

Programs and Activities

To implement its mission and pursue the goals and permit requirements, the Watershed District operates six programs which oversee 22 basic activities which in turn involve a considerable number of separate tasks.

The programs are:

Administration	139
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Administration (9601)

The Purpose of administration is to carry out the approved policies of the Board of Managers, administer the financial affairs of the Coon Creek Watershed District, and ensure the accountability of public funds and serve the District's financial needs.

The Administration Program consists of the following activities:

Activities **Board of Managers:** The District Board of Managers exercises the legislative power of the District by which all matters of policy are determined, as provided by the as provided under applicable law. Board of Managers exercises budgetary control through the adoption of the annual budget, and approval of claims against the District treasury. The Board of Managers also approves capital improvement projects through the adoption of a five year capital improvement plan identifying the District's infrastructure needs. Board of Managers appoints various citizen committees to render advice on legislative and District issues. Members of the Board of Managers respond to citizen concerns and questions by working with District administration to address watershed service issues.

Performance Measure: Number of Board meetings

Building Maintenance: Maintains District facilities including the District Office, so that they are clean, safe and attractive. Responds promptly to landlord to address District staff's maintenance needs. Coordinates contracted maintenance workload with employee schedules to ensure completion.

Contract Administration: Contracted personnel support the District's mission through select services or sets of services. Contractor compensation administrations, enforcement of personnel policies, are essential functions of the activity. Labor relations activities such as negotiations, contract administration, and costing of benefits provide the

District with the ability to interpret and manage labor components of providing District services.

Financial Management: This activity is responsible for administration of the District's financial affairs. This includes maintaining accounting records for all operations, custody and investment of funds, supervision of revenue collection and disbursements of District monies, administration of debt, payroll function, audit and budget preparation. This activity also:

- Issues timely and accurate financial and budget reports, and provides timely and accurate financial information to Board, staff and other parties for decision-making purposes.
- Performs all payroll functions including the accurate processing of bi-weekly payrolls and the timely submission of taxes and other benefit payments.
- Maintains the treasury and manages the District's outstanding debt, providing for the timely issuance of debt instruments.
- Produces the District's annual operating budget and the Comprehensive Annual Financial Report.
- Maintains an accurate special assessment register.
- Provides funding for the state-mandated independent audit of the District's financial activities, and for property assessment services provided by Anoka County
- Accounting
- Purchasing and Accounts Payable
- Payroll

Information Systems: Provide end-user support for computing/ technology and phone needs. Lead the investigation and appropriate implementation of technology for the watershed district, within the framework of budgeting, needs and capabilities. Supports, maintains, administers and upgrades technology as it is installed in city offices. Continues rollout of document imaging system for all remaining target departments, given budget and timeframe considerations for each.

Legal: Provides legal advice and representation of the District in carrying out its statutory powers and obligations:

- Includes attending Board meetings and
- Providing guidance in preparing contracts, leases, and joint powers agreements that the District may become involved with.

Personnel Administration & Training: Personnel activities support the District's human resource needs in the areas of recruitment, selection, development, training and assessment of organizational needs. Employee benefits, compensation administration, enforcement of personnel policies, and compliance with state and federal employment laws are essential functions of the activity. Labor relations activities such as negotiations,

contract administration, grievance processing and costing of benefits provide the District with the ability to interpret and manage labor components of providing District services. Conducting and facilitating employee training in the areas of customer service, safety training and programs designed to enhance the productivity and performance of the organization.

- Facilitates the assessment of human resource needs, and recruits candidates and manages the selection process to fill those needs.
- Processes employee grievances when necessary.
- Facilitates training opportunities for District personnel
- Administers compensation and benefits packages.

Records Management: is responsible for protecting and preserving and disposing all District records from deterioration, mutilation, loss or destruction, and see that those records are eventually properly archived or disposed of.

Risk Management: is the identification, assessment, and prioritization of risks (the effect of uncertainty on objectives, whether positive or negative) followed by coordinated and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events or to maximize the realization of opportunities.

The strategies to manage risk typically include:

- Transferring the risk to another party (Insurance),
- Avoiding the risk,
- Reducing the negative effect or probability of the risk, or even
- Accepting some or all of the potential or actual consequences of a particular risk.

Performance Measure/ Outcome Input measures and counts: Number of

- Board Meetings
- Agenda Items
- Financial Reports
- Staff Reviews

Outcome Measures:

- Annual Financial Report and Audit
- Annual Report
- Records Destroyed according to disposal policy

Means Board of Managers
District Staff
Professional Services

**Partners/
Collaborators** Anoka County

**Potential Program
Funding Sources** Funding for the Administration program is expected to be primarily through the District's annual property tax levy.

Cost Average annual cost over ten years is expected to be \$116,600

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Board Meetings	Number of Discussion Items	50	51	51	52	52	53	53	54	54	55	55
	Number of Informational Items	30	30	31	31	31	32	32	32	32	33	33
	Number of Meetings	22	22	22	22	22	22	22	22	22	22	22
	Number of Permit Items	45	45	46	46	47	47	48	48	49	49	50
	Number of Policy Items	150	152	153	155	156	158	159	161	162	164	166
	Per Diem Cost	\$8,625	\$8,625	\$8,625	\$8,625	\$8,625	\$8,625	\$8,625	\$8,625	\$8,625	\$8,625	\$8,625
Building Maintenance	Cost	\$21,998	\$23,201	\$26,812	\$26,812	\$27,213	\$27,347	\$27,347	\$27,347	\$27,347	\$27,347	\$27,347
	Number of Issues	10	5	3	5	4	6	4	7	5	8	6
	Arrange for obtaining quantitative precipitation forecasts and assisting with timely flood or high water warnings to expedite damage control activities	1	1	1	1	1	1	1	1	1	1	1
	Develop formal agreements for municipal supply watersheds	1	1	1								
Contract Admin	Execute an Interagency Agreement specifying actions and other terms of agreement, when water measurement data is furnished to another agency on a regular schedule	1	1	1	1	1	1					
	Prepare memorandums of understanding and cooperative agreements when necessary	1	1	1	1	1	1	1	1	1	1	1

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Review and approve memorandums of understanding or cooperative agreements between the watershed district and other federal, state and local governments involved in water management	\$800	\$800	\$1,200	\$800	\$800	\$800	\$1,200	\$800	\$800	\$800	\$1,200
	Professional Services Solicitation of Interest Proposals	\$1,876		\$1,914		\$1,952		\$1,991		\$2,031		\$2,071
Financial Management	Anoka County Accounting Costs	\$3,996	\$3,996	\$3,996	\$4,116	\$4,239	\$4,367	\$4,498	\$4,632	\$4,771	\$4,915	\$5,062
	Audit Costs	\$13,500	\$13,635	\$13,771	\$13,909	\$14,048	\$14,189	\$14,331	\$14,474	\$14,619	\$14,765	\$14,912
	Performs all payroll functions including the accurate processing of bi-weekly payrolls	\$819	\$819	\$819	\$819	\$819	\$819	\$819	\$819	\$819	\$819	\$819
	Produces the District's Comprehensive Annual Financial Report	\$1,680	\$1,680	\$1,680	\$1,680	\$1,680	\$1,680	\$1,680	\$1,680	\$1,680	\$1,680	\$1,680
	Purchasing and Accounts Payable	\$7,744	\$7,821	\$7,900	\$7,979	\$8,058	\$8,139	\$8,220	\$8,303	\$8,386	\$8,469	\$8,554
	Timely and accurate financial and budget reports, and financial information to Board, staff and other parties for decision-making purposes and the timely submission of taxes and other benefit payments.	\$672	\$672	\$672	\$672	\$672	\$672	\$672	\$672	\$672	\$672	\$672

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Information Systems	Provide end-user support for computing/ technology and phone needs. Lead the investigation and appropriate implementation of technology for the watershed district, within the framework of budgeting, needs and capabilities. Supports, maintains, administers and upgrades technology as it is installed in District offices. Continues rollout of document imaging system for all remaining target departments, given budget and timeframe considerations for each	\$ 6,876	\$ 6,979	\$ 7,084	\$ 7,190	\$ 7,298	\$ 7,407	\$ 7,519	\$ 7,631	\$ 7,746	\$ 7,862	\$ 7,980
Legal	Provides legal advice and representation of the District in carrying out its statutory powers and obligations	\$30,491	\$30,796	\$31,104	\$31,415	\$31,729	\$32,046	\$32,367	\$32,690	\$33,017	\$33,348	\$33,681
Personnel Admin	Administers compensation and benefits packages	6	6	6	6	6	6	6	6	6	6	6
	Facilitates the assessment of human resource needs, and recruits candidates and manages the selection process to fill those needs.		1			1			1			1
	Processes employee grievances when necessary	1	1	1	1	1	1	1	1	1	1	1
Records Retention & Disposal	Dispose of bids & specs for years prior to	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
	Dispose of Budget work papers for budget years prior to	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Dispose of Conference & Workshop Info	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Dispose of Contracts & Leases	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
	Dispose of Employment Apps & Resumes	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
	Dispose of Expired Service Contracts	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
	Dispose of Financial Details	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
	Dispose of Separated Personnel files	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
	Dispose of Timesheets	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Risk Management	Insurance Claims	0	1	0	1	0	2	0	2	0	3	0
	Projected Insurance Cost	\$9,224	\$9,501	\$9,786	\$10,079	\$10,382	\$10,693	\$11,014	\$11,344	\$11,685	\$12,035	\$12,396
Training	Best Management Practices		\$600					\$ 600				
	Conferences and Workshops	\$3,245	\$3,245	\$ 3,342	\$ 3,342	\$ 3,375	\$ 3,409	\$ 3,443	\$ 3,478	\$ 3,512	\$ 3,548	\$ 3,583
	Construction Site Management	\$ 600					\$ 600					\$ 600
	Design of Construction SWPPPs					\$ 600					\$ 600	
Training	Ensure that licensing and certification of Watershed District personnel performing animal damage management activities comply with applicable federal and state regulations	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
	Hours of Training	100	100	102	103	105	106	108	109	111	113	114

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Identify and implement training and technical assistance for employees to ensure professional development and achieve long-range position management objectives.	\$ 3,245	\$ 3,277	\$ 3,310	\$ 3,343	\$ 3,377	\$ 3,411	\$ 3,445	\$ 3,479	\$ 3,514	\$ 3,549	\$ 3,584
	Illicit Discharge Detection & Elimination			\$ 600					\$ 600			
	Number of Conferences/Workshops/ Webinars	10	10	10	10	11	11	11	11	11	11	12
	P8 Modeling				\$ 600					\$ 600		
	Provide technical guidance and technical training necessary for hydrologic survey, analyses, and studies undertaken by the Coon Creek Watershed District					\$ 600					\$ 600	
	Regulatory Enforcement		\$ 600					\$ 600				
	Volume Control			\$ 600					\$ 600			
	Wetland Delineation			\$ 600					\$ 600			
	Wetland Functions & Values Assessment		\$ 600					\$ 600				

**Development
Regulations and
Issue Management
(9602)**

The purpose of development regulation is to evaluate, permit, and monitor plans and programs affecting the water and related land resources of the District in an orderly and informed fashion

The Development Regulation and Issue Management Program consist of five activities:

Environmental Review (includes comments on DNR and Corps of Engineers permits): The intent of this activity is to review and evaluate the potential for significant impact on the water and related land resources of the watershed. Environmental review within the District is largely restricted to DNR protected waters and appropriate permits, review of State Environmental Assessment Worksheets (EAWs) and Environmental Impact Statements (EISs) when they occur. The District review is guided by the District performance standards for the various resource concerns within the watershed.

Issues and Complaints: To facilitate work necessary to protect and preserve life or property. When emergency work is required, the person performing the work shall report the pertinent facts relating to the work to the District Administrator or District Engineer prior to the commencement of the work.

Pre-Application Meeting: Any applicant may request an informal conference with the District Administrator (and/or District Engineer) prior to filing an application.

The purpose of the pre-application conference shall be to openly consider the proposals, concerns, and requirements of the applicant and the District.

Permit Review: Permit review will involve making findings on the following elements as they relate to the rules, regulations, principles and standards of the District. To review the completeness, accuracy and consistency of the application and/or information based on the standards and guidelines of the District and sound scientific principles.

Permit Issuance: To regulate land-disturbing activities affecting the quality, course, current or cross section of ditches and watercourses

Permit Inspection: To ensure compliance with permit requirements and the goals, objectives and rules of the District.

1. To ensure that the approved plan is implemented,
2. Provide the landowner with technical assistance as needed
3. Provide a means to determine if changes to the plan are necessary,
4. Observe and document deviations from the plan as they occur

Permit Enforcement & Illicit Discharge Detection & Elimination: To encourage voluntary rule compliance by providing residents, property owners, and tenants the opportunity, with sufficient notice and information, to comply with the Coon Creek Watershed District Rule and other applicable laws and requirements.

The District will maintain a zero tolerance to violations of federal, state and local water and related land resource laws, including wetland fill and degradation of the States waters.

