

# **AGENDA**

## **COON CREEK WATERSHED DISTRICT BOARD OF MANAGERS**

February 13, 2023  
5:30 PM

1. Call to Order
2. Approval of the Agenda
3. Swear-in New Manager (ABM)
4. Announcements
5. Open Mic

### **CONSENT ITEMS**

6. Approval of Minutes
7. Receive Administrator's Report
8. Advisory Committee Report
9. Approve Bills

### **POLICY ITEMS**

10. Briefing: Initial Preparation for Comprehensive Planning

### **PERMIT ITEMS**

11. 200 94<sup>th</sup> Street home
12. 2023 Street Reconstruction – Oak Bluff
13. 2023 Northgate Replacement
14. Radisson Road Blaine Townhomes
15. Taxiway Alpha Improvements

### **DISCUSSION ITEMS**

16. Anoka County Services (ABM)
17. 2023 Projects Commencing

### **INFORMATIONAL ITEMS**

### **ADJOURN**



## **COON CREEK WATERSHED DISTRICT BOARD OF MANAGERS' MEETING**

The Board of Managers of the Coon Creek Watershed District held their regular meeting on, Monday, January 23, 2023, at the Coon Creek Watershed District Office.

### **1. Call to Order**

The meeting was called to order at 5:30 PM

Board Members Present: Mary Campbell, Matthew Herbst, Dwight McCullough and Patrick Parker.

Staff Present: Justine Dauphinais, Corinne Elfelt, Jason Hilst, Tim Kelly, Michelle Ulrich

Staff Present via Zoom: Dawn Doering, Jon Janke, Abby Shea

Others: Jim Hafner, Michelle Jordan

Others via Zoom: Erin Lind

Note: The Zoom like was lost a few minutes into the meeting.

### **2. Approval of the Agenda**

Board Member Campbell moved to Approve the Agenda. Seconded by Board Member Parker. Motion carried with four yeas (Board Members Mary Campbell, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

### **3. Announcements**

Administrator Kelly introduced Jim Hafner, to be appointed to the Board Tuesday, January 24, 2023, by Anoka County Commissioners. Administrator Kelly also introduced Michelle Jordan, Area Hydrologist, Board of Water and Soil Resources.

Due to the return from a temporary absence of Board Member Parker to the Board Meetings, a motion was made by Board Member Campbell for Patrick Parker to resume as Secretary to the Board, relieving Board Member McCullough of his temporary appointment as Secretary. Seconded by McCullough. Motion carried with four yeas (Board Members Mary Campbell, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

### **4. Discussion from the Floor**

No one was present to address the Board

## **CONSENT ITEMS**

### **5. Approval of Minutes of January 9, 2023**

**6. Approve Bills to be Paid:** Claims totaling \$249,209.81 on the following disbursement list will be issued and released upon Board approval:

<b>January 23, 2023</b>	
<b>To</b>	<b>Amount</b>
Anoka County	123,807.32
Engineer Supply	1,231.00
Jacon LLC	48,280.78
Pace Analytical	218.29
Respec	9,768.75
Well Groomed Lawns	2,932.50
YTS Companies LLC	7,175.00
	<b>193,413.64</b>
<b>To</b>	<b>Amount</b>
Anoka County	2,250.00
Autumn Glen Senior Living LLC	1,447.55
CC & I Engineering Inc	15,993.35
CS McCrossan	8,850.00
Gonyea Homes Inc	1,675.73
GovOffice	960.00
Hans Hagen Homes	3,253.90
Metro-Inet	4,498.00
Metro Watershed Partners	5,000.00
MFRA Inc	2,098.70
Radisson Woods on Main LLC	8,452.69
Respec	1,170.00
Ve A Por Ello LLC	146.25
	<b>55,796.17</b>
<b>TOTAL BOTH</b>	<b>249,209.81</b>

Board Member Campbell moved to Approve the Consent Agenda. Seconded by Board Member Parker. Motion carried with four yeas (Board Members Mary Campbell, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

**POLICY ITEMS**

**7.Public Hearing: Comprehensive Plan Initial Planning Meeting**

District Administrator Kelly explained that as part of the planning process for the Comprehensive Plan that expires in August 2023, the requirements to receive, review and discuss input on the problems, issues and concerns facing comprehensive water and related resource management within the Coon Creek Watershed District through a public hearing.

Board President Herbst Opened the Public Hearing at 5:36 PM

Administrator Kelly introduced, for the record:

- a. Purpose of the meeting
  - i. To receive, review and discuss input to the Comprehensive Planning Process
  
- b. Required inputs to the Public Record
  - i. Public Notice Requirements
    1. District website since 1/4/2023
    2. Review Agencies Notice 1/4/2023
    3. Department of Transportation 1/4/2023
    4. Citizen Advisory Committee members 1/4/2023
    5. Technical Advisory Committee members 1/4/2023
    6. Official Bulletin Board

President Herbst called for Public Input (3 times).

After hearing no further discussion from the floor, President Herbst asked for a Motion to close the Public Hearing, so motioned by Board Member Parker, seconded by Board Member McCullough . Motion carried with four yeas (Mary Campbell, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

President Herbst reopened the regular meeting at 5:38 PM

Administrator Kelly reviewed the input received, to date, as outlined in the staff report along with the collaborative efforts. Mr. Kelly informed the Board that at their next meeting they would review the scoping document for the Comprehensive Plan.

## **PERMIT ITEMS- No permit Items**

## **DISCUSSION ITEMS**

### **8. Annual Aquatic Invasive Species (ASI) Update**

Staff member Justine Dauphinais presented highlighting that for 2022-23, although there are 16 high priority aquatic invasive species that pose a risk to District waters, 10 of which have already been documented within the District, no additional AIS have been added to the list.

Board Member McCullough moved to Receive the Annual Aquatic Invasive Species Report seconded by Board Member Campbell. Motion carried with four yeas (Mary Campbell, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

### **9. Ditch 59 Inspection Report**

Staff Operations and Maintenance Inspector, Jason Hilst, presented the Ditch 59 (aka Deer Creek) condition report. Staff Member Hilst noted that Ditch 59 is an open channel 20.85 miles in length located in Blaine and Ham Lake and has a drainage area of 10.1 square miles. Ditch 59 also includes 23 public lateral ditches.

The ditch was found to be in fair to good condition, with 9 sites of immediate concern largely due to organic dumping and obstructed culverts.

The Board inquired about the steps taken by staff to educate citizens and the follow-up. Administrator Kelly informed the Board of, depending upon the severity of the case, how citizens are provided written handouts regarding the issue, a letter explaining the issue, etc. Kelly stated all staff are watching for various issues, such as organic dumping, when they are out in the field for follow-up.

Board Member Campbell moved to Receive the Ditch 59 Inspection Report seconded by Board Member Parker. Motion carried with four yeas (Mary Campbell, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

### **INFORMATIONAL ITEMS**

#### **10. Municipal Separate Storm Sewer System (MS4) Annual Reporting**

Administrator Kelly informed the Board that reporting on the MS4 has been suspended for one year.

#### **11. Waters of the United States (WOTUS) Update**

Administrator Kelly noted for the Board that this topic fluctuates with the political tide, and currently isolated wetlands are, again, considered WOTUS.

### **ADJOURN**

Board Member Parker moved to Adjourn at 6:08 PM seconded by Board Member Campbell. Motion carried with four yeas (Mary Campbell, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

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President, Matthew Herbst

**COON CREEK WATERSHED DISTRICT  
Request for Board Action**

**MEETING DATE:** February 13, 2023  
**AGENDA NUMBER:** 7  
**ITEM:** Administrator’s Situation Report

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**AGENDA:** Consent

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**REQUESTED ACTION:**

Receive report

**ADMINISTRATOR’S EVALUATION**

**Condition of the Watershed**

The watershed finished 2022 17% below average. remains dry, and at minimum flows. 2022 ended 17% below for year. So far, the water content of the snow equals 2 inches, equivalent to a 1 year event.

**Organizational Assessment**

The District possesses the required resources and is trained to undertake the full mission for which it is organized and designed.

**Upcoming Board Considerations**

- February 13: Approval of the JOE, Plan Scope & Priority Issues for agency & public review

**Staff Work Priorities**

Comp Plan Alternative approaches, Goals and Objectives  
2023 Legislative Issue Tracking  
Routine Forestry  
Pleasure Cr Discharge Monitoring Contracting  
Findings Development & Review

**MANAGEMENT SITUATION**

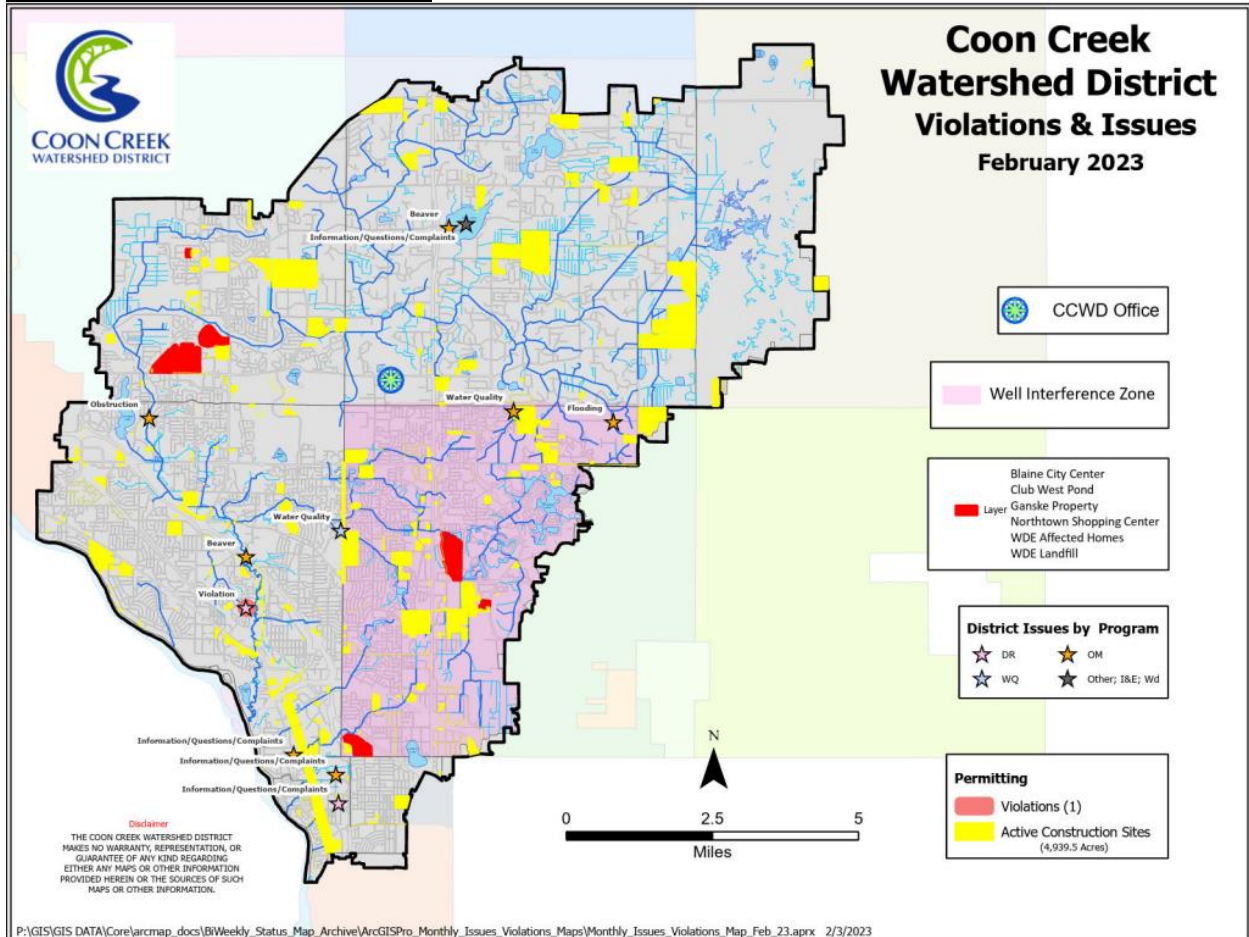
The District averaged 2.2 inches of precipitation (water equivalency) in the month of January with 12-15 of snowfall and around 0.6” of rain. That leaves the District 110% or 1.2 inches above average for the month. There is currently 12-15” of snowpack depending on where you are in the District and a snow to water equivalency between 2-3 inches.

According to the latest US Drought Monitor release (January 26th), drought conditions in Anoka County have stayed consistent for the past three weeks. 75% of the County is in moderate drought and 25% is considered abnormally dry.

The National Weather Service (NWS) is predicting average precipitation for the next 30-60-90 day period, which would leave hydrologic conditions resilient to flooding come springtime.

Thaw rates and precipitation will be the critical factor for springtime flooding to occur. NWS is currently predicting little to no precipitation in the next 7 days.

