The Board of Managers of the Coon Creek Watershed District held their regular meeting on May 23, 2016 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, Ed Mattheisen, Michelle Ulrich.
Others: Jim Lindahl, Anoka Conservation District Liaison; Brad Johnson, Coon Rapids City Council

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

3. Open Mike: No one addressed the Board.

POLICY ITEMS
4. Approval of Minutes: Kearns moved to approve the Minutes. Seconded by Hoffman. Motion carried with five yees (Bromley, Hoffman, Kearns, Phelps and Westlund) and no nays.

5. Annual Inspection of Structures: The annual inspection of District owned and maintained water control structures revealed one issue of concern. The Crooked Lake Outlet showed rust damage along the bottom of the culvert and soil piping is allowing some flow to bypass the outlet structure. Staff recommended to budget for the repair or replacement of the existing Crooked Lake outlet structure in 2017.

Hoffman moved to receive the inspection report and for staff to budget for the replacement of the culvert. Seconded by Westlund. Motion carried with five yees (Bromley, Hoffman, Kearns, Phelps and Westlund) and no nays.

PERMIT ITEMS
6. Andover Animal Hospital: The purpose of this project is the construction of a new building and new bituminous parking lot at the intersection of 139th Ln NW and Jay St NW in Andover, 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>Soils &amp; Erosion Control: Stabilization of rough graded areas is required within 7 days.</td>
<td>1. Provide note on erosion control plan that rough graded areas will be stabilized within 7 days.</td>
</tr>
</tbody>
</table>
**Water Quality:** All discharges into water quality basins are pretreated by a sediment sump manhole. These sump manholes are not designed correctly for water quality treatment prior to discharge into a wetland or receiving water.

2. Provide calculations for the sizing of CBMH 101 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.

**Escrows:** $2,000 + (0.6 ac * $500/ac) = $2,300.00

3. Receipt of escrows

Mattheisen noted the 80% removal efficiency in item #2 above should be changed to 60% efficiency.

Staff recommended to table with 3 Stipulations as follows:

1. Provide note on erosion control plan that rough graded areas will be stabilized within 7 days.
2. Provide calculations for the sizing of CBMH 101 to meet the 60% 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.
3. Receipt of escrows, $2,300.00.

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

**7. CASH 18 Culvert Replacement:** The purpose of this project is the replacement of a deteriorated 24” CMP with a 24” HDPE 400 feet West of Lexington Ave on Crosstown Blvd 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>Ditches:</strong> The existing culvert is approximately 4.7 feet above its approved grade.</td>
<td>1. Provide plans showing the culvert elevations set at 899.6 and 899.3 respectively.</td>
</tr>
<tr>
<td><strong>Soils &amp; Erosion Control:</strong> Provide erosion control plan stating that all disturbed areas will be stabilized within 7 days of rough grading.</td>
<td>2. Provide erosion control plan stating that all disturbed areas will be stabilized within 7 days of rough grading.</td>
</tr>
<tr>
<td><strong>Wildlife:</strong> The proposed project has the potential to include the threatened Black Huckleberry (<em>Gaylussacia baccata</em>)</td>
<td>3. Contact the DNR to have a DNR Natural Heritage Information System (NHIS) data review completed to determine if any records of</td>
</tr>
</tbody>
</table>
state-protected species may be located within the boundary of this project.

| Escrows: $2,000 + (0.05 ac * $500/ac) = $2,025.00 | 4. Receipt of escrows |

Staff recommendation was to approve with 4 Stipulations as follows:
1. Provide plans showing the culvert elevations set at 899.6 and 899.3 respectively.
2. Provide erosion control plan stating that all disturbed areas will be stabilized within 7 days of rough grading.
3. 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.
4. Receipt of escrows, $2,025.00.

Motion to approve with 4 Stipulations was moved by Hoffman and seconded by Kearns. The motion carried with five yeas (Bromley, Hoffman, Kearns, Phelps and Westlund) and no nays.

8. CSAH 60 Culvert: The purpose of this project is the replacement of existing 84 inch CMP with twin 54 inch smooth walled corrugated plastic pipe near the intersection of Constance Blvd and Tippecanoe 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>Stormwater &amp; Hydraulics: The proposed design is problematic because there are efficiency concerns due to sedimentation.</td>
<td>1. Alternative alignment and pipe sizes for this project need to be revisited to meet the drainage requirements of the District.</td>
</tr>
<tr>
<td>Soils &amp; Erosion Control: Provide erosion control plan stating that all disturbed areas will be stabilized within 7 days of rough grading.</td>
<td>2. Provide erosion control plan stating that all disturbed areas will be stabilized within 7 days of rough grading.</td>
</tr>
<tr>
<td>Wildlife: The proposed project has the potential to include the threatened Black Huckleberry (Gaylussacia baccata)</td>
<td>3. 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</td>
</tr>
</tbody>
</table>
In early conversations with the County, the District discussed its desire to install a new 72 inch pipe at a diagonal connecting County Ditch 11 from the east side of Tippecanoe to the south side of Constance. This alignment would solve several drainage problems that exist currently in this system.

