The Board of Managers of the Coon Creek Watershed District held their regular meeting on May 28, 2019 at the Bunker Hills Activities Center.

1. Call to Order: The meeting was called to order at 5:04 PM
Absent: Matt Herbst
Staff: Matt Danzl, Justine Dauphinais, Dawn Doering, Corinne Elfelt, Tim Kelly, Michelle Ulrich

2. Approval of the Agenda: Wilder made a motion to move Items # 8-McNallan Garage Permit Review and 11. Hennum Meadows Permit Review to the Consent Agenda. Seconded by Kreun. Motion carried with three yeas (Kreun, McCullough and Wilder) and no nays.

Kreun moved to approve the Amended Agenda. Seconded by McCullough. Motion carried with three yeas (Kreun, McCullough and Wilder) and no nays.

3. Announcements: None

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

CONSENT ITEMS

5. Approval of Minutes of May 13, 2019 Meeting

8. McNallan Garage: The purpose of this project is the construction of an 800 square foot garage and concrete skirt on an existing 23,000+/- square foot lot located at 13237 Bittersweet Street 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 + (0.02 ac * $500/ac = $2,010.00</td>
<td>1. Receipt of escrows.</td>
</tr>
<tr>
<td>Soils &amp; Erosion Control:</td>
<td>2. Update Erosion and Sediment Control (ESC) plans as follows:</td>
</tr>
<tr>
<td>District requires all stabilization vegetation be within seven (7) days of rough grading or inactivity.</td>
<td>-Include notes to install stabilizing vegetation within 7 days of rough grading or inactivity.</td>
</tr>
<tr>
<td>District requires that all stockpiles are constructed with sediment trapping BMPs.</td>
<td>-Update ESC to provide sediment trapping for stockpiles or that excess soil will be transported off-site or use for construction and stabilized within 7 days of generation.</td>
</tr>
<tr>
<td></td>
<td>-Include notes that standard silt fence will be</td>
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</table>
Plans do not include silt fence details or maintenance schedule.  

Installed according to detail from city of Coon Rapids and the following statement:  
"Owner will repair, replace or supplement all perimeter control devices when they become nonfunctional or the sediment reaches 1/2 of the height of the device. Owner will remove silt fence at the conclusion of the project after upstream areas are stabilized."

**Floodplain:** The District’s floodplain elevation is at 863.6 feet.

1. Confirm that the garage low floor is at minimum 865.6 feet or if below 865.6, provide proof of authorization from the City to construct within less than 2 feet of the high water level.

Staff recommendation was to Approve with 3 Stipulations as follows:

1. Receipt of escrows.
2. Update Erosion and Sediment Control (ESC) plans as follows:
   - Include notes to install stabilizing vegetation within 7 days of rough grading or inactivity.
   - Update ESC to provide sediment trapping for stockpiles or that excess soil will be transported off-site or use for construction and stabilized within 7 days of generation.
   - Include notes that standard silt fence will be installed according to detail from city of Coon Rapids and the following statement: “Owner will repair, replace or supplement all perimeter control devices when they become nonfunctional or the sediment reaches 1/2 of the height of the device. Owner will remove silt fence at the conclusion of the project after upstream areas are stabilized.”
3. Confirm that the garage low floor is at minimum 865.6 feet or if below 865.6, provide proof of authorization from the City to construct within less than 2 feet of the high water level.

11. **Hennum Meadows 2nd Addition:** The purpose of this project is the development of two single family lots on 0.97 acres located southeast of 102nd Lane Northeast and Jackson Street Northeast 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>
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</thead>
<tbody>
<tr>
<td><strong>Escrows:</strong></td>
<td><strong>$2,000 + (0.75 ac * $500/ac) = $2,375</strong></td>
</tr>
<tr>
<td><strong>Groundwater:</strong> Current design provides minimum cover over the drain tile. Over time, the drain tile could be exposed.</td>
<td>2.Recommend that the applicant adjust the elevation of the drain tile underdrain to provide minimum 18 inches of cover to avoid exposure of the pipe over time. It is understood that the drain tile will be below</td>
</tr>
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</table>
the outlet elevation. Provide cleanouts on both ends of the drain tile.