**Problems, Issues and Concerns**



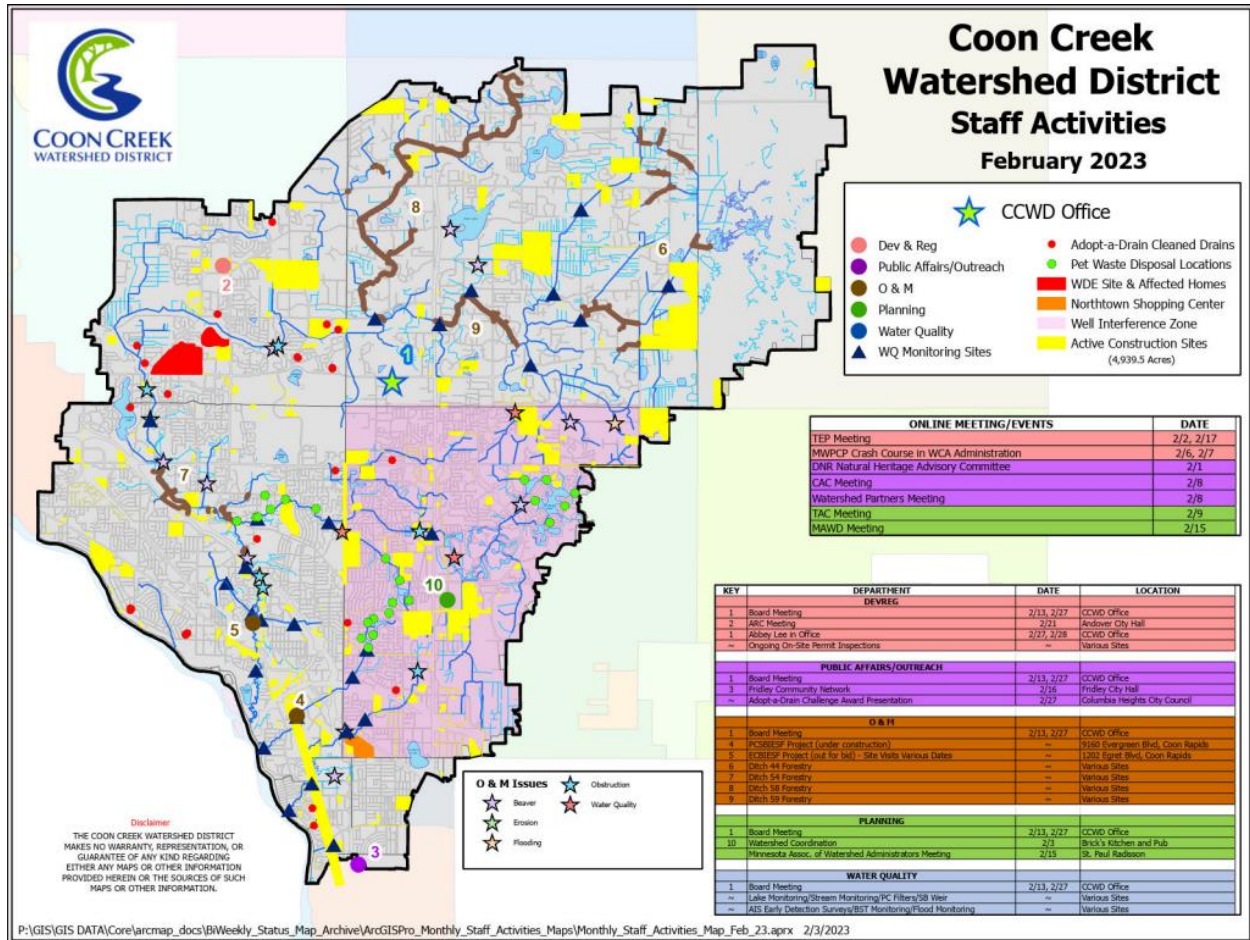
Sunrise WMO: Sunrise Watershed Management Organization, our neighbor to the northeast is having organizational problems. The City of Ham Lake has indicated that it isn’t willing to pay to be a member. The reason given had to do with past cost allocation between members for the \$2,500 annual administrative cost. Either BWSR or the Anoka Conservation District are coordinating a meeting of stakeholder and potentially affected units of government.

Anoka County: Anoka County has informed the District that it no longer wishes to provide financial and HR support services to the District. Staff is assessing the situation, meeting with key county staff, and researching options to begin to transfer services.

Anoka County has also contacted the cities within the watershed asking for nominees for 2 Board of Manager seats (Those currently held by Herbst and Hafner).



# EXECUTION



## February Priorities

O&M	Planning	PGA	WQ	Development
2022 Routine Forestry	Comprehensive Plan -Priority issues	Comp Plan chapter reviews/ input	CWF final grant reporting: CCPSR	Findings Development & Review
Habitat Connectivity/Fish Passage Study	Ditch 37 – Subwatershed Assessment	Articles for Mar-April -May - Andover, Blaine, Coon Rapids, Fridley	Pleasure Cr Discharge Monitoring Contracting	MS4 Front implementation
Ditch 17 Private Ditch Inspections	Succession Planning	E-Newsletter - 2022 CCWD successes	CWF final grant reporting: Aurelia Park Pond	Comp Plan JOE, Scope & Priority Issues
MS4 Front Asset Inventory Module		Partner of Year Award presentation - Stalberger	CWF annual grant reporting: EC BIESF	

## **MANAGEMENT DISPOSITION**

### **Financial Position:**

January started with an operational fund balance of approximately \$2,062,858.05. 1.9% of those funds are restricted, leaving a working fund balance of \$2,022,108.05. Change in net cash position was +\$1,292,160.08. Balance of the escrow trust fund is \$2,059,936.12. Twelve months into the fiscal year, the budget variance is +\$433,604 (11%) more than planned and at the maximum acceptable variance. We were awarded 2 grant payments for Epiphany Creek IESF and WBIF retrofits.

**Equipment:** The District has sufficient operational/serviceable equipment and supplies are currently on hand and available to the District to pursue its responsibilities. The status of the existing/available equipment may cause isolated decreases in flexibility in methods for mission accomplishment but will not increase the vulnerability of the public or resource.

In February two vehicles will have emergency lights installed for employee and vehicle safety. Vehicles are scheduled to have updated logos installed.

### **Staffing:**

- **Staff Availability:** District should be at 94% staffing in February
- **Personnel:**
  - **Vacancies**
    - **Planner:**
      - Position Description being developed
      - Plan is to post position in March
  - **Annual Dates & Performance Reviews**
    - Tim Kelly – 33 years
    - Tyler Thompson – 1 year
  - **Succession**
    - Initial evaluations for succession planning has started
- **Training:** District possesses the required resources and is trained to undertake most of its mission for which it is organized or designed.
- **FTO & LOA:** One employee is taking FTO.
- **Health:** Generally, employees are healthy. Employees with small and school age children have struggled with sickness and day care issues but have remained involved and productive.
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**COON CREEK WATERSHED DISTRICT**  
**Request for Board Action**

**MEETING DATE:** December 12, 2022  
**AGENDA NUMBER:** 8  
**ITEM:** Advisory Committees Report

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**AGENDA:** Policy Discussion Information

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**ACTION REQUESTED** Receive Report

**BACKGROUND**

The Citizen Advisory Committee (CAC) met virtually on January 11<sup>th</sup>. The Technical Advisory Committee (TAC) January meeting was canceled. Meetings are recorded. Recordings available upon request.

- The next CAC meeting scheduled: February 8<sup>th</sup> at 4:30pm by Zoom.
- The next TAC meeting scheduled: February 9<sup>th</sup> at 8:30am by Zoom.

**ISSUES/CONCERNS**

**Citizen Advisory Committee (CAC)**

All members were present except for Mr. MacPherson and Board Member McCullough.

Agenda items presented and discussed:

1. Notice of Initial Planning Meeting for the CCWD Comprehensive Plan Update: Members requested to receive the information presented to the Board at this meeting, as they are interested in their contributions to the plan update process thus far.
2. Review of District and Citizen Advisory Committee Roles and Responsibilities: Engagement Specialist Shea shared a presentation to the group and answered a few questions for CAC members. Members decided to take turns attending Board meetings and reporting back to the CAC each month.

**RECOMMENDATION**

Receive Report



**COON CREEK WATERSHED DISTRICT  
Request for Board Action**

**MEETING DATE:** February 13, 2023  
**AGENDA NUMBER:** 9  
**ITEM:** Bills to Be Paid

**FISCAL IMPACT:** Budgeted  
**POLICY IMPACT:** Policy

**REQUEST**  
 Approve bills

**BACKGROUND**

Claims totaling \$536,185.86 on the following disbursement(s) list will be issued and released upon Board approval.

February 13, 2022	
To	Amount
Anoka Conservation District	500.00
Emmons & Olivier Resources Inc	15,733.75
US Geological Survey	4,135.50
	<b>20,369.25</b>
To	Amount
A1 Floor & Carpet Care	1,056.25
Centerpoint Energy	688.63
City of Coon Rapids	10,050.00
Connexus Energy	214.44
Lashinski Septic Service	355.40
Loffler	104.95
Metro Inet	4,498.00
Michelle Ulrich PA	4,079.25
North Pine Aggregate Inc	475,304.14
Poop 911	731.40
Prowire	319.85
Respec	9,988.75
SHI Int'l	483.00
US Bank	5,166.80
Well Groomed Lawns	2,737.00
Xcel Energy	38.75
	<b>515,816.61</b>
<b>TOTAL BOTH</b>	<b>536,185.86</b>

Item 9: Bills to be Paid Page 2 of 2

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Vendor #	Peid	Div	CheckID	RefDt	Ref	Desc	DistAmt	GIKey	GIObj	JlGr	JlKey	JlObj	Units	UnitPrice	Recv Addr Cd	DutyCd	Payment Fiscal Year
VENDOR																	
129025		CCWD	CC	02/01/2023	1022CCWD	FEB 2023 CLEANING SERVICE	1,056.25	8699560112	61105				1	1,056.25	RD	GEN	CHK 2023
152002		CCWD	CC	01/19/2023	10982621-0123	ACCT 10982621-4 CCWD	688.63	8699560112	62225				1	688.63	RD	GEN	CHK 2023
130864		CCWD	CC	02/13/2023	PAN 22-036	ESCROW REF-CR STREET RECON 22-2	10,050.00	8699560112	25412				1	10,050.00	RD	GEN	CHK 2023
131028		CCWD	CC	01/25/2023	253758-0123	ACCT 828846-253758 CCWD	214.44	8699560112	62226				1	214.44	RD	GEN	CHK 2023
248261		CCWD	CC	01/25/2023	29721	SVC CALL PUMP CONTROL AND FLOAT	355.40	8699560112	61250				1	355.40	RD	GEN	CHK 2023
134135		CCWD	CC	02/01/2023	4262095	ACCT CC18 CCWD JAN 2023	104.95	8699560112	61214				1	104.95	RD	GEN	CHK 2023
250487		CCWD	CC	02/01/2023	1056	MTHLY IT SERVICES FEB 23	4,498.00	8699560112	63066				1	4,498.00	RD	GEN	CHK 2023
134647		CCWD	CC	02/02/2023	JAN 2023	LEGAL-JAN 2023	4,079.25	8699560112	63453				1	4,079.25	RD	GEN	CHK 2023
135319		CCWD	CC	02/03/2023	PAY APP #1	CONTR227705055 PAY APP #1 GRANT	345,000.00	8699560112	55407		86122202	55407	1	345,000.00	RD	GEN	CHK 2023
135319		CCWD	CC	02/01/2023	PAY APP #1	CONTR227705055 PAY APP #1 MATCH	130,304.14	8699560112	63595				1	130,304.14	RD	GEN	CHK 2023
242133		CCWD	CC	02/01/2023	1029-166981	4 WEEKS CLEAN UP SERVICE FEB 23	540.60	8699560112	63595		86122201	63595	1	540.60	RD	GEN	CHK 2023
542133		CCWD	CC	02/01/2023	1029-166981	4 WEEKS CLEAN UP SERVICE FEB 23	190.80	8699560612	61549				1	190.80	RD	GEN	CHK 2023
235526		CCWD	CC	01/12/2023	60089	SO 30515 ANNL FIRE SYSTEM TESTING	319.85	8699560112	63067				1	319.85	RD	GEN	CHK 2023
RESPEC INC	21895	CCWD	CC	01/28/2023	INV-0123-114	PH01 02734-GS SERVICES	9,988.75	8699560112	61010				1	9,988.75	RD	GEN	CHK 2023
SH INTERNATIONAL	550467	CCWD	CC	01/25/2023	816402134	SO S52227813 1 HP DOCKS	483.00	8699560112	61101				1	483.00	RD	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	(42.80)	8699560112	61149				1	(42.80)	RR	GEN	CHK 5023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	951.61	8699560112	62229				1	951.61	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	549.99	8699560112	61249				1	549.99	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	42.00	8699560112	61251				1	42.00	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	39.95	8699560112	61249				1	39.95	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	222.94	8699560112	61149				1	222.94	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	103.43	8699560112	61149				1	103.43	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	261.06	8699560112	61251				1	261.06	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	80.29	8699560112	61559				1	80.29	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	494.18	8699560112	61273				1	494.18	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	69.80	8699560112	61149				1	69.80	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	104.30	8699560112	62228				1	104.30	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	171.38	8699560112	61149				1	171.38	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	261.27	8699560112	61214				1	261.27	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	1,200.00	8699560112	61559				1	1,200.00	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	42.88	8699560112	61149				1	42.88	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	70.49	8699560112	61148				1	70.49	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	47.10	8699560112	61148				1	47.10	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	48.38	8699560112	61148				1	48.38	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	71.82	8699560112	61148				1	71.82	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	32.67	8699560112	61549				1	32.67	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	28.07	8699560112	61549				1	28.07	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	84.28	8699560112	61148				1	84.28	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	197.21	8699560112	61148				1	197.21	RR	GEN	CHK 2023
US BANK	528761	CCWD	CC	01/25/2023	25-JAN-2023	ACCT 4246 0445 5571 4995 CCWD	34.50	8699560112	61149				1	34.50	RR	GEN	CHK 2023
WEL GRADOMED LAWNS INC	21895	CCWD	CC	01/30/2023	24016	CLWD PLOW JAN 2023	2,737.00	8699560112	61250				1	2,737.00	RD	GEN	CHK 2023
XCEL ENERGY	538277	CCWD	CC	01/17/2023	612420815	SI-0013979006-9 1/23	38.75	8699560112	62226				1	38.75	RD	GEN	CHK 2023
							515,816.61							515,816.61			
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VENDOR																	
ANOKA CONSERVATION DISTRICT	528749	CCWD	CC	01/23/2023	2023008	CONTRIBUTION TO EDUC GRANT RIVER VIDEOS	500.00	8699560612	61549				1	500.00	RD	GEN	CHK 5022
EMMONS & OLIVER RESOURCES INC	549839	CCWD	CC	01/20/2023	01883-0001-4	PH01 01883-0001 MFG STREET SWEEP STUDY	15,733.75	8699560512	61549				1	15,733.75	RD	GEN	CHK 5022
US GEOLOGICAL SURVEY	502239	CCWD	CC	01/12/2023	61040440	CUST 600007418 4TH QTR 2022	4,135.50	8699560512	61549				1	4,135.50	RD	GEN	CHK 5022
							20,369.25							20,369.25			

