COON CREEK WATERSHED DISTRICT
BOARD OF MANAGERS’ MEETING
July 27, 2015

The Board of Managers of the Coon Creek Watershed District held their regular meeting on July 27, 2015, at Bunker Hills Activity Center.

POLICY ITEMS

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

Present: Scott Bromley, Warren Hoffman, Clayton Kearns, and Byron Westlund.
Staff:  Rebecca Haug, Jon Janke, Tim Kelly, Ed Matthiesen, and Michelle Ulrich
Others: Erik Miller of Sambatek, Inc.

2. Approval of the Agenda: Items 19 and 20 were added to the Agenda. Motion to approve the Agenda, as Amended, was made by Hoffman and seconded by Bromley. Motion carried with four yeaas (Bromley, Hoffman, Kearns, and Westlund) and no nays.

3. Open Mike: None

POLICY ITEMS:

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

5. Request to Award Work on Sand Creek Rain Gardens Project: Motion Awarding contract to Landscape Direction was made by Westlund and seconded by Bromley. Motion carried with four yeaas (Bromley, Hoffman, Kearns, and Westlund) and no nays.

6. Request to Award Work on Woodcrest Creek Rain Gardens Project: Motion Awarding contract to Landscape Direction was made by Kearns and seconded by Bromley. Motion carried with four yeaas (Bromley, Hoffman, Kearns, and Westlund) and no nays.

PERMIT ITEMS:

7. Coon Rapids Dam Regional Park Boat Launch, Parking & Roadway Improvements: The purpose of this project is roadway, parking lot, and boat launch improvements at 9750 Egret Blvd. NW in Coon Rapids, MN.

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

| Stormwater & 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 by filling the basin to a
| 1. The applicant must acknowledge that they will conduct a post construction test on the infiltration basin by filling the basin to a |
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 or another approved method. The Coon Creek Watershed District shall be notified prior to the test to witness the results.

**Water Quality:** Description on plan set received on 7/15/2015 says “No Riprap in Basin #2”. However, the note on the sheet indicates that a 1 foot depth of riprap is proposed at curb cut of Basin #2. Sediment capture needs to be provided at curb cut to prevent clogging of basin. Riprap is only one example of sediment that can be used.

2. Provide sediment capture/pretreatment devices at:
   a. Curb cut to infiltration basin #2

Staff recommendation is to Approve with 2 Stipulations:

1. 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.

2. Provide sediment capture/pretreatment devices at:
   a. Curb cut to infiltration basin #2

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

**8. Oak Park Plaza:** The purpose of this project is demolition of an existing commercial building and construction of a new commercial building. Installation of underground infiltration system just E of the intersection of 109th and University Ave. in Blaine, MN.

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

**Maintenance:** An operations and maintenance agreement with the City of Blaine must be provided for the underground storage unit.

1. An operations and maintenance agreement must be provided for the underground storage unit. The easement must be shown on the plan.
Soils: The applicant is using B soils for their existing and proposed conditions on site. The site is more likely a C soil due to the amount of compaction. The model should be corrected to a C soil.

Correct the model to a C soil.

*The City of Blaine has also identified this in their review.

Escrows: $2,000 + (12.9 ac * $500/ac) = $8,450.00

Receipt of escrows.

Staff recommendation was to Approve with 3 Stipulations:
1. Receipt of escrows of $8,450.00.
2. An easement and an operations and maintenance agreement must be provided for the underground storage unit. The easement must be shown on the plan.
3. Correct the model to a C soil.

Motion to Approve with 3 Stipulations was moved by Westlund and seconded by Hoffman. Motion carried with four yeas (Bromley, Hoffman, Kearns, and Westlund), and no nays.

9. South Coon Lake Estates: The purpose of this project is construction of 19 new single family lots N of 171st Ave NE and S of Little Coon Lake in Ham Lake, MN.

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

**Soils & Erosion Control:** To ensure wetlands are not negatively impacted, buffers need to be shown on the drainage plan to prevent construction activities from taking place within the following distances from wetlands. For wetland Types 1, 2, 6 and 7, a buffer of 15 feet is required. For wetland Types 3, 4 and 5, a 25 foot buffer strip is required.

1. Add wetland buffer on grading plan at the following locations:
   a. Block 1, Lots 2-7 requires a 25 foot buffer.
   b. Block 2, Lots 4-5, requires a 15 foot buffer.
   c. Block 2, Lots 6-10, requires a 25 foot buffer.
   d. Block 2, Lot 12, requires a 15 foot buffer.

Provide note on erosion control plan that states stabilizing vegetation is required within 14 days of the completion of rough grading or inactivity.

2. Provide note on erosion control plan sets that stabilizing vegetation is proposed within 14 days of inactivity.

**Maintenance:** It is unknown if property owners affected by changes in drainage have been notified and have acknowledged the changes proposed. Public notice needs to be provided for adjacent residents.