**Maintenance:** It is unknown who will be responsible for the inspection and maintenance of stormwater facilities.

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

Staff recommendation was to Approve with 3 Stipulations as follows:

1. Receipt of escrows.
2. Recommend that the applicant adjust the elevation of the drain tile underdrain to provide minimum 18 inches of cover to avoid exposure of the pipe over time. It is understood that the drain tile will be below the outlet elevation. Provide cleanouts on both ends of the drain tile. A basin liner will not be required.
3. Provide an O&M Agreement that meets District requirements.

Motion to Approve the Consent Agenda Items was moved by Kreun and seconded by Wilder. The motion carried with three yeas (Kreun, McCullough and Wilder) and no nays.

**POLICY ITEMS**

6. **Water Quality Cost Share Program:** Dauphinais presented the staff report. Highlighted points included: in order to accelerate progress towards achieving pollutant reductions and to foster collaboration among local partners, the District launched a water quality cost share program in 2019. During this pilot year, $100,000 was made available to provide 50% match funds towards eligible projects, up to $50,000 per project. A request for proposals was distributed to applicable MS4s in January of 2019. By the May 3rd application deadline, 5 proposals were received from 2 cities, totaling $175,400 in requests.

The staff report addressed the following issues and concerns:

1. Scoring Results and Funding Recommendations

<table>
<thead>
<tr>
<th>Title (Applicant)</th>
<th>Average score out of 30</th>
<th>Water Quality Benefits &amp; Other Notes</th>
<th>Funding Recommendation (requested amount)</th>
</tr>
</thead>
</table>
| Foley culvert replacement-fish passage (Coon Rapids) | 19.0 | • Improved habitat connectivity allowing fish/invertebrate passage to address aquatic life impairment  
• Limited-time opportunity in conjunction with planned road project | $50,000 ($50,000) |
| Goose Management (Coon Rapids) | 18.2 | • Targeted reductions of E. coli and TP loading to Coon Creek  
• Improved aesthetics/recreation | $3,000 ($3,000) |
| Aberdeen construction (Ham Lake) | 17.3 | • Reduced TSS & TP loading to Coon Creek  
• Increased storage volume in a drainage-sensitive area  
• Amount requested exceeds the cost of project elements above and beyond permit requirements. 1/2’ sump | Up to $10,000 ($50,000) |
2. Fund Balance
   Upon approve of the $74,200 is cost share awards recommended by Staff, there would be
   $25,800 in budgeted funds remaining. Staff is aware of at least 3 other projects proposed
   by interested parties and recommended issuing a second RFP for an additional round of
   funding.

3. Lessons Learned
   The application should be modified to better capture the project details necessary for
   scoring. Also the timing of the RFP posting should be adjusted to better align with
   municipal project planning and budgeting timelines.

Staff recommendation was to award cost share funds to 4 projects for the amounts listed and
direct staff to issue a second RFP.

Board discussion included considering an option of not using the remaining $25,800 for
additional projects, but redirecting the funds to additional Water Quality staff in 2020. The
Board agreed that the 4 projects should be funded as recommended, and a second RFP be issued,
with the understanding the additional funds may not be dispersed.

Motion to award cost share funds to 4 projects for the amounts listed and directing staff to issue a
second RFP was made by Wilder and seconded by Kreun. The motion carried with three yeas
(Kreun, McCullough and Wilder) and no nays.

PERMIT ITEMS
7. Catchers Creek of Ham Lake: The purpose of this project is the development of 4 single
   family lots on 5 acres located at 40 Andover Blvd (East of University Avenue) 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>
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<tbody>
<tr>
<td><strong>Escrows:</strong> $2,000 + (1.8 ac * $500/ac) = $2,900.00</td>
<td>1. Receipt of escrows.</td>
</tr>
</tbody>
</table>

**Stormwater & Hydraulics:** Compaction needs to be minimized in Basin E to promote proper hydraulic function.

A post construction test on the infiltration basin will be required to verify the assumed infiltration rates are obtained.

Basin E’s HWL does not appear to be contained within property limits.

Invert of Basin E’s outlet is proposed at the bottom of the basin.

2. Update construction plans to include note to minimize impact of compaction of basin E during construction.

3. The applicant must acknowledge on the plan set 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 written permission from adjacent property owner at 140 Andover Blvd that HWL of Basin E is acceptable on within property limits.

5. Clarify how basin will function with invert at same elevation of basin bottom.

**Soils & Erosion Control:** District requires all stabilization vegetation be within seven (7) days of rough grading or inactivity.

