COON CREEK WATERSHED DISTRICT
BOARD OF MANAGERS' MEETING
September 9, 2013

The Board of Managers of the Coon Creek Watershed District held their regular meeting on September 9, 2013, at Bunker Hills Activity Center.

POLICY ITEMS
1. Call to Order: The meeting was called to order at 7:30 PM
Staff: Tim Kelly, Ed Matthiesen, Diana Shonyo, and Michelle Ulrich
Others: None

2. Approval of the Agenda: Item 16 was added to Permit Items. Motion to approve the agenda, as amended, was made by Kearns and seconded by Bromley. Motion carried with three yeas (Bromley, Hoffman, and Kearns) and no nays.

3. Open Mike: No one present

CONSENT AGENDA
4. Approve Minutes
5. Receive Staff Report
6. Receive Monthly Financial Statements
7. Approve Bills

<table>
<thead>
<tr>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1 Floor and Carpet Care Inc.</td>
<td>347.34</td>
</tr>
<tr>
<td>Anoka County</td>
<td>38,088.18</td>
</tr>
<tr>
<td>Anoka County Highway Dept</td>
<td>700.00</td>
</tr>
<tr>
<td>Blaine Office Partners</td>
<td>3,563.03</td>
</tr>
<tr>
<td>Blaine Office Partners</td>
<td>152.98</td>
</tr>
<tr>
<td>C.S. McCrossan Construction</td>
<td>15,400.00</td>
</tr>
<tr>
<td>Centurytel, Inc.</td>
<td>1,114.48</td>
</tr>
<tr>
<td>City of Ham Lake</td>
<td>7,200.00</td>
</tr>
<tr>
<td>Comcast</td>
<td>120.55</td>
</tr>
<tr>
<td>Connexus Energy</td>
<td>700.00</td>
</tr>
<tr>
<td>Dawn Doering</td>
<td>57.00</td>
</tr>
<tr>
<td>Diana Shonyo</td>
<td>63.82</td>
</tr>
<tr>
<td>Douglas-Kerr Underground, LLC</td>
<td>4,100.00</td>
</tr>
<tr>
<td>Flat Rock Geographics</td>
<td>5,495.05</td>
</tr>
<tr>
<td>Hewlett-Packard Financial Services Company</td>
<td>242.25</td>
</tr>
<tr>
<td>Jon Janke</td>
<td>196.06</td>
</tr>
<tr>
<td>League of Minnesota Cities Insurance Trust</td>
<td>72.00</td>
</tr>
<tr>
<td>League of Minnesota Cities</td>
<td>1,611.00</td>
</tr>
<tr>
<td>Metro Sales, Inc.</td>
<td>1,013.87</td>
</tr>
<tr>
<td>M Ulrich</td>
<td>3,386.75</td>
</tr>
</tbody>
</table>
Minuteman Press                          107.73
Office Depot                             118.76
Peace Lutheran Church                     2,103.20
RFC Engineering                          700.00
Randy Wesp                               600.00
Solution Builders, Inc.                   627.85
State of MN Office of State Auditor       3,294.00
Tmobile                                  32.63
TJ Helgeson                              61.87
USBank                                   34.46
U S Postmaster                           46.00
United Trailer Leasing                    2,446.50
Verizon                                  125.17
Wenck Associates, Inc.                    28,033.37

121,955.90

Motion to Approve Consent Agenda Items 4-7 was moved by Bromley and seconded by Kearns. Motion carried with three yeas (Bromley, Hoffman, and Kearns) and no nays.

POLICY ITEMS
8. Hearing and Adoption of the 2014 Budget: Kelly noted the budget was posted on the web and all newspapers. No public comment was received. It was also presented to both advisory committees and was supported by both.

Motion to convene public hearing was made by Kearns and seconded by Bromley. Motion carried with three yeas (Bromley, Hoffman, and Kearns) and no nays. The hearing convened at 7:35 PM. Kelly presented the following budget. No members of the public were present. Hoffman requested comments 3 times, with none being stated.

Motion to close the hearing was made by Kearns and seconded by Bromley. Motion carried with three yeas (Bromley, Hoffman, and Kearns) and no nays. The hearing closed at 7:36 PM.

Motion to Adopt Resolution 13-06, was made by Kearns and seconded by Hoffman.

