The Board of Managers of the Coon Creek Watershed District held their regular meeting on January 11, 2016 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, Nick Phelps, and Byron Westlund  
Staff: Corinne Elfelt, Rebecca Haug, Jon Janke, Tim Kelly, and Michelle Ulrich  
Others: Jim Lindahl, Anoka Conservation District liaison

2. Approval of the Agenda:  
Warren Hoffman moved to approve the Agenda as amended to include Permit Items 15, 16, 18, 21, 22 and 23 in the Consent Agenda. Seconded by Scott Bromley. Motion carried with four yeas (Bromley, Hoffman, Phelps and Westlund) and no nays.

3. Open Mike: No one present.

CONSENT AGENDA  
4. Minutes, December 14, 2015 Meeting  
There were no changes made to the December 14, 2015 Board of Managers Meeting Minutes.

5. Minutes, December 22, 2015 Meeting  
There were no changes made to the December 22, 2015 Board of Managers Special Meeting Minutes.

6. Receive Staff Report  
The Staff Report outlined the Water Watch, Upcoming Events, a summary of the issues handled by the District, and a summary of scheduled projects for the upcoming year.

7. Receive Month Financial Statements  
The Staff Report included the fund balances, fund bank reconciliation and budget report for December 2015 for review and receipt.

8. Approve Bills
9. Designation of Depository:
In 1999 the District transferred its remaining funds to the US Bank for investment into the Minnesota Association of Governments Investing for Counties (MAGIC) fund. Annually the District designates the Official Depository for the District.

The Board had no questions for staff and agreed to adopt resolution 16-01 designating the US Bank as the official depository.

RESOLUTION 16-01
DESIGNATING THE US BANK AS THE OFFICIAL DEPOSITORY

WHEREAS, The Coon Creek Watershed District is authorized and formed under Minnesota Statutes 103D, and

WHEREAS, Minnesota Statutes 103D.351 requires the District to report its financial transactions, and Minnesota Statutes 103D.925 authorizes the District to issue warrants for payment of contracts and general expenses, and

WHEREAS, To accomplish both payment, and reporting the District must have a depository for its funds.

THEREFORE, BE IT RESOLVED THAT, The US Bank is the Official depository of the Coon Creek Watershed District.
10. Designation of Metro MAWD Representative
The District is a member of the Metro Chapter of MAWD. The Metro MAWD meets occasionally when there are legislative or other issues that pertain to all Metro watershed districts. The Board designated Byron Westlund Board Representative.

11. Designation of Fund Equity
In the 2003 and 2004 audits, the State Auditor expressed concern about the size of the fund balances/fund equity being held by the District and recommended that:
   1. Fund equity amounts be reviewed annually, and
   2. That the Board approves these designations, with acknowledgement in the Minutes.
The State Auditor has recommended the District maintain an unreserved fund balance of approximately 35% to 50% of operating revenue or no less that 5 months (42%) of operating expenditures.
Per the Auditor’s request, the Board designated fund equities of $614,661.

12. Adopting 2016 Mileage Rate
The State Auditor has recommended that the Board explicitly adopt mileage rates effective for the year. The mileage rate for 2016 is 54 cents per mile. The Board adopted $0.54 as the mileage rate effective for 2016.

13. Board Waiver of Tort Liability
Effective July 1, 2009, the statutory municipal tort liability increased to $500,000 per claimant and a total is $1,500,000 per occurrence. Organizations obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. If the District does not waive the statutory tort limits an individual claimant cannot recover more than $500,000.

The Board approve the waiver form, indicating the District does not waive the statutory tort liability limits.

Warren Hoffman moved to approve the consent agenda as amended to include Permit Items 15, 16, 18, 21, 22 and 23. Seconded by Nick Phelps. Motion carried with four yeas (Bromley, Hoffman, Phelps and Westlund) and no nays.