Final Inspections, Project Close Outs & Escrow Returns: To ensure completion of construction activity on site and compliance with the approved and permitted plans/activity.

Performance Measure / Outcome Input Measures: Number of:

- Applications
- Permit Reviews
- Inspections
- Enforcement Actions

Outcome Measures:

- BMPs and SWPs built to specification
- Flood Damage avoided

Means Staff
Professional Services

Potential Partners/ Collaborators Anoka Conservation District
Cities
State and Federal Agencies
Volunteers in AIS efforts

Potential Funding Sources Funding for the Development Regulation and Issue Management program is expected to be primarily through the District's annual property tax levy but will be augmented ostensibly through Fees.

Cost Average annual cost over ten years is expected to be \$137,200

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Enforcement: Actions	Cease & Desist Order	0	1	0	0	0	0	0	0	0	0	0
	Notice of Apparent Violation	1	0	0	0	0	0	1	0	0	0	0
	Notice of Obstruction	0	0	0	0	0	0	0	1	0	0	0
	Notice of Violation	0	0	0	0	0	0	0	0	0	0	0
	Request City to Withhold Certificate of Occupancy	1	0	0	0	0	1	0	0	0	0	1
	Stop Work Order	0	0	1	0	0	0	0	0	0	0	0
	Utilization of Escrow Funds to Remedy Situation	0	0	1	0	0	0	0	1	0	0	0
Verbal Warnings	136	137	139	140	142	143	144	146	147	149	150	
Enforcement: Violation	Failure to comply with permit or approved plan	2	2	2	2	2	2	2	2	2	2	2
	Failure to maintain or repair BMPs or STPs	10	9	9	9	9	9	9	10	10	10	10
	Failure to maintain site in Good condition	10	10	10	10	10	10	11	11	11	11	11
	Failure to meet standards	3	3	3	3	3	3	3	3	3	3	3
	Failure to use BMPs to stop erosion & sedimentation	10	10	10	10	10	10	11	11	11	11	11
Enforcement: Violation	False information	0	0	0	0	0	0	0	0	0	0	0

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Illicit Connection	2	2	2	2	2	2	2	2	2	2	2
	Illicit Discharge	10	11	11	11	11	11	12	12	12	12	12
	Obstruction	3	3	3	3	3	3	3	3	3	3	3
	Submittal of As Built	1	1	1	1	1	1	1	1	1	1	1
	Wetland Drainage	0	0	0	0	0	0	0	0	0	0	0
	Wetland Excavation	1	1	1	1	1	1	1	1	1	1	1
	Wetland Fill	5	5	5	5	5	5	5	5	5	5	5
	Work without a permit	2	2	2	2	2	2	2	2	2	2	2
Environmental Review	Cost	\$ 3,200	\$ 3,200	\$ 3,232	\$ 3,264	\$ 3,297	\$ 3,330	\$ 3,363	\$ 3,397	\$ 3,431	\$ 3,465	\$ 3,500
	Maintain case folders for municipal supply watersheds	\$ 1,200	\$ 1,212	\$ 1,224	\$ 1,236	\$ 1,249	\$ 1,261	\$ 1,274	\$ 1,287	\$ 1,299	\$ 1,312	\$ 1,326
	Number of DNR Permits	1	2	1	1	2	1	1	2	1	1	2
	Number of EAWs	1					1					1
	Number of Environmental Reviews	1	2	1	2	1	2	1	2	1	2	1
Final Inspections & close Out	Fees withheld by District	\$30,000	\$30,300	\$30,603	\$30,909	\$31,218	\$31,530	\$31,846	\$32,164	\$32,486	\$32,811	\$33,139

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Number of Final Inspections conducted	80	80	80	80	80	80	80	80	80	80	80
	Number of Project Close Outs	80	80	80	80	80	80	80	80	80	80	80
	Value of Escrows Returned	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
Inspection	Develop a watercraft inspection program	\$ 3,000	\$ 3,030									
	Develop guidelines for water access inspections	\$ 1,000	\$ 1,000									
	Provide ongoing review of implementation and post-implementation phases of the proposed action to ensure that all provisions associated with the action, including appropriate mitigating measures as identified in the permit review, are fully implemented.	\$ 9,844	\$ 9,942	\$10,042	\$10,142	\$10,243	\$10,346	\$10,449	\$10,554	\$10,659	\$10,766	\$10,874
	Encourage the utilization of all appropriate BMPs for erosion and sediment control and storm water management.	\$ 2,250	\$ 2,273	\$ 2,295	\$ 2,318	\$ 2,341	\$ 2,365	\$ 2,388	\$ 2,412	\$ 2,436	\$ 2,461	\$ 2,485
Permit	Limit permit holder responsibility to that necessary for the intended use. Avoid assigning responsibility for	\$ 625	\$ 631	\$ 638	\$ 644	\$ 650	\$ 657	\$ 663	\$ 670	\$ 677	\$ 684	\$ 690

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	major repair.											
	To ensure performance of permit requirements through collection of sureties.	\$ 7,500	\$ 7,575	\$ 7,651	\$ 7,727	\$ 7,805	\$ 7,883	\$ 7,961	\$ 8,041	\$ 8,121	\$ 8,203	\$ 8,285
Permit Inspection	Cost of Inspections	\$323,700	\$326,937	\$330,206	\$333,508	\$336,844	\$340,212	\$343,614	\$347,050	\$350,521	\$354,026	\$357,566
	Ensure compliance with permit requirements and the goals, objectives and rules of the District.	\$10,000	\$10,100	\$10,201	\$10,303	\$10,406	\$10,510	\$10,615	\$10,721	\$10,829	\$10,937	\$11,046
	Monitor resource management activities, and soil conditions and trends to ensure that soil and water conservation practices are implemented and effective.	\$10,000	\$10,100	\$10,201	\$10,303	\$10,406	\$10,510	\$10,615	\$10,721	\$10,829	\$10,937	\$11,046
	Number of Inspections	170	172	173	175	177	179	180	182	184	186	188
Permit Issuance	Organize to assign through Stormwater permits or Stormwater agreements responsibility for Stormwater improvement maintenance to Stormwater permittee	\$ 3,000										

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Permit Review	Analyze proposed actions affecting floodplains or involving new construction in wetlands to assess the specific flood hazards;	\$ 6,000	\$ 6,060	\$ 6,121	\$ 6,182	\$ 6,244	\$ 6,306	\$ 6,369	\$ 6,433	\$ 6,497	\$ 6,562	\$ 6,628
	Determine the direct and indirect effects of water resource projects upon designated parks and open space and vice versa	\$ 999	\$ 1,009	\$ 1,019	\$ 1,029	\$ 1,040	\$ 1,050	\$ 1,060	\$ 1,071	\$ 1,082	\$ 1,093	\$ 1,104
	Determine the impacts of the proposal on those hazards and values;	\$ 1,500	\$ 1,515	\$ 1,530	\$ 1,545	\$ 1,561	\$ 1,577	\$ 1,592	\$ 1,608	\$ 1,624	\$ 1,641	\$ 1,657
	Determine whether the proposed action is located in the 100-year floodplain for critical actions); or whether it has the potential to affect a floodplain or indirectly support floodplain development. If not, or if an action is of an emergency nature. A critical action is any action for which even a slight chance of flooding would be too great	\$ 999	\$ 1,009	\$ 1,019	\$ 1,029	\$ 1,040	\$ 1,050	\$ 1,060	\$ 1,071	\$ 1,082	\$ 1,093	\$ 1,104

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Permit Review	Do not rely on management practices to provide pure drinking water. Use only proven techniques in management prescriptions for municipal supply watersheds	\$ 431	\$ 436	\$ 440	\$ 444	\$ 449	\$ 453	\$ 458	\$ 462	\$ 467	\$ 472	\$ 476
	Ensure that all documents conveying interest in or authorizing use of floodplains and wetlands within the Watershed District contain restrictions that will reduce the risk of loss and preserve the beneficial values served by floodplains and wetlands	\$ 3,750	\$ 3,788	\$ 3,825	\$ 3,864	\$ 3,902	\$ 3,941	\$ 3,981	\$ 4,021	\$ 4,061	\$ 4,101	\$ 4,142
Permit Review	Ensure that all practicable and necessary mitigating measures are incorporated in specifications for the proposed action, and that the implementation of the selected action is accomplished in a manner that to the extent practicable, restores and preserves	\$ 4,500	\$ 4,545	\$ 4,590	\$ 4,636	\$ 4,683	\$ 4,730	\$ 4,777	\$ 4,825	\$ 4,873	\$ 4,922	\$ 4,971

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	the natural and beneficial values served by floodplains and preserves and enhances the natural and beneficial values of wetlands.											
Permit Review	Ensure that design, construction, or rehabilitation of lands within the Watershed District is in accordance with standards and criteria outlined in the National Flood Insurance Program using flood-proofing measures and structural elevation, where practicable.	\$ 1,665	\$ 1,682	\$ 1,698	\$ 1,715	\$ 1,733	\$ 1,750	\$ 1,767	\$ 1,785	\$ 1,803	\$ 1,821	\$ 1,839
	Ensure that flood hazards, floodplain and wetland values, and all alternatives that affect a floodplain or that involve new construction in wetlands are fully considered in the Watershed District planning and decision	\$ 3,999	\$ 4,039	\$ 4,079	\$ 4,120	\$ 4,161	\$ 4,203	\$ 4,245	\$ 4,287	\$ 4,330	\$ 4,374	\$ 4,417

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	making processes											
	Ensure that soils within the Watershed District are conserved and protected in order to maintain healthy watersheds that provide critical ecological services	\$ 1,998	\$ 2,018	\$ 2,038	\$ 2,059	\$ 2,079	\$ 2,100	\$ 2,121	\$ 2,142	\$ 2,164	\$ 2,185	\$ 2,207
Permit Review	Formulate and evaluate land and resource management options; identify practicable alternative action or location; and determine whether the "no action" option is practicable	\$ 2,250	\$ 2,273	\$ 2,295	\$ 2,318	\$ 2,341	\$ 2,365	\$ 2,388	\$ 2,412	\$ 2,436	\$ 2,461	\$ 2,485
	Identify and evaluate mitigating measures that will minimize the potential adverse impacts of the action if avoidance cannot be achieved, and measures that will preserve and restore or enhance the natural and beneficial floodplain values that would be adversely	\$ 1,875	\$ 1,894	\$ 1,913	\$ 1,932	\$ 1,951	\$ 1,971	\$ 1,990	\$ 2,010	\$ 2,030	\$ 2,051	\$ 2,071

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	impacted by the action.											
Permit Review	Identify and evaluate practicable alternatives to locating a proposed action in a floodplain, including alternative sites outside the floodplain, alternative actions serving the same purpose as the proposed action, and the "no action" option.	\$ 1,250	\$ 1,263	\$ 1,275	\$ 1,288	\$ 1,301	\$ 1,314	\$ 1,327	\$ 1,340	\$ 1,354	\$ 1,367	\$ 1,381
	Identify the direct or indirect adverse impacts associated with the occupancy or modification of the floodplain and the potential direct and indirect support of floodplain development that could result from the proposed action.	\$ 1,250	\$ 1,263	\$ 1,275	\$ 1,288	\$ 1,301	\$ 1,314	\$ 1,327	\$ 1,340	\$ 1,354	\$ 1,367	\$ 1,381
Permit Review	Modify plans, activities, and designs to minimize impacts of the action and to mitigate its effects on the natural and beneficial values of the floodplain or wetland in all actions where an alternative to an action in or	\$ 1,500	\$ 1,515	\$ 1,530	\$ 1,545	\$ 1,561	\$ 1,577	\$ 1,592	\$ 1,608	\$ 1,624	\$ 1,641	\$ 1,657

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	affecting the floodplain or new construction in a wetland is not practicable											
	Monitor, evaluate and permit plans and programs affecting the water and related land resources of the District.	\$ 4,500	\$ 4,545	\$ 4,590	\$ 4,636	\$ 4,683	\$ 4,730	\$ 4,777	\$ 4,825	\$ 4,873	\$ 4,922	\$ 4,971
Permit Review	Notify the appropriate city and public at the earliest possible time of any plan or proposal to undertake, support, or allow an action which would result in the occupancy, modification, or development in a floodplain, and involve the affected and interested public in the decision making process.	\$ 750	\$ 758	\$ 765	\$ 773	\$ 780	\$ 788	\$ 796	\$ 804	\$ 812	\$ 820	\$ 828
	Number of Permit Applications	60	60	61	61	62	62	63	64	64	65	66
	Number of Permit Reviews by Board of Managers	35	35	35	36	36	36	37	37	38	38	38