RESOLUTION 13-06
A RESOLUTION ADOPTING THE COON CREEK WATERSHED DISTRICT 2014 BUDGET

WHEREAS, the preparation and adoption of budgets is recognized as sound financial practice; and

WHEREAS, the Coon Creek Watershed District receives significant financial support from its residents through the payment of property taxes; and

WHEREAS, the Coon Creek Watershed District has the responsibility to appropriately and efficiently manage the public’s funds; and
WHEREAS, Minnesota State Law requires the District to adopt an annual budget for the succeeding year prior to September 15; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Managers of the Coon Creek Watershed District hereby adopts the 2014 Coon Creek Watershed District Budget.

BE IT FURTHER RESOLVED that the Board of Managers of the Coon Creek Watershed District hereby establishes the 2014 Watershed District General Fund Budget as follows:

<table>
<thead>
<tr>
<th>Revenues</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes</td>
<td>$ 1,819,556</td>
</tr>
<tr>
<td>Special Assessments</td>
<td>1,800</td>
</tr>
<tr>
<td>Fees &amp; Charges</td>
<td>48,384</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>117,418</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 1,987,158</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td>591,953</td>
</tr>
<tr>
<td>Professional Services</td>
<td>261,810</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>116,203</td>
</tr>
<tr>
<td>Other Program Costs</td>
<td>926,986</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>90,205</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 1,987,158</strong></td>
</tr>
</tbody>
</table>

Motion carried with three yeas (Bromley, Hoffman, and Kearns) and no nays.

9. **Petition for the Impoundment of County Ditch 44-8:** Kelly noted that due to work being done on Lexington Avenue it was noted that the elevation of pipeline crossings were above the approved elevation for Ditch 44-8, thus an obstruction. He stated this has been true most likely since installation.

One option to resolve this obstruction is to make the top of the pipe the crest, allowing the private lateral connecting Ditch 44-8 and Ditch 44-7 to become a public ditch. The County would first need an easement for this section.

Kelly stated this impoundment means that Anoka County recognizes the issue, which will allow CCWD to notify residents of the area and hold a public hearing before any change is made.

Motion to Adopt Anoka County’s petition by Adopting Resolution 13-07, was made by Hoffman and seconded by Bromley.
RESOLUTION 13-07
ACCEPTING PETITION FOR IMPOUNDMENT PROCEEDING
FOR ANOKA COUNTY DITCH NO. 44-BRANCH 8

WHEREAS, on September 9, 2013 the Coon Creek Watershed District (District) received a petition from Anoka County for an impoundment proceeding to impound water within a part of County Ditch No. 44-Branch 8 as more particularly described in the attached Exhibit A;

WHEREAS, District legal counsel have reviewed the Anoka County petition and concluded that it is sufficient to initiate impoundment proceedings pursuant to Minnesota Statutes section 103E.227 (2012), and can be accepted for such purpose by the District;

THEREFORE BE IT RESOLVED that the Coon Creek Watershed District Board of Managers accepts the petition for an impoundment proceeding from Anoka County and directs the Secretary of the Coon Creek Watershed District Board of Managers to make a copy of the petition and supporting documentation available to the public;

BE IT FURTHER RESOLVED that the Coon Creek Watershed District Board of Managers appoints the District Engineer to investigate the effect of the proposed impoundment and file a report of findings;

BE IT FURTHER RESOLVED that upon the Engineer’s filing its report of findings, the Coon Creek Watershed District Board of Managers will set a date for a public hearing on the petition, direct the notice for hearing and further proceed in accordance with Minnesota Statutes section 103E.227 (2012).

Motion carried with three yeas (Bromley, Hoffman, and Kearns) and no nays.

10. Award Contract on Woodcrest Rain Gardens: Kelly noted this is part of the 2010 Woodcrest Subwatershed Stormwater Retrofit Assessment done by ACD. Funds were budgeted for this project in 2013. CCWD requested quotes from 10 preselected contractors to install 7 rain gardens. 3 bids were received and 1 bid arrived after the deadline.

Bids received were:
  St. Croix Valley Landscaping  $57,199.00
  MN Native Landscapes  $57,338.00
  Landscape Direction  $64,384.26

Motion to Award Contract to St. Croix Valley Landscaping was moved by Kearns and seconded by Bromley. Motion carried with three yeas (Bromley, Hoffman, and Kearns) and no nays.
PERMIT ITEMS

11. Hidden Forest North: The purpose of this project is subdivision of an existing 38.8 acre wooded parcel into 16 single family lots at Quemoy and 139th Ave. in Ham Lake, MN.