POLICY ITEMS
14. Designation of Official Papers:
The District has designated the Anoka County Union & Shopper, Inc. (Anoka Union, Blaine- Spring Lake Park Life, and Coon Rapids Herald) as the newspapers where legal notices pertaining to the Coon Creek Watershed District will be published. On January 4, 2016 the Anoka County Record submitted a proposal to be “one of the official public notice publishers” for the District at no cost per notice.
Because of the recent inclusion of a part of Fridley within the watershed district, the District must designate a newspaper that also covers that area; the Fridley Sun Focus newspaper covers the City of Fridley.

**RESOLUTION 16-02**
**DESIGNATING THE ABC NEWS AND SUN FOCUS AS THE OFFICIAL NEWSPAPERS**

WHEREAS, The Coon Creek Watershed District is authorized and formed under Minnesota Statutes 103D, and

WHEREAS, Minnesota Statutes 103D requires that under certain circumstances, the District notice its meetings, hearings, and decisions, and

WHEREAS, The requirement and the District goal of keeping the public informed is best served by always noticing District information in a specified source(s).

BE IT RESOLVED THAT, the Anoka County Union & Shopper, Inc. (Anoka Union, Blaine Life, and Coon Rapids Herald), and the Sun Focus (Fridley), are designated as the official newspapers of the Coon Creek Watershed District where all legal notices pertaining to the Business of the District will be published.

BE IT FURTHER RESOLVED THAT, in addition to publishing its legal notices in the above official newspapers, the District will also post its legal notices in the Anoka County Record and on the District Website, in order to facilitate public access to this information. The District will post the legal notices in the same format and for the same period of time as required for publication in the official newspapers.

Motion to adopt the resolution made by Scott Bromley seconded by Warren Hoffman. Motion carried with four yeas (Bromley, Hoffman, Phelps and Westlund) and no nays.

**PERMIT ITEMS**
15. **Blaine Baseball Complex – Ditch 60-2 Cleanout:** The purpose of this project is the maintenance of Ditch 60-2 form Ulysses St to approximately 1,400 ft west in Blaine, Minnesota.

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: $2000 + ($20 * 1400 lf of Ditch) = $30,000</td>
<td>Receipt of escrows</td>
</tr>
</tbody>
</table>
Staff recommendation was to approve with the following 1 Stipulation:
   1. Receipt of escrows: $30,000.00

Approved with 1 Stipulation with the Consent Agenda.

16. Blaine Retail Site: The purpose of the construction of new retail buildings and associated parking lot at the SW corner of Central Avenue and 117th Avenue NE in Blaine, Minnesota.

The staff report provided to the Board identified no outstanding issues or concerns.

Staff recommendation was to approve with 0 Stipulations.

Approved with 0 Stipulations with the Consent Agenda.

17. Broken Oaks Park – Ditch 60-1 Cleanout: The purpose of this project is the maintenance of Ditch 60-1 located in Broken Oaks Park in Blaine, Minnesota.

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

<table>
<thead>
<tr>
<th>Wildlife: The proposed project may include the threatened species Swamp Blackberry (Rubus semisetosus). The applicant must 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.</th>
<th>1. 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Escrows: $2000 + ($20 * 400 lf of Ditch) = $10,000</td>
<td>2. Receipt of Escrows</td>
</tr>
</tbody>
</table>

Staff recommendation is to approve with 2 Stipulations as follows:
   1. Receipt of escrows: $10,000.00
   2. 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.

Staff recommendation to table with 2 Stipulations was moved by Byron Westlund and seconded by Warren Hoffman. Motion carried with four yeas (Bromley, Hoffman, Phelps and Westlund) and no nays.
18. Copart, Inc. The purpose of this project is the demolition of existing structures for future expansion at the SE corner of Hwy 65 and Bunker Lake Blvd.

The staff report provided to the Board identified no outstanding issues or concerns.

Staff recommendation is to approve with 0 Stipulations.

Approved with 0 Stipulations with the Consent Agenda.

19. CSAH 14: The purpose of the reconstruction of Main Street from Hwy 52 to approximately 1,200 feet east of Harpers Street and proposed recreational trail on the south side of Main Street for Hwy 52 to Harpers Street located at Main Street between Hwy 52 and 1,200 feet east of Harpers Street in Blaine, Minnesota.