**COON CREEK WATERSHED DISTRICT**  
**Request for Board Action**

**MEETING DATE:** February 13, 2023  
**AGENDA NUMBER:** 10  
**ITEM:** Comprehensive Plan: Statement of Scope and Priorities

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**AGENDA:** Policy

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**ACTION REQUESTED**

Recognize and receive the 2024 – 2034 Comprehensive Plan Statement of Scope and Priority Problems, Issues and Concerns

**PURPOSE & SCOPE OF ITEM**

The receipt and recognition of the ‘Statement of Scope and Priorities’

- completes a phase in the planning process adopted in May, 2022 and
- fulfills an implied obligation of both the Metropolitan Water Management Act (MS 103B) and its rules (MR 8420)

The statement by itself is slightly over 100 pages and documents the systematic process used to analyze and District’s mission and the structure and function of the physical, social and economic variables that define the water management operational environment within the watershed. As part of that process the ‘statement’ documents several statutory requirements and discloses criteria and considerations used in identifying priorities and potential high value investments

**BACKGROUND**

The District is required to develop and maintain a Comprehensive Watershed Management Plan (MS 103B.231). The plan is to cover a period of 5 to 10 years and to serve as

- A diagnostic/long range detection exercise
- A statement of need and reasonableness (SONAR) of the exercise of its statutory powers to tax, regulate and spend public funds.
- A coordinated plan for program collaboration, coordinated investment in capital improvements and efficient regulation.

The content of the Comprehensive Plan is heavily prescribed by statute and is largely intended to serve as the single umbrella and coordinating vehicle for other statutory requirements including, but not limited to, Storm Water Pollution Prevention Plans, Plans to address water quality Total Maximum Daily Loads, Local Water Plans (and therefore, City stormwater plans and stormwater section of City Comprehensive Plan).

The Statement of Scope and Priority Issues is organized in to six parts. Each part presents the purpose of the chapter and the key outputs of the analysis.

- **Part 1: The Introduction:** Assesses the Current Circumstances, Evaluates the 2013 – 2023 Comprehensive Watershed Management Plan, Reviews and Considers the Input Received During Initial Planning Process, and frames the management problem and evaluates the concerns.
  - **Part 2: Analysis Of The District’s Mission:** Reviews the legislative mandates, methods and desired outcomes, the legislative concept of operation, and the required and implied tasks essential to the plan and approval. The section ends with a proposed revised mission statement, and statement of intent.
  - **Part 3: The Watershed and It Operational Environment:** Provides an introduction to Coon Creek Watershed and its Area of Operation, the Water Resource Management Interests of the watershed, Significant Characteristics of the Area of Operation and critical Water Resource Assets and Infrastructure.
  - **Part 4: Watershed Condition and Condition of Critical Assets:** Determines the relative state of the physical and biological characteristics and processes of the watershed that affect the hydrologic and soil functions supporting aquatic ecosystems and assesses the condition of critical Natural assets.
  - **Part 5: Effects of the Operating Environment on Watershed Management:** Evaluates how significant characteristics of the operating environment effect water management activities to determine the nature, capability and tendencies of the problems, issues and concerns. The section describes how the problems, issues and concerns can effect the public health, safety and welfare, the effects of watershed landscape on problems, issues and concerns and water management, the effects of hydrology of the watershed on the problems, issues and concerns and water management, the effects of civil considerations on water management and the collaborators, cooperators also managing water within the district.
  - **Part 6: Evaluation Of The Problems, Issues And Concerns:** Determine the capabilities and tendencies of the problems, issues and concerns in order to evaluate the risk and exposure to the public and the productive capacity of the watershed, assists managers in decision making based on a systematic assessment of the level of business risk exposure a local water management organization faces from potential failures of its water resource assets.
- Part 7: Alternative Approaches:** Generally, identifies options for how the mission and intent might be accomplished in accordance with the legislative mandates and the results of the preliminary planning review conducted by the scope and prioritization exercise.

The document is available for review at

<https://www.cooncreekwd.org/>

## **COORDINATION**

Development of the scope and identification of the priorities is the product of constant involvement and interaction of staff and monthly meetings with the Technical Advisory Committee and Citizen Advisory Committee. Drafts of each of the sections have been



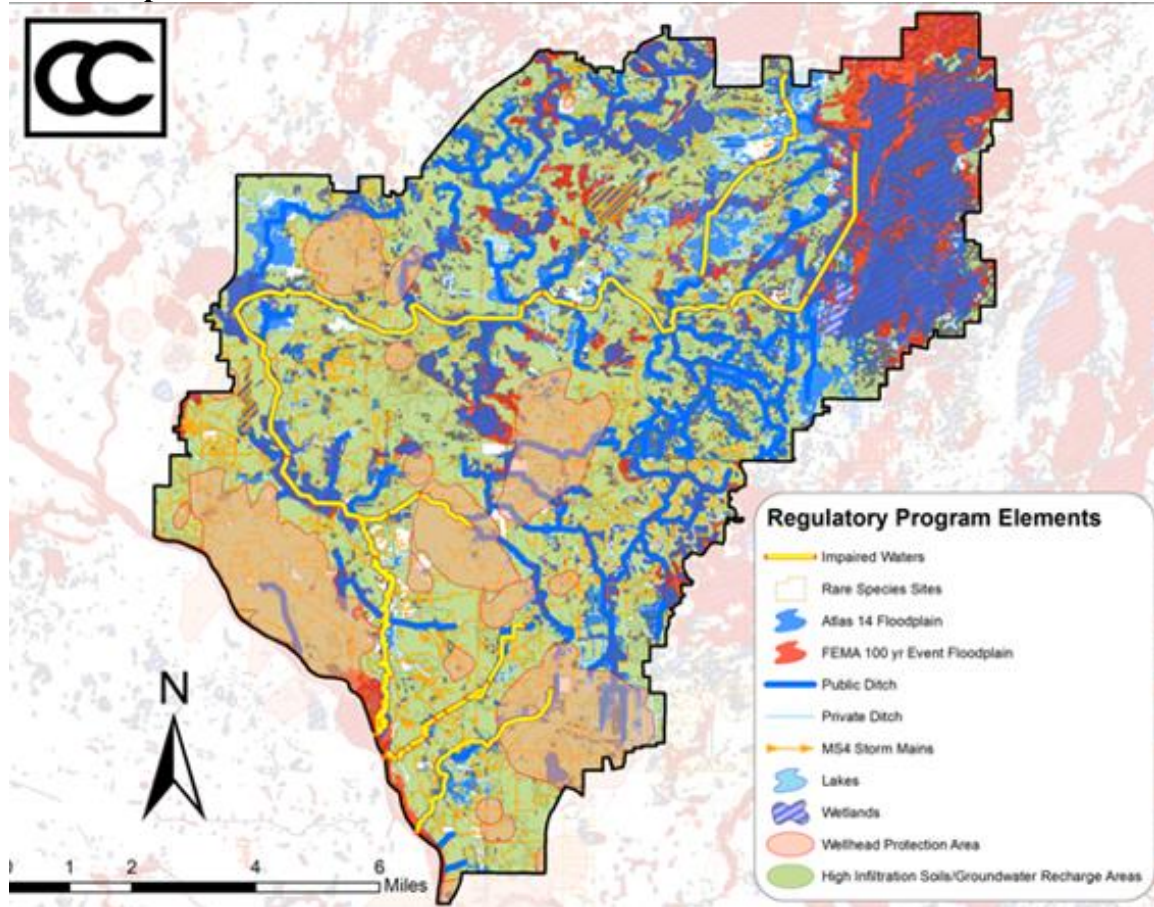
provided to members of the TAC and have served as the focus of monthly meetings since September 2022.

### FACTS

1. The document is basically required by rule (MR 8410.0045)
2. The majority of the analysis and disclosures and either statutorily required or are implied in order to accomplish a required task
3. The process has been open and responsive to public and local and state agency input

### ISSUES/CONCERNS

#### Area of Operation and Interest:



#### Mission and Scope of District Efforts:

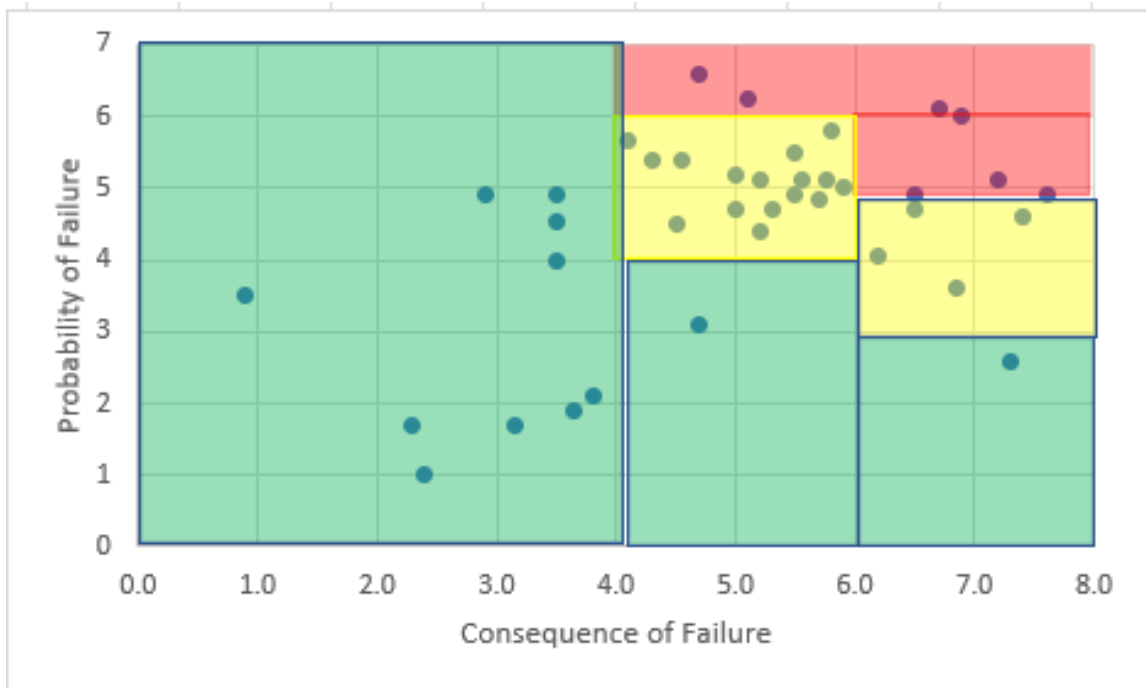
The Coon Creek Watershed will provide for the on-going beneficial use of water within the boundaries of the District to protect the public health safety and welfare and the productive capacity of the resource.

