3. Provide drainage/utility easement and O&amp;M agreement for proposed infiltration basin.</td>
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<td><strong>Maintenance:</strong> A drainage and utility easement is not provided for the storm water/infiltration pond shown on the drainage plan.</td>
<td>4. Provide pretreatment for infiltration basins.</td>
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<td><strong>Water Quality:</strong> Biofiltration basins need to have pretreatment to ensure long term filtration capabilities. Pretreatment can</td>
<td></td>
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Consist of but is not limited to rock entrance, curb cut structures such as a Rain Guardian or sump manholes at curb cuts.

**Escrows:** $2,000 + (1.58 ac * $500/ac) = $2,790.00

Staff recommendation was to Table with 5 Stipulations as follows:

1. Receipt of escrows of $2,790.00.
2. Provide sump details.
3. After initial grading completely surround the proposed infiltration basins with erosion control measures to prevent the basin from clogging.
4. Provide drainage/utility easement and O&M agreement for proposed infiltration basin.
5. Provide pretreatment for infiltration basins.

Staff reports the application proposes to meet the required Stipulations by Wednesday, January 27, and this permit is likely to come before the Board again at the February 8, Board Meeting.

Hoffman inquired as to what was the next step for this contaminated site. Haug reported the PCA has closed this case and as long there is no infiltration (no infiltration basins), they will not be exposing any additional contaminants in this area. Hoffman inquired if the contaminants that are there will stay there and if this site in any way sealed. Kelly added that the site will be impervious when complete and accomplishes the same thing as sealing the site. There will be some movement, but the PCA’s decision is based on the probability of movement, concentration of the plume, size of the plume and what is down gradient. Kelly stated there are no private or public wells downstream, but they are within a distance of the impaired portion of Coon Creek, but they are meeting requirements, the issue being, because of the plume, they cannot infiltrate. Hoffman asked what types of soil are on the site and staff response was Lino and Zimmerman.

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

**DISCUSSION ITEMS**

8. Office Building Proposed Potential Timeline and Preliminary Budget:

Kelly noted that the staff report was an attempt to begin to address two subjects the Board has discussed: timeframe to accomplish occupancy by October, 2017 and potential cost. Two other items are also addressed: work flow and potential project representatives.
Bromley suggested Wenck be removed from a list of potential project representative and Classic Construction be added. Bromley also expressed concern over engineering/architectural costs noted by Wenck, and the possible conflict of interest.

Westlund expressed great concern over having one firm’s proposed figures for a new building without the benefit of having other construction companies having the opportunity to propose their projected costs, providing the Board with a cost range for the project.

Hoffman noted that time may be the biggest issue due to the District’s lease ending September 30, 2017, as a building is pursued. Kelly noted that he had spoken with the landlord and that we can get up to a three year lease extension on the District’s current space.

Westlund proposed the District pursue talking to an architectural firm to get a concept plan for a 10,000 square foot building and find land to build. Len Lampert may be another company that could be contacted for a concept plan. Westlund stated he would like to see concept plans that can then move forward into blueprints. Westlund noted a scope of services should be outlined for the project. Also, when pursuing building costs, Westlund and Bromley noted the BMP’s (demonstration areas) should be as alternatives to the bid. Westlund noted the Board should be able to see a range of costs of building from multiple construction companies. Several local construction management firms were discussed such as Amcon, Classic and Stone.

Kearns inquired what some of the land options are. Westlund stated that although there have been discussions with Coon Rapids, Anoka County and Ham Lake, it would be best to have something in writing. Kelly added there has been no systematic search for property and that Blaine has land that may be an option, also. Kelly noted a more formal and systematic land search for co-location, co-ownership and buildable public land could be requested of staff by the Board. Kelly also recommended that the Board not receive the Report.

A motion to not receive the report was made by Westlund and seconded by Hoffman. The motion carried with five yeas (Bromley, Hoffman, Kearns, Phelps, Westlund) and no nays.

A motion was made by Westlund that directs District staff put together a report on available land and land need and an invitation to bid on a 10,000 square foot building and seconded by Bromley. The motion carried with five yeas (Bromley, Hoffman, Kearns, Phelps, Westlund) and no nays.

**9. 2016 Projects:** The four District Bank Stabilization Program sites were identified and prioritized. As part of the District Capital Improvement Plan four repair projects were identified and prioritized for work in 2016. Kelly also noted Ditch 54 from 2015 which is
the main stem of Coon Creek through Coon Rapids is subject to repair. The need for the repair of Ditch 54 is directly tied to refining the hydrology and flood control model.

Kelly reported that these repairs were identified at the last meeting as the projects in need of immediate repair. Other projects identified in that report were possible projects that will be monitored and reported on in the future.

A motion to Receive the report was made by Kearns. Seconded by Bromley. The motion carried with five yeas (Bromley, Hoffman, Kearns, Phelps, Westlund) and no nays.

10. Invitation to Blaine City Council Workshop: The District received an invitation to be the featured speaker at a Council workshop on February 11 at the City of Blaine. The Board discussed this opportunity serving as the biannual outreach to the Blaine Council.

Bromley, Kearns and Westlund stated they could be available for a meeting on February 11. Kelly stated this will be an opportunity to update the Council on what the District is about, and review what the CCWD has done in their city. Kelly will contact the City of Blaine and work out date details and forward it to the Board.

INFORMATIONAL ITEMS

11. Report from Metro MAWD Meeting
   a. Governor’s Water Summit Update: Kelly noted he, Phelps, and Helgeson are slated to attend the Summit on Saturday, February 27, for which there has been no agenda published yet.
   b. MAWD Strategic Planning Process: Ray Bohn is retiring. It is time to take stock and take a look at MAWD’s relationship with the Association of District Administrators, with BWSR, Legislature and others. MAWD has not taken as strong a leadership role in the past with Legislators.
   c. DNR Report on Thresholds for Negative Impacts to Surface Water: There is a Power Point presentation online about use of groundwater for appropriation and the establishment of quantity limits that will be enforced. This will have a major impact on many people. The timing of the study has been established but not as to when enforcement will begin.
   d. State Agency Grants Update: There has been a large reduction in grants (by ½ to ¾). This is likely to impact the possibility of obtaining grants for a future District building

12. Storm Water Solutions Article – Oak Glen Creek Bank Stabilization Project:
The District won national recognition for this project and this publication featured the City of Fridley Oak Glen Creek Bank Stabilization Project in the November/December 2015 issue.

13. Westlund wished to add an Information Item. He stated that staff prepared a couple of sample recaps of the minutes that could be made available sooner than the Minutes in an effort to update interested ones, i.e. Cities, County Commissioners, in a timely manner.
After reviewing the options and wishing to add nothing further to the workload of staff, a watermarked “UNAPPROVED” version of the minutes will be made available. Kelly added that the “UNAPPROVED” version of the minutes are typically ready by the Wednesday after the meeting.

14. Meeting attendee, Dale Sprouse, who arrived after the Open Mike portion of the meeting, was asked if he wished to address the Board by Westlund. Sprouse stated he was at the meeting to listen as there seems to be misinformation being circulated in the community. By attending the meeting and reading previous meeting minutes, he stated he understands the CCWD needs a new building, but is not certain about the need for 10,000 square feet. He stated he was glad to hear at this meeting the Board is in pursuit of building from a different approach.

ADJOURN
The meeting adjourned at 6:17 PM on a motion by Hoffman, seconded by Bromley. Motion carried with five yea's (Bromley, Hoffman, Kearns, Phelps, Westlund) and no nays.

Byron Westlund, President