COON CREEK WATERSHED DISTRICT
BOARD OF MANAGERS' MEETING
January 23, 2017

The Board of Managers of the Coon Creek Watershed District held their regular meeting on January 23, 2017 at the Bunker Hills Activities Center.

1. Call to Order: The meeting was called to order at 5:30 PM
Staff: Corinne Elfelt, Tim Kelly, Michelle Ulrich.
Others: No others present

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

3. Announcements: None

4. Open Mike: No one present.

POLICY AGENDA
5. Approval of Minutes: Motion to approve the Minutes of the January 9, 2017 meeting was made by Hoffman, seconded by Westlund. Motion carried with four yeas (Bromley, Hoffman, Phelps, and Westlund) and no nays

6. Select an Official Depository: State law limits where and how public funds may be deposited. Minnesota Law (118A.02, subd 1) requires the District to annually or biannually designate one or more financial institutions as a depository for its public funds at a public meeting.

On January 9, 2017 the Board was made aware of Village Bank’s proposal and tabled action on designating the District’s official depository. Village Bank’s proposal was not part of any request for proposal or planned evaluation of the District’s banking needs. The staff report outlined the issues and concerns regarding the relationship between banking and payroll/accounting services/investments/ treasury currently provided by the county for a fee.

The Board directed staff to prepare RFP and evaluation criteria for depositories and further explore with Anoka County the capability and interest in adding depositors.

Motion to direct staff to prepare RFP and evaluation criteria for depositories and further explore with Anoka County the capability and interest in adding depositors was made by Westlund, seconded by Bromley. Motion carried with four yeas (Bromley, Hoffman, Phelps, and Westlund) and no nays
7. Appointment of CAC Members: The following citizens have applied to members of the Citizen Advisory Committee.

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>Ability to Serve</th>
<th>Conflicts of Interest</th>
<th>Background/ Interests</th>
<th>Represent/ Occupation</th>
<th>Involved (# of efforts/Orgs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Goodboe-Bisschoff</td>
<td>Spring Lake Park</td>
<td>Y</td>
<td>None</td>
<td>Election judge; National Park Service Volunteer doing habitat restoration on Mississippi River and assisting in Children’s Parks Program teaching grades 3-5 about geology, archeology and ecology.</td>
<td>2017 City Council liaison to CCWD. Held real estate license 12 years; worked at law firms; bred, trained, &amp; raced thoroughbreds 13 years.</td>
<td>3</td>
</tr>
<tr>
<td>Paddy Jones</td>
<td>Ham Lake</td>
<td>Y</td>
<td>None</td>
<td>Election judge; political campaign manager; owner of property adjacent to a public ditch.</td>
<td>Semi-retired programmer analyst</td>
<td>2</td>
</tr>
</tbody>
</table>

With these appointments we have representation from six of our seven cities, leaving only the city of Columbus unrepresented though the majority of it within the CCWD border is the state Carlos Avery Wildlife Management Area.

Motion to Appoint Barbara Goodboe-Bisschoff and Paddy Jones to the Citizen Advisory Committee was made by Hoffman, and seconded by Bromley. The motion carried with four yeas (Bromley, Hoffman, Phelps, and Westlund) and no nays.

PERMIT ITEMS
8. Rylie’s Way: The purpose of this project is the custom grading of residential lots to be located at 176th Ave West between Durant and Lever St 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>Escrows: $2,000 + (2.1 ac * $500/ac) = $3,050.00</td>
<td>Receipt of escrows. (Paid)</td>
</tr>
</tbody>
</table>
| Stormwater & Hydraulics: Type-II rainfall values were used instead of MSE-3. | 1. MSE-3 rainfall distribution or other NOAA distribution for the project area needs to be used instead of Type II to be consistent with Atlas 14 rainfall distribution. MSE-3 distribution is included in HydroCAD v10, starting on Build 16.  
2. Details need to be provided for outlets of 3P and 4P. |
A post construction test on the infiltration basin will be required to verify the assumed infiltration rates are obtained.

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.