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Pre-Application Meeting	23	25	25	26	26	26	26	27	27	27	27
	Prepare and provide the public with a finding and public explanation of any final decision that there is no practicable alternative to locating an action in, or adversely affecting, a floodplain.	\$ 6,563	\$ 6,628	\$ 6,694	\$ 6,761	\$ 6,829	\$ 6,897	\$ 6,966	\$ 7,036	\$ 7,106	\$ 7,177	\$ 7,249
Permit Review	Prohibit the taking of threatened and endangered species of plants and animals except under MDNR or FWS permits. Prohibit the collection or taking of sensitive plants except as authorized by state policy	\$ 844	\$ 852	\$ 861	\$ 869	\$ 878	\$ 887	\$ 896	\$ 905	\$ 914	\$ 923	\$ 932
	Quantify floodplain or wetland values of the areas; Require flood hazard and wetlands evaluations prior to issuing of permits, or grants-in-aid, and provide assistance to applicants in obtaining help to make such	\$ 2,250	\$ 2,273	\$ 2,295	\$ 2,318	\$ 2,341	\$ 2,365	\$ 2,388	\$ 2,412	\$ 2,436	\$ 2,461	\$ 2,485

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	evaluations in their proposals											
Permit Review	Require public and private recreation facilities to protect soil, vegetation, and other resources to protect water and related resources Support proper abandonment of unused wells To ensure compliance with permit requirements and the goals, objectives and rules of the District	\$ 394	\$ 398	\$ 402	\$ 406	\$ 410	\$ 414	\$ 418	\$ 422	\$ 426	\$ 431	\$ 435
	Use chemical, physical, and biological soil properties to assess existing soil condition for watershed condition and ecological assessments	\$ 3,094	\$ 3,125	\$ 3,156	\$ 3,187	\$ 3,219	\$ 3,252	\$ 3,284	\$ 3,317	\$ 3,350	\$ 3,384	\$ 3,417
Permits	Certificates of No-Loss	1	1	1	1	1	1	1	1	1	1	1
	Number of Best Management Practices	140	141	143	144	146	147	149	150	152	153	155
	Number of Permit Renewals/ Extensions	3	3	3	3	3	3	3	3	3	3	3

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Number of Permits	30	30	31	31	31	32	32	32	32	33	33
	Number of Pre-Construction Meetings	15	15	15	15	16	16	16	16	16	16	17
	Number of WCA Exemptions	1	1	1	1	1	1	1	1	1	1	1
	Variances to Rules	0	0	1	0	0	0	0	1	0	0	0
Pre-Application Meeting	Define specific locations during the preliminary phases of project planning for proposed development within floodplains or wetlands.	\$ 1,725	\$ 1,742	\$ 1,760	\$ 1,777	\$ 1,795	\$ 1,813	\$ 1,831	\$ 1,849	\$ 1,868	\$ 1,887	\$ 1,905

Operations and Maintenance (9603)

The purpose of the Operations and Maintenance program is the planning, design, construction and maintenance of the District's public ditch system and water control structures, and to preserve the location, character, and extent of the ditch and conveyance system within the District.

The Operations & Maintenance program consists of the following activities:

Routine Maintenance: Routine maintenance is intended to be preventive or predictive in nature. Activities include:

1. **Inspections:** The District is required to inspect the components of the watershed's stormwater system that is within the District's operational jurisdiction. Some features are inspected annually (dams and control structures). Other features are inspected every five years (public ditches). In some instances inspections may occur semi-annually. It is also necessary to inspect a feature any time that the capacity of a given feature is exceeded or surpassed.
2. **Litter & Debris Removal:** Regular removal of debris and litter can be expected to help in the following areas:
 - Reduce chances of clogging outlet structures and trash racks
 - Reduce chances of diverting or deflecting flow into ditch bank and causing erosion
 - Prevent damage to vegetated areas
 - Reduce mosquito breeding habitats
 - Maintain ditch or facility appearance
 - Reduce condition for excessive algae growth

Special attention should be given to the removal of floating debris which can clog inlet and outlet devices or divert flows in the creek bank. If trash is particularly bad, outreach to the local watershed may help

3. **Vegetation & Ground Cover Management:** Most BMPs rely on vegetation to filter sediment from stormwater before it reaches the BMP and prevent erosion of the banks and the bottom of the facility. Turf grass is the most common groundcover – although many BMPs use woody vegetation (rain gardens) and wetland plants to increase pollutant removal.
4. **Access Management:** Most District facilities are designed so that heavy equipment can safely and easily reach the facility for non-routine maintenance. Routine maintenance of these areas is particularly important since one never knows when emergency access will be needed. Maintenance includes removal of woody vegetation and can involve removal or relocation of landscaping or structures such as tool sheds.

Non-Routine Maintenance: Non-routine maintenance involves repairs that are unplanned and corrective in nature. While infrequent, non-routine maintenance can be a major undertaking. While tasks will vary by facility, they typically involve sediment/pollution removal and replacement of components:

1. **Cleanout Trees and Sediment:** Trees and sediment naturally accumulate in ditches and stormwater facilities and eventually need to be removed. Facilities and portions of ditch systems vary so dramatically in terms of removal requirements, that there are no fast “rules of thumb” to guide maintenance. For instance, ephemeral portions of the system (1st and 2nd order streams) should be cleared of sediment once a significant portion of the ditch volume (25-50%) has been filled (2-10 years). For portions of the system that act as collectors or trunk conveyances, signs of sediment accumulation (20% of ditch volume or 3 feet above approved elevation), algae blooms, or obstruction by trees or vegetation, the channel needs to be excavated to its as-built elevation to restore positive drainage (5-15 years). In all cases, standing water visible after 24 hours on drainage dependent land uses (sod, root crops, golf courses) indicates the need for immediate maintenance.
2. **Structural Repair:** A stable embankment is important to ensure that erosion does not contribute to water quality problems and that embankments are not breached, resulting in downstream flooding

Repair and Rehabilitation: Eventually, like most infrastructure, system components will need to be replaced or reconstructed. System components/facilities may include:

- Ditch Channel
- Earthworks such as embankments
- Ditch/stream banks and side slopes
- Weirs and Ditch plugs
- Inflow and outflow devices

While most structures will last for a long time with proper maintenance, the District should plan long in advance for replacing these facilities.

Construction Retrofit and Rehabilitation: This activity includes the new construction or modification of drainage or stormwater facilities or the increase in capacity of existing systems.

Performance Measure / Outcome Stormwater facility maintenance is performed to meet desired outcomes. Maintenance desired outcomes are specific for each drainage feature or activity. They include maintaining performance and appearance of the

facility, and the need to prevent maintenance work itself from becoming a pollutant source or damaging habitat.

The Water Quality Outcomes are:

- Avoid and minimize sediment and pollution discharges from the work area
- Prevent drainage systems, facilities and property from becoming pollutant sources
- Avoid or minimize vegetation removal
- Preserve native plants

The Infrastructure Maintenance Outcomes are:

- Protect public health and safety
- Prevent catastrophic infrastructure failures
- Maintain or restore the intended infrastructure function
- Prevent or reduce flooding
- Protect infrastructure
- Meet public expectations for aesthetics

Means and Strategies Staff
Professional Services
Hired Contractors
Volunteers on Rain Gardens and more local Stormwater Treatment Devices (STDs)

Potential Partners/ Collaborators The primary partners in the operation and maintenance of the water resource system will be the cities of Andover, Blaine, Columbus, Coon Rapids, Fridley, Ham Lake, Spring Lake Park.
The Crooked Lake Area Association

Potential Funding Sources Funding for the Operations and Maintenance program is expected to be primarily through the District's annual property tax levy but may include grants and or matching funds from the District's member cities.

Value Projected Average Value is \$489,346 per year.

Cost Average annual cost – equipment and materials over ten years is expected to be \$131,500.

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
AIS Detection & Control	Continue existing control programs	\$5,500	\$5,665	\$5,835	\$6,010	\$6,190	\$6,376	\$6,567	\$6,764	\$6,967	\$7,176	\$7,392
Construction Retrofit & Rehabilitation	Cost of Water Quality Retrofit Projects	\$462,627	\$333,597	\$607,077	\$469,666	\$420,000	\$329,690	\$472,362	\$774,880			
	Number of Water Quality Retrofit Projects	6	2	1	13	2	1	2	3			
Non-Routine Maintenance	Cost of Beaver Removal	\$2,600	\$1,300	\$1,560	\$2,600	\$1,300	\$1,560	\$2,600	\$1,300	\$1,560	\$2,600	\$1,300
	Cost of Sediment Removal	\$21,445	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
	Cost of Tree Removal	\$48,800	\$49,280	\$49,784	\$50,280	\$50,786	\$51,288	\$51,800	\$52,320	\$52,840	\$53,368	\$53,904
	Evaluate animal damage management needs and conduct nuisance control in cooperation with the state agencies, and landowners	*	*	*	*	*	*	*	*	*	*	*
	Feet of Obstructions and Sediment Removed	6,130	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	Inform the District Administrator and Board of Managers about animal damage management requests, management activities, and results on a timely basis	12	12	12	12	12	12	12	12	12	12	12

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Non-Routine Maintenance	Investigate all significant disasters promptly, appraise their impacts upon goals and targets, and recommend program adjustments for consideration by the Operations and Maintenance Coordinator and District Engineer	*	*	*	*	*	*	*	*	*	*	*
	Meet with responsible state agencies to cooperate where proposed nuisance control is needed to ensure coordination of Watershed District resources or activities within the Watershed District	*	*	*	*	*	*	*	*	*	*	*
	Number of Beaver Related Issues	20	10	12	20	10	12	20	10	12	20	10
	Number of Trees Removed	61	61.61	62.23	62.85	63.48	64.11	64.75	65.40	66.05	66.71	67.38
	Perform surveys of animal damage to evaluate these occurrences and their hazards and to develop treatment programs where needed	*	*	*	*	*	*	*	*	*	*	*
	Provide the Watershed District with technical information on recommended animal damage management tools and techniques	*	*	*	*	*	*	*	*	*	*	*

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Non-Routine Maintenance	Request funds for emergency watershed stabilization work when needed	*	*	*	*	*	*	*	*	*	*	*
	Review and approve project plans and request emergency funds for rehabilitation following major floods, or other disasters	*	*	*	*	*	*	*	*	*	*	*
	To respond quickly and effectively to alleviate the effects of natural disasters and reduce the threat to life, public health, and property	*	*	*	*	*	*	*	*	*	*	*
	Conduct surveys, request funds, and install treatments necessary for emergency watershed rehabilitation to prevent onsite and downstream damage following floods and other disasters	*	*	*	*	*	*	*	*	*	*	*
	Coordinate flood and other natural disaster surveys with resource planning among Cities, and with similar efforts of other Federal, State, and area wide agencies.	*	*	*	*	*	*	*	*	*	*	*
	Identify and evaluate damage-producing events causing threat to life or property, site deterioration, or water pollution; and to plan appropriate corrective actions	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Repair	Cost of Bank Stabilization Projects	\$47,250	\$43,200	\$135,000	\$58,050	\$40,500	\$39,825	\$14,850				
	Cost of Ditch Repair Projects	\$38,000	\$40,814	\$10,125	\$39,500	\$29,350	\$77,050	\$41,559	\$2,100			
	Number of Bank Stabilization Projects	3	3	1	1	3	3	1				
	Number of Ditch Repair Projects	10	1	5	10	10	7	4	1			
Routine Maintenance	Access Management	1	1	1	1	1	1	2	2	2	2	2
	Develop an automated reporting system for ditch inspection results	\$2,000	\$2,000									
	Increased frequency of inspection in 'critical reaches' of the drainage system to ensure agricultural drainage. (2x per year)	\$420	\$ 420	\$420	\$ 420	\$ 420	\$420	\$420	\$420	\$ 420	\$420	\$420
	Inspect and replace Vegetation & Ground Cover	25	30	36	43	52	62	74	89	107	128	154
	Inspect Crooked Lake Dam	1	1	1	1	1	1	1	1	1	1	1
	Inspect Ditch 11				5.4					5.4		
	Inspect Ditch 17 (Blaine Stormwater)				0.3					0.3		
	Inspect Ditch 17 (Springbrook)				4.9					4.9		
	Inspect Ditch 20	3.0					3.0					3.0
	Inspect Ditch 23					1.9					1.9	

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
Routine Maintenance	Inspect Ditch 37		4.2					4.2					
	Inspect Ditch 39			3.3					3.3				
	Inspect Ditch 39 (Blaine Stormwater)			1.6					1.6				
	Inspect Ditch 41 (Blaine Private Ponds)			8.0					8.0				
	Inspect Ditch 41 (Blaine Private Stormwater)			7.0					7.0				
	Inspect Ditch 41 (Ponds)			7.5					7.5				
	Inspect Ditch 41 (Sand Creek)			11.0					11.0				
	Inspect Ditch 44				14.7						14.7		
	Inspect Ditch 44 (Blaine Private Agriculture)				1.7						1.7		
	Inspect Ditch 54	5.1						5.1					5.1
	Inspect Ditch 57		12.2						12.2				
	Inspect Ditch 58	18.5						18.5					18.5
	Inspect Ditch 58 Structures (N=5)	5	5	5	5	5	5	5	5	5	5	5	5
	Inspect Ditch 59						20.2					20.2	
	Inspect Ditch 59 (Blaine Private Stormwater)						0.7					0.7	
	Inspect Ditch 60		5.6						5.6				
	Inspect Ditch 60 (Blaine Private Stormwater)		1.7						1.7				

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
Routine Maintenance	Inspect Ditch52 (Epiphany Creek)					2.0					2.0		
	Inspect Oak Glen Creek			5.4					5.4				
	Inspect Lake Andover Outlet	1	1	1	1	1	1	1	1	1	1	1	
	Inspect Lower Coon Creek					4.0					4.0		
	Inspect Pleasure Creek		0.4					0.4					
	Inspect Riverview Creek		1.6					1.6					
	Inspect Stoneybrook Creek	0.1					0.1					0.1	
	Inspect Tronson Creek	0.6						0.6				0.6	
	Inspect Woodcrest Creek		1.3						1.3				
	Litter and Debris Removal Projects	3	4	3	4	3	4	3	4	3	4	3	
	Miles of Ditch Inspected	27	27	28	27	29	27	27	27	27	28	27	29
	Percent of System Inspected	20%	20%	21%	20%	21%	20%	20%	20%	20%	21%	20%	21%
	Spring Evaluation of Snow Pack	\$368	\$ 368	\$368	\$ 368	\$ 368	\$368	\$368	\$368	\$368	\$ 368	\$368	\$368
	Spring Inspection of Flood Potential	\$460	\$ 460	\$460	\$ 460	\$ 460	\$460	\$460	\$460	\$460	\$ 460	\$460	\$460

**Planning,
Programming and
Budgeting
(9604)**

The purpose of the program is to coordinate the planning, prioritizing, and financing of District programs and activities.

