COON CREEK WATERSHED DISTRICT  
BOARD OF MANAGERS' MEETING  
June 13, 2016

The Board of Managers of the Coon Creek Watershed District held their regular meeting on June 13, 2016 at the Bunker Hills Activities Center.

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

Staff: Dawn Doering, Corinne Elfelt, Rebecca Haug, Jon Janke, Tim Kelly, Michelle Ulrich.
Others: Ann Hoemberg (Hideaway of Blaine); Kari & Don Wittmer (Andover Animal Hospital)

2. Swearing-in of New Manager, Anthony Wilder, by Michelle Ulrich.

3. Approval of the Agenda: Hoffman moved to approve the amended Agenda, to include Items 11, 12, 14 and 15 in the Consent Agenda. Seconded by Phelps. Motion carried with four yeas (Hoffman, Phelps, Westlund and Wilder) and no nays.

4. Open Mike: No one addressed the Board.

CONSENT AGENDA

5. Approval of Minutes: There were no changes made to the May 23, 2016, Board of Managers’ Meeting Minutes.

6. Receive Staff Report

7. Receive Monthly Financial Statements

8. Approve Bills: Claims totaling $178,086.06 on the following disbursement list were before the Board for approval:
To
Anoka County 54,241.79
Comcast 140.92
Corinne Elfelt 11.54
GreatAmerica Financial Services Corp 318.58
Jive 294.46
KWC Investment III, LLC 3,669.61
League of Minnesota Cities Insurance 2,354.00
Metro Sales Inc. 274.67
M Ulrich 3,759.00
P & C Tree Service 12,075.00
RESPEC 15,072.37
State of Minnesota Office of State Aud. 1,801.14
U. S. Bank 1,073.41
U. S. Bank 277.88
Verizon 268.04
Wenck Associates, Inc. 37,298.65
Randy Wesp Escavating 45,155.00

178,086.06

Motion to approve the Consent Agenda including Items 11, 12, 14 and 15 was made by Phelps, seconded by Wilder. Motion carried with four yeas (Hoffman, Phelps, Westlund and Wilder) and no nays.

POLICY ITEMS

9. Elect Officers: Kelly noted that Minnesota statutes and District policy stipulate that the District shall have four officers: President, Vice President, Secretary and Treasurer. Kelly also noted that Bromley has indicated that he will not be able to serve as the Board’s liaison to the Citizen Advisory Committee, and while not an elected office, is extremely important. Westland asked if anyone wished to volunteer. Wilder offered to attend the Citizens Advisory Committee meetings.

Motion electing Phelps, as Treasurer, was made by Westlund and seconded by Hoffman. Motion carried with four yeas (Hoffman, Phelps, Westlund and Wilder) and no nays.

Motion electing Hoffman, as Vice President, was made by Westlund and seconded by Phelps. Motion carried with four yeas (Hoffman, Phelps, Westlund and Wilder) and no nays.

Motion electing Westlund, as President, for a period of one year, was made by Hoffman and seconded by Phelps. Motion carried with four yeas (Hoffman, Phelps, Westlund and Wilder) and no nays.

Motion electing Bromley, as Secretary, was made by Westlund and seconded by Phelps. Motion carried with four yeas (Hoffman, Phelps, Westlund and Wilder) and no nays.
10. Annual Public Workshop on Stormwater Pollution Prevention Plan: Westlund noted there was no public in attendance.

Motion to convene public hearing at 5:44 p.m. was made by Westlund and seconded by Hoffman. Motion carried with four yeaes (Hoffman, Phelps, Westlund and Wilder) and no nays.

Kelly provided a Power Point presentation outlining the following:

1. Background – MS4 Designation
2. Resource Condition
3. Program Activities (Minimum Control Measures)
   a. Public Education and Outreach
   b. Public Participation/Involvement
   c. Illicit Discharge Detection and Elimination
   d. Construction Site Runoff Control
   e. Post-Construction Runoff Control
   f. Pollution Prevention/Good Housekeeping
4. Future Activities
5. Public Comment: No public were present for comment and none were provided in writing.

Motion to close the hearing was made by Westlund and seconded by Hoffman. Motion carried with four yeaes (Hoffman, Phelps, Westlund and Wilder) and no nays. The hearing closed at 6:02 p.m.

PERMIT ITEMS
11. Andover Animal Hospital: The purpose of this project is construction of a new building and bituminous parking surface at the intersection of 139th Lane NW and Jay Street NW in Andover, Minnesota.

Staff recommendation was to approve as there are no stipulations.

This items was approved by the Board with the Consent Agenda.