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

<table>
<thead>
<tr>
<th>Stormwater &amp; Hydraulics</th>
<th>Since there are drainage sensitive uses downstream the post 100-year rates need to be below the pre development 25 year rates. The 25 year event needs to be modeled. Back yard runoff does not count towards rate control. However, everything that gets to the ponds A and B will count towards rate control.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on aerial imagery and DNR Statewide LiDAR contours, Wetland 1 (PW1) appears to drain towards County Ditch 59-5A. The current model connects wetland 1 and wetland 2 by a culvert crossing.</td>
<td>The drainage needs to be verified to determine the rate control concerns stated above.</td>
</tr>
<tr>
<td>Escrows: Escrows have not been paid. $1500 + (39 acre *200/acre) = $9,300.00</td>
<td>Deposit escrow</td>
</tr>
</tbody>
</table>

Staff recommendation to approve with 3 Stipulations.
1. Provide 100-year elevations for wetland 1 assuming it drains to County Ditch 59-5A, or show justification for having them connected.
2. Provide summary table comparing existing peak flow rate and volume to proposed peak flow rates and volume
3. Provide escrow of $9,300

Staff recommendation to Approve with 3 Stipulations was moved by Hoffman and seconded by Bromley. Motion carried with three yea (Bromley, Hoffman, and Kearns) and no nays.

12. Emergency Stabilization Pleasure Creek/Miss River Regional Trail: The purpose of this project is to stabilize the slope adjacent to Pleasure Creek holding regional trail at 200 ft NW of 86th Ave NW and Mississippi Blvd. NW in Coon Rapids, MN.

Staff recommendation to approve with 2 Stipulations.
1. Receipt of escrows of $1,700.00
2. Ensure that erosion control is maintained throughout the project
Staff recommendation to Approve with 2 Stipulations was moved by Hoffman and seconded by Bromley. Motion carried with three yeas (Bromley, Hoffman, and Kearns) and no nays.

13. **Unity Hospital-TCU Addition**: The purpose of this project is construction of new building on Unity Hospital campus, which includes new parking area, restriping existing parking area, constructing above ground link between existing Unity Hospital building and proposed building, new sidewalks and landscape work at Unity Hospital campus location S of Osborne Rd NE and W of Madison St. NE in Fridley, 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>Maintenance</strong>: Property owners affected by changes in drainage have not been notified and have not acknowledged the changes proposed.</td>
<td>Evidence that a public review was held by the City or that adjacent land owners are aware of the project.</td>
</tr>
<tr>
<td><strong>Soils &amp; Erosion Control</strong>: Infiltration basins are not protected from erosion and sedimentation during construction.</td>
<td>After initial grading the District requires that infiltration basins be completely surrounded by erosion control measures to prevent the basin from clogging. Infiltration basins should have some level of pretreatment to prevent clogging over time.</td>
</tr>
<tr>
<td><strong>Stormwater &amp; Hydraulics</strong>: The applicant is not meeting the volume management requirement equivalent to infiltrating runoff from the first inch of precipitation.</td>
<td>All projects in the Coon Creek Watershed District must meet this requirement. If applicants cannot meet this requirement due to site constraints in its entirety, they must meet it to the greatest extent practical and explain why it cannot be met. Not all of the proposed runoff from impervious surfaces gets routed to an infiltration BMP. 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>: Escrows have not been paid.</td>
<td>Payment</td>
</tr>
</tbody>
</table>
$1500 + (2.75 \text{ acre} \times 200/\text{acre}) = 2,050.00$

Staff recommendation to table with 7 Stipulations.

1. Receipt of escrows of $2,050.00
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.
3. After initial grading completely surrounded the proposed infiltration basins with erosion control measures to prevent the basin from clogging.
4. Provide details that show where roof drainage is directed.
5. Provide stormwater runoff calculations that show the entire disturbed area new impervious is meeting the volume management requirement equivalent to infiltrating runoff from the first inch of precipitation.
6. Provide pretreatment basins or some other water quality unit prior to discharging into the infiltration basin.
7. Evidence that a public review was held by the City or that adjacent land owners are aware of the project.

Staff recommendation to table with 7 Stipulations was moved by Bromley and seconded by Kearns. Motion carried with three yees (Bromley, Hoffman, and Kearns) and no nays.