6. Update construction plans to stabilize vegetation within 7 days of rough grading or inactivity.

**Wildlife:** The proposed project may include endangered or threatened species, rare natural communities, colonial waterbird nesting sites, migratory waterfowl concentration areas, deer wintering areas or wildlife travel corridors.

7. Provide documentation from the DNR if the proposed project includes endangered or threatened species, rare natural communities, colonial waterbird nesting sites, migratory waterfowl concentration areas, deer wintering areas or wildlife travel corridors.

Staff recommendation was to Table with 7 Stipulations as follows:

1. Receipt of escrows.
2. Update construction plans to include note to minimize impact of compaction of basin E during construction.
3. The applicant must acknowledge on the plan set 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 written permission from adjacent property owner at 140 Andover Blvd that HWL of Basin E is acceptable on within property limits.

5. Clarify how basin will function with invert at same elevation of basin bottom.

6. Update construction plans to stabilize vegetation within 7 days of rough grading or inactivity.

7. Provide documentation from the DNR if the proposed project includes endangered or threatened species, rare natural communities, colonial waterbird nesting sites, migratory waterfowl concentration areas, deer wintering areas or wildlife travel corridors.

Motion to Table with 7 Stipulations was moved by Hoffman and seconded by Kreun. The motion carried with four yeas (Hoffman, Kreun, McCullough and Wilder) and no nays.

8. McNallan Garage – moved to Consent Agenda

9. Oak Glen Creek Pond Expansion Phase 2: The purpose of this project is the addition of a 24” storm pipe under BNSF Railroad to alleviate flooding in Treehouse Foods loading dock located northwest of Treehouse Foods in Fridley, Minnesota.

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

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>NEED</th>
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<tbody>
<tr>
<td>Escrows: $2,000 + (0.89 ac * $500/ac = $2,445.00</td>
<td>1. Receipt of escrows.</td>
</tr>
<tr>
<td>Stormwater: Unclear of maintenance on Rain Guardian.</td>
<td>2. Provide clarity on O&amp;M of Rain Guardian.</td>
</tr>
<tr>
<td>Soils &amp; Erosion Control: Soil stockpiles have not been proposed to be fitted with sediment-trapping measures to prevent soil loss and do not have a note to stabilize within seven (7) days of inactivity.</td>
<td>3. Provide an Erosion Control Plan showing the location of sediment trapping BMPs (silt fence, rock check dam, inlet protection, etc.)</td>
</tr>
<tr>
<td></td>
<td>4. Update Construction Plans to address the following:</td>
</tr>
<tr>
<td></td>
<td>a. Soil stockpiles shall be fitted with sediment-trapping measures to prevent soil loss and be stabilized within 7 days of inactivity</td>
</tr>
<tr>
<td></td>
<td>b. Show location of silt fence on plans</td>
</tr>
<tr>
<td></td>
<td>5. Provide statement whether dewatering will be required for the construction of the proposed project.</td>
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</tbody>
</table>
Staff recommendation was to Approve with 5 Stipulations as follows:

1. Receipt of escrows.
2. Provide clarity on O&M of Rain Guardian
3. Provide an Erosion Control Plan showing the location of sediment trapping BMPs (silt fence, rock check dam, inlet protection, etc.)
4. Update Construction Plans to address the following:
   a. Soil stockpiles shall be fitted with sediment-trapping measures to prevent soil loss and be stabilized within 7 days of inactivity
   b. Show location of silt fence on plans
5. Provide statement whether dewatering will be required for the construction of the proposed project.

Motion to Approve with 5 Stipulations was moved by Wilder and seconded by Hoffman. The motion carried with four yeas (Hoffman, Kreun, McCullough, and Wilder) and no nays.

10. Jefferson Street Reconstruction: The purpose of this project is the reconstruction of Jefferson Street including replacement of curb and gutter, new storm sewer, water main, traffic control signage, culvert replacement and asphalt surface replacement from 119th Avenue to 104th Court and 104th Court Cul-de-sac 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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<tbody>
<tr>
<td>Escrows: $2,000 + (15.78 ac * $50/ac) = $9,890</td>
<td>1. Receipt of escrows.</td>
</tr>
<tr>
<td>Stormwater &amp; Hydraulics: 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.</td>
<td>2. The City of Blaine is currently working with the Coon Creek Watershed District (CCWD) to develop a regional stormwater management plan in accordance with CCWD Rule 14.1 which will include stormwater management for this project as well as future projects and will allow this project to meet CCWD Rule 8.3. Guarantee that this project be included as part of the regional stormwater management plan and funding is secured.</td>
</tr>
</tbody>
</table>
| Soils & Erosion Control: County Ditch (CD) 39 is not protected from sediment deposition. Construction entrance points are not clearly located on the erosion and sediment control plan. Construction activities will take place within County Ditch 41. | 3. Update Erosion Control Plan with the following:
   a. Show double row perimeter control adjacent to CD 39 on the upstream and downstream banks.
   b. Show the location of construction entrance on plans.
   c. Provide for provisions to remove any accumulated sediment in CD 41 prior to removing floatation silt curtain. |
Dewatering is anticipated as part of this project. Pump will be required to ensure unimpeded flow of County Ditch 41.