**Water Quality:** Discharges into infiltration basin 4P are not pretreated.

4. Pretreatment needs to be provided for 4P. In addition to sediment forebay, a RainGuardian may be another option for pretreatment.

**Maintenance:** It is unknown who will be responsible for the inspection and maintenance of stormwater facilities. A maintenance agreement has not been executed. The applicant has not submitted a Maintenance Plan for each Stormwater Treatment Practice.

5. Provide an O&M Agreement that meets District requirements.

Staff recommendation was to Table with 5 Stipulations as follows:

1. MSE-3 rainfall distribution or other NOAA distribution for the project area needs to be used instead of Type II to be consistent with Atlas 14 rainfall distribution. MSE-3 distribution is included in HydroCAD v10, starting on Build 16.
2. Details need to be provided for outlets of 3P and 4P.
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. Pretreatment needs to be provided for 4P. In addition to sediment forebay, a RainGuardian may be another option for pretreatment.
5. Provide an O&M Agreement that meets District requirements.

The Board discussed the use and need of the O & M Agreements, in general, and asked that it be a discussion item at a future Board Meeting.

Motion to Table with 5 Stipulations was moved by Phelps and seconded by Bromley. The motion carried with three yeas (Bromley, Phelps, and Westlund), one abstaining (Hoffman) and no nays.

9. **Craig Swalchick – Outlot A Hills of Bunker Lake:** The purpose of this project is to infill development of remaining lot in Hills of Bunker Lake located at 851 138th Ave NW in Andover, Minnesota (Outlot A Hills of Bunker Lake).
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 + (0.30 ac * $500/ac) = $2,150.00</td>
<td>1. Receipt of escrows.</td>
</tr>
<tr>
<td><strong>Stormwater &amp; Hydraulics:</strong> 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 will be required to verify the assumed infiltration rates are obtained.</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><strong>Soils &amp; Erosion Control:</strong> District requires all stabilization vegetation be within seven (7) days of rough grading or inactivity.</td>
<td>3. Update construction plans to stabilize vegetation in 7 days of rough grading or inactivity.</td>
</tr>
<tr>
<td>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>4. After initial grading completely surrounded the proposed infiltration basins with erosion control measures to prevent the basin from clogging.</td>
</tr>
<tr>
<td><strong>A Storm Water Pollution Prevention Plan is needed.</strong></td>
<td>5. Provide a SWPPP.</td>
</tr>
<tr>
<td><strong>Maintenance:</strong> It is unknown who will be responsible for the inspection and maintenance of stormwater facilities. A maintenance agreement has not been executed. The applicant has not submitted a Maintenance Plan for each Stormwater Treatment Practice.</td>
<td>6. Provide an O&amp;M Agreement that meets District requirements.</td>
</tr>
<tr>
<td><strong>Stormwater &amp; Hydrology:</strong> The infiltration basin is designed for two one hundred year back-to-back events but the curb overflow elevation isn’t noted.</td>
<td>7. Show the curb emergency overflow elevation on the grading plan</td>
</tr>
<tr>
<td><strong>Wildlife:</strong> The applicant must contact the MDNR natural heritage or endangered species program.</td>
<td>8. Provide the District with documentation from the DNR that the project will not propose substantial adverse alteration or significant detrimental impact to the Leonard’s Skipper (Hesperia leonardus leonardus)</td>
</tr>
</tbody>
</table>
Staff recommendation was to Table with 8 Stipulations as follows:

1. Receipt of escrows, $2,150.00.
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. Update construction plans to stabilize vegetation in 7 days of rough grading or inactivity.
4. After initial grading completely surrounded the proposed infiltration basins with erosion control measures to prevent the basin from clogging.
5. Provide a Storm Water Pollution Prevention Plan.
6. Provide an O&M Agreement that meets District requirements.
7. Show the curb emergency overflow on the grading plans.
8. Provide the District with documentation from the DNR that the project will not propose substantial adverse alteration or significant detrimental impact to the Leonard’s Skipper (Hesperia leonardus leonardus).

