The Board of Managers of the Coon Creek Watershed District held their regular meeting on July 24, 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, Abbey Lee, Ed Matthiesen, Michelle Ulrich.
   Others:

2. **Approval of the Agenda**: Hoffman moved to approve the Agenda. Seconded by Westlund.
   Motion carried with five yeas (Herbst, Hoffman, Kreun, Westlund and Wilder) and no nays.

3. **Announcements**: None

4. **Open Mike**: No one present to address the Board.

**CONSENT AGENDA**

5. **Approval of Minutes of July 10, 2017 Board of Managers’ Meeting**
6. **Brian’s Meadows**: The purpose of this project is the development of 12 single family lots on 5 acres located at Harpers St NE and 128th Ln 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>Escrows: $2,000 + (5 ac * $500/ac) = $4,500</td>
<td>1. Receipt of escrows.</td>
</tr>
</tbody>
</table>

Staff recommendation was to Approve with 1 Stipulation as follows:

1. Receipt of Escrows, $4,500.00.

Motion to approve the Consent Agenda items was made by Herbst, seconded by Hoffman.
Motion carried with five yeas (Herbst, Hoffman, Kreun, Westlund and Wilder) and no nays.

**POLICY ITEMS**

7. **Extension of Current Office Lease**: In response to the Board discussion to formally extend the lease while working through the details of the new building, the District’s attorney confirmed the lease will expire on September 30, 2017. Kelly notified the landlord via email on July 17, 2017, of the District’s intention to extend the lease. Kelly stated he received a voice mail on July 24 from Mr. McEnelly acknowledging the notice to extend the lease and saying Mr. McEnelly would discuss it with his partners.

   Upon discussion of the options, the Board expressed their desire to formally extend the lease for an additional period of three years. Ulrich outlined the lease stipulations noting there will be an increase in the rent and maintenance fees. Kreun informed the Board that this three-year...
extension will not lock the District into another three years as it can be cancelled without cause with a 90-day written notice and there is no early termination fee.

Motion to direct staff (the Attorney) to draft a notice of intent to extend the lease for a period of three years was moved by Westlund and seconded by Hoffman. The motion carried with five yeas (Herbst, Hoffman, Kreun, Westlund and Wilder) and no nays.

PERMIT ITEMS
8. City of Blaine – 105th Ave NE (Connexus): The purpose of this project is a directional boring for electrical distribution lines located along 105th Avenue NE from Trunk Highway 65 to Radisson Road 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>Escrows: $2,000 + (.003 ac * $500/ac) = $2,001.50</td>
<td>1. Receipt of escrows.</td>
</tr>
<tr>
<td>The applicant has not submitted an erosion control plan</td>
<td>2. The applicant must submit an erosion control plan showing the location of the pilot holes, areas for stockpiled soil, and silt fence or other necessary erosion control BMPs.</td>
</tr>
<tr>
<td>The applicant has not addressed the potential for dewatering.</td>
<td>3. The applicant must provide a contingency plan for dewatering in case it is needed.</td>
</tr>
</tbody>
</table>

Matthiesen added a fourth Stipulation:
4. Provide as-built confirmation that the four (4) foot separation from the approved ditch bottom is met.

Staff recommendation was to Approve with 4 Stipulations as follows:
1. Receipt of escrows, $2,001.50.
2. Submittal of Erosion Control Plan.
4. Provide as-built confirmation that the four (4) foot separation from the approved ditch bottom is met.

Motion to Approve with 4 Stipulations was moved by Westlund and seconded by Hoffman. The motion carried with five yeas (Herbst, Hoffman, Kreun, Westlund and Wilder) and no nays.

9. Kwik Trip 925: The purpose of this project is the construction of a convenience store (10,280 sq ft) with fueling canopy on 2.9 acres located at 10500 Radisson Rd 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>Escrows: $2,000 + (2.9 ac * $500/ac) = $3,450.00</td>
<td>1. Receipt of escrows.</td>
</tr>
<tr>
<td><strong>Groundwater:</strong> The proposal does contain a land use discouraged or prohibited by the Safe Drinking Water Supply Act (SDSA).</td>
<td>2. Provide acceptable contingency plan and containment system details.</td>
</tr>
<tr>
<td><strong>Stormwater &amp; Hydraulics:</strong> A post construction test on the filtration 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 filtration 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>On the Grading Plan and HydroCAD model, the elevation of the basin is from 902 to 907 ft. However, the filtration basin detail provided in the plan set indicates basin total depth being 3 ft. In HydroCAD model, Device #2 indicates the use of a vertical orifice, which does not match the storm sewer utility plan. Device #1 also does not match the utility plan.</td>
<td>4. Update filtration basin detail to reflect correct depth of the basin and each layer.</td>
</tr>
<tr>
<td><strong>Soils &amp; Erosion Control:</strong> It is unclear if dewatering is needed during the construction of the proposed project.</td>
<td>5. Provide statement whether dewatering will be required for the construction of the proposed project. If yes, provide well-field location, rates, discharge location, schedule and quantities.</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>
</tbody>
</table>