The Planning program consists of the following activities:

Annual Assessment, Reporting, and Planning: To establish a factual and scientific basis for the direction and intensity of water and related land resource management activities within the Coon Creek Watershed. Serves as the basis for accountability through quarterly objectives and through financial and program goals, and to provide the context for understanding the physical, social and managerial trends and concerns affecting the District that may not have been anticipated in the Watershed Management Plan and the basis for accountability.

Budgeting and Program Planning: Annually prioritize and fund needed work. The intent is to place the highest program budget priority on addressing those issues in the watershed that pose threats to the public health, and safety. To prioritize the maintenance of the drainage system based on stream order and volume of flow to prioritize capital funding and rehabilitation based on position in the watershed, and effective role in conveying, retaining, or detaining water.

Watershed Management Planning: Is the guiding document for program and capital facilities management. It provides context and purpose to near-term choices and assesses the future consequences of those choices.

Storm Water Pollution Prevention Planning: The Coon Creek Watershed District has been designated an MS4 because the public ditch system under its jurisdiction serves to convey storm water. To develop a Storm Water Management Program (SWPPP) that reduces storm water discharges to the maximum extent practicable, protects water quality, and satisfies the water quality requirements of the Clean Water Act.

Other MS4s within the Watershed District are:

1. Andover
2. Blaine
3. Coon Rapids
4. Fridley
5. Ham Lake
6. Spring Lake Park

Modeling: To model the hydrology of surface water flows within the watershed. Provide an accurate simulation of the District's hydrology for assessing and determining management needs and actions.

Policy and Procedures: Provides guidance, continuity and consistency in

District operations and activities. Contains the legal authorities, objectives, policies, responsibilities, instructions and guidance needed on a continuing basis by District staff to plan and implement assigned programs and activities.

Legislation & State & Federal Policy Review: Monitors and is involved in the crafting and review of legislation, policy and permits that directly influence the District's mission and operations.

Special Studies & Reports: Conduct special studies, analysis or reports on water and related resource topics related to the Watershed Management Plan but requiring more detail or current information or context.

Performance Measure / Outcome Completion of Studies and Plans
Development or Refinement of programs and policies

Means and Strategies Staff

Potential Partners/ Collaborators Anoka Conservation District
The cities of Andover, Blaine, Columbus, Coon Rapids, Fridley, Ham Lake, Spring Lake Park and Anoka County
The BWSR, MDNR and MPCA
The Crooked Lake Association

Potential Funding Sources Funding for the Planning Programming and Budgeting program is expected to be primarily through the District's annual property tax levy.

Value Projected average value is \$159,335 per year.

Cost Average annual cost – equipment and materials over ten years is expected to be \$148,700 (Assumes the addition of a water quality specialist).

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Annual Assessment, Budget & Evaluation	Annually update the list of AIS as high risk for introduction.	\$100	\$101	\$102	\$103	\$104	\$105	\$106	\$ 107	\$108	\$109	\$ 110
	Identify and apply for state and national grant funding	\$1,000	\$1,010	\$1,020	\$1,030	\$1,041	\$1,051	\$ 1,062	\$1,072	\$ 1,083	\$1,094	\$1,105
	Review effectiveness of eradication programs	\$600	\$606	\$612	\$618	\$624	\$631	\$637	\$ 643	\$650	\$656	\$ 663
Annual Report	BWSR Annual Report & Plan	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$ 2,400	\$2,400	\$ 2,400	\$2,400	\$2,400
	MS4 Annual Report	\$480	\$485	\$490	\$495	\$499	\$504	\$510	\$ 515	\$520	\$525	\$ 530
Budget & Program Plan	Annually review capital improvement plans for the public ditch system maintenance and repair	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$ 4,000	\$4,000	\$ 4,000	\$4,000	\$4,000
	Annually review Operations and maintenance fund and contingency funds for emergency repair caused by natural (catastrophic) events or similar circumstances	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$ 2,000	\$2,000	\$ 2,000	\$2,000	\$2,000

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Budget & Program Plan	Assign current maintenance in annual operating plans	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
	Completion of 11 step budget process	\$9,600	\$9,696	\$9,793	\$9,891	\$9,990	\$10,090	\$10,191	\$10,292	\$10,395	\$10,499	\$10,604
	Invest in cost-effective drainage and stormwater improvements to achieve objectives established in water and resource management plans.	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800
	Oversee the policy and direction for the establishment and administration of strategic partnerships for the delivery of high-quality Information and Education Services.	\$9,600	\$9,600	\$9,600	\$9,600	\$9,600	\$9,600	\$9,600	\$9,600	\$9,600	\$9,600	\$9,600
Budget & Program Plan	Plan for short-term tactical resources and establishing long-term strategic direction for the Information and Education Services Program	\$2,000	\$2,020	\$2,040	\$2,061	\$2,081	\$2,102	\$2,123	\$2,144	\$2,166	\$2,187	\$2,209

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Recommend program and budget direction for District programming and management	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
	Request funds for emergency watershed stabilization work	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400
	Review screening and ranking criteria. Document the screening and ranking process and use the uniform comparative method to make funding allocations.	\$1,600										
Watershed Management Plan	Conduct and document a scenery assessment for all activities									\$4,000		
	Develop Landscape Character goals										\$1,000	\$1,000
	Establish and implement a method for monitoring, recording, and documenting								\$1,875			

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	changes in scenic integrity, landscape character, and constituent information											
Watershed Management Plan	Evaluate potential stressors for channel stability and sediment transport consistent with waterway classification	\$3,200										
	Identify and map land currently in agricultural production			\$2,250					\$2,250			
	Identify and map lands that are dependent upon drainage (drainage sensitive) for their continued use			\$2,250					\$2,250			
	Identify and map segments of the Public ditch system which are impaired and that currently exceed water quality standards					\$2,250					\$2,250	

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Watershed Management Plan	Identify and map the ditch segments critical to serving drainage sensitive lands			\$1,125					\$1,125			
	Identify and map the private drainage systems within the watershed					\$1,125					\$1,125	
	Identify areas of high probability of bank erosion and failure	\$3,000					\$3,000					\$3,000
	Integrate weather information into watershed planning and decision making	\$4,500	\$4,545	\$4,590	\$4,636	\$4,683	\$4,730	\$4,777	\$4,825	\$4,873	\$4,922	\$4,971
	Inventory and analyze the characteristics of the water resource to provide background information for determining water quality management goals and objectives.	*										
Watershed Management Plan	Inventory riparian areas in the Watershed land management planning process					\$1,500					\$1,500	

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Inventory water quality on all Coon Creek Watershed System lands as needed for management of all District resources	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$ 600	\$600	\$600	\$ 600
	Obtain public comments in the development of the Watershed Management Plan or stormwater management plan	\$1,000	\$1,000					\$1,000				\$1,000
	Review & Refine Local Ordinances	\$1,600	\$3,200	\$6,400								
Watershed Management Plan	Transmit detailed boundary descriptions, creek segment classifications and management plans to the BWSR, MPCA & MDNR	\$400				\$400					\$400	\$ 400
	Work with DNR to model and map the location of floodplains and wetlands within the Coon Creek Watershed	\$16,000	\$16,000							\$750		

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Collect and manage information about the properties, distribution, capabilities, condition, suitability's, and limitations of soils associated with Watershed lands in accordance with District inventory, monitoring, assessment and information management policies.								\$4,000			
Watershed Management Plan	Coordinate Watershed District management planning with water quality management planning by State and local agencies	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
	Electronic Ditch Profiles - Digitize the as-constructed and subsequently improved condition for public drainage systems	\$6,500	\$6,500	\$6,500								

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Establish and maintain an inventory and management system for aesthetics and scenery that allows for integration of landscape aesthetics into all aspects of the Watershed District land and resource management planning process							\$8,000				
Watershed Management Plan	Floodplain: Work with DNR to evaluate using XPSWMM Model as 'Official Floodplain Management Tool for District	\$10,000	\$7,000									
	Groundwater: Using the geologic atlas, update availability and forecast for groundwater	\$4,000	\$3,000									
	Update Watershed Management Plan									\$36,000	\$35,999	
	Updates to Land Use and Cover				\$600					\$600		

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Environmental Review	Analyze environmental impacts	\$720	\$1,080	\$720	\$720	\$720	\$720	\$1,080	\$ 720	\$720	\$720	\$ 720
Flood	Refine management goals for open channels which reflects their function and their classification	\$8,000	\$8,000	\$8,000								
GIS	Forecast & Prioritize potential Bank Erosion sites	\$3,500					\$3,500					\$3,500
Lake Management Plan	Crooked	\$18,000										
	Ham			\$15,000								
	Netta					\$15,000						
	Sunrise							\$15,000				
Local Plan Review	Plan Review and approval (N=7)		\$6,720	\$6,720								
Local Plan Review	Review proposed restrictions that exceed coordinating requirements in Municipal Plans. Direct Program staff to develop formal agreements if proposed restrictions are found necessary		\$960	\$960	\$960	\$480						

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Mining	Develop components and standards for mining operation and reclamation		\$8,000	\$8,000	\$8,000							
Modeling	Update P8	\$10,000					\$5,000					\$10,000
	Update XPSWMM				\$5,000					\$10,000		
Policy - Legislation	Ensure that state laws and regulations promote the prevention and management of AIS introductions	\$4,000	\$4,040	\$4,080	\$4,121	\$4,162	\$4,204	\$4,246	\$4,289	\$4,331	\$4,375	\$4,418
	Designate restricted municipal supply watersheds on maps prepared for public use.	\$3,200										
Policy & Procedure	Ensure appropriate environmental analysis requirements are met for proposed non-nuisance control activities conducted by the Watershed District and ensuring consistency with Watershed plan direction	\$220	\$222	\$224	\$227	\$229	\$231	\$234	\$236	\$238	\$241	\$243

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Ensure District participation in State and local early flood warning systems	\$1,000	\$1,000	\$1,000								
Policy & Procedure	Ensure systematic application of landscape aesthetics and scenery management processes in planning and managing Watershed District lands and resources									\$1,875	\$1,875	\$1,875
	Ensure that standards and objectives for wildlife and fish, including endangered, threatened, and sensitive animal and plant species are met.	\$4,125	\$3,713	\$3,341	\$3,007	\$2,706	\$2,436	\$2,192	\$1,973	\$1,776	\$1,598	\$1,438
	Establish methods for implementing and updating the landscape aesthetics and scenery management system						\$2,000					

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Policy & Procedure	Evaluate using public ditches to store water for irrigation is likely to increase over the next 10 years.		\$3,000									
	Identify and map areas where easements presently exist or are needed		\$6,000									
	Lead efforts to evaluate water quality issues associated with public drainage systems in the watershed	\$6,000	\$6,000	\$6,000								
	Participate in review of State standards and work toward change	\$5,000.0	\$5,000.0	\$5,000.0	\$5,000.0	\$5,000.0	\$5,000.0	\$5,000.0	\$5,000.0	\$5,000.0	\$5,000.0	\$5,000.0
	Provide technical guidelines for standards, procedures and quality of work			\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Policy & Procedure	Review Policy & Procedures			\$1,000					\$1,000			

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	SOP: Data & Monitoring - Develop quality assurance and control procedures and standards for weather data collection and storage				\$4,000							
	SOP: Develop and implement standard operating procedures and policies for inspections and minor repairs to be reviewed and updated every 5 years											
	SOP: Development Regulation & Enforcement	\$4,000										
	SOP: Operations & Maintenance		\$8,000									
Policy & Procedure	SOP: P&GR-develop methods to assess public knowledge, awareness, and attitudes		\$5,100	\$5,100								
	Update Policy & Procedures				\$4,000					\$4,000		
	Update Rule	\$6,000										