4. Provide pump information and high flow contingency plan that will be used for CD 41 during culvert replacement.

**Water Quality:** Discharge into CD 41 is pretreated by a 3-foot-deep sediment sump manhole. This sump manhole is not designed correctly for water quality treatment.

5. Provide calculations (SHSAM can be used) to indicate sumps are appropriately sized to meet District removal rates of 80% TSS for OK110 particle size. A minimum of 4-foot depth is required to prevent resuspension.

Staff recommendation was to Table with 5 Stipulations as follows:

1. Receipt of escrows.
2. The City is currently working with the Coon Creek Watershed District (CCWD) to develop a regional stormwater management plan in accordance with CCWD Rule 14.1 which will include stormwater management for this project as well as future projects and will allow this project to meet CCWD Rule 8.3. Guarantee that this project be included as part of the regional stormwater management plan and funding is secured.
3. Update Erosion Control Plan with the following:
   a. Show double row perimeter control adjacent to CD 39 on the upstream and downstream banks.
   b. Show the location of construction entrance on plans.
   c. Provide for provisions to remove any accumulated sediment in CD 41 prior to removing floatation silt curtain.
4. Provide pump information and high flow contingency plan that will be used for CD 41 during culvert replacement.
5. Provide calculations (SHSAM can be used) to indicate sumps are appropriately sized to meet District removal rates of 80% TSS for OK110 particle size. A minimum of 4-foot depth is required to prevent resuspension.

Motion to Table with 5 Stipulations was moved by Hoffman and seconded by McCullough. The motion carried with four yea (Hoffman, Kreun, McCullough and Wilder) and no nays.

11. Hennum Meadows 2nd Addition – moved to Consent Agenda

12. Coon Rapids Self Storage: The purpose of this project is the construction of a 25,200 square foot self-storage building on a 1.64 acre lot located at the southeast corner of Foley Blvd and 101st Avenue in Coon Rapids, 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>Stormwater &amp; Hydraulics:</td>
<td>1. Provide details on roof drain system to show how roof runoff will be routed to infiltration basin.</td>
</tr>
<tr>
<td></td>
<td>2. The applicant must provide a note on the</td>
</tr>
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</table>
In addition to the Infiltration Basin, a post construction test on the Filtration Basin will be required to verify the assumed filtration rates are obtained.

Proposed infiltration basin is modeled in HydroCAD with infiltration rate of 0.75 inches/hour but is modeled in MIDS with infiltration rate of 1.63 inches/hour.

Time of Concentrations for E1, P1, P2, and P3 have been calculated with Sheet Flow greater than 100 feet. Sheet Flow should not exceed 100 feet. Once flow length eclipses 100 feet it should be characterized as Shallow Concentrated Flow.

### Maintenance:
A maintenance agreement has not been executed.

### Staff recommendation was to Approve with 5 Stipulations as follows:
1. Provide details on roof drain system to show how roof runoff will be routed to infiltration basin.
2. The applicant must provide a note on the construction plans that a post construction test on the Filtration Basin will be conducted 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 MIDS calculations for proposed infiltration basin to reflect infiltration rate of 0.75 inches/hour.
4. Provide updated HydroCAD model that addresses the following:
   a. Limit Sheet Flow to 100 feet. Characterize the additional flow length as Shallow Concentrated Flow.
   b. Change Sheet Flow Surface Description for Subcatchment P1 from Short Grass to Smooth Surfaces to represent roof flow.
5. Provide an O&M Agreement that meets District requirements.

Motion to Approve with 5 Stipulations was moved by Wilder and seconded by Hoffman. The motion carried with four yeas (Hoffman, Kreun, McCullough and Wilder) and no nays.