12. Anoka – Hennepin Vehicle Maintenance Storage Building: The purpose of this project is the construction of a new garage and parking lot at the corner of Dogwood and 115th Avenue 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>Escrows: $2,000 + (5 ac * $500/ac) = $4,500.00</td>
<td>1. Receipt of Escrows</td>
</tr>
</tbody>
</table>
Staff recommendation was to approve with 1 stipulation as follows:

This items was approved by the Board with the Consent Agenda.

**13. Ham Lake Professional Building:** The purpose of this project is the construction of a new commercial building on 2 acres located at the NW Quadrant of Aberdeen and 133rd Lane 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><strong>Stormwater &amp; Hydraulics:</strong> Regional ponding is being used for infiltration and rate control. However, provided HydroCAD models do not include entire project site in drainage area or account for proposed impervious. Autodesk model provided is not consistent with HydroCADHWL for existing basins and does not illustrate that rate control is being met. Existing flow is 4.4 cfs out of 121P and proposed is 6.6 cfs in the output summary.</td>
<td>1. Provide model that shows rate control is being met on site for Pond 18P and regionally for the rest of the site. Provide summary table with outflow values for 2, 10 and 100-Yr storm events for existing and proposed conditions.</td>
</tr>
<tr>
<td>Autodesk model indicates that the HWL for 18P is 903.5 and 904.7 for existing and proposed conditions respectively. Current grading indicates that basin overtopping will be at approximately 904.0’</td>
<td>2. Overflow location and elevation needs to be shown on grading plan for the on-site infiltration basin. Discharge from overflow needs to be included in model for downstream basin and stormsewer.</td>
</tr>
<tr>
<td>A post construction test on the infiltration basin will be required to verify the assumed infiltration rates are obtained.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Soils &amp; Erosion Control:</strong> No SWPPP was provided.</td>
<td>4. Provide SWPPP</td>
</tr>
<tr>
<td>District requires all sites to stabilize vegetation within seven (7) days of rough grading or inactivity.</td>
<td>5. Update construction plans to stabilize vegetation in 7 days of rough grading or inactivity.</td>
</tr>
<tr>
<td><strong>Water Quality:</strong> Sumps are shown on utility plan but no calculations were provided to indicate district removal</td>
<td>6. Provide calculations (SHASM can be used) to indicate district removal rates of 80% TSS is being met with</td>
</tr>
</tbody>
</table>
efficiencies of 80% TSS has been met.

3’ sumps.

<table>
<thead>
<tr>
<th>Maintenance: The Owner of the Stormwater Management features and treatment practices is unknown and no O&amp;M agreement has been submitted.</th>
<th>7. An O&amp;M agreement for the infiltration basin and 2 sumps on-site needs to be provided that meets district standards.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wildlife: The project has the potential to include the endangered or threatened species, rare natural community Black Huckleberry (<em>Gaylussacia baccata</em>).</td>
<td>8. 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.</td>
</tr>
<tr>
<td>Escrows: $2,000 + (1.8 ac * $500/ac) = $2,900.00</td>
<td>9. Receipt of Escrows</td>
</tr>
</tbody>
</table>

Staff recommendation was to table with 9 stipulations as follows:
1. Receipt of escrows, $2,900.00.
2. Provide model that shows rate control is being met on site for Pond 18P and regional for the rest of the site and summary table with outflow values for 2, 10 and 100-Yr storm events.
3. Overflow location and elevation needs to be shown on grading plan. Discharge from overflow needs to be included in model for downstream basin and stormsewer if directed toward Aberdeen.
4. 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.
5. Provide SWPPP.
6. Applicant shall provide calculations for the sizing of sumps to meet the 80% removal efficiency requirement or add device to improve sediment capture. If using SHASM to calculate removal rates, the MnDOT road sand particle size distribution is acceptable.
7. An O&M agreement for the infiltration basin and 2 sumps on-site needs to be provided that meets district standards.
8. Confirm with City that the elevation for the stormsewer connection stub is correct.
9. 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.

Motion to table with 9 stipulations was moved by Hoffman and seconded by Phelps. The motion carried with four yeas (Hoffman, Phelps, Westlund and Wilder) and no nays.

**14. Hideaway of Blaine:** The purpose of this project in construction of 8 new single family lots located 1,500 feet West of Aberdeen between 118<sup>th</sup> and 199<sup>th</sup> Avenues 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>Stormwater &amp; Hydraulics:</strong> Proposed development plan set is for concept grading only, lots will be custom graded when sold. The custom grading will need to be consistent with concept drainage areas.</td>
<td>1. Provide as-builts after construction to ensure drainage consistencies.</td>
</tr>
</tbody>
</table>

Staff recommendation was to approve with one stipulation as follows:
1. Provide as-builts after lots are graded and houses built to ensure drainage consistencies.