To sustain the beneficial use of water resources and protect the public interest will require:

- A multi-agency collaborative approach at the local and state levels
- Prudent but aggressive investment of public funds to maintain, improve, and restore hydrologic function.
- An agile and adaptive regulatory approach that respects and defends property rights but aggressively restrains and/or mitigates those consequences that adversely affect resource function and/or the health, safety or welfare of adjacent properties.
- Access to talented and capable staff expertise able to continually adapt, are persistent, technically current, creatively problem solve, practical, continually learn and adapt and are resilient.

We will know we have been successful when waters are no longer impaired, life and property are protected, land is used and developed in a manner that supports sustainment of the water resource and public costs reflect what is required to prevent, mitigate and sustain the healthy and safe water resource conditions.

**Priority Issues:**



**Red Zone Priorities**

Wetlands	Problem
Water Quality	Issue
Chloride	Issue
Ground water - Surface water Interactions	Concern
Drinking Water	Concern

**Yellow Zone Priorities**

Obstructions to flow	Problem
Flow velocity & rate	Problem
Ditch maintenance	Problem
Suspended Solids	Problem
Flooding	Problem
Altered Hydrology	Issue
Threatened and Endangered Species	Issue
Stage and discharge	Issue
Aquatic Life	Issue
Dissolved Oxygen	Issue
Fisheries	Issue
Phosphorus	Issue
E. coli	Issue
Groundwater	Concern
Water Supply	Concern

**Priority Risks to Health and Safety**

Domain	Risk	Problem Type
Water Quality	<b>Chloride</b>	Issue
Water Quality	<b>Water Quality</b>	Issue
Groundwater	<b>Drinking Water</b>	Concern
Groundwater	<b>Groundwater</b>	Concern
Groundwater	<b>Water Supply</b>	Concern
Water Quality	<b>Altered Hydrology</b>	Issue
Wetlands	<b>Wetlands</b>	Problem
Water Quality	<b>Phosphorus</b>	Issue
Water Quantity	<b>Precipitation changes (Intensity)</b>	Concern
Groundwater	<b>Ground water - Surface water Interactions</b>	Concern

**High Value Issues/Targets**

Projects or studies on these items show the greatest probable return on reducing risk, uncertainty, the probability of failure or consequence of failure of assets having direct impact on the public health, safety and welfare

Domain	High Value Targets
Groundwater	Ground water - Surface water Interactions Drinking Water – Quantify of reserves?
Public Drainage	Ditch maintenance Obstructions to flow Channel vegetation

Water Quality	Altered Hydrology Suspended Solids AIS Chloride Water Quality Assessment
Water Quantity	Ground water - Surface water Interactions Flood Prevention
Wetlands	Ground water - Surface water Interactions AIS

**IMPLICATIONS**

1. **The Area of Operation and Interest**, identify and geographic limits of the District’s authority.
2. **Mission Statement and Scope:** Internalize the District’s mission and vision from the plethora of legislation and guides our actions. It sets the foundation of Why the District exists and helps clarify our role in water management at the local level.
3. **Priorities** reflect the approaches taken and under the traditional approach are to guide actions and investments. However, as cited in the scoping and prioritization document trends and conditions indicate that the future will be characterized by increasing volatility, uncertainty, complexity and ambiguity in the physical, social and economic domains of the District’s operating environment indicating a need for the District to remain as agile and adaptive as the requirements for public disclosure and transparency will allow. It is this factor that underlies the request to receive the report vs approve the report and fix the priorities at this point in time

**PRIOR DECISIONS**

**May 2023:** Issuance of Notice of Intent (NOI) to Amend Comprehensive Plan

**July 2023:** Review of public and agency comments received in response to NOI.

**January 2024:** Initial Planning Meeting

**OPTIONS**

1. Receive Statement Of Scope And Priority Issues
2. Table Statement Of Scope And Priority Issues pending additional clarification or review
3. Direct staff to start over

**RECOMMENDATION**

1 or 2

# Coon Creek Watershed District 2024-2034 Comprehensive Plan

Scope and Priority Issues

# The District – Est. 1959

## **Roles**

- Watershed District
- Drainage Authority
- Watershed Management Organization (WMO)
- Local Governmental Unit – Wetland Conservation Act
- Municipal Separate Storm Sewer System (MS4)

## **Goals**

1. Provide beneficial uses & protect productive capacity
2. Provide forum and mechanism for assessing ditch repairs & improvements
3. Facilitate ditch repair/ maintenance for flood mitigation
4. Preserve the stock of wetlands
5. Ensure non-degradation of water quality
6. Restore impaired waters.

# Comprehensive Watershed Management Plan

- Unifying document
- Framework for
  - Common understanding for unified action
  - Anticipating future consequences of today's decision
  - Coordinating efforts with collaborators & cooperators
  - Framework for annual
    - Planning
    - Programming
    - Budgeting
    - Work



# Mandates:

Mandates

Operating Environment

Effects on Management

Problems

# Legislative Mandates

To **conserve and use** water resources in the best interests of the people, and to promote the public health, safety, and welfare (103A.201)

- Groundwater
- Public Drainage
- Water Quality
- Water Quantity
- Wetlands

**Produce beneficial uses**

**Allow for Wise Use**

**Protect the people**

**Protect the ability to keep on producing**

# *To Provide and Protect Water Resource by*

- **Funding** (Tax, Specially Assess, Fees, Grants)
- **Regulating** (to guide land use actions to operate in harmony with and synchronized with their landscape and to protect the public HSW)
- **Planning** (Comprehensively, Strategically, Programmatically, Tactically)
- **Programming** (O&M, Capital improvements, Planning, Info & Ed, Regulation, Monitoring, Restoration of waters)
- **Budgeting** (Operations, Capital Improvements & Equipment)
- **Executing** (Leadership, positioning, capital investment, protection)
- **Reporting** (Annually, as needed)

# To accomplish

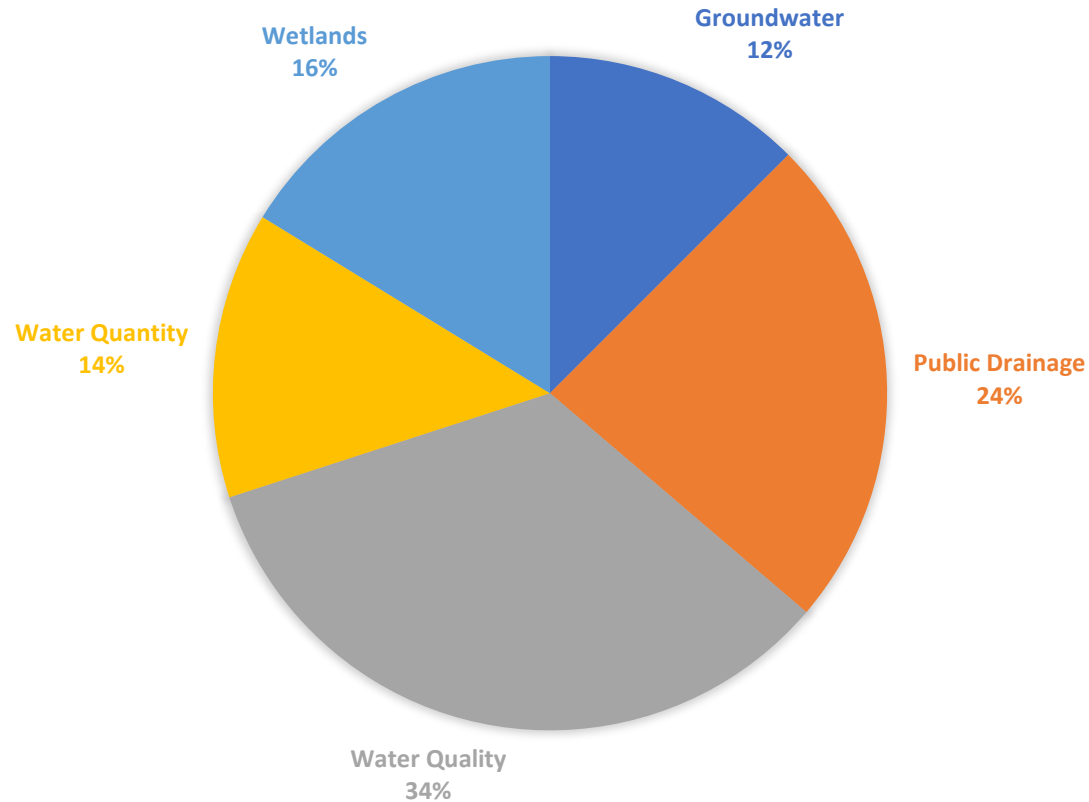
- Protect the public health, safety, and welfare (103A.211, & 103D.201)
- Provide for the ongoing use of water resources (103D.201)
- Minimize capital costs associated with repair, replacement, or restoration of property and or water resources (103B.201)

# Concept of Operation: How Its Supposed to Work



# Problems, Issues and Concerns

## COMMENTS AND REQUIREMENTS



	Aquatic Physical	Aquatic Biological	Terrestrial Physical	Terrestrial Biological	Total
Groundwater	6	0	0	0	6
Public Drainage	16	0	0	0	16
Water Quality	15	4	2	0	21
Water Quantity	5	0	0	0	5
Wetlands	4	3	0	0	7
<b>Total</b>	<b>46</b>	<b>7</b>	<b>2</b>	<b>0</b>	<b>55</b>

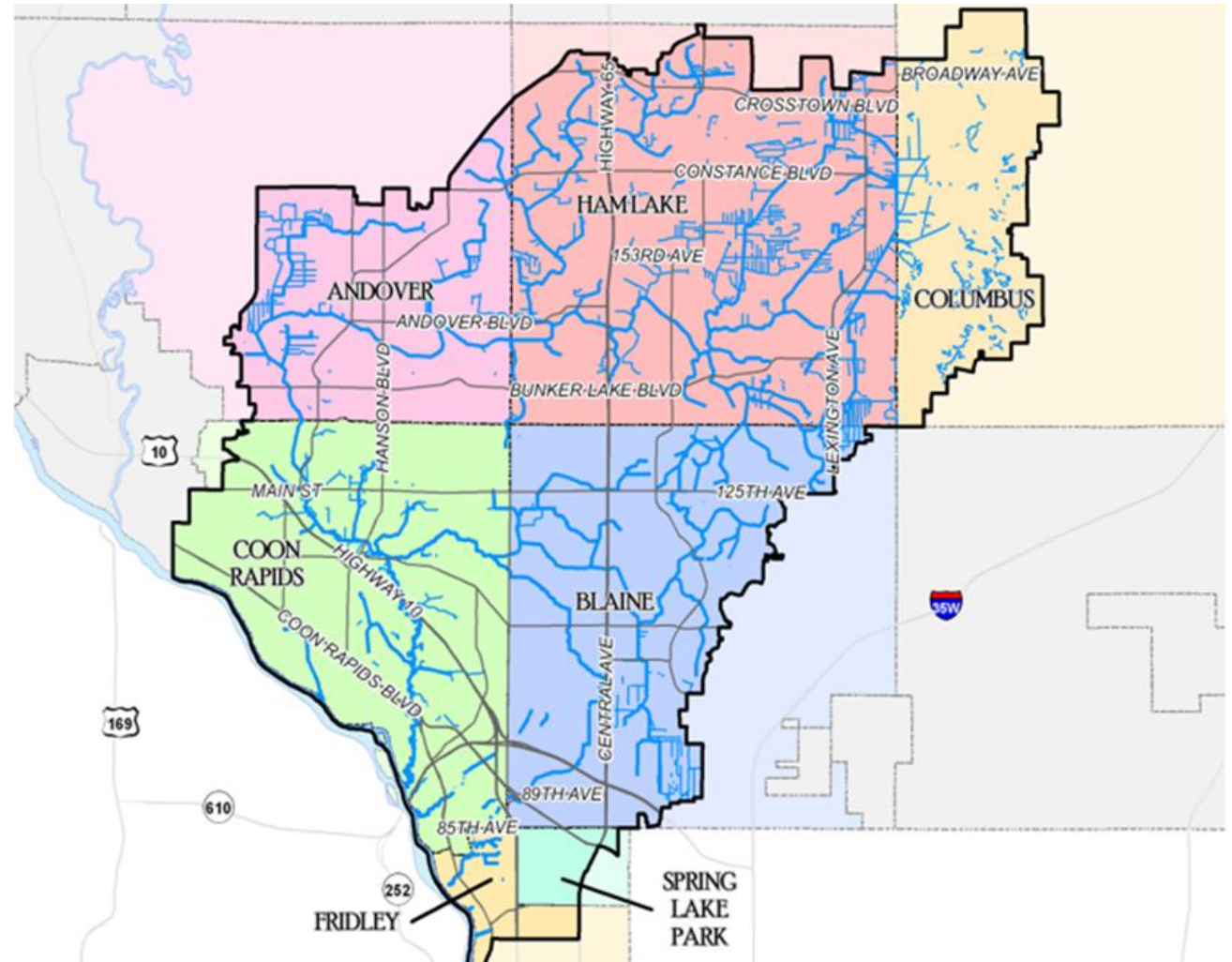
Operating Environment:  
The Cards that are Dealt