The District would like the County to investigate alternatives to this proposal including the desired diagonal alignment discussed above.

Staff recommendation was to table with 4 Stipulations as follow:

1. Provide erosion control plan stating that all disturbed areas will be stabilized within 7 days of rough grading.
2. Alternative alignment and pipe sizes for this project need to be revisited to meet the drainage requirements of the District.
3. 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.
4. Receipt of escrows, $2,050.00.

Motion to table with 4 Stipulations was moved by Kearns and seconded by Hoffman. The motion carried with five yea's (Bromley, Hoffman, Kearns, Phelps and Westlund) and no nays.

9. Hoffman – Lever Street Culvert: The purpose of this project is installation of an 84” CPM pipe on CD 44 near 152nd Lane and Lever 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>Ditches:</td>
<td>1. Remove failing/failed crossing upstream of the proposed culvert (station 125+00)</td>
</tr>
<tr>
<td>Wildlife:</td>
<td>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.</td>
</tr>
</tbody>
</table>
**Minutes: Coon Creek Watershed District Board of Managers, May 23, 2016 Page 5 of 9**

**Escrows:** $2,000 + (0.05 ac * $500/ac) = $2,025.00

3. Receipt of escrows

Staff recommendation was to approve with 4 Stipulations as follows:

1. Remove failing/failed crossing at station 125+00 upstream of proposed culvert.
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.
3. Receipt of escrows, $2,025.00.
4. Provide written confirmation of City of Ham Lake approval of the project.

Motion to approve with 4 Stipulations was moved by Kearns and seconded by Bromley. The motion carried with four yeas (Bromley, Kearns, Phelps and Westlund) Hoffman abstained and no nays.

**10. Lashinski Building Addition:** The purpose of this project is the addition of a 40 x 80 foot cold storage building to an existing building at 1244 Crosstown Blvd. 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>Maintenance:</strong> O&amp;M Agreement and drainage easement needs to be provided for infiltration basin.</td>
<td>1. Provide utility easement on plan and O &amp; M Agreement.</td>
</tr>
<tr>
<td><strong>Soils &amp; Erosion Control:</strong> Stabilizing vegetation need to be provided within 14 days of rough grading.</td>
<td>2. Provide note on grading and erosion control plan that stabilizing vegetation is required within 14 days of rough grading.</td>
</tr>
<tr>
<td><strong>Wildlife:</strong> The proposed project has the potential to include the Half Bristly Bramble (<em>Rubus semisetosus</em>) and the threatened Black Huckleberry (<em>Gaylussacia baccata</em>)</td>
<td>3. 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>
</tbody>
</table>

**Escrows:** $2,000 + (15.03 * $500/ac) = $9,515.00

4. Receipt of escrows

Staff recommendation was approval with 4 Stipulations as follows:

1. Provide utility easement on plan and O & M Agreement.
2. Provide note on grading and erosion control plan that stabilizing vegetation is required within 14 days of rough grading.
3. 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.

4. Receipt of escrows, $9,515.00, or an amount established after review of escrows based on the disturbed areas.

Motion to approve with 4 stipulations was moved by Westlund and seconded by Hoffman. The motion carried with five yeas (Bromley, Hoffman, Kearns, Phelps and Westlund) and no nays.

11. North Metro Storage Expansion: The purpose of this project is the expansion of an existing storage facility located at the southeast quadrant of Hwy 65 and 143rd Ave 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>Elevations for project are not in NAVD 1988 coordinates. All projects in the CCWD must be in the NAVD 1988 coordinate system</td>
<td>1. Construction plans and associated documentation needs to be in NAVD 1988 datum.</td>
</tr>
<tr>
<td><strong>Floodplain:</strong> It is unknown if the project will require floodplain fill proposed below the flood elevation of 888.5’</td>
<td>2. Floodplain is at 888.6 ft (NAVD 88). Provide calculations showing proposed fill volume impacts and compensatory storage if needed.</td>
</tr>
<tr>
<td><strong>Groundwater:</strong> It is unknown if the project requires dewatering.</td>
<td>3. Clarify if dewatering will take place as part of the project.</td>
</tr>
</tbody>
</table>
| Maintenance: Operations & Maintenance Agreement and drainage easement needs to be provided for stormwater basins and County Ditch (CD) 59-1. | 4. Maintenance:  
  a. Provide 50 foot ditch easement centered along CD 59-1.  
  b. Provide O&M agreement for proposed basins (three).  
| **Soils & Erosion Control:** The plans do not provide erosion control measures around the construction site to protect adjacent property and ditches. | 5. Erosion Control:  
  c. Provide erosion control measures around construction site to protect adjacent property and ditches.  
  d. After initial grading completely surround the proposed infiltration basins |
with erosion control measures to prevent the basin from clogging.