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

<table>
<thead>
<tr>
<th>Stormwater &amp; Hydraulics: The project is not meeting rate control and volume control for the entire project. There are several areas, notably subwatersheds 5935 and 5937 that are not being treated or controlled before entering into the wetland complex to the north of Main Street. The impact is complicated by the fact that there are drainage sensitive uses to the north. However, the District performed analysis in 2014 that indicated that the increase in runoff volume for these areas was going to have no appreciable impact on the overall flooding. It was determined that the existing wetland system would adequately handle the rate and volume of water from the proposed new impervious. Therefore, volume and rate control is not required for these subwatersheds.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wetlands: Wetlands do exist on-site according to the 1987 Federal manual, NWI, PWI, and Soil Survey. The delineation and WCA/Corps Joint Permit Application have been reviewed by the TEP. The applicant is in the process of purchasing wetland credits.</td>
</tr>
<tr>
<td>Escrows: $2,000 + (33.9 ac * $500/ac) = $18,950.00</td>
</tr>
<tr>
<td>1. Receive documentation of the purchase of the wetland credits to replace the wetland impacts associated with the construction of trails.</td>
</tr>
<tr>
<td>2. Receipt of escrows.</td>
</tr>
</tbody>
</table>
Staff recommendation was to approve with 2 Stipulations as follows:
1. Receipt of escrows: $18,950.00
2. Receive documentation of the purchase of the wetland credits to replace the wetland impacts associated with the construction of trails.

Staff recommendation to approve with 2 Stipulations was moved by Warren Hoffman and seconded by Nick Phelps. Motion carried with four yeas (Bromley, Hoffman, Phelps and Westlund) and no nays.

20. Lot 2 Block 1 Appleseed Addition: The purpose of this project is construction of a new commercial building and parking lot located at the NE corner of Aberdeen and 122nd Ln NE.

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

<table>
<thead>
<tr>
<th>Maintenance: A drainage and utility easement and/or O&amp;M agreement is not provided for the storm water/infiltration ponds shown on the drainage plan.</th>
<th>1. Provide drainage easement and/or O&amp;M agreement for the infiltration basins.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater &amp; Hydraulics: 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. 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>Update details to match model/plan set for basin outlets. Models and utility plan show 903.4/903.5’ for Basins #1 and #2. Details show 905.4/905.5’ for basin outlets. Basin #2 should be at 903.5’ in model according to utility plan sheet, currently set at 904.0’. Soil compaction is expected on site due to construction activities.</td>
<td>3. Provide consistent information between model/utility plan sheet and basin outlet details.</td>
</tr>
<tr>
<td>To account for this in the model, the pervious areas for proposed conditions should be reduced by one soil group (A to</td>
<td>4. Update curve numbers: a. Pervious curve numbers for proposed conditions.</td>
</tr>
</tbody>
</table>
B CN). Also, since the proposed basins are infiltration basins and not wet basins, the surface area of the basins can be modeled using pervious CN, instead of the 98 associated with impervious surfaces.

b. Use pervious curve number for infiltration basin surface areas.

<table>
<thead>
<tr>
<th>Soils &amp; Erosion Control:</th>
<th>5. Provide pretreatment for infiltration basins.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pretreatment needs to be provided for infiltration basins to ensure long term infiltration capabilities. Pretreatment can consist of but is not limited to settling basins, sumps or curb cut structures such as a Rain Guardian.</td>
<td></td>
</tr>
</tbody>
</table>

| Escrow: $2,000 + (1.02 ac * $500/ac) = $2,510.00 | 6. Receipt of escrows |

Staff recommendation was to table with 6 Stipulations as follows:
1. Receipt of escrows, $2,510.00.
2. Provide drainage easement and/or O&M agreement for the infiltration basins.
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.
4. Provide consistent information between model/utility plan sheet and basin outlet details.
5. Update curve numbers:
   c. Pervious curve numbers for proposed conditions.
   d. Use pervious curve number for infiltration basin surface areas.
6. Provide pretreatment for infiltration basins.

Staff recommendation to table with 6 Stipulations was moved by Warren Hoffman and seconded by Nick Phelps. Motion carried with four yeas (Bromley, Hoffman, Phelps and Westlund) and no nays.