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Standardize criteria for identifying priority species for control & eradication	\$3,000										
Resource Assessment	Every 5 years assess the effectiveness and gaps in District AIS program and provide to elected officials and state agencies	\$3,000					\$3,153					\$3,314
Retrofit Study	Anoka-Hennepin School District					\$30,000						
	Ditch 37						\$25,000					
	Ditch 39			\$25,000								
Retrofit Study	Ditch 54			\$20,000								
	Ditch 57				\$35,000							
	Evaluate Retrofit Priorities						\$1,600					
	Middle Ditch 41		\$40,000									
	National Sports Center			\$10,000								
	Pleasure	\$33,000										
	Pleasure Creek - Stormwater Assessment with Bacteria & TSS	\$26,200										

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Estimation											
	Springbrook	\$33,000										
	Springbrook - Stormwater Assessment with Bacteria & TSS Estimation	\$39,800										
	The Lakes				\$25,000							
	Upper Ditch 41					\$30,000						
Riparian	Woodcrest		\$15,000									
	Develop and implement measures to manage and protect riparian areas				\$8,000	\$8,000	\$8,000					
Rule	Establish specific management standards and guidelines for floodplains and wetlands as a part of watershed planning actions											

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Evaluate including use restriction clauses in all permits, leases, or other documents authorizing use within the watershed.	\$6,000					\$6,000					\$6,000
Rule	Designate restricted municipal supply watersheds on maps prepared for public use.											
	Identify, manage, and protect essential and critical habitats to meet legal requirements for State and federally listed species; identify, protect, and manage habitat necessary to meet sensitive species objectives	\$6,820	\$6,820	\$6,820	\$6,820	\$6,820	\$6,820	\$6,820	\$6,820	\$6,820	\$6,820	\$6,820
	Prepare relevant regulations relating to development and operation of the creek system and similar water recreation opportunities	\$1,000					\$1,000					\$1,000

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
SAMP - AIS	Develop and implement a rapid response plan for detecting and eradicating AIS		\$8,000	\$3,000								
SAMP - AIS	Develop GIS maps showing coincidence of AIS and critical ecosystems	\$750										
	Develop or update Lake or resource specific management plans	\$1,400		\$1,400		\$1,400		\$1,400				
	Develop species and/or location-specific control plans		\$4,000		\$4,000		\$4,000					
	Develop species and/or location-specific rapid response plans		\$4,000	\$3,000								
	Evaluate and coordinate existing systems for reporting AIS sightings	\$2,100										
	Identify lead agencies for particular AIS, water bodies and invasion vector.	\$700										

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
SAMP - AIS	Prioritize control efforts for existing and new organisms of concern	\$2,400			\$2,400			\$2,400			\$2,400	
	Prioritize ecologically sensitive areas at risk for AIS impacts	\$4,200					\$4,200					\$4,200
	Quantify and assess bait as an AIS vector	\$2,000										
	Quantify and assess construction activities as an AIS vector	\$2,000										
	Quantify and assess recreational boating as an AIS vector	\$2,000										
	Quantify and assess recreational fishing as an AIS vector	\$2,000										
SAMP - AIS	Quantify and assess research, resource management and educational activities as AIS vectors	\$2,000										

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Quantify and assess restoration activities as an AIS vector	\$2,000										
	Rank AIS vector importance		\$2,000									
SAMP: Wildlife	Determine distribution, status, and trend of threatened, endangered, proposed, and sensitive species and their habitats on Watershed lands			\$8,000	\$8,000	\$8,000						
SAMP: Wildlife	During review of the District rule, ensure that legal and biological requirements for the conservation of endangered, threatened, and proposed plants and animals are met in Watershed land and resource management planning; ensure compliance with procedural and biological requirements for sensitive species.	\$600										

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Soil	Develop and implement a soil management program that maintains or improves soil productivity and watershed health							\$1,000	\$1,000	\$1,000		
Special Study: Drinking Water	Develop & Maintain measures necessary for management of municipal supply watersheds				\$1,000	\$1,000	\$1,000					
	Develop and coordinate measures necessary for management of municipal supply watersheds			\$1,500	\$1,500	\$1,500	\$1,500					
	Develop Municipal water supply watershed plans where needed							\$1,500	\$1,500			
	Estimate groundwater storage & supply within the watershed			\$4,000								

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Special Study: Drinking Water	Identify and map drainage sections and drainage areas that serve or influence municipal water supplies	*										
	Identify minor sub-watersheds providing water within the drinking water supply management area as defined in the City's well-head protection plan or 1 year travel time of municipal and other public wells and water supplies during land management planning	*										
	Maintain an inventory of municipal supply watersheds.		\$300		\$300		\$300		\$ 300		\$300	
	Review Conservation Water Fees with TAC								\$ 800	\$800		
	Support Anoka County Geologic Atlas	\$800	\$800	\$800								
SWPPP	Update SWPPP	\$4,000										

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
WRAPP	Classify drainage system and waterways by human influence	\$1,000										
WRAPP	Phased	\$32,702	\$87,646	\$130,579								

**Public and
Governmental
Relations
(9605)**

The purpose of the public and governmental relation program is to ensure that the continuing planning and management of the Coon Creek watershed is responsive to the needs and concerns of an informed public and to coordinate policies and programs of the local, state, and federal government agencies to achieve consistency with the plan.

A program consisting of four activities has been developed to carry out District policies. The components are:

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**Public Information
Program**

The purpose of this program is to reach as large and diverse an audience as possible. Increase the public interest in and support for the Watershed's management programs and provide information to the public and decision makers and maintain this interest and support throughout the implementation period.

- Objectives**
1. Identify public affairs tasks needed to meet Watershed District management objectives and clearly communicate the District Mission both internally and externally.
 2. Integrate these tasks and objectives into the District planning, budgeting, and management processes.
 3. To use appropriate audiovisual communication methods in providing information on Watershed District programs, policies, projects, and activities to the public and internal audiences.
 4. To provide the public, through the news media, with factual, accurate, and timely information about the Watershed District's policies, programs, and activities as they relate to the management, protection, and use of watershed lands, and to the State and local water management, Research and Monitoring, and other Programs.

5. To ensure that the publicly accessible District Web site effectively contributes to the District's mission.
6. The adoption of a common look and navigation to create and maintain the impression that we are one, cohesive agency.
7. Leverage the Web to enhance the District's ability to provide services and information to citizens and other key stakeholders.
8. Simplify the delivery of District services and information using the Web.
9. Increase efficiency and accountability in the delivery of District Web solutions.

Policies The Coon Creek Watershed District will:

- A. Identify public affairs and public involvement objectives to accomplish the District's management and program objectives, and to support overall state policies and objectives.
- B. Ensure that the District's public affairs and public involvement objectives are set out in a Communication Strategy and are carried out professionally and in a timely, efficient manner, with follow-up monitoring and evaluation.
- C. Convey information about District programs and activities through a combination of communication techniques, including audiovisual media, appropriate for each intended audience.
- D. Make information about District policies, programs, and activities readily and equally available to all news media, consistent with the Freedom of Information Act, Privacy Act, and other legal requirements. Do not release information that would clearly threaten personal privacy or safety of a District employee or member of the public.
- E. Answer requests for information from the news media as responsively, fully, and rapidly as possible. Do not withhold information in response to legitimate requests merely to protect the Government from criticism and embarrassment. When misinformation about the Watershed District appears in the news media, take the appropriate action to provide correct information to the source of the misinformation.
- F. Coordinate public affairs/communication planning with the Cities, Anoka County and other Government agencies as needed to expedite

the flow of information to the public and to the news media.

- G. Provide the news media with factual, accurate, and timely information on potential or current challenges, problems, and issues related to the management, protection, and use of the Watershed and other agency programs and activities.
- H. Ensure that Watershed District employees facilitate media opportunities, which may include interviews, statements, panel discussions, and other appropriate news-related activities.
- I. Ensure that Watershed District employees are adequately prepared and are made available to support and participate in interviews, statements, panel discussions, and other appropriate news-related media activities.
- Consistent “Look and Feel” J. The District’s publicly accessible Web site, which includes all publicly accessible Web pages within the Coon Creek Watershed District, will adopt a consistent and standardized “look and feel” for all Web pages and navigational objects. In order to provide our Web audiences instant recognition of District Web content, all District programs must use official templates when publishing content to the Web. Therefore, official templates must be used by all District programs to help prepare content for publishing to the Web. While these templates and even the tools used to manage, maintain and leverage these templates, change or evolve over time, all District programs must adhere to a single uniform template as directed by the Public and Governmental Relations Coordinator under the authority of the District Administrator.
- K. Content on the District Web site must be organized around categories or topics that are meaningful to Watershed District audiences.
- Official Business L. All information disseminated on the internet by the District must be directly related to the official duties and responsibilities of individuals and offices fulfilling their assigned missions consistent with District policy.
- Support of Mission M. Web pages created on behalf of the District must have a clearly defined purpose that supports the strategic mission of the Coon Creek Watershed District.
- Content Responsibility N. The Watershed District will only publish information:
 - Which it creates;
 - Which it has direct responsibility; or
 - That it has been authorized to publish by partner agencies or

organizations.

Education Program Greater public awareness of watershed resources, the appropriate use of resources, and the issues and conflicts that arise when managing resources are major needs of the District. Increasing awareness is the first step in enhancing public commitment to sound natural resource management. The District also makes several presentations each year to high school students and civic organizations. These presentations focus on the establishment of the District, its purposes and policies, and the issues facing the watershed. The response from these groups has been more positive since the discussion was redirected from a scientific evaluation of District issues to a more policy-oriented approach.

The Education Program has the following components:

1. Conservation education
2. Water Resource Issue program
3. Water Resource Management education

Conservation Education The educational process that deals with human relationships to natural and human made surroundings, including the relationships to population; pollution; resource allocation, depletion, and conservation; transportation; technology; and urban and rural planning.

- Objectives**
1. To promote public awareness and understanding of the importance of water resources and call attention to particular issues related to forest productivity, protection, and use.
 2. To provide leadership in conservation education.
 3. To enlist the cooperation of institutions and organizations in developing broad public understanding of and support for the wise management and use of water and related resources.
 4. To assist agency employees in better understanding water resource issues.
 5. To assist resource managers in meeting resource management goals.

- Policies**
- Use the Conservation Education Program to help agency employees better understand and communicate information about water resource issues to the public. Whenever appropriate, link presentations to global resource problems and potential solutions.
 - Cooperate with and encourage educators, Federal, State, and local agencies, underserved communities, and private organizations to

develop educational concepts, methods, and materials to teach ecological, water resource, and conservation principles, focusing on pre-kindergarten through 12th grade students and their educators, formal and informal.

- Provide information about relevant water resource issues to the public, using appropriate education techniques and methods.
- Use volunteers to conduct Conservation Education Program activities.
- Conduct educational activities jointly with other agencies and groups interested in fostering improvement in the understanding of ecological and water resource interrelationships and the related human effects.
- Ensure that the Conservation Education Program reaches nontraditional audiences, such as urban groups, minorities, and underserved communities.
- Encourage Watershed District involvement in education programs and activities and in education councils and organizations at the State, and local levels.

Water Resource Issue Education Is the process of identifying and understanding issues, problems, or conditions that constrain the range of management practices as identified by the public through the land management planning process or similar processes.

Objectives To help the public better understand the factors that influence water resource issues so that members of the public may effectively participate in water resource decision making activities.

Policies In conducting water resource issue education activities, Watershed District employees shall:

1. Provide objective information about current water resource issues to the public and provide ample opportunity for discussing these issues, analyzing data, and drawing conclusions.
2. Help target audiences to understand the physical, biological, ecological, water resource, social, and economic elements of an issue and to learn how these elements affect the formulation of options.

Determining Need and Content Select resource issues from Watershed planning and related activities, research results, and State and Private cooperative activities. Candidate issues should be those that the public has identified or that are important

to water resource managers and may be selected at the watershed, State, Regional, or national level. Issues to consider for selection may be either existing or emerging.

Target Audiences Target water resource education activities to decision makers and others who are affected by or who can affect the issue.

Recreation visitors and other user groups may be contacted by District interpreters carrying out “interpretation-for-management” activities similar to activities in water resource issue education.

The Conservation Education Program is encouraged to cooperate with interpretive, research and development, and public affairs personnel in these related activities as appropriate.

Methods Select education methods that aid communication and assist in educating audiences on water resource issues in a variety of locations and settings. Appropriate methods for the Water Resource Issue Education Program include briefing sessions, forums, workshops, town meetings, seminars, classroom presentations, service-learning projects, and field-learning activities.

Match media and teaching techniques with the selected methods and with appropriate audiences.

Use such media as slides, films, video tapes, photos, computer graphics, simulations, educational curricula, activity guides, and other printed educational materials to enhance the learning process.

Where appropriate, such as in workshops or town meetings, use facilitators who have knowledge of the subject matter and basic skills in education, training, and group involvement.

Material Development When appropriate, integrate State and Private Watershed and Research and Development topics, results, and objectives into water resource issue materials.