14. McDonald’s Coon Rapids: The purpose of this project is the development of a McDonald’s at W side of the intersection of Hanson Blvd. NW and Northdale 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>
</tr>
</thead>
<tbody>
<tr>
<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>Include a drainage and utility easement around the infiltration pond.</td>
</tr>
<tr>
<td><strong>Stormwater &amp; Hydraulics:</strong> There are no pretreatment devices prior to runoff discharge from the storm sewer systems into the infiltration basin.</td>
<td>Sediment buildup will cause the infiltration basin to clog and not perform properly.</td>
</tr>
<tr>
<td></td>
<td>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>
</tbody>
</table>
notified prior to the test to witness the results.

**Water Quality:** All discharges into wetlands are not pretreated by a sediment basin/water quality pond and are designed correctly.

Include a pretreatment device prior to runoff discharge from the storm sewer systems into the infiltration basin.

**Escrow:** $1,809 = ($1,500 base fee + (1.55 acres x $200 per acre))

Staff recommendation to table with 4 Stipulations.

1. Receipt of escrows of $1,810.00
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.
3. Include a drainage and utility easement around the infiltration pond.
4. Include a pretreatment device prior to runoff discharge from the storm sewer systems into the infiltration basin.

Kelly noted that sufficient required information has been submitted since the staff report was completed on September 6th and he recommends Approval with 4 Stipulations at this time.

Staff recommendation to Approve with 4 Stipulations was moved by Bromley and seconded by Hoffman. Motion carried with three yees (Bromley, Hoffman, and Kearns and no nays.

15. **Lever Street & 173rd Ave:** The purpose of this project is construction of Lever Street from 173rd Ave. to Lexington Ave with right turn and bypass lanes on Lexington Ave. at Lever St. and 173rd St. 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>Groundwater:</strong> A geotechnical report was not submitted.</td>
<td>Provide a geotechnical report showing where groundwater is and the soil texture down to groundwater.</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>The infiltration basin is 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</td>
</tr>
</tbody>
</table>
### Stormwater & Hydraulics

It is also unclear whether the applicant is meeting the rate control requirement. No maps were provided for existing and proposed conditions showing where the drainage basins are. Therefore, it is too difficult to compare pre and post conditions 1-inch volumes and runoff rates.

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.

Infiltration basins shall be designed with at least 3 feet of separation from the invert of the basin to groundwater. Otherwise, the basin will not infiltrate as modeled.

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**Staff recommendation to table with 7 Stipulations.**

1. Receipt of escrows of $2,494.
2. Provide a geotechnical report shows where groundwater is and the soil texture down to groundwater.
3. Provide detail showing the invert of the emergency overflow for the pond.
4. Provide subwatershed maps showing drainage areas for pre and post conditions.
5. 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.
6. After initial grading completely surrounded the proposed infiltration basin with erosion control measures to prevent the basin from clogging.
7. Provide pretreatment basins or some other type of water quality unit prior to discharging in to infiltration basin.

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

### 16. Century Link E 446702 Request:

Kelly stated this project is to put a cable under Ditch II on the west side of Naples in Ham Lake, MN and a waiver of escrow is being requested by Century Link. He stated the disturbance area is quite small.

Motion to Grant Waiver of Escrow was made by Bromley and seconded by Kearns. Motion carried with three yeas (Bromley, Hoffman, and Kearns) and no nays.
DISCUSSION ITEMS
17. Draft Auditor Comments on 2012 Audit: Kelly stated the 2012 audit contained one finding, failure to obtain Withholding Affidavit for Contractors. The District’s response is that this finding will be addressed. An exit meeting will take place Monday September 16th. Motion to Approve the Response was made by Bromley and seconded by Hoffman. Motion carried with three yea (Bromley, Hoffman, and Kearns) and no nays.

18. MS4 SWPPP Document Work Plan: Kelly presented the work plan for the revised SWPPP, which is due November 30, 2013.

19. 2013 MAWD Resolution Process and Time Line: Kelly noted the 2013 MAWD Resolution process and asked Board members to submit any concerns.

INFORMATIONAL ITEMS
20. BWSR Approval of Comprehensive Water Management Plan: Kelly noted the District’s Watershed Management Plan was approved by BWSR August 29, 2013.

ADJOURN
The meeting adjourned at 8:10 PM on a motion by Bromley and seconded by Kearns. Motion carried with three yeas (Bromley, Hoffman, and Kearns) and no nays.

Byron Westlund, President