COON CREEK WATERSHED DISTRICT
BOARD OF MANAGERS' MEETING
October 28, 2019

The Board of Managers of the Coon Creek Watershed District held their regular meeting on October 28, 2019 at the Coon Creek Watershed District Office.

1. Call to Order: The meeting was called to order at 5:31 PM
Absent: Matt Herbst
Staff: Corinne Elfelt, Mario Frucci, Tim Kelly, Ed Matthiesen, Michelle Ulrich
Others: Chuck Plowe – Plowe Engineering

2. Approval of the Agenda: Kreun made a motion to move Item #8 – Mulrooney/Jurva Pond Permit Review to the Consent Agenda. Seconded by Hoffman. Motion carried with four yea's (Herbst, Hoffman, Kreun, McCullough and Wilder) and no nays

Kreun moved to Approve the Amended Agenda. Seconded by Hoffman. Motion carried with four yea's (Hoffman, Kreun, McCullough and Wilder) and no nays.

3. Announcements: None

4. Open Mike: No one present for Open Mike

CONSENT ITEMS
5. Approval of Minutes of October 14, 2019
6. Receive Monthly Financial Statements
8. Mulrooney/Jurva Pond Permit Review: The purpose of this project is the connection to City storm sewer and fill in non-functioning pond located at 114th Lane NW in Coon Rapids, Minnesota.

The staff report provided to the Board indicated there were no outstanding issues and concerns and therefore, staff recommendation was to Approve without Stipulations.

Wilder moved to Approve the Consent Items. Seconded by Kreun. Motion carried with four yea's (Hoffman, Kreun, McCullough and Wilder) and no nays.

POLICY ITEMS
7. Receive Coon Creek Watershed District 2018 Independent Auditor’s Report: All Board Members should have received a copy of the 2018 Audit Report. Kelly indicated that after Board review, it would be appropriate for the Board to take action to Receive the Report.
Motion to Receive the 2018 Independent Auditor’s Report was made by Hoffman and seconded by McCullough. Motion carried with four yeas (Hoffman, Kreun, McCullough and Wilder) and no nays.

PERMIT ITEMS
9. Constance Blvd Terrace LLC Permit Review: The purpose of this project is the development of 26.25 acres of farm land into 13 single family residential lots located at 3807 Constance Blvd NE in Ham Lake, Minnesota.

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

<table>
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<tr>
<th>ISSUE</th>
<th>NEED</th>
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<tr>
<td>Escrows: $2,000 + (26.25 ac * $500/ac) = $15,125.00</td>
<td>1. Receipt of escrows.</td>
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<tr>
<td>Maintenance: Ditch easement for CD 11 appears to be provided but not clearly labeled.</td>
<td>2. Clearly label easement for CD 11 that is 50 feet from centerline.</td>
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<tr>
<td>Stormwater &amp; Hydraulics: Unable to verify summary tables. HydroCAD provided only has pond information.</td>
<td>3. Provide model with all inputs such as reaches, subcatchments and ponds.</td>
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<td>4. Provide consistent information between plans and HydroCAD model for 6-inch orifice at OCS 501.</td>
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<td>Soils &amp; Erosion Control: Riprap at FES into CD 11 is not provided.</td>
<td>5. Provide location on construction plans and detail for riprap at outlets of FES into CD 11. Detail should illustrate that riprap is flush with existing grade of banks and extends to bottom of ditch.</td>
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<tr>
<td></td>
<td>6. Add double row silt fence at the perimeter of Culvert 4 and FES 111.</td>
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<tr>
<td>Wetlands: Wetland credits are proposed to be purchased to replace the wetland impacts.</td>
<td>7. Provide proof of purchase for wetland credits.</td>
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Staff recommendation was to Table with 7 Stipulations as follows:
1. Receipt of escrows.
2. Clearly label easement for CD 11 that is 50 feet from centerline.
3. Provide model with all inputs such as reaches, subcatchments and ponds.
4. Provide consistent information between plans and HydroCAD model for 6-inch orifice at OCS 501.
5. Provide location on construction plans and detail for riprap at outlets of FES into CD 11. Detail should illustrate that riprap is flush with existing grade of banks and extends to bottom of ditch.
6. Add double row silt fence at the perimeter of Culvert 4 and FES 111.
7. Provide proof of purchase for wetland credits.

Matthiessen advised the Board that he had been working with Chuck Plowe to resolve the stipulations earlier in the day. Matthiessen felt that most of the stipulations were now at a point that they would be easily resolved. Kelly did note, however, that Plowe had not addressed City of Ham Lake permit review comments, and that the City’s engineer had not yet seen the plans and corrections that Matthiessen had reviewed earlier in the day.

To help the project move along Kelly suggested that the Board approve grading of the site upon receipt of escrows and installation of erosion and sediment control and that given the need to coordinate utilities with the city of Ham Lake and that they have not conducted their final review, this project would not appear before Council until December allowing time for the applicant to address and for staff to perform a review on the outstanding issues and coordinate with the City.. The Board agreed that all stipulations must be met before staff would permit the project.

Motion to Approved Grading upon Receipt of Escrow and Installation of Erosion Control was moved by Kreun and seconded by Wilder. The motion carried with four yeas (Hoffman, Kreun, McCullough and Wilder) and no nays.

DISCUSSION ITEMS
10. Ditch 37 Inspection Report: Frucci presented the report of his inspection of Ditch 37. Ditch 37 is 4.2 miles (22,000 feet) in length and has a drainage area of 3.4 square miles in Andover. Although no immediate repairs were noted, obstructions and bank failure will likely need to be addressed in upcoming budget years. There were additional bank failures and ditch repairs that will be monitored.

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

11. Escrow Return Process: Kelly stated Wilder and Herbst had requested the return of escrow topic be a matter of discussion at the Board Meeting. Kelly provided a review of previous actions by the Board.

Kelly noted a solution to receiving billable hours from Wenck has been resolved. Kelly also reminded the Board of the delay of returning escrow is partially the result of the Board approving invoices once a month. Kelly encouraged continued discussion of expediting the paying of bills by considering approving bills after-the-fact or approving bills twice a month.
Kelly discussed further analysis of review fees to help alleviate undue burden on applicants for small projects.

Kreun asked that this tabled for broader discussion when Board Member Herbst is present as he was the one that took the initial call regarding a return of escrow.

**INFORMATIONAL ITEMS**

12. Getting Ready for Spring Runoff: The staff report presented the issues and concerns as the District enters fall in the wettest year in the watershed in the past 30 years. Kelly noted that due to the lack of draw down before freeze-up, issues may surface early in the spring.

13. Reminder of Tuesday, November 12 Board Meeting – Meeting date change due to Veteran’s Day, Monday, November 11.

**ADJOURN**

The meeting adjourned at 6:20 PM on a motion by Wilder, seconded by Hoffman. Motion carried with four yeas (Hoffman, Kreun, McCullough and Wilder) and no nays.

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Anthony Wilder, President