Seek opportunities to coordinate development of water resource conservation issue materials with other groups and Federal, State, and local agencies; and organizations early in the process because many issues transcend watershed, regional, and national boundaries in interest and effect.

Use networking procedures and processes to establish lines of communication and to determine the roles that District employees and persons from outside the District can play in developing and using the materials. Evaluate the effectiveness of these roles during and after the

development cycle for materials.

Use the module concept to develop water resource issue material; that is, a central building block or unit from which related materials may be developed or adapted for use with different audiences to achieve multiple objectives.

Role of District Employees Involve employees in the natural resource issue education process to serve as subject matter experts in material development; to test and evaluate materials and concepts; and to use the completed materials.

Water Resource Management Education Is the process of teaching about the manager's relationship to the land and its resources and the responsibility for stewardship through planning, conservation, and management.

Objectives The objectives of water resource management education is to:

1. Alert people to their dependency on water resources and their responsibility for their stewardship.
2. Provide people with the skills needed to make informed decisions about water resources.
3. Help educators incorporate water resource education processes and concepts into their curricula in various subject areas and grade levels.

Policies It is the policy of the Coon Creek Watershed District to:

- Promote understanding of water resource management through water resource investigations.
- Stress the teaching of ecological and water resource interrelationships while emphasizing the development of skills in collecting, recording, and interpreting data, and in drawing individual conclusions.

Program Elements Consider the following for use in water resource management education:

- A. Conducting science-based educational activities using appropriate materials to teach ecological, water resource, and conservation principles, focusing on prekindergarten to 12th grade students and their educators, through formal and informal venues. It also includes workshops for the public and Watershed District employees, to provide the awareness, understanding, knowledge, skill, and motivation needed for making thoughtful contributions to water resource management.
- B. Using personnel from the Watershed District; other Federal, State,

and local agencies; private organizations; industries; and educational institutions that have the potential and motivation to plan and carry out conservation education activities.

- C. Identifying and using water resource study areas within the Watershed, research sites, interpretive facilities, and other sites.
- D. Helping colleges, universities, and other schools incorporate conservation education into their curricula.
- E. Using techniques that help the Watershed District meet its program goals.
- F. In cooperation with public affairs and interpretive services, develop media presentations about wise resource management, protection, and use.

Target Audiences Direct water resource management education activities toward:

- Students at the pre-kindergarten through 12th grade levels and their educators, through formal and informal venues.
- Those who have the chance to pass along awareness, knowledge, skill, and motivation to others (multiplier effect) with particular emphasis on those who reach underserved audiences as described in paragraph 5 below.
- Those most affected by actions and programs of agencies that manage water resources.
- Those who make decisions regarding problems or issues related to the environment or to water resource management.
- Those who have the interest in and motivation for continued involvement. These include Federal, State, and local officials; legislators; educators; conservation organizations; citizen groups; industry and business groups; labor and civic organizations; and professional associations.

Workshops Design conservation education workshops to help participants accomplish defined learning objectives. Vary the format so that participants are involved in developing the understanding and skills that allow them to collect and interpret data and draw their own conclusions regarding water resource issues, problems, relationships, and solutions.

Workshop 1. For each workshop, assign at least one trained facilitator whose

Facilitator primary responsibility is to plan and set goals for the workshop; facilitate parts of the workshop; and consult on program elements.

2. Encourage training and use of non-District facilitators.

Water resource Study Areas Water resource study areas include school grounds, District special project sites, demonstration areas, and environmental education centers. Study areas may also include areas located at visitor centers and may make use of the services of the interpreters working there.

Material Development Develop conservation education materials in the following categories:

1. Content material: Facts and figures about the environment or its management with suggestions for use of the material in ongoing programs.
2. Process materials: Instructions for participating in various tasks and activities. Include content material as needed.

Public Involvement Program

The Coon Creek Watershed District Public Involvement Program is an organized effort to ensure public involvement in District planning and decision-making processes.

The Watershed District carries out public involvement activities and programs pursuant to various statutory and permit authorities that require the District to give the public notice of and an opportunity to comment on proposed actions and decisions. The major actions are set forth here:

- Watershed Management Planning
- Environmental Analysis of Proposed District Action and Projects
- Funding Priorities and Methods
- District Rule Making
- Other Water Resource Management Proposals

Objectives The Watershed District conducts public involvement activities in order to:

1. Accommodate the public's desire to know about Watershed District plans and proposals and to obtain the public's views.
2. Encourage public involvement in planning and decision making.
3. Become aware of and respond to the values expressed by the public.
4. Reach all affected and interested publics, especially underserved communities.

- Policies** It is the policy of the Coon Creek Watershed District to:
- A. Ensure that public involvement is an integral part of any District resource planning process, not a separate procedure.
 - B. Incorporate public involvement into long-range, programmatic planning, program management, and project planning activities early in the process to identify public concerns and to create a forum for people to communicate their ideas, thoughts, and opinions regarding policies, programs, and activities.
 - a. Identify adequate and appropriate opportunities in which the internal and external publics may participate.
 - b. Recognize social, economic, cultural, and geographic circumstances that influence involvement by affected and interested publics, especially the underserved individuals and communities.
 - c. Consider the agency's needs and requirements to exchange information with the public regarding specific projects or programs.
 - C. Develop and maintain a continuing dialogue between agency employees and the public to hear a variety of viewpoints and attitudes.
 - D. Notify the public in advance of planned programs and activities. Include in such notices an invitation to participate and an adequate description of actions involved. Give specific notice to potentially interested and affected publics (including public agencies, and other groups not traditionally contacted).
 - E. Provide both the general public and selected publics with useful and understandable information to help them understand the decision to be made, the significant factors influencing the decision, the decision making process, and the opportunities for them to participate. Provide the public with adequate time to respond.
 - F. Objectively report and analyze comments received from the public
 - G. Document public involvement plans, activities, and analyses of public comments in the decision making process
 - H. Inform those who participate of the final decision and the rationale for the decision
 - I. To the extent practicable, provide the public with environmental analysis documents, decision notices, and records of decision free of charge.

Public Involvement Plans Prepare public involvement plans as early as possible for proposed actions, policy changes, or programs determined to be of public interest. Develop plans in the degree of detail that reflects the magnitude and significance of the decision under consideration and the degree of public interest in the proposal. Through a logical step-by-step process, integrate public involvement plans with proposed actions, policy changes, or program development.

Monitoring and Evaluation Monitor ongoing public involvement plans to ensure they meet District objectives and public needs. Evaluate completed plans for accomplishment of stated objectives and compliance with law, regulation, and policy. Use evaluation results as an aid in developing future public involvement plans.

Coordination of Public Involvement Plans Coordinate District public involvement activities with those of other Federal, State, and local governments; citizen groups; and organizations. Where possible, schedule public involvement activities to avoid multiple agency requests that involve the same publics in similar programs during the same time period.

As appropriate, include representatives of agencies, governments, and organizations in the development of public involvement plans; in exchange of public involvement informational and educational material; and in conferences or training sessions on public involvement.

Advisory Committees Minnesota Statutes 103B and 103D sets forth special mandatory procedures to follow when the District establishes or utilizes groups for the purpose of obtaining advice or recommendations for the Board of Managers or District officials on issues or policies within the scope of District responsibility

Principles of Public Participation The following are the District's principles of effective public participation

Legitimacy: Establish and maintain the legitimacy of your agency, the project and your approach.

Make It Timely. The process allows enough time for the public to participate fully, with enough advance notice for all activities and crucial points in the process.

Make Your Process "Free." The public is able to participate at minimum cost and commitment of time, while meeting your public involvement objectives.

Emphasize Fairness. Participants agree that the process is fair, that all views offered are considered.

Practice Openness. Dialogue is welcomed and facilitated among all interests. Anyone who wishes to participate can. Information to the public (documents and so forth) is accessible to all and is in language and format that people can understand.

Make Involvement Early and Continuous. The public is involved from beginning to end, and relationships are built over the long term.

Make It Tangible. Results of the public's input are clearly demonstrated, and the public understands how public involvement affected the decision or outcome.

Technical Assistance

The guiding principle in furnishing assistance is to help attain the landowner's objectives, consistent with benefits that accrue to the general public from improved water resource management. If the landowner's objectives are not consistent with the public interest, withhold assistance. Similarly, technical advice that would result in violation of the intent of Federal, State or local legislation or regulations, such as the Endangered Species Act, is prohibited.

- Objective**
1. To advance water resource management by ensuring that both the individual landowner's objectives and the public need for goods and services are met now and in the future.
 2. To maintain or improve soil productivity and the quality, quantity, and timing of water yield on private and public lands within the watershed.
 3. To help citizens and local governments to plan for and implement the protection, development, and management of water and related resources within and near urban and urbanizing areas of the watershed. These efforts should result in water resource protection and improvement, and enhance the quality of life for people living in District.

- Policy**
- A. Make available to city engineers, or equivalent municipal or county staff, and other cooperating State and Local agencies soils, watershed, hydrology, technology, and expertise in support of the following activities:
 - a. Local Water Planning
 - b. Storm Water Pollution Prevention Planning
 - c. Preparation of water management plans for owners and

- managers of public and private lands.
 - d. Special projects affecting soil productivity and water production.
 - e. Development of monitoring and evaluating criteria and joint implementation of evaluation programs for wetlands, stormwater, water quality, floodplain management and groundwater
 - f. Rehabilitation of surface mined areas through land treatments and BMPs
 - g. Enhancement of water yields and timing of runoff through land management activities
- B. Help Cities and Anoka County coordinate their soil and water management efforts with Federal and State agencies

Qualifying Land Public and private lands within the Coon Creek Watershed.

Qualifying Recipients The following are eligible for technical management assistance from the District:

1. Owners, leasees, managers, and operators of qualifying lands
2. Landowner associations or cooperatives organized for the purpose of accomplishing water and related resource management.
3. Nonprofit organizations, such as places of worship, Boy Scouts and Girl Scouts of America, and Extension 4-H Youth, owning or leasing qualifying lands.
4. Vendors of water management services

Delivery of Technical Assistance The Coon Creek Watershed District provides technical assistance in water resource management to qualifying recipients through the District staff and service providers. The District provides administrative and specialized technical support to the cities and Anoka County upon request..

Kinds of Technical Assistance

Soil Management When managing soils, take into consideration the basic soil resource and understand the planned activities, which may impact the soil quality and reduce the capacity of the soil to produce vegetative growth. Most water management activities are influenced by or have an impact on the soil. In providing technical assistance, consider maintenance or enhancement of soil productivity.

Watershed Management When providing technical assistance in water management, take into consideration two major areas of water-related concern:

1. Water quality,
2. Water yield and timing of runoff.

Water Quality: In technical assistance and activities, take into consideration the knowledge and understanding of the characteristics of nonpoint source pollution. Emphasize preventative measures rather than corrective measures in the maintenance and enhancement of water quality.

Water Yield and Timing: In the development of water resource management plans or as required by statute, regulation, or agreement at the Federal, State, or local level, take into consideration the potentials for water yield increases and timing of runoff.

Performance Measure / Outcome Input Measures: Number of

- Articles
- Contacts
- Meeting

Output Measures:

- Trained Individuals
- Increased involvement
- Local programs

Means and Strategies Staff
 Professional Services
 Non-Governmental Organizations (NGOs) such as Lake & Neighborhood Associations
 Citizen Advisory Committee monthly meetings
 Technical Advisory Committee quarterly and as needed meetings
 Community Service Organization Volunteers, at least 3-4 events per year

Potential Partners/ Collaborators Cities and County
 ACD
 State and Federal Agencies

Potential Funding Sources Funding for the Public and Governmental Relations program is expected to be primarily through the District’s annual property tax levy.