Staff recommendation was to Approve with 6 Stipulations as follows:
1. Receipt of escrows, $3,450.00.
2. Provide an acceptable contingency plan and containment system details for the underground storage system.
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. Provide construction details for filtration basin that reflect varying depth above the soil media.
5. Provide statement whether dewatering will be required for the construction of the proposed project. If yes, provide well-field location, rates, discharge location, schedule and quantities.
6. Provide an O&M Agreement that meets District requirements.

Motion to Approve with 6 Stipulations was moved by Hoffman and seconded by Westlund. The motion carried with five yeas (Herbst, Hoffman, Kreun, Westlund and Wilder) and no nays.

10. CenterPoint Energy – 105th Ave NE: The purpose of this project is to replace the natural gas main along 105th Avenue NE between Truck Highway 65 and Radisson Rd NE in Blaine, Minnesota.

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

<table>
<thead>
<tr>
<th>ISSUE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Escrows: $2,000 + (.13 ac * $500/ac) = $2,065.00</td>
<td>1. Receipt of escrows.</td>
</tr>
<tr>
<td>2. Provide 4’ of clearance below grade to allow for future ditch cleaning. The existing culverts at this location are located at 891.0.</td>
<td>2. Provide as-built survey showing the top of the new gas main at the crossing are no higher than 897.0.</td>
</tr>
<tr>
<td>The location of the east boring hole looks to be in the center of a roadside ditch.</td>
<td>3. Confirm that the eastern pilot hole is outside of the roadside ditch.</td>
</tr>
<tr>
<td>Provide dewatering details.</td>
<td>4. Provide a dewatering plan in case high groundwater is present.</td>
</tr>
</tbody>
</table>

Staff recommendation was to Approve with 4 Stipulations as follows:
1. Receipt of escrows, $2,065.00.
2. Provide as-built confirmation that the four (4) foot separation from the approved ditch bottom is met. That is the top of the new gas main can be no higher than 897.0.
3. Confirm that the eastern pilot hole is outside of the roadside ditch.
4. Provide a dewatering plan in case high groundwater is present.

Motion to Approve with 4 Stipulations was moved by Westlund and seconded by Hoffman. The motion carried with five yeas (Herbst, Hoffman, Kreun, Westlund and Wilder) and no nays.

DISCUSSION ITEMS
11. Preliminary Rough Draft 2018 Budget: The Board directed staff to develop a budget scenario focused on the District’s property tax levy minus the 2016 $1,000,000 levy for the building.
Kelly first reviewed the budget timeline: CAC is scheduled to review and comment on August 9, the Board will review and comment on August 14 and the budget will be adjusted as needed and readied for Public Notice after the August 29 Board Meeting.

To provide background for new Board Members, the Board discussed reasons for budget increases in recent years: additional regulations, bank restorations, weather related repairs, addition of Six Cities and the continued financial ramifications of that addition to the District, purchase of vehicles for District, additional staff and the water quality era. Hoffman also noted that not all ditch repair and restorations that are identified through inspections are done each year and that the District must prioritize what can be completed.

The Board asked Kelly to prepare a budget based on leaving the levy the same as last year.

12. Update on Building Finance (ABM): Kelly noted that he and Ulrich had met with Anoka County Finance Director to discuss funding and funding has also been discussed with the City of Coon Rapids. A third option would be a private mortgage. The Board expressed their preference for funding would be in the following order: 1) through Anoka County; 2) private bond sale; 3) private mortgage.

Kelly noted he has a meeting about the building scheduled with Amcon the week of July 31, 2017.

13. Clarification of CAC Representative (ABM): Kreun will be attending the CAC meetings, with Wilder serving as the back-up.

INFORMATIONAL ITEMS
14. Projects Commencing in July and August: The approved 2017 budget included the following projects as part of the District Bank Stabilization Program and Capital Improvement Plan:

1. Creekside Estates Bank Stabilization (Budget $29,000)
2. Ditch 41 Repair (Budget $96,100)
3. Pleasure Creek Repair (Budget $22,000)
4. Woodcrest Bank Stabilization (Budget $298,670)

ADJOURN
The meeting adjourned at 6:46 PM on a motion by Hoffman, seconded by Herbst. Motion carried with five yeas (Herbst, Hoffman, Kreun, Westlund and Wilder) and no nays.

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Anthony Wilder, President