**21. Oaks of Shenandoah 5th Addn Ditch Cleaning:** The purpose of this project is to clean and maintain existing 36” RCP outlet and open channel ditch located at 12748 Killdeer St, in Coon Rapids, Minnesota.

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

| Escrows: $2000 + ($20 * 315 lf of Ditch) = $8,300 | Receipt of Escrows |

Staff recommendation was to approve with 1 Stipulation as follows:
1. Receipt of escrows, $8,300.00
Approved with 1 Stipulation with the Consent Agenda.

**22. Pheasant Ridge Park:** The purpose of this project is to upgrade City park trails, playgrounds and sports fields in Pheasant Ridge Park in Coon Rapids, Minnesota.

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

| Wetlands: The applicant is in the process of purchasing 622 sf of wetland credits. | 1. Proof of purchase for the wetland credits. |

Staff recommendation was to approve with 1 Stipulation as follows:
1. Proof of purchase for the wetland credits.

Approved with 1 Stipulation with the Consent Agenda.

**23. Springbrook Nature Center Wetland Enhancement Project:** The purpose of this project is to restore wetland habitat to open water and create a “hemi-marsh” condition and reconstruction of boardwalk located at Springbrook Nature Center and Springbrook Creek (County Ditch 17) in Fridley, Minnesota.

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

| Escrows: $2,000 + (0.36 ac * $500/ac) = $2,180.00 | 1. Receipt of escrows. |

Staff recommendation was to approve with 1 Stipulation as follows:
1. Receipt of escrows: $2,180.00.

Approved with 1 Stipulation with the Consent Agenda.

**DISCUSSION ITEMS**

**24. Annual update of AIS at High Risk of Introduction to the District:**

The Board received a report that there are currently no new Aquatic Invasive Species with high risk of introduction to District waters.

**25. Lower Coon Creek Inspection Report:**

Located in Coon Rapids, open channel is 5.1 miles in length, drainage area is 3.4 square miles, containing 5 subwatersheds. There were 288 maintenance needs identified, with $628,650 in repairs recommended and $1,961,250 in future maintenance needs.

**26. Ditch 39 Inspection Report:**

Located in Blaine and Coon Rapids, this open channel is 3.3 miles in length with a drainage are of 1.9 square miles and 10 subwatersheds. There were 82 maintenance
needs identified, with $98,870 in repairs recommended and $134,800 in future maintenance needs.

27. Ditch 41 Inspection Report:
Located in Blaine and Coon Rapids, the open channel is 18.3 miles in length, drainage area is 11.1 square miles, with 11 public lateral ditches. During the inspection 417 maintenance needs were identified, $3,200 of immediate repairs needed, $542,035 of repairs recommended and an additional $1,581,170 identified as future maintenance needs.

28. Involvement with Anoka County Intergovernmental Committee:
The Board discussed the need to revisit this issue in three months after the County representatives have had an opportunity to resume attending the Citizens Advisory Committee and Technical Advisory Committee Meetings.

29. Foundation: Need for New Office Building and Lease versus Build Analysis:
Analysis demonstrates that lumps sum is the most economical method of obtaining space. Renting is the least economical. Discussion noted the need to consider renovation costs of any existing building that may be purchased, the District’s lack of authority to Bond for the purchase of a building, the need to look into obtaining grant money, and the importance of establishing a timeline for the relocation process with an anticipated end lease date of October 2017 in the current space.

30. Building Committee:
The Board will serve as the Building Committee and, per previously established procedure, involve the Citizens Advisory Committee and Technical Advisory Committee.

INFORMATIONAL ITEMS
31. CSAH 14 Project Summary 2016:
The Board received an update and timeline of the reconstruction of 125th Avenue (CSAH 14) from Harpers St to Radisson Road in Blaine: starting February with a completion goal of November, 2016.

ADJOURN
The meeting adjourned at 6:28 PM on a motion by Warren Hoffman, seconded by Nick Phelps. Motion carried with four yeas (Bromley, Hoffman, Phelps and Westlund) and no nays.

________________________________________
Byron Westlund, President