Cost Average annual cost is expected to be \$125,000

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Education	Biomonitoring - Andover HS: Coon Creek at Crosstown	\$ 825	\$ 842	\$ 858	\$ 875	\$ 893	\$ 911	\$ 929	\$ 948	\$ 967	\$ 986	\$ 1,006
	Create and train a citizen monitoring network for AIS	\$ 4,200		\$ 2,100		\$ 2,100		\$ 2,100		\$ 2,100		
	Decrease waste of groundwater	\$ 8,800	\$8,800	\$ 8,800	\$ 8,800	\$ 8,800	\$ 8,800	\$ 8,800	\$ 8,800	\$ 8,800	\$ 8,800	\$ 8,800
	Develop posters, brochures and articles for industry sectors and user groups		\$2,400		\$ 1,200		\$ 1,200		\$ 1,200		\$ 1,200	
	Educate shoreline property owners about AIS	\$ 2,400		\$ 2,400		\$ 2,400		\$ 2,400		\$ 2,400		\$ 2,400
	Encourage use of native species	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480
	Establish a training program to provide several levels of understanding and knowledge in landscape aesthetics and scenery management commensurate with the different land and resource										\$ 3,000	\$ 3,000

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	management needs and the different levels of responsibility of managers and operational personnel.											
Education	Establish a training program, incorporating elements specifically related to landscape aesthetics and scenery management challenges and opportunities.										\$ 2,200	\$ 2,200
	Establish integrated Information and education and educational plans and programs that: a. Support strategic communication of resource management priorities, b. Ensure cost-effectiveness, and c. Avoid duplication of effort, services, and products	\$ 9,000	\$1,100									

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Education	Increase education and outreach efforts to ensure awareness of the threats and management priorities throughout the Coon Creek Watershed	\$ 600	\$ 606	\$ 612	\$ 618	\$ 624	\$ 631	\$ 637	\$ 643	\$ 650	\$ 656	\$ 663
	Provide for the placement of appropriate signs to enhance public awareness of and knowledge about flood hazards			\$22,400	\$22,400							
Information	Agenda Distribution	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240
	Assist in informing the public of restrictions in municipal supply watersheds						\$ 800					
	Brief decision makers and legislators on AIS management progress	\$ 4,000	\$3,920	\$ 3,842	\$ 3,765	\$ 3,689	\$ 3,616	\$ 3,543	\$ 3,473	\$ 3,403	\$ 3,335	\$ 3,268

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Develop a bait outreach and management program			\$ 1,200								
	Develop a construction outreach and management program			\$ 1,200								
	Develop a recreational boating outreach and management program			\$ 2,400								
	Develop a recreational fishing outreach and management program			\$ 2,400								
Information	Develop a restoration outreach and management program				\$ 2,400							
	Encourage groundwater recharge	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Encourage use of renewable water supplies	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550
	Ensure that Information and Education Services are accurately represented in budget documents, performance measures, and accountability reports.	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330	\$ 330
	Increase local TV, radio and newspaper media coverage	\$ 1,200	\$ 1,212	\$ 1,224	\$ 1,236	\$ 1,249	\$ 1,261	\$ 1,274	\$ 1,287	\$ 1,299	\$ 1,312	\$ 1,326
	Inventory education and outreach efforts and develop a District AIS communication strategy	\$ 2,400										
	Notify individuals and communities of potential flood situations when such conditions are known	\$ 525	\$ 525	\$ 525	\$ 525	\$ 525	\$ 525	\$ 525	\$ 525	\$ 525	\$ 525	\$ 525
Information	Number of	5	5	5	5	5	5	5	5	5	5	5

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Information	Brochures											
	Number of News Paper Articles	15	15	15	15	15	15	15	15	15	15	15
	Number of Newsletters	10	10	10	10	10	10	10	10	10	10	10
	Number of Posters		1		1		2		2		3	
	Number of Radio Ads (PSAs)	1		1		2		2		3		3
	Number of Specific Messages for each MCM (MCN=5)	1	1	2	2	3	3	4	4	5	5	5
	Number of Television Ads (PSAs)		1		1		2		2		3	
	Present AIS information at public gatherings	\$ 640	\$ 646	\$ 653	\$ 659	\$ 666	\$ 673	\$ 679	\$ 686	\$ 693	\$ 700	\$ 707
Prioritize the review and replacement of Information and Education exhibits and media, and submit proposals for permanent, wayside, temporary and traveling exhibits	\$ 2,880	\$2,880	\$ 2,880	\$ 2,880	\$ 2,880	\$ 2,880	\$ 2,880	\$ 2,880	\$ 2,880	\$ 2,880	\$ 2,880	\$ 2,880

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Provide a recommendation to the District Administrator, for the approval or denial of proposals for permanent and temporary exhibits	\$ 1,080	\$1,091	\$ 1,102	\$ 1,113	\$ 1,124	\$ 1,135	\$ 1,146	\$ 1,158	\$ 1,169	\$ 1,181	\$ 1,193
Involvement	Cooperate and participate to the extent feasible in Federal and State developed flood forecasting and flood warning systems.	\$ 1,000	\$1,000									
	Cooperate in the development of innovative technologies that enhance soil quality and help achieve other water resource management goals.	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440
Involvement	Coordinate activities and interchange of floodplain and wetlands information with other concerned Federal, State and Local and State agencies	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Coordinate district activities with interested state and federal agencies, groups, and individuals concerned with the conservation of threatened, endangered, proposed, and sensitive species	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
	Coordinate Information and Education Services with other programs, such as Planning, Engineering, Development Regulation, Grants and Agreements, Operations and Maintenance.	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Involvement	Coordinate the review process and make recommendations to the District Administrator, Information and Education sites and other Information and Education infrastructure	\$ 1,100	\$1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100
	Coordinate Watershed District land management planning with water quality management planning by State and local agencies	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
	Coordinate Watershed programs with other federal agencies, states, and other groups and individuals concerned with the conservation of threatened, endangered, proposed, and sensitive species	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Involvement	Coordinate with user groups, other agencies and members of the legislature when necessary	\$ 2,000	\$2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
	Develop and maintain cooperative relations with other staffs and agencies involved in hydrology and sedimentation	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	Develop watershed wide priorities, policies, and coordinate regional organizational units in accordance with District policy and guidelines	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000
	Facilitate installation of AIS warning and information signs in infested areas.	\$ 1,000	\$1,000		\$ 1,000		\$ 1,000		\$ 1,000			
Involvement	Hearings	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Improve coordination and collaboration among people, agencies, lake associations and activities involved with AIS	\$ 560	\$ 571	\$ 583	\$ 594	\$ 606	\$ 618	\$ 631	\$ 643	\$ 656	\$ 669	\$ 683
	Increase video, animation, symbols and diagrams for enhancing information & education	\$ 880	\$ 889	\$ 898	\$ 907	\$ 916	\$ 925	\$ 934	\$ 943	\$ 953	\$ 962	\$ 972
	Invite community groups and NGOs for AIS planning and education	\$ 280	\$ 286	\$ 291	\$ 297	\$ 303	\$ 309	\$ 315	\$ 322	\$ 328	\$ 335	\$ 341
	Open Mike	\$ 575	\$ 575	\$ 575	\$ 575	\$ 575	\$ 575	\$ 575	\$ 575	\$ 575	\$ 575	\$ 575
	Partner with ongoing outreach programs	\$ 700	\$ 707	\$ 714	\$ 721	\$ 728	\$ 736	\$ 743	\$ 750	\$ 758	\$ 766	\$ 773
	Partner with stakeholders and interest groups to broaden education efforts	\$ 700	\$ 707	\$ 714	\$ 721	\$ 728	\$ 736	\$ 743	\$ 750	\$ 758	\$ 766	\$ 773

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Involvement	Reduce unauthorized stocking of non-native species	\$ 1,400	\$1,414	\$ 1,428	\$ 1,442	\$ 1,457	\$ 1,471	\$ 1,486	\$ 1,501	\$ 1,516	\$ 1,531	\$ 1,546
	Regular Board Meetings	\$ 6,750	\$6,750	\$ 6,750	\$ 6,750	\$ 6,750	\$ 6,750	\$ 6,750	\$ 6,750	\$ 6,750	\$ 6,750	\$ 6,750
	Use Citizen and Technical Advisory Committees for consultation process on actions concerning AIS	\$ 9,000	\$9,090	\$ 9,181	\$ 9,273	\$ 9,365	\$ 9,459	\$ 9,554	\$ 9,649	\$ 9,746	\$ 9,843	\$ 9,942
	Use volunteer monitors to conduct AIS inspections	\$ 3,360	\$3,394	\$ 3,428	\$ 3,462	\$ 3,496	\$ 3,531	\$ 3,567	\$ 3,602	\$ 3,638	\$ 3,675	\$ 3,712
	Engage professional & recreational divers in early detection work.	\$ 1,120	\$1,131	\$ 1,143	\$ 1,154	\$ 1,165	\$ 1,177	\$ 1,189	\$ 1,201	\$ 1,213	\$ 1,225	\$ 1,237
Technical Assistance	Coordinate with other programs and units of government on requests for meteorological assistance and related research	\$ 240	\$ 242	\$ 245	\$ 247	\$ 250	\$ 252	\$ 255	\$ 257	\$ 260	\$ 262	\$ 265

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Technical Assistance	Develop guideline for: 1. Disposal of AIS at boat landings and fishing piers 2. Cleaning out fishing gear and equipment 3. Disposal of live bait	\$ 700										
Technical Assistance	Directly alert home and property owners occupying possible flood paths	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175
	Encourage Boat washing stations and disposal facilities at infested waters	\$ 560		\$ 560		\$ 560		\$ 560				
	Ensure that District personnel and collaborators have an appropriate awareness and understanding of laws, regulations, and direction related to the management of landscape aesthetics and	\$ 788	\$ 788	\$ 788	\$ 788	\$ 788	\$ 788	\$ 788	\$ 788	\$ 788	\$ 788	\$ 788

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	scenery											
Technical Assistance	Grant & Funding Search & Application	\$ 1,725	\$1,760	\$ 1,795	\$ 1,831	\$ 1,867	\$ 1,905	\$ 1,943	\$ 1,981	\$ 2,021	\$ 2,062	\$ 2,103
	Provide hydrologic data and analyses for lands where the Coon Creek Watershed District has watershed planning responsibilities.	1,000	\$1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	Provide leadership during planning, development and management of parks and open space adjacent to public drainageways and waters			\$ 330			\$ 660			\$ 330		
	Provide liaison among weather program coordinators, Computer Sciences and Telecommun. Staffs	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Technical Assistance	Provide technical assistance to Cities, Lake Associations and Homeowner Associations	\$ 2,000	\$2,020	\$ 2,040	\$ 2,061	\$ 2,081	\$ 2,102	\$ 2,123	\$ 2,144	\$ 2,166	\$ 2,187	\$ 2,209
	Represent the Watershed District on weather related interagency committees	\$ 880	\$ 880	\$ 880	\$ 880	\$ 880	\$ 880	\$ 880	\$ 880	\$ 880	\$ 880	\$ 880
	Respond to agency requests for weather and climatic information and meteorological expertise	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220

Research and Monitoring (9606) The purpose of the research, monitoring and data collection program is to gather and analyze data that will result in increased efficiency and effectiveness of watershed management and District programs.

The research, monitoring, and data collection program provides integrated resource information used in planning, evaluating, and decision-making within the Coon Creek Watershed District. Program activities include:

Precipitation Monitoring: To monitor precipitation amounts and frequencies within the watershed. Precipitation data is used in conjunction with other data to determine hydrological conditions in many circumstances, including delineations, inspections and water level elevations.

Stream: Monitor actual hydrology (quantity and quality) of the drainage system. Flow data collected from the continuous flow gauges will be utilized to produce a calibration technical addendum to the District's XPSWMM and water budget models. Also monitor for signs of potential impairment of Coon Creek (including biota and riparian lands). Involves regular collection and analysis of water quality on both a composite basis and through grab samples.

Lakes: To monitor and track fluctuations in lake levels over time as well as signs of potential impairment and aquatic invasive species.

Wetlands: To monitor wetland hydrology on the edge of known wetlands. A second goal is to follow and document the beginning of the growing season (0o C). The data are used to establish the normalcy of the hydrologic circumstances and general water levels throughout the season.

Performance Measure Measurable date on the quantity and quality of the waters of the District

Means and Strategies Anoka Conservation District annual contract for services
Volunteers
Staff

Partners/ Collaborators District cities
State and Federal Agencies

Potential Funding Sources Funding for the Research and Monitoring program is expected to be primarily through the District's annual property tax levy and grants.

Value Projected average value is\$69,812 per year.