Motion to Table with 8 Stipulations was moved by Westlund and seconded by Bromley. The motion carried with four yeas (Bromley, Hoffman, Phelps, and Westlund) and no nays.

**10. Gersdorf Detached Garage:** The purpose of this project is the construction of a detached garage to be located at 16000 Hastings Street 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 + (0.05 ac * $500/ac) = $2,025.00</td>
<td>1. Receipt of escrows.</td>
</tr>
<tr>
<td><strong>Soils &amp; Erosion Control:</strong> District requires all stabilization vegetation be within seven (7) days of rough grading or inactivity.</td>
<td>2. Update construction plans to stabilize vegetation in 7 days of rough grading or inactivity.</td>
</tr>
<tr>
<td>Provisions have not been made for cleaning road surfaces where sediment is transported by the end of the day.</td>
<td>3. Provide note that any sediment tracked onto the street from construction activities will be removed on a daily basis.</td>
</tr>
<tr>
<td><strong>Maintenance:</strong> Owner is responsible for maintenance of the culvert on the property.</td>
<td>4. Agreement to inspect and maintain the culvert on the property.</td>
</tr>
</tbody>
</table>

Staff recommendation was to Approve with 4 Stipulations as follows:

1. Receipt of escrows, $2,025.00.
2. Provide note that requires stabilize vegetation in 7 days of rough grading or inactivity.
3. Provide note that any sediment tracked onto the street from construction activities will be removed on a daily basis.
4. Agreement to inspect and maintain the culvert on the property.
Motion to Approve with 4 Stipulations was moved by Hoffman and seconded by Bromley. The motion carried with four yeas (Bromley, Hoffman, Phelps, and Westlund) and no nays.

11. Outfall Repair and Bank Stabilization – Anoka Ramsey Community College:
The purpose of this project is to repair the outfall and bank stabilization located at 1200 Mississippi Blvd 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</td>
<td>$2,000 + (.40 ac * $500/ac) = $2,200.00</td>
</tr>
<tr>
<td>Ditches</td>
<td>The project proposes to place material below the Ordinary High Water Level (OHWL).</td>
</tr>
<tr>
<td>Wildlife</td>
<td>The applicant must contact the MDNR natural heritage or endangered species program.</td>
</tr>
</tbody>
</table>

Staff recommendation was to Table with 3 Stipulations as follows:
1. Receipt of escrows, $2,200.00.
2. Provide the District with documentation from the DNR that the project will not propose substantial adverse alteration or significant detrimental impact to the Black Sandshell (Ligumia recta).
3. Provide the District with documentation from the DNR that the project has been approved for work below the Ordinary High Water Level of the Mississippi River.

Motion to Table with 3 Stipulations was moved by Westlund and seconded by Bromley. The motion carried with four yeas (Bromley, Hoffman, Phelps, and Westlund) and no nays.

DISCUSSION ITEMS
12. 2017 Projects: As part of the District Bank Stabilization Program four sites have been identified, prioritized and budgeted for repair in 2017: Creekside Estates, LaVay/Anderson, Wehmoff and Woodcrest sites. As part of the District Capital Improvement Plan four repair projects sites have been identified, prioritized and budgeted for repair in 2017: On ditches 11, 41, 44, 59-6, 58-3 and Pleasure Creek. The scheduling process for these projects has begun.

Motion to Receive the Report was made by Hoffman and seconded by Westlund. The motion carried with four yeas (Bromley, Hoffman, Phelps, and Westlund) and no nays.
INFORMATIONAL ITEMS

13. Additional Drilling for Office Site to Happen this Week: The drilling was initially scheduled to occur on January 23 and 24. Due to several employees of the drilling company being down with the flu, the drilling will be rescheduled as soon as possible.

14. Minnesota farmers say Dayton plan to curb runoff is laced with problems. MPR article from January 13, 2017. Phelps noted legislation is expected on the Buffer Law this session.

ADJOURN
The meeting adjourned at 6:34 PM on a motion by Hoffman, seconded by Bromley. Motion carried with four yeas (Bromley, Hoffman, Phelps, and Westlund) and no nays.

Byron Westlund, President