Area of Operation

Established 1959

107 square miles

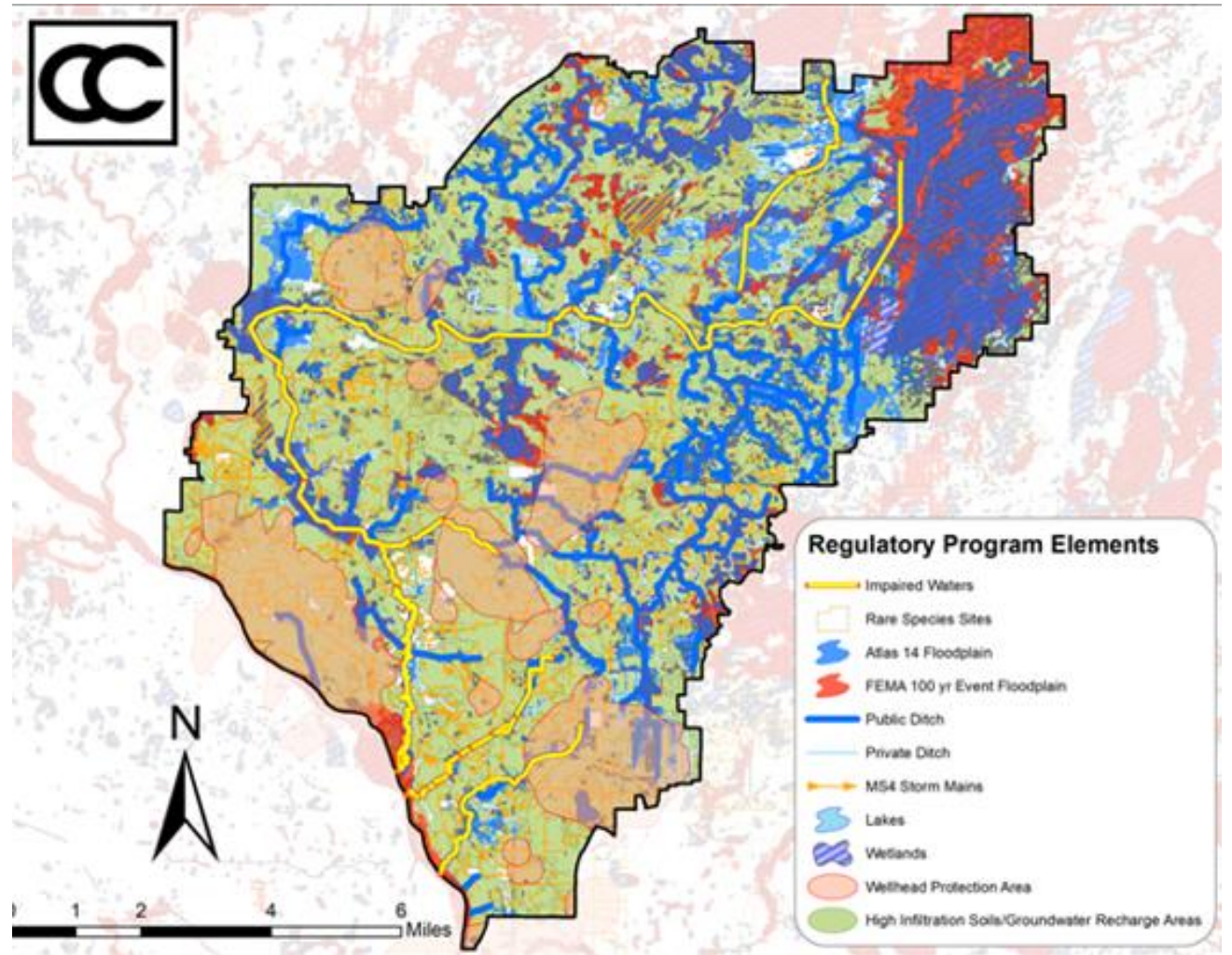
7 Cities





# District's Management Interests

- Issues & Actions Connection to
  - Groundwater
  - Public Drainage
  - Water quantity
  - Water quality
  - Wetlands
- Threats to mandates.
- Threats to public health, safety, and welfare.
- Structures and functions essential to the production of beneficial uses