Cost Average annual cost – minus equipment is expected to be\$18,890

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
AIS - Citizen	Develop and maintain a monitoring program that ensures early detection of new AIS and the monitoring of existing AIS		\$ 450	\$ 459	\$ 468	\$ 478	\$ 487	\$ 497	\$ 507	\$ 517	\$ 527	\$ 538
	Use volunteer monitors to conduct AIS inspections		\$ 450	\$ 459	\$ 468	\$ 478	\$ 487	\$ 497	\$ 507	\$ 517	\$ 527	\$ 538
Biomonitoring	Coon Creek at 131st*	\$1,275	\$1,294		\$1,333	\$1,353		\$1,394	\$1,415		\$1,458	\$1,480
	Coon Creek at Egret	\$1,275	\$1,294		\$1,333	\$1,353	\$1,373		\$1,415	\$1,436		\$1,479
	Coon Creek at TH 65*	\$1,275	\$1,294		\$1,333	\$1,353	\$1,373		\$1,415	\$1,436		\$1,479
	D58 at Andover Bld*	\$1,275	\$1,294		\$1,333	\$1,353		\$1,394	\$1,415		\$1,458	\$1,480
	Sand Creek at Olive*	\$1,275	\$1,294	\$1,314		\$ -	\$1,373	\$1,394		\$1,436	\$1,458	
	Sand Creek at TH 65	\$1,275	\$1,294	\$1,314		\$ -	\$1,373	\$1,394		\$1,436	\$1,458	
Lake Level Monitoring	Crooked Lake	\$ 200	\$ 204	\$ 208	\$ 212	\$ 216	\$ 221	\$ 225	\$ 230	\$ 234	\$ 239	\$ 244
	Ham Lake	\$ 200	\$ 204	\$ 208	\$ 212	\$ 216	\$ 221	\$ 225	\$ 230	\$ 234	\$ 239	\$ 244
	Lake Netta	\$ 200	\$ 204	\$ 208	\$ 212	\$ 216	\$ 221	\$ 225	\$ 230	\$ 234	\$ 239	\$ 244
Lake Water Quality Monitoring	Crooked Lake		\$1,275	\$1,301		\$1,354	\$1,381		\$1,437	\$1,466		\$1,525
	Ham Lake	\$1,250	\$1,275		\$1,327	\$1,354		\$1,409	\$1,437		\$1,495	\$1,525
	Lake Netta	\$1,250		\$1,301	\$1,327		\$1,381	\$1,409		\$1,466	\$1,495	

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Lakes	Assess current and long-term monitoring of the District's waters for early detection opportunities	\$1,600										
	Monitor locations with a high invasion rate		\$ 200									
	Support increased research on the baseline biology of AIS, the ecological and economic impacts of invasions, and control options to improve management		\$5,000	\$5,000	\$5,000	\$5,000						
Precipitation Monitoring	ACD Office	\$ 575	\$ 598	\$ 622	\$ 647	\$ 673	\$ 700	\$ 728	\$ 757	\$ 787	\$ 818	\$ 851
	Analysis	\$ 850	\$ 867	\$ 884	\$ 902	\$ 920	\$ 938	\$ 957	\$ 976	\$ 996	\$1,016	\$1,036
	Andover Public Works	\$ 575	\$ 598	\$ 622	\$ 647	\$ 673	\$ 700	\$ 728	\$ 757	\$ 787	\$ 818	\$ 851
	Blaine Public Works	\$ 575	\$ 598	\$ 622	\$ 647	\$ 673	\$ 700	\$ 728	\$ 757	\$ 787	\$ 818	\$ 851
	Coon Rapids City Hall	\$ 575	\$ 598	\$ 622	\$ 647	\$ 673	\$ 700	\$ 728	\$ 757	\$ 787	\$ 818	\$ 851
	Coordinate weather data collection activities within the Watershed District and with cooperators											

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Precipitation Monitoring	Design, coordinate, and maintain a weather information management system that will meet land and resource management needs of the Watershed District	\$2,500	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
	Ensure that the location of weather stations meets multiple-use management and/or research needs of the Watershed District	\$ 480			\$ 480				\$ 480			
	Ensure the installation, operation, and maintenance of weather stations	\$ 160	\$ 162	\$ 163	\$ 165	\$ 166	\$ 168	\$ 170	\$ 172	\$ 173	\$ 175	\$ 177
	Establish formal weather program leadership and management at the sub-watershed level.	\$3,300	\$3,350	\$4,250	\$4,313	\$4,378	\$4,444	\$4,510	\$4,578	\$4,647	\$4,716	\$4,787
	Evaluate and interpret data	\$ 850	\$ 863	\$1,095	\$1,111	\$1,128	\$1,145	\$1,162	\$1,179	\$1,197	\$1,215	\$1,233
	Hoffman Sod Farm	\$ 575	\$ 598	\$ 622	\$ 647	\$ 673	\$ 700	\$ 728	\$ 757	\$ 787	\$ 818	\$ 851
	Maintain a Watershed District Weather Data Library	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$750	\$ 750	\$ 750	\$ 750
	No. Natural Gas Substation (Bunker & Lexington)	\$ 575	\$ 598	\$ 622	\$ 647	\$ 673	\$ 700	\$ 728	\$ 757	\$ 787	\$ 818	\$ 851
	Springbrook Nature Center	\$ 575	\$ 598	\$ 622	\$ 647	\$ 673	\$ 700	\$ 728	\$ 757	\$ 787	\$ 818	\$ 851

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Reference Wetland Monitoring	Analysis	\$ 325	\$ 332	\$ 338	\$ 345	\$ 352	\$ 359	\$ 366	\$ 373	\$ 381	\$ 388	\$ 396
	Andover Ilex Wetland	\$ 560	\$ 571	\$ 583	\$ 594	\$ 606	\$ 618	\$ 631	\$ 643	\$ 656	\$ 669	\$ 683
	Bannochie	\$ 560	\$ 571	\$ 583	\$ 594	\$ 606	\$ 618	\$ 631	\$ 643	\$ 656	\$ 669	\$ 683
	Bunker Wetland	\$ 560	\$ 571	\$ 583	\$ 594	\$ 606	\$ 618	\$ 631	\$ 643	\$ 656	\$ 669	\$ 683
	Camp Three Road	\$ 560	\$ 571	\$ 583	\$ 594	\$ 606	\$ 618	\$ 631	\$ 643	\$ 656	\$ 669	\$ 683
	Pioneer Park	\$ 560	\$ 571	\$ 583	\$ 594	\$ 606	\$ 618	\$ 631	\$ 643	\$ 656	\$ 669	\$ 683
	Sannerud Wetland	\$ 560	\$ 571	\$ 583	\$ 594	\$ 606	\$ 618	\$ 631	\$ 643	\$ 656	\$ 669	\$ 683
Reference Wetland Monitoring - Vegetation Transects	Bunker Wetland	\$ 380	\$ 388	\$ 395	\$ 403	\$ 411	\$ 420	\$ 428	\$ 437	\$ 445	\$ 454	\$ 463
	Sannerud Wetland	\$ 380	\$ 388	\$ 395	\$ 403	\$ 411	\$ 420	\$ 428	\$ 437	\$ 445	\$ 454	\$ 463
Riparian Lands	Monitor the implementation and effectiveness of management and protection of riparian areas								\$2,700	\$2,727	\$2,754	\$2,782

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Soils Study	Assess, analyze, and monitor the soil resource to detect changes in soil properties resulting from implementation of land management plans. Determine how changes in soil properties will affect desired soil conditions and objectives related to ecosystem function.								\$11,200			
Stream – E coli Monitoring - Grab Samples	Coon Creek at 131st	\$ 420	\$ 428	\$ 437	\$ 446	\$ 455	\$ 464	\$ 473	\$ 482	\$ 492	\$ 502	\$ 512
	Coon Creek at Coon Hollow	\$ 420	\$ 428	\$ 437	\$ 446	\$ 455	\$ 464	\$ 473	\$ 482	\$ 492	\$ 502	\$ 512
	Coon Creek at Lexington	\$ 420	\$ 428	\$ 437	\$ 446	\$ 455	\$ 464	\$ 473	\$ 482	\$ 492	\$ 502	\$ 512
	Coon Creek at Lions Park	\$ 420	\$ 428	\$ 437	\$ 446	\$ 455	\$ 464	\$ 473	\$ 482	\$ 492	\$ 502	\$ 512
	Coon Creek at Naples	\$ 420	\$ 428	\$ 437	\$ 446	\$ 455	\$ 464	\$ 473	\$ 482	\$ 492	\$ 502	\$ 512
	Coon Creek at Shadowbrook	\$ 420	\$ 428	\$ 437	\$ 446	\$ 455	\$ 464	\$ 473	\$ 482	\$ 492	\$ 502	\$ 512
	Ditch 58 at Andover Bld	\$ 420	\$ 428	\$ 437	\$ 446	\$ 455	\$ 464	\$ 473	\$ 482	\$ 492	\$ 502	\$ 512
	Pleasure Creek at 86th St (Mississippi river)	\$ 420	\$ 428	\$ 437	\$ 446	\$ 455	\$ 464	\$ 473	\$ 482	\$ 492	\$ 502	\$ 512
	Sand Creek at Morningside Cemetery	\$ 420	\$ 428	\$ 437	\$ 446	\$ 455	\$ 464	\$ 473	\$ 482	\$ 492	\$ 502	\$ 512
	Sand Creek at Outlet of the Lakes	\$ 420	\$ 428	\$ 437	\$ 446	\$ 455	\$ 464	\$ 473	\$ 482	\$ 492	\$ 502	\$ 512

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Stream – E coli Monitoring - Grab Samples	Sand Creek at TH 65	\$ 420	\$ 428	\$ 437	\$ 446	\$ 455	\$ 464	\$ 473	\$ 482	\$ 492	\$ 502	\$ 512
	Sand Creek at Xeon	\$ 420	\$ 428	\$ 437	\$ 446	\$ 455	\$ 464	\$ 473	\$ 482	\$ 492	\$ 502	\$ 512
	Springbrook at 79th (Mississippi river)	\$ 420	\$ 428	\$ 437	\$ 446	\$ 455	\$ 464	\$ 473	\$ 482	\$ 492	\$ 502	\$ 512
Stream Hydrology Monitoring - Continuous Stage Monitoring	Coon Creek at Coon Hollow	\$ 575	\$ 584	\$ 592	\$ 601	\$ 610	\$ 619	\$ 629	\$ 638	\$ 648	\$ 657	\$ 667
	Coon Creek at Lions Park	\$ 575	\$ 584	\$ 592	\$ 601	\$ 610	\$ 619	\$ 629	\$ 638	\$ 648	\$ 657	\$ 667
	Coon Creek at Naples	\$ 575	\$ 584	\$ 592	\$ 601	\$ 610	\$ 619	\$ 629	\$ 638	\$ 648	\$ 657	\$ 667
	Ditch 58 at Andover Bld	\$ 575	\$ 584	\$ 592	\$ 601	\$ 610	\$ 619	\$ 629	\$ 638	\$ 648	\$ 657	\$ 667
	Pleasure Creek at 86th St (Mississippi river)	\$ 575	\$ 584	\$ 592	\$ 601	\$ 610	\$ 619	\$ 629	\$ 638	\$ 648	\$ 657	\$ 667
	Sand Creek at Morningside Cemetery	\$ 575	\$ 584	\$ 592	\$ 601	\$ 610	\$ 619	\$ 629	\$ 638	\$ 648	\$ 657	\$ 667
	Sand Creek at Xeon St	\$ 575	\$ 584	\$ 592	\$ 601	\$ 610	\$ 619	\$ 629	\$ 638	\$ 648	\$ 657	\$ 667
	Springbrook at 79th (Mississippi river)	\$ 575	\$ 584	\$ 592	\$ 601	\$ 610	\$ 619	\$ 629	\$ 638	\$ 648	\$ 657	\$ 667

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Stream Hydrology Monitoring - Rating Curve Development	Coon Creek at Lexington	\$1,200					\$1,300					\$1,400
	Coon Creek at Lions Park	\$1,200					\$1,300					\$1,400
	Coon Creek at Naples	\$1,200					\$1,300					\$1,400
	Ditch 41 at TH 65	\$1,200					\$1,300					\$1,400
	Ditch 58 at Andover Bld	\$1,200					\$1,300					\$1,400
	Ditch 59-4 at Bunker	\$1,200					\$1,300					\$1,400
	Sand Creek at Xeon	\$1,200					\$1,300					\$1,400
Stream Water Quality Monitoring - Grab Samples	Coon creek at 131st	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461	\$1,491	\$1,520	\$1,551	\$1,582	\$1,613	\$1,646
	Coon Creek at Coon Hollow	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461	\$1,491	\$1,520	\$1,551	\$1,582	\$1,613	\$1,646
	Coon Creek at Lexington	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461	\$1,491	\$1,520	\$1,551	\$1,582	\$1,613	\$1,646
	Coon Creek at Lions Park	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461	\$1,491	\$1,520	\$1,551	\$1,582	\$1,613	\$1,646
	Coon Creek at Naples	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461	\$1,491	\$1,520	\$1,551	\$1,582	\$1,613	\$1,646
	Coon Creek at Shadowbrook	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461	\$1,491	\$1,520	\$1,551	\$1,582	\$1,613	\$1,646
	Ditch 58 at Andover Bld	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461	\$1,491	\$1,520	\$1,551	\$1,582	\$1,613	\$1,646

Activity	Measure	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Pleasure Creek at 86th St (Mississippi river)	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461	\$1,491	\$1,520	\$1,551	\$1,582	\$1,613	\$1,646
	Sand Creek at Morningside Cemetery	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461	\$1,491	\$1,520	\$1,551	\$1,582	\$1,613	\$1,646
	Sand Creek at Outlet of the Lakes	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461	\$1,491	\$1,520	\$1,551	\$1,582	\$1,613	\$1,646
	Sand Creek at TH 65	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461	\$1,491	\$1,520	\$1,551	\$1,582	\$1,613	\$1,646
	Sand Creek at Xeon	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461	\$1,491	\$1,520	\$1,551	\$1,582	\$1,613	\$1,646
	Springbrook at 79th (Mississippi river)	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461	\$1,491	\$1,520	\$1,551	\$1,582	\$1,613	\$1,646
Stream Water Quality Monitoring - Hydrolab Continuous Monitoring	Coon Creek at Coon Hollow	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461	\$1,491	\$1,520	\$1,551	\$1,582	\$1,613	\$1,646
	Pleasure Creek at 86th St (Mississippi river)	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461	\$1,491	\$1,520	\$1,551	\$1,582	\$1,613	\$1,646
	Springbrook at 79th (Mississippi river)	\$1,350	\$1,377	\$1,405	\$1,433	\$1,461	\$1,491	\$1,520	\$1,551	\$1,582	\$1,613	\$1,646