This item was approved by the Board with the Consent Agenda.

**15. North Metro Storage:** The purpose of this project is expansion of the existing storage facility located in the southeast quadrant of Highway 65 and 143rd Avenue NE 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><strong>Escrows:</strong> $2,000 + (3.87 ac * $500/ac) = $3,935.00</td>
<td>1. Receipt of escrows</td>
</tr>
</tbody>
</table>

Staff recommendation was to approve with one stipulation as follows:
1. Receipt of escrows, $3,935.00.

This item was approved by the Board with the Consent Agenda.

**16. Radisson Cove:** The purpose of this project is a new single family lot subdivision located off Radisson Road just south of 127th Lane 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>Escrow:</strong> $2,000 + (4.63 ac * $500/ac) = $4,315.00</td>
<td>1. Receipt of escrows.</td>
</tr>
<tr>
<td><strong>Stormwater &amp; Hydraulics:</strong> New pond outlet pipe to CD 60-1 will cause scouring of southern side of CD 60-1 bank.</td>
<td>2. Provide riprap at a 4:1 expansion from outlet structure to southern side of bank of CD 60-1.</td>
</tr>
<tr>
<td>Curb cut and swale for western drainage area is not recommended due to long term maintenance issues and feasibility.</td>
<td>3. Discharge from Subwatershed 3S should be directed into a curb cut and connected to Western Basin via pipe to eliminate swale between lots 2 and 3. Another option is to direct 3S into wet basin and redesign Pond and Infiltration basin to be a single</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>The applicant is not meeting the volume management requirement equivalent to infiltrating runoff from the first inch of precipitation. 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.</td>
<td>4. Infiltration is not feasible due to high groundwater at the proposed detention basin. However, filtration should be provided to meet district requirements.</td>
</tr>
<tr>
<td>A post construction test on the infiltration basin will be required to verify the assumed infiltration rates are obtained.</td>
<td>5. The applicant must acknowledge that they will conduct a post construction test on the infiltration basins 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>Overflow weirs for infiltration basins is 902.0. HWL for West basin is 902.7 and 902.3 for South basin. Based on grading plan, the basins will overflow to the west and south along entire basin length at 902.0, not just the overflow locations.</td>
<td>6. Provide spot elevations indicating water will be contained to HWL in basin or additional grading to prevent overtopping outside of proposed weirs.</td>
</tr>
<tr>
<td>Consistency is needed between plan set and model.</td>
<td>7. Stormsewer information needs to be shown on grading plan including pipe inverts, rims, length and sizing.</td>
</tr>
<tr>
<td><strong>Soils &amp; Erosion Control:</strong> All storm sewer inlets are not protected from sediment-laden water during construction.</td>
<td>8. Inlet protection also needed at 3 CBs south of the project site along southbound Radisson Rd NE.</td>
</tr>
<tr>
<td>Soil stockpiles have not been proposed to be fitted with sediment-trapping measures to prevent soil loss.</td>
<td>9. Soil stockpile locations are unknown and no sediment-trapping measures are provided in the SWPPP.</td>
</tr>
<tr>
<td>It is unknown if dewatering is required.</td>
<td>10. Clarify if dewatering is required.</td>
</tr>
<tr>
<td><strong>Water Quality:</strong> All discharges into wetlands/water quality basins are not pretreated by a sediment traps.</td>
<td>11. Curb cuts need to have sediment capture device such as a Rain Guardian or sumps, to meet pretreatment requirements for western infiltration basin and Wet basin.</td>
</tr>
</tbody>
</table>
Maintenance: A maintenance agreement has not been executed for infiltration basins.

12. City of Blaine does not maintain infiltration basins, only wet detention basins. An O&M agreement for infiltration basins that meets District requirements is needed.

Floodplain: No legend was provided on grading plan.

13. Clarification is needed as to what low floors are for each lot. As-built will need to be provided to ensure grading is consistent with proposed plan.

Staff recommendation was to table with 13 stipulations as follows:

1. Receipt of escrows, $4,315.00.
2. Provide riprap at pond outlet in CD 60-1 at 4:1 ratio to prevent scouring of southern bank.
3. Remove swale between Lots 2 and 3 and replace with pipe. Or redirect 3S to wet basin and combine Pond and Western Infiltration basin into single basin to meet rate control and infiltration/filtration requirements.
4. Filtration should be provided to meet district requirements for infiltration at wet basin.
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. Provide spot elevations indicating water will be contained to HWL in basin or additional grading to prevent overtopping outside of proposed weirs.
7. Stormsewer information needs to be shown on grading plan including pipe inverts, rims, length and sizing.
8. Inlet protection at three catch basins south of project area on Radisson Rd NE.
9. Soil stockpile locations are unknown and no sediment-trapping measures are provided in the SWPPP.
10. Clarify if dewatering is required.
11. Curb cuts need to have sediment capture device such as a Rain Guardian or sumps, to meet pretreatment requirements for western infiltration basin and Wet basin.
12. City of Blaine does not maintain infiltration basins, only wet detention basins. An O&M agreement for infiltration basins that meets District requirements is needed for west and south infiltration basins.
13. Clarification is needed as to what low floors are for each lot. As-built will need to be provided to ensure custom grading is consistent with proposed plans.

Motion to table with 13 stipulations was moved by Westlund and seconded by Hoffman. The motion carried with four yeas (Hoffman, Phelps, Westlund and Wilder) and no nays.
DISCUSSION ITEMS

17. Preliminary Rough Draft 2017 Operating Expenses Budget: Kelly discussed the 2017 proposed rough draft of the 2017 Operating Expenses Budget. Westlund suggested a budget workshop be scheduled for August 15, 2016, for the Board to review the entire budget after comments from the Advisory committees.

Motion to receive the report was moved by Westlund and seconded by Hoffman. The motion carried with four yeas (Hoffman, Phelps, Westlund and Wilder) and no nays.

18. Preliminary Proposals for Program Changes and Additions: The Board would like to see further details at the June 27 meeting on the monitoring as a professional service and budgeting for special road crossing maintenance fund for clearing channels upstream and downstream from city and county culvert replacement projects.

19. Statutory Requirements for District to Provide for Public Education: The staff report and District’s Attorney’s reports were provided to the Board. Discussion followed.

Motion to receive the report made by Westlund and seconded by Phelps. The motion carried with four yeas (Hoffman, Phelps, Westlund and Wilder) and no nays.

20. Office Building Status and Potential Revised Planning Schedule: Discussion of possible new office building site near Al Flynn Park in Coon Rapids. Another site near Bunker Lake Park in Coon Rapids has been eliminated. Discussion regarding revising the office building planning schedule to reflect the delay in finding a building site.

21. Preliminary Itinerary for District Tour: Kelly asked the Board if there is something they want to see that is not on the itinerary, please let him know in the next few days. Westlund asked the invitees include the County Commissioners. Kelly will extend the invitation to the Commissioners.

Board Members attendance: unk-Bromley, yes-Hoffman, no-Phelps, yes-Westlund and yes-Wilder. Three CAC members will also be joining the District Tour.

22. Crooked Lake Dam Culvert Replacement Opportunity: The very poor condition of the culvert, the limited accessibility work site and the opportunity to make the repair using 2016 funds was presented to the Board.

Motion to replace the Crooked Lake Dam Culvert for $6,100 and fund it though other project savings made by Westlund and seconded by Hoffman. The motion carried with four yeas (Hoffman, Phelps, Westlund and Wilder) and no nays.

23. TJ Helgeson Employment Situation: Issues and concerns regarding Helgeson’s employment situation, work capability, potential future changes in work responsibilities were presented to the Board.
INFORMATIONAL ITEMS
24. Draft BWSR Policies Relating to Buffer Law and MS4 Exemption: This one out of seven of the policies was reviewed and discussed.

25. Clean Water Summit 2016: Rethinking Redevelopment and Retrofits (9/22/16) - The 2016 Clean Water Summit will feature up-to-date knowledge and research in green infrastructure practices for redevelopment and retrofit sites, with a focus on innovation in project planning, developing partnerships, engaging community, design and installation, monitoring, and operations and maintenance that optimizes performance. If any Board Member is interested in attending, they should contact Kelly or Elfelt.

26. Court Upholds Order Voiding Ditch Project: This recent court case brings to the fore the need to maintain a connection with the drainage law and the importance of following the procedures and laws.

27. Supreme Court Rules on Minnesota Wetland Case: US Supreme Court rules a landowner can directly challenge in federal court a decision by the Corps of Engineers that its property contains wetland subject to regulation by the Clean Water Act.

28. Conservation Corner: An article in a series in the ABC Newspapers written by Dawn Doering, the District’s Information and Education Coordinator. Part of the District’s outreach to educate the community.

ADJOURN
The meeting adjourned at 7:14 PM on a motion by Hoffman, seconded by Phelps. Motion carried with four yeas (Hoffman, Phelps, Westlund and Wilder) and no nays.

_______________________________
Byron Westlund, President