3. Provide proof that adjacent residents have been notified of changes in drainage and that they have acknowledged the changes.

**Wetlands:** The wetland delineation has not

4. Receive TEP approval for the
been approved by the TEP.

The project proposes fill in two locations. The applicant has not submitted an application for the proposed fill.

5. Submit a wetland permit application for the proposed wetland fill.

**Escrow:** $2,000 + (83.97 ac * $500/ac) = $43,985.00

6. Receipt of escrows.

Haug stated the DNR contacted her today saying rare plant species have been identified for this area.

Staff recommendation was to Table with 6 Stipulations:
1. Receipt of escrows of $43,985.00.
2. Provide note on erosion control plan sets that stabilizing vegetation is proposed within 14 days of inactivity.
3. Add wetland buffer on grading plan at the following locations:
   a. Block 1, Lots 2-7 requires a 25 foot buffer.
   b. Block 2, Lots 4-5, requires a 15 foot buffer.
   c. Block 2, Lots 6-10, requires a 25 foot buffer.
   d. Block 2, Lot 12, requires a 15 foot buffer.
4. Provide proof that adjacent residents have been notified of changes in drainage and that they have acknowledged the changes.
5. Receive TEP approval for the wetland delineation.
6. Submit a wetland permit application for the proposed wetland fill.
7. Submit a biological survey as requested by the Department of Natural Resources.

Staff recommendation to Table with 7 Stipulations was moved by Westlund and seconded by Hoffman. Motion carried with four yeas (Bromley, Hoffman, Kearns, and Westlund) and no nays.

Kelly asked the Board for approval to send a verbal and written notice to the Department of Natural Resources addressing concerns of CCWD related to Threatened and Endangered Species.

Motion Directing Staff to contact the Department of Natural Resources was made by Hoffman and seconded by Westlund. Motion carried with four yeas (Bromley, Hoffman, Kearns, and Westlund) and no nays

10. **The Preserve at Legacy Creek 3rd Addition:** The purpose of this project is Preserve at Legacy Creek 3rd Addition, utilities in NW quadrant of Main Street (Hwy 14) and Legacy Creek Parkway in Blaine, MN.

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

**Escrows:** $2,000 + (9.59 ac * $500/ac) = $10,000.

1. Receipt of escrows.
Staff recommendation was to Approve with 1 Stipulation:
  1. Receipt of escrows of $6,795.00.

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

11. Winslow Woods 2nd Addition: The purpose of this project is a 18 single family residential development E of Yellow Pine St. NW, S of 152nd Lane NW, W of railroad track and N of Xeon St. NW in Andover, MN.

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

| Soils & Erosion Control: Adjacent land to the south is not protected from sedimentation. Add silt fence location to the erosion control plan on the southern portion of the construction site. A note saying “orange silt fence” does not provide enough of a specific location. | 1. Erosion Control: a. Provide specific location of entire length of silt fence on south side of construction on Erosion Control Plan sheet, not just a note. |

Staff recommendation was to Approve with 1 Stipulation:
  1. Erosion Control:
     a. Provide specific location of entire length of silt fence on south side of construction on Erosion Control Plan sheet, not just a note.

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

DISCUSSION ITEMS
12. Rough Draft 2016 Revenue Estimates and Budget: Kelly gave a brief explanation of the estimated 2016 revenue.

13. Preliminary Rough Draft 2016 Budget: Kelly gave a brief explanation show where the new building revenue and expense are found. Board asked for investment details.

14. Office Building: Kelly presented a preliminary forecast of staff numbers and space requirements. The Board asked for a refinement of those projections...

Motion to Identify Attributes and Direct Administrator to prepare preliminary staff and space requirements was moved by Westlund seconded by Kearns. Motion carried with four yea (Bromley, Hoffman, Kearns, and Westlund) and no nays.
INFORMATIONAL ITEMS
15. **EPA Comments on WRAP Study and TMDL:** CCWD is in process of preparing comments for EPA and pursuing final approval of WRAPS.

16. **State Buffer Strip Legislation:** Ulrich and Kelly gave a brief update.

17. **Potential Discovery of Chinese Mystery Snail in Crooked Lake:** Kelly noted that there is not an official identification at the present time.

18. **Mississippi River Corridor Critical Area Rules Update:** Kelly stated this is only a proposed timeline.

19. **Informational Update-MAWD Legislative:** Kelly gave a brief explanation of this update.

20. **Informational Sobania Email:** Kelly noted that the review/inspection times charged have now been adjusted.

**ADJOURN**
The meeting adjourned at 6:26 PM on a motion by Hoffman and seconded by Bromley. Motion carried with four yea (Bromley, Hoffman, Kearns, and Westlund) and no nays.

____________________________
Byron Westlund, President