<table>
<thead>
<tr>
<th>Stormwater &amp; Hydraulics: The west basin does not meet the infiltration separation requirements.</th>
<th>6. The west infiltration basin has high groundwater at 791.6 ft. To meet three foot separation requirements, the bottom of the basin needs to be raised to at least 794.6’. The soil borings also indicate Type B soils, an infiltration of 0.45 in/hr should be used in the model. A post construction infiltration test will be required to verify infiltration rate.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7. Proposed bituminous appears to overlap with proposed southern basin on the northern end. Please clarify that proposed bituminous location is outside of proposed basin.</td>
</tr>
</tbody>
</table>
| Water Quality: The southern basin does provide riprap to contain sediment or a defined edge on north side. | 8. Southern basin: 
   e. Clarify edge of proposed bituminous at northern side 
   f. Provide riprap at northern edge to contain sediment runoff from parking lot. |
| Escrows: $2,000 + (3.87 ac * $500/ac) = $3,935.00 | 9. Receipt of escrows |

Staff recommendation was to table with 9 Stipulations as follows:

1. Construction plans and associated documentation needs to be in NAVD 1988 datum.
2. Floodplain is at 888.6 ft (NAVD 88). Provide calculations showing proposed fill volume impacts and compensatory storage if needed.
3. Clarify if dewatering will take place as part of the project.
4. Maintenance:
   a. Provide 50 foot ditch easement centered along CD 59-1.
   b. Provide O&M agreement for proposed basins (three).
5. Erosion Control:
   a. Provide erosion control measures around construction site to protect adjacent property and ditches.
   b. After initial grading completely surround the proposed infiltration basins with erosion control measures to prevent the basin from clogging.
6. 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.

7. Raise the bottom of the west basin to 3 feet above groundwater to meet infiltration separation requirements.

8. Southern Basin:
   a. Clarify edge of proposed bituminous at northern side
   b. Provide riprap at northern edge to contain sediment runoff from parking lot.

9. Receipt of escrows, $3,935.00.0

Motion to table with 9 Stipulations was moved by Hoffman and seconded by Kearns. The motion carried with five yeas (Bromley, Hoffman, Kearns, Phelps and Westlund) and no nays.

DISCUSSION ITEMS

12. Fund Organization Chart and Basis of Accounting for Budgeting:  At the Board’s direction at the May 9, 2016, Board of Managers’ Meeting, a review of the fund structure and accounting process was provided to the Board.

13. Sources of Property Taxes: Staff report outlined the estimated revenue by property tax classification and by city.

Motion made to receive the report by Westlund, seconded by Hofmann. The motion carried with five yeas (Bromley, Hoffman, Kearns, Phelps and Westlund) and no nays.

14. Rough Draft 2017 Compensation and Staffing Plan and Budget:  A review and discussion regarding staffing requirements and proposed changes in compensation. The Board directed the District’s Attorney provide a written summary of the requirements to provide education programs with emphasis on NPDES. The Board also directed staff to review the job title making sure it accurately reflect the job requirements. Also noted was the recommendation that an 8 1/2 % increase for insurance costs be initially budgeted.

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

15. Rough Draft 2017 Professional Services Budget:  The Board directed staff to provide percent of increase/decrease of change from previous years’ budget and footnote details for any large changes.

Staff noted Requests for Proposals are required by statute for Engineering, Legal and GIS services next year.
INFORMATION ITEMS

16. Update on Potential Building Sites: There are two sites in Ham Lake being considered, one at the edge of the parking lot of City Hall and a second at 153rd and Hwy 65. Coon Rapids also has a couple of site for consideration. The District is waiting for follow up from Coon Rapids city staff regarding the two sites.

17. Star-Tribune Article on Threatened & Endangered Species: An article was published May 23, 2016, regarding the relationship between development and threatened and endangered species. The article pointed out that having threatened or endangered species on a site does not mean the site cannot be developed, but with an early start, the options can typically be figured out within 60 days.

18. News on Changes to the Board of Managers: Information from the County’s website indicate Hoffman will be considered for reappointment, Kearns will not and there will likely be a new appointee. The District has not received any confirmation of any of the proposed changes. The Board expressed their gratitude for Clayton Kearns’s service to the community on the Board for the past 3 years. Officer appointments will take place at the next board meeting.

ADJOURN
The meeting adjourned at 6:15 PM on a motion by Westlund, seconded by Hoffman. Motion carried with five yeas (Bromley, Hoffman, Kearns, Phelps and Westlund) and no nays.

Byron Westlund, President