### DISCUSSION ITEMS
13. Building Change Order, Update & Discussion: Kelly noted the main heating duct from the lower level furnace and security system wiring was found to be in a different location than was understood. The duct and wiring are between the wall studs of a wall scheduled to be moved. The need to move the main heating duct, gas line and central wiring raised the question of the age of the furnace and opportunities to switch out the 19 year old furnace for an energy efficient model. The Change Order #3 quote is $7,590.47.

Staff recommendation was to Approve the requested change order to replace the existing furnace with a high efficiency furnace and move the gas line and central wiring.

Motion to Approve Change Order 3 was moved by Wilder and seconded by McCullough. The motion carried with four yeas (Hoffman, Kreun, McCullough and Wilder) and no nays.

Kelly also informed the Board that a Change Order (#4) had been received as a result of our IT staff reviewing the low voltage and electrical outlet plans. Their recommendation was to double the number of computer ports and outlets to accommodate future growth/changes while walls were open and available. A quote was provided with included adding tv cable connections at two locations in the building. The quote for Change Order #4 was $5,089.58 (electrical, low voltage and tv cable connection.)

A discussion regarding the installation of Bluetooth antennae for hearing impaired took place. Various options were discussed including wireless headsets, under carpet Bluetooth antennae or responding when we have a request. Further research will be done by staff.

Motion to Approve Change Order 4 was moved by Kreun and seconded by Hoffman. The motion carried with four yeas (Hoffman, Kreun, McCullough and Wilder) and no nays.

Kelly noted that the structural engineer’s evaluation of the joists above the board room indicate alternatives may have to be researched to provide for a partition wall.

Staff recommendation was to receive the report on the potential need to reevaluate the current folding wall.

Motion to Receive the Report was moved by Wilder and seconded by McCullough. The motion carried with four yeas (Hoffman, Kreun, McCullough and Wilder) and no nays.

14. Rough Draft Staffing Salaries & Benefits Plan and Budget: The proposed budget includes a request for three additional full-time staff as noted by Kelly during his review of the staff report. Kelly highlighted the problem and needs for the positions for the Board.

Kreun stated he would like all board members, after reading the staff report, also be present when a final decision on the positions be made. Kreun also asked that consideration be given to combination of positions.
Kelly also noted that legislation has just passed raising the per diem to $125 be paid to the Board. Kreun suggested the board consider this as a separate action at a future meeting.

Staff recommendation was to review and discuss requests for additional staff or direct staff to proceed with budget preparation with the additional staff and salary budget as shown with the understanding that the request will be revisited in June upon completion of additional drafts for final discussion by the Board.

Motion to Receive the Report and bring it back to the Board at the June 24th meeting was moved by Wilder and seconded by Kreun. The motion carried with four yeas (Hoffman, Kreun, McCullough and Wilder) and no nays.

15. Rough Draft Professional Services Plan and Budget: Kelly presented the proposed 2020 budget for engineering, GIS services, IT and legal.

Motion to Receive the Report was moved by Kreun and seconded by Hoffman. The motion carried with three yeas (Hoffman, Kreun, McCullough and Wilder) and no nays.

(Kreun left at 5:58 p.m.)

16. Answers from State Auditor: Kelly informed the Board that the auditor will not require any changes to the 2019 budget. The 2020 budget will be amended to include new line items.

Motion to Receive the Report was moved by Wilder and seconded by Hoffman. The motion carried with three yeas (Hoffman, McCullough and Wilder) and no nays.

17. Potential Tiering Approaches: In response to the Board’s request at the last meeting to review possibly tiering review fees on permit applications, Kelly stated he was only able to find a couple watershed districts that tier review fees. Kelly found the tiers were based on acreage, type of land use (proposed), with most being related to the size of the project.

Motion to Receive the Report was moved by Wilder and seconded by Hoffman. The motion carried with three yeas (Hoffman, McCullough and Wilder) and no nays.

INFORMATIONAL ITEMS
18. Legislative Update: Kelly provided a copy of Emily Javens (MAWD) Legislative Update on the dais for each board member.

ADJOURN
The meeting adjourned at 6:11 PM on a motion by Wilder, seconded by McCullough. Motion carried with three yeas (Hoffman, McCullough and Wilder) and no nays.
Anthony Wilder, President

- Note: Following the meeting the Board and staff commemorated the 60th Anniversary of the establishment of Coon Creek Watershed District on May 28, 1959.