# Significant Factors

## Physical

27-34 inches ppt/yr

Groundwater within 5 feet of surface over ~45% of watershed

Flat topography

7,000 acres of flood prone land

7 Lakes – really 3

15,000 acres of wetland

## Social

7 Cities

~163,000 people

Conservative, Practical, Value Oriented, Tangible Results

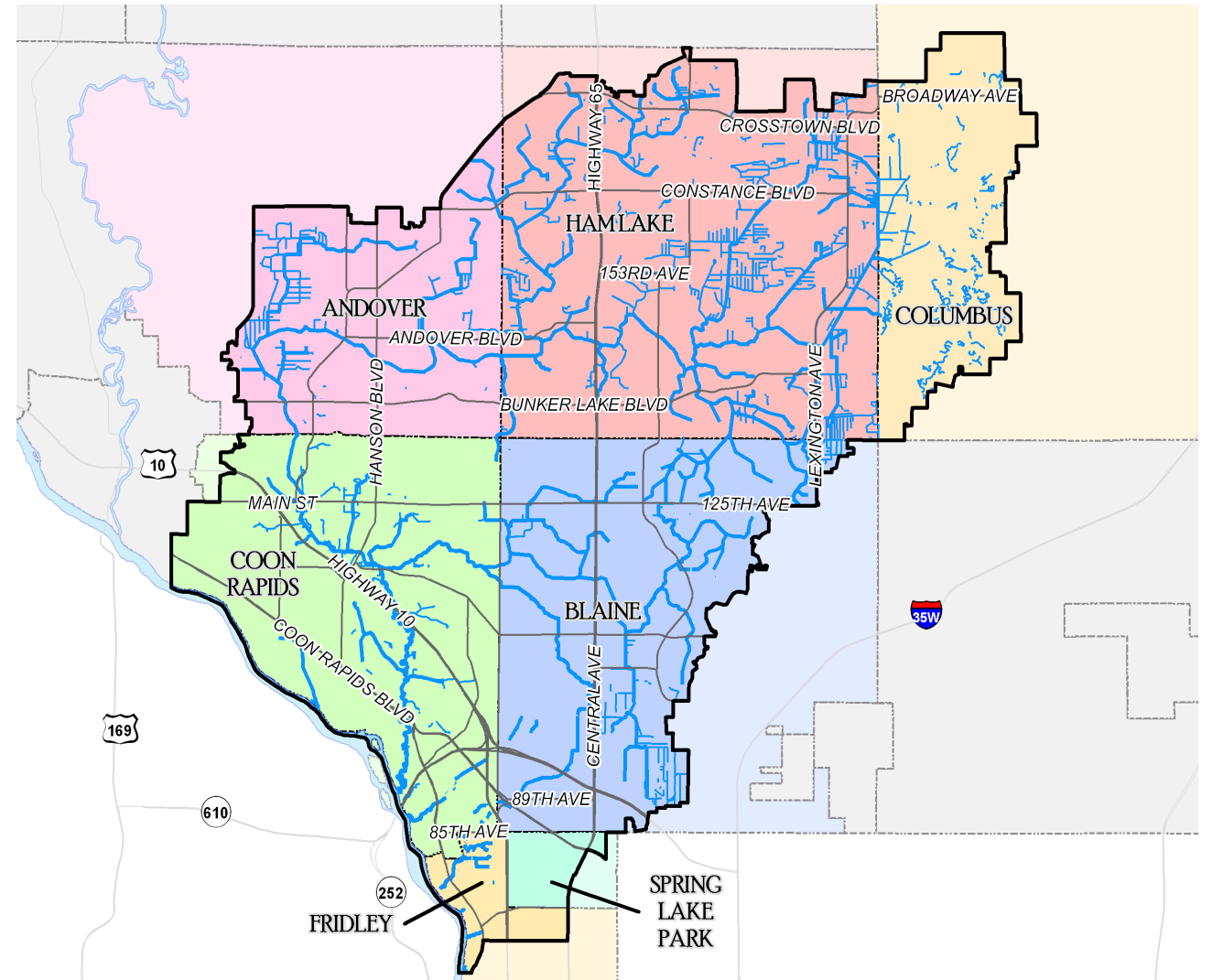
## Management

134 miles of public ditch

260 miles of storm sewer

11 impaired water

Higher value more complicated growth



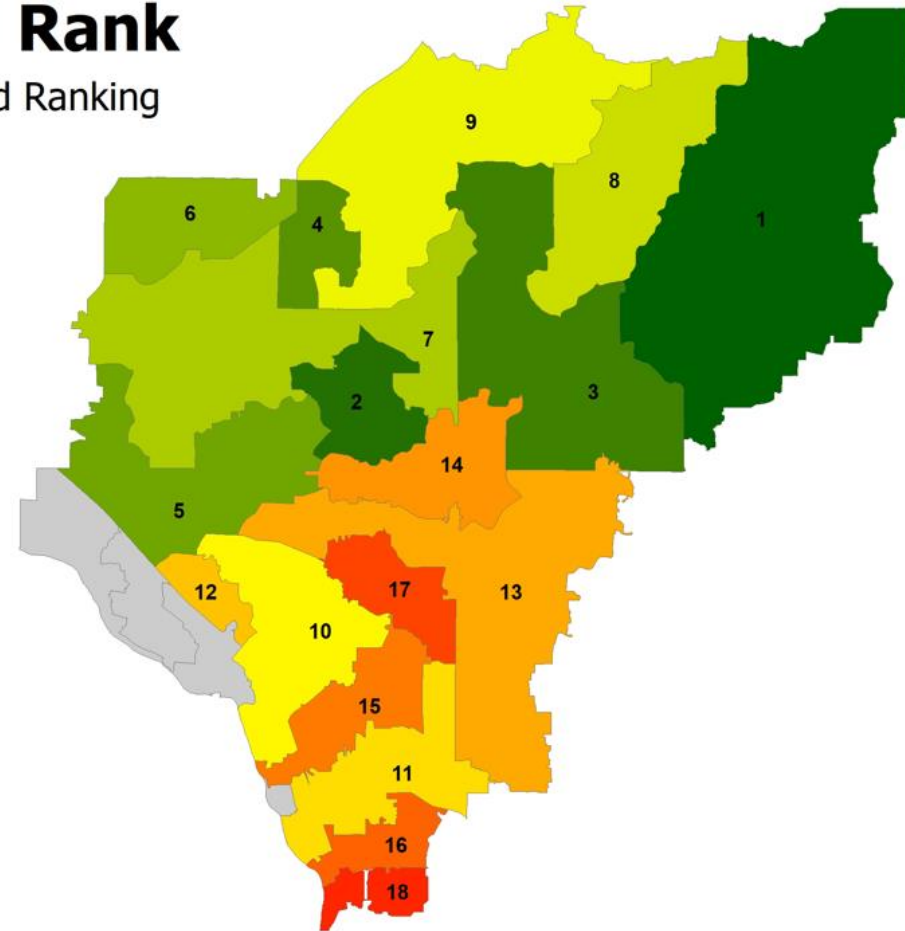
# Watershed Condition

Relative condition of subwatersheds - 2022

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## Final Rank

Standard Ranking



# Effects:

# What are the Stakes

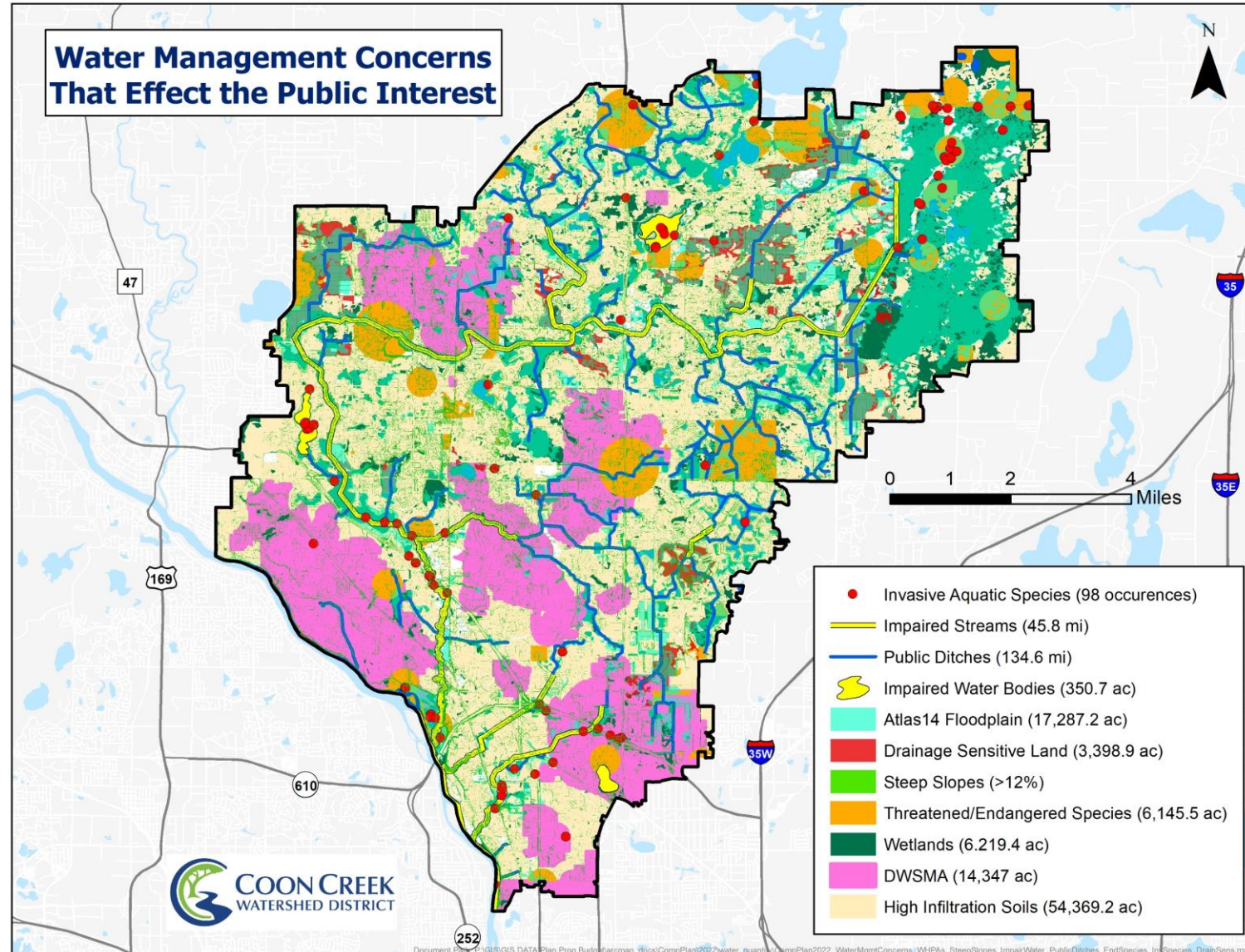
Map and table of problems, issues, and concerns

Effects of the landscape on both problems, issues and concerns and management activities

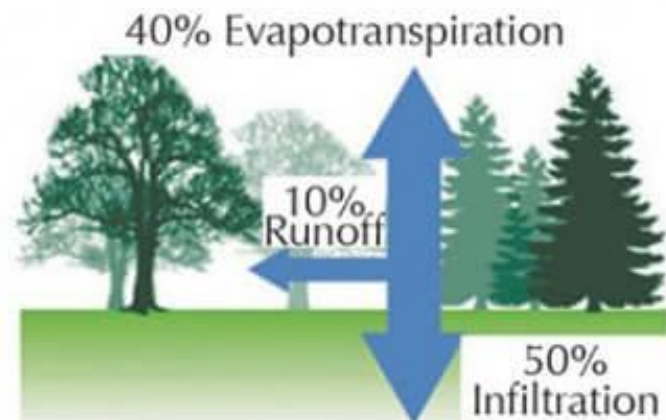
Effects of Hydrology on Problems, Issues and Concerns and Management Activities

Evaluation of Collaborators & Cooperators

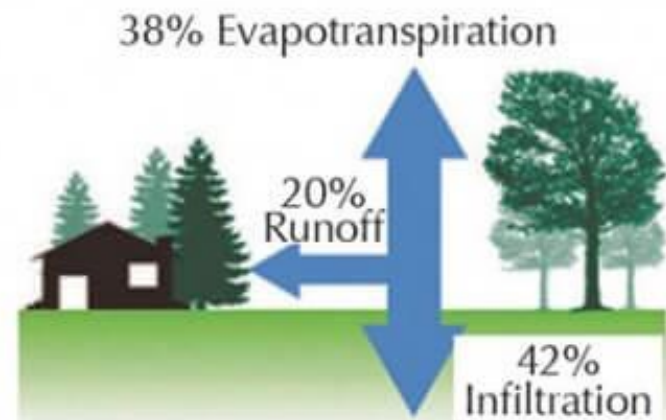
# Location & Size of Problems, Issues and Concerns



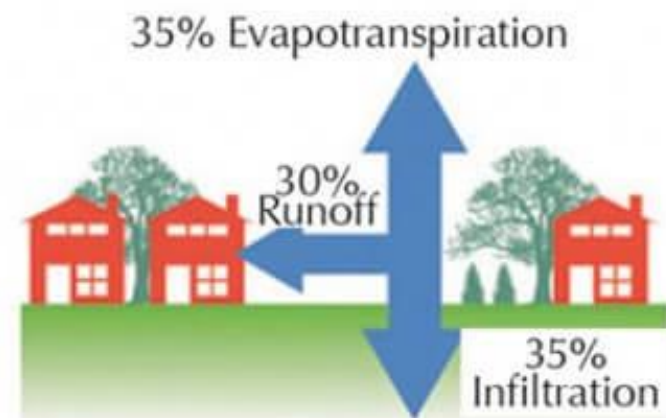
## EFFECTS OF IMPERVIOUSNESS ON RUNOFF AND INFILTRATION



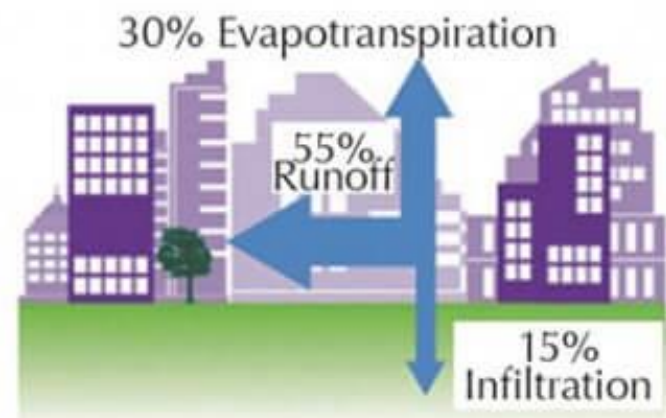
**Natural Ground Cover**  
*0% Impervious Surface*



**Low Density Residential (e.g. rural)**  
*10–20% Impervious Surface*

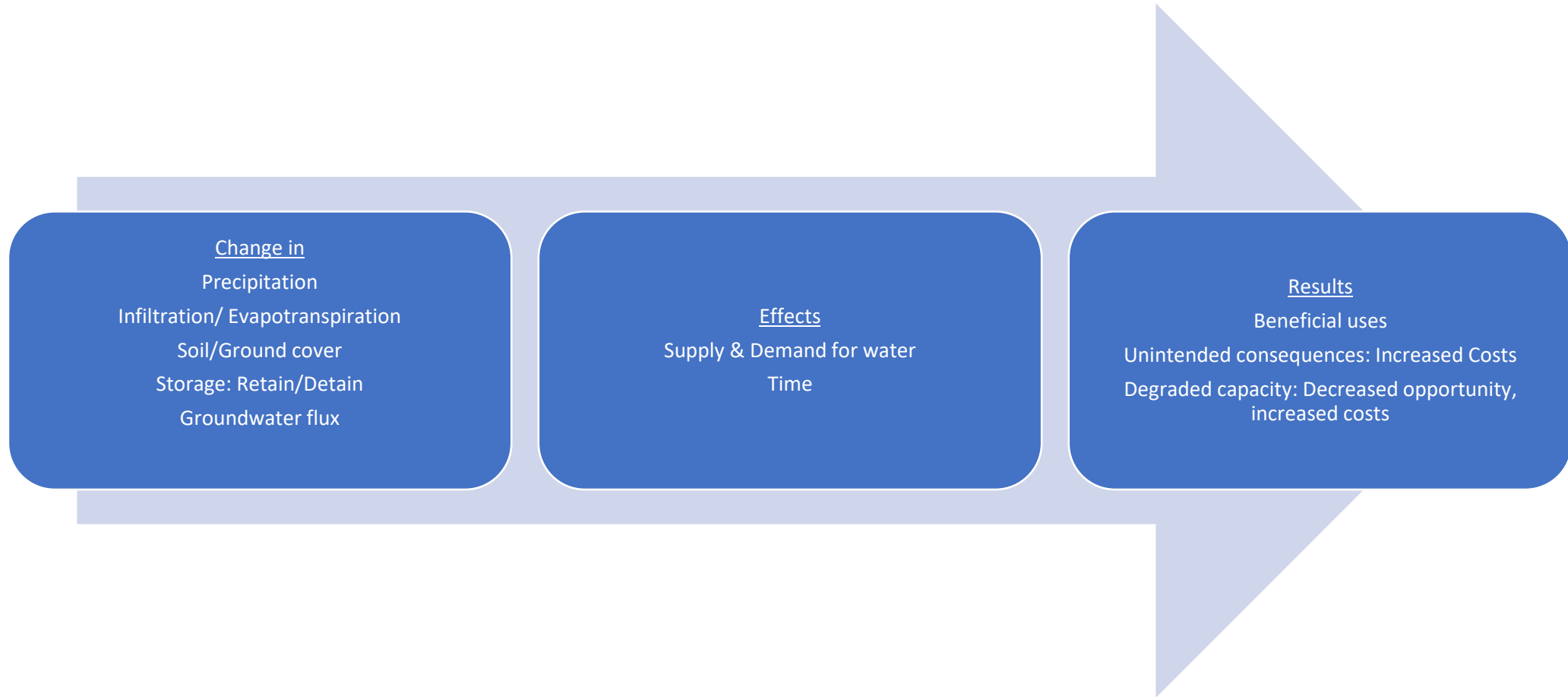


**Medium Density Residential**  
**(e.g. subdivision)**  
*30–50% Impervious Surface*



**High Density**  
**Residential / Industrial / Commercial**  
*75–100% Impervious Surface*

# Effects of the Land & Water on People & Management



# Top Ten Risks (PoF x CoF)


Domain	Feature	Problem Type	Threat
Water Quality	Chloride	Issue	
Water Quality	Water Quality	Issue	
Groundwater	Drinking Water	Concern	
Groundwater	Groundwater	Concern	
Groundwater	Water Supply	Concern	
Water Quality	Altered Hydrology	Issue	
Wetlands	Wetlands	Problem	
Water Quality	Phosphorus	Issue	
Water Quantity	Precipitation changes (Intensity)	Concern	
Groundwater	Ground water - Surface water Interactions	Concern	



# Threat Capability

<b>Domain</b>	<b>Statement</b>
Groundwater	The high conductivity and transmissivity and unknown reserves of drinking water present threats have the capability of affecting the health, safety, and welfare of all 166,716 people within the District.
Public Drainage	Threat has the capability to result in crop land whose crop damages would exceed \$422 million.
Water Quality	This threat has an extremely high potential to result in an increase in public costs for mitigation, Loss of specific beneficial uses of water, and damage to public infrastructure.
Water Quantity	This threat will damage to property, land & infrastructure due to inundation or prolonged saturation.
Wetlands	Threats are related to the direct loss of species or habitat and the indirect loss of species or habitat. Indirect impacts are the loss of landscape function and the “free’ infrastructure which is factored into the water management of the watershed.

# What it Means: Prepping for the Next Step

Problems	Issues	Concerns	
Known-Knowns Low Risk – Low Uncertainty	Known-Unknowns Low Risk – High Uncertainty High Risk – Low Uncertainty	Unknown-Unknowns High Risk – High Uncertainty	
Have answers	Have consequences	Have both - Maybe	
Response: Activities/Tactics	Response: Programs/Operations	Response: Strategy	
<u>Actions</u> <ul style="list-style-type: none"> <li>• Events</li> <li>• Improvements</li> <li>• Projects</li> <li>• Repairs</li> <li>• Restorations</li> <li>• Rehabilitations</li> <li>• Permit Reviews</li> </ul>	<u>Actions</u> <ul style="list-style-type: none"> <li>• Assessments</li> <li>• Inspections</li> <li>• Monitoring</li> <li>• Plans</li> <li>• Studies</li> </ul>	<u>Actions</u> <ul style="list-style-type: none"> <li>• Legislation</li> <li>• Rule</li> <li>• Policy</li> <li>• Standard Operating Procedure</li> <li>• Strategic Planning</li> <li>• Visioning</li> </ul>	
Focus: Content/Efficiency			Focus: Context/Effectiveness

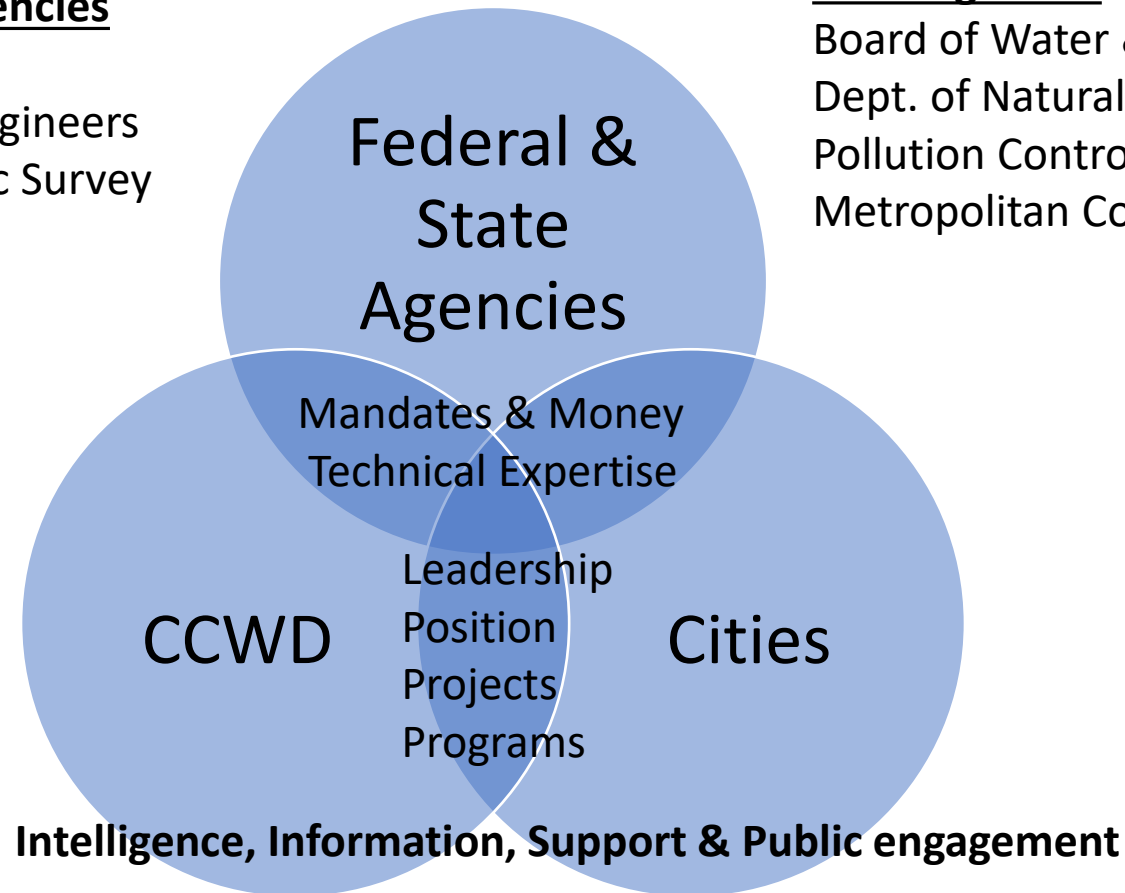
# Who else is at the table

## Federal Agencies

EPA  
Corps of Engineers  
US Geologic Survey

## State Agencies

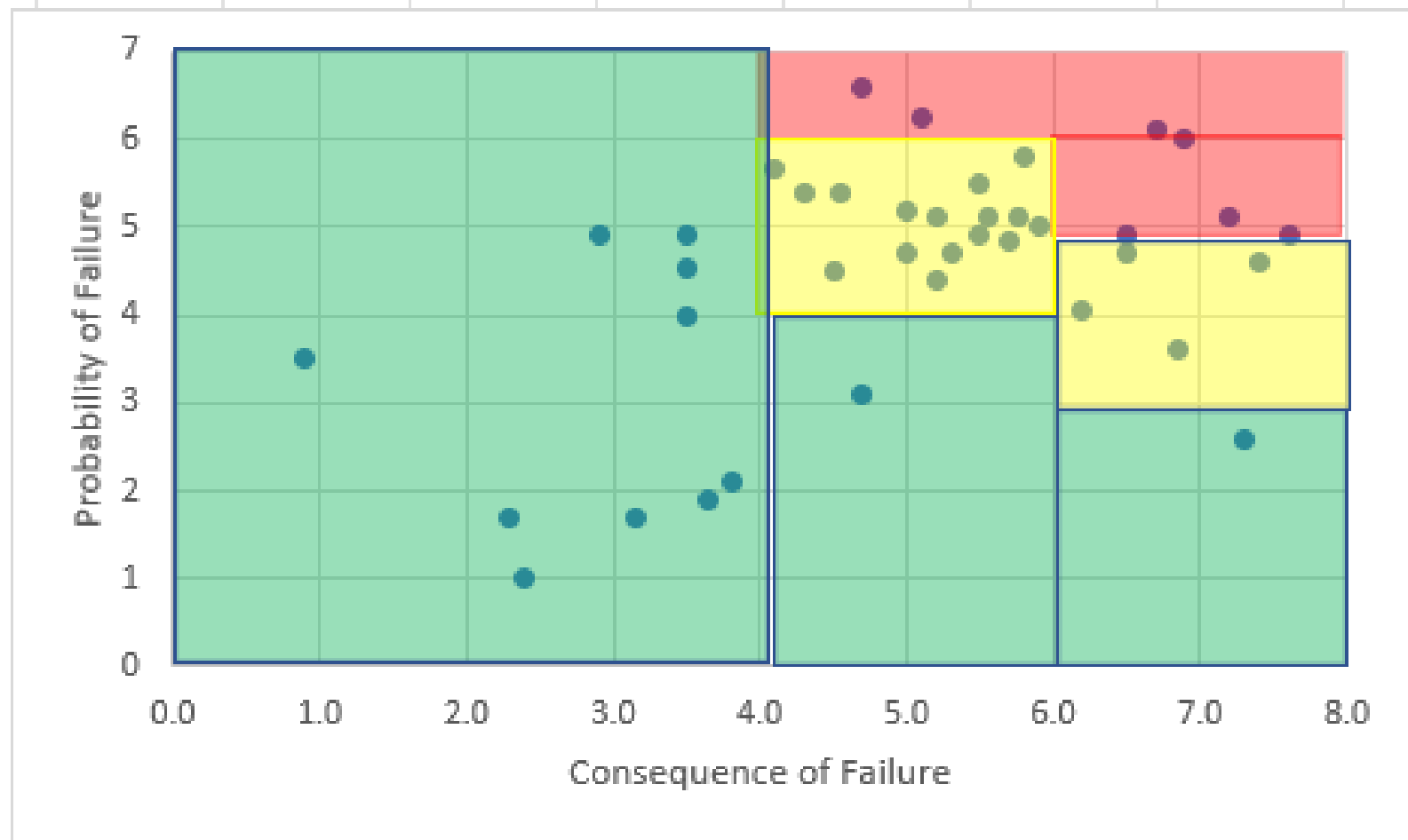
Board of Water & Soil Resources  
Dept. of Natural Resources  
Pollution Control Agency  
Metropolitan Council



# High Value Targets

Domain	High Value Targets
<b>Groundwater</b>	Ground water - Surface water Interactions Drinking Water – Quantify of reserves?
<b>Public Drainage</b>	Ditch maintenance Obstructions to flow Channel vegetation
<b>Water Quality</b>	Altered Hydrology Suspended Solids AIS Chloride Water Quality Assessment
<b>Water Quantity</b>	Ground water - Surface water Interactions
<b>Wetlands</b>	Ground water - Surface water Interactions AIS

# Problems, Issues and Concerns & Risk of Mission Achievement



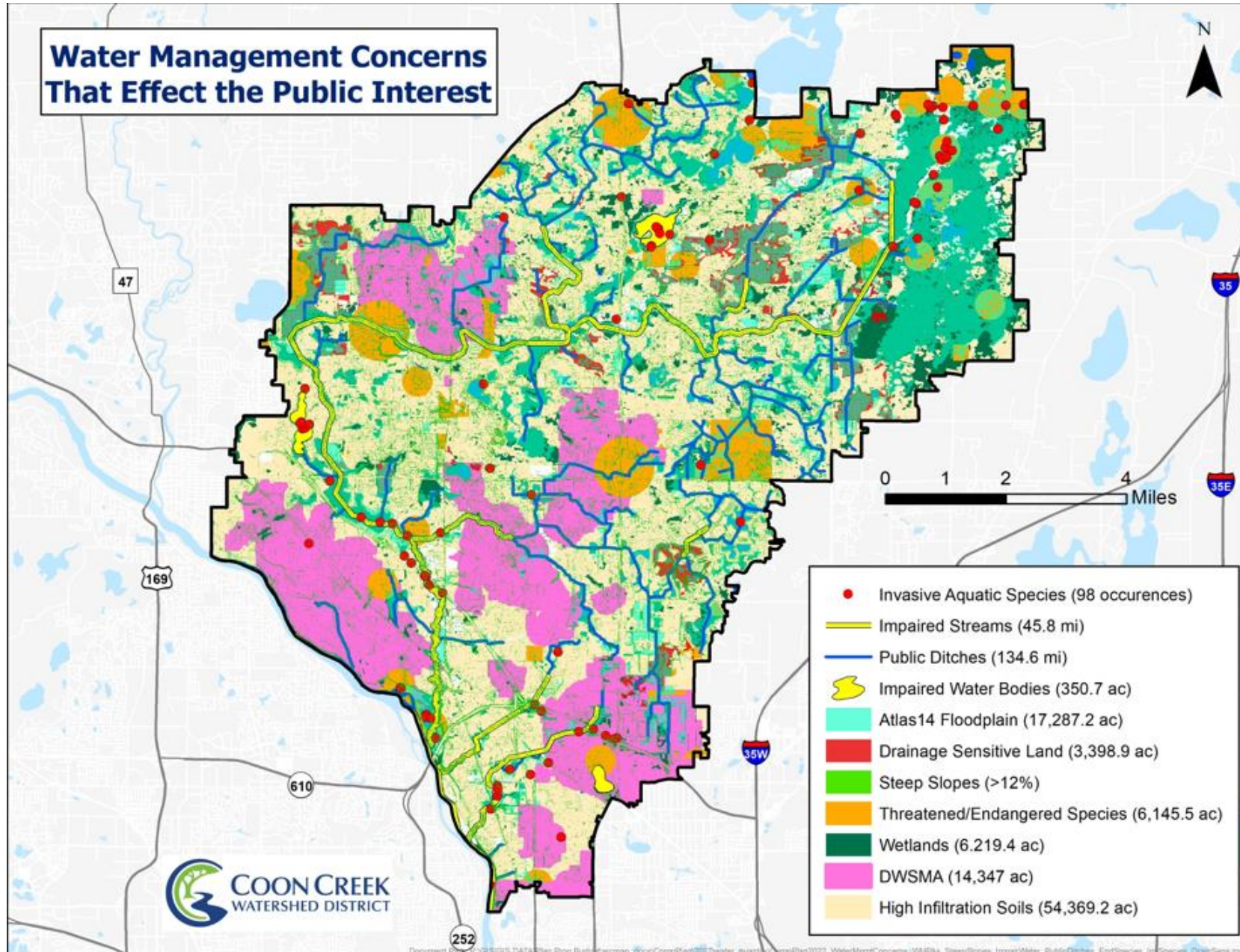
## Red Zone Priorities

Wetlands	Problem
Water Quality	Issue
Chloride	Issue
Ground water - Surface water Interactions	Concern
Drinking Water	Concern

## Yellow Zone Priorities

Obstructions to flow	Problem
Flow velocity & rate	Problem
Ditch maintenance	Problem
Suspended Solids	Problem
Flooding	Problem
Altered Hydrology	Issue
Threatened and Endangered Species	Issue
Stage and discharge	Issue
Aquatic Life	Issue
Dissolved Oxygen	Issue
Fisheries	Issue
Phosphorus	Issue
E. coli	Issue
Groundwater	Concern
Water Supply	Concern

## Water Management Concerns That Affect the Public Interest



Applicant/Landowner:

Brian Jansen  
 Attn: Brian  
 16522 Wake St. NE  
 Ham Lake, MN 55304  
 brian@bouldercontractingllc.com  
 6123692746

Contact:

Same as Applicant

Project Name: 200 94th Street Home

Project Purpose: new single-family home

Project Location: 200 94th St, Coon Rapids (See Map on Page 3)

Site Size: size of parcel - 0.6 acres; size of disturbed area - 0.25 acres; size of existing impervious – 0 acres; size of proposed impervious – ~0.06 acres.

Applicable District Rule(s): Rule 2.7, Rule 4, Rule 8

Recommendation: Approve with 2 Conditions and 0 Stipulations

**Conditions to be Met Before Permit Issuance:**Rule 2.7 – Fees and Security Escrows

1. Submittal of a performance escrow in the amount of \$2,125.00.

Rule 4.0 – Soils and Erosion Control

2. Provide an Erosion and Sediment Control Plan that includes:
  - a. A note that disturbed soils and stockpiles will be temporarily or permanently stabilized within 24 hours after construction activity in that area has temporarily or permanently ceased.
  - b. A note that all temporary erosion and sediment control practices on site will be repaired or replaced within the required timeframes as needed.
  - c. A note that sediment discharged or tracked from the project area will be cleaned from the street by the end of each day.

**Stipulations:** None

**Exhibits:**

Exhibit Type	Exhibit Author	Signature Date	Received Date
Permit Application	Applicant	12/28/2022	01/23/2023
Construction Plan	Carlson McCain	12/28/2022	01/23/2023
Revised Construction Plan	Carlson McCain	02/08/2023	02/08/2023

**Findings**

**Description:** The project proposes to construct a new single-family home along Pleasure Creek. The proposed project is new development with no existing impervious within the project area and will result in about 0.06 acres of new impervious. Most of the project area overland flows directly to Pleasure Creek.



**Fees and Escrows (Rule 2.7):** The applicant has submitted a \$760.00 application fee and deposit which corresponds with the nonrefundable application fee (\$10) and the single-family home (\$750.00) fees. The applicant will be required to submit a performance escrow in the amount of \$2,125.00. This corresponds to a base escrow of \$2,000, plus an additional \$500 per acre of disturbance (0.25 acres of disturbance proposed).

**Stormwater Management (Rule 3.0):** The proposed project does not create a cumulative total of 10,000 sf or more of new or fully reconstructed impervious surface, or 5,000 sf or more of new or fully reconstructed impervious surface for non-residential or multifamily residential within one mile of and draining to an impaired water. The proposed project is not a public linear project where the sum of the new and fully reconstructed impervious surface is equal to one or more acres. Stormwater Management standards do not apply.

**Soils and Erosion Control (Rule 4.0)**

Rule 4.0 applies to the proposed project because it includes land disturbing activities of more than 5000 square feet and is within 50 feet of and drains to a waterbody.

The proposed project drains to Pleasure Creek. The soils affected by the project include Seelyeville and Sartell, which have a soil erodibility factor of 0.15 or greater. The proposed erosion and sediment control plan includes silt fence and rock construction entrance. The Erosion and Sediment Control plan does not include notes which provide for stabilization within 24 hours, street sweeping, or a repair and maintenance schedule. The erosion control plan does not meet District Requirements.

**Wetlands (Rule 5.0)**

The proposed project does not include activities which result in the filling, draining, excavating or otherwise altering the hydrology of a wetland. Rule 5.0 does not apply.

**Floodplain (Rule 6.0)**

The proposed project does not include land disturbing activities within the floodplain as mapped and modeled by the District. Rule 6.0 does not apply.

**Drainage, Bridges, Culverts, and Utility Crossings (Rule 7.0)**

The proposed project does not include land disturbing activities which construct, improve, repair, or alter the hydraulic characteristics of a bridge profile control or culvert structure on a creek, public ditch, or major watercourse. The proposed project does not include land disturbing activities which involve a pipeline or utility crossing of a creek, public ditch, or major watercourse. The proposed project does not include land disturbing activities which construct, improve, repair or alter the hydraulic characteristics of a conveyance system that extends across two or more parcels of record not under common ownership and has a drainage area of 200 acres or greater. Rule 7.0 does not apply.

**Buffers (Rule 8.0)**

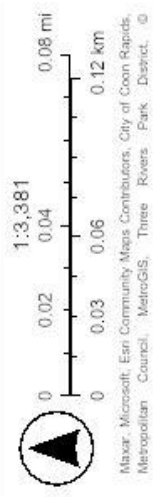
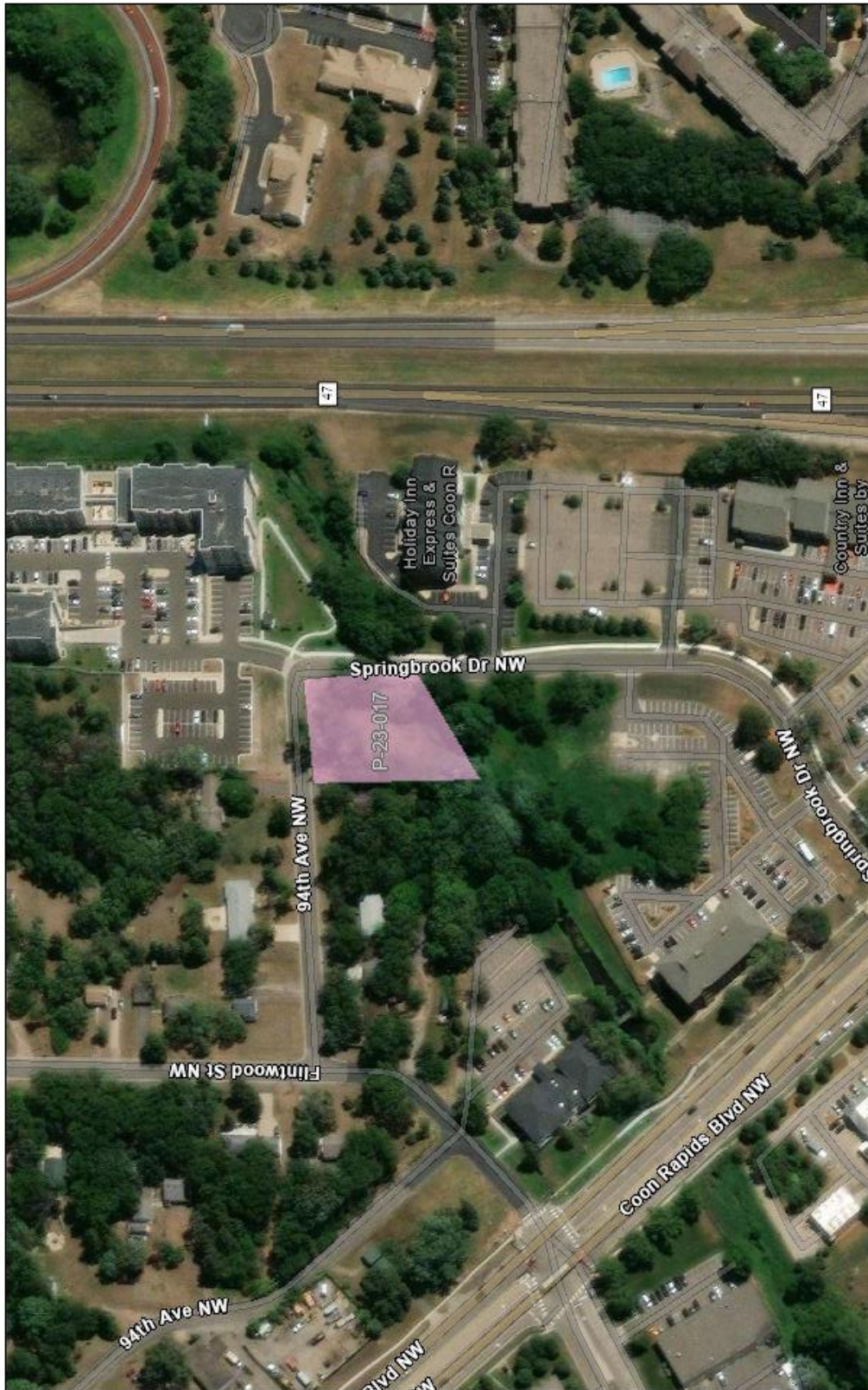
Rule 8.0 applies because it includes a land disturbing activity that requires a permit under another District Rule and is on land adjacent or directly contributing to a Public Water.

A continuous buffer is proposed on the plans. Because the resource is a Public Water, the average buffer width must be 50 ft, with a minimum width of 30ft and a maximum width of 100 ft. Total buffer area required is 8000 square feet. The total buffer area provided is 8000 square feet, which meets the requirement. Permanent monumentation at each parcel line, and every 200 ft as needed, has been proposed on the plan.

**Variations (Rule 10.2):**

The proposed project is not requesting a variance from the District rules, regulations, and policies. Rule 10.2 does not apply.

P23-017



2/7/2023



Applicant/Landowner:

City of Andover  
 Attn: Jason Law  
 1685 Crosstown Blvd NW  
 Andover, MN 55304  
 j.law@andovermn.gov  
 763-767-5130

Contact:

Same as Applicant

Project Name: 2023 Street Reconstruction - Oak Bluff (C.P. 23-02)

Project Purpose: Street reconstruction with full depth reclamation, limited sanitary sewer and water main extensions, replacement of curb and gutter.

Project Location: Oak Bluff Development, Oak Bluff Development Generally 148th Lane east of Hanson Blvd, Andover (See Map on Page 3)

Site Size: size of parcel - 3.8 acres; size of disturbed area - 1.8 acres; size of existing impervious - 2.05 acres; size of proposed impervious - 2.26 acres, size of fully reconstructed impervious – 0.25 acres.

Applicable District Rule(s): Rule 2.7, Rule 4

Recommendation: Approve with 3 Conditions and 0 Stipulations

**Conditions to be Met Before Permit Issuance:**Rule 2.7 – Fees and Security Escrows

1. Submittal of a performance escrow in the amount of \$2,900.00.

Rule 4.0 – Soils and Erosion Control

2. Provide an updated Erosion and Sediment Control Plan that includes the following:
  - a. A note that disturbed soils and stockpiles will be temporarily or permanently stabilized within 24 hours after construction activity in that area has temporarily or permanently ceased.
  - b. A note clarifying if dewatering will take place and details on dewatering practices, if applicable.
  - c. The name and contact information responsible for SWPPP implementation and repair and maintenance of erosion and sediment control measures during construction.
  - d. A project construction schedule detailing the general timing of construction phases as they relate to temporary and permanent erosion and sediment control measures.
  - e. A note that provides for the repair and maintenance of all temporary and permanent erosion and sediment control practices.
3. Provide verification that the applicant has applied for an NPDES permit from the MPCA.

**Stipulations:** None

**Exhibits:**

Exhibit Type	Exhibit Author	Signature Date	Received Date
Project Narrative	City of Andover	01/24/2023	01/24/2023
Construction Plans	City of Andover	02/07/2023	01/24/2023

## Findings

**Description:** The project proposes street reconstruction and reclamation, with limited sanitary sewer and water main extensions, replacement of bituminous curb with concrete curb and gutter. The project parcel is 3.8 acres with 2.05 acres of existing impervious and 0.46 acres of new and fully reconstructed impervious. The general drainage path is south toward Coon Creek.

**Fees and Escrows (Rule 2.7):** The applicant is a government agency and is therefore exempt from an application fee or a review and inspection fee deposit. The applicant will be required to submit a performance escrow in the amount of \$2,900.00. This corresponds to a base escrow of \$2,000, plus an additional \$500 per acre of disturbance (1.8 acres of disturbance proposed).

### **Stormwater Management (Rule 3.0):**

The proposed project is a public linear project where the sum of the new and fully reconstructed impervious surface is not equal to one or more acres. Stormwater Management standards do not apply.

### **Soils and Erosion Control (Rule 4.0)**

Rule 4.0 applies to the proposed project because it includes land disturbing activities of 1 acre or more.

The proposed project drains toward Coon Creek. The soils affected by the project include Sartell and Lino and have a soil erodibility factor of 0.15 or greater. Disturbed areas are proposed to be stabilized within 7 days. The proposed erosion and sediment control plan includes inlet protection, silt fence, and street sweeping. The proposed erosion and sediment control plan does not include stabilization of disturbed soils and stockpiles within 24 hours with the presence of highly erodible soils, a construction schedule, a repair and maintenance schedule, statement regarding project dewatering, and a contact person for erosion and sediment control maintenance. The erosion and sediment control plan does not meet District Requirements.

### **Wetlands (Rule 5.0)**

The proposed project does not include activities which result in the filling, draining, excavating or otherwise altering the hydrology of a wetland. Rule 5.0 does not apply.

### **Floodplain (Rule 6.0)**

The proposed project does not include land disturbing activities within the floodplain as mapped and modeled by the District. Rule 6.0 does not apply.

### **Drainage, Bridges, Culverts, and Utility Crossings (Rule 7.0)**

The proposed project does not include land disturbing activities which construct, improve, repair, or alter the hydraulic characteristics of a bridge profile control or culvert structure on a creek, public ditch, or major watercourse. The proposed project does not include land disturbing activities which involve a pipeline or utility crossing of a creek, public ditch, or major watercourse. The proposed project does not include land disturbing activities which construct, improve, repair or alter the hydraulic characteristics of a conveyance system that extends across two or more parcels of record not under common ownership and has a drainage area of 200 acres or greater. Rule 7.0 does not apply.

### **Buffers (Rule 8.0)**

The proposed project does not include a land disturbing activity on land adjacent or directly contributing to a Public Water, Additional Waters, High or Outstanding Ecological Value Waters, a Public Ditch, or Impaired Waters/waters exceeding state water quality standards. Rule 8.0 does not apply.

**Variations (Rule 10.2)**

The proposed project is not requesting a variance from the District rules, regulations, and policies. Rule 10.2 does not apply.

P23-018



2/7/2023



Applicant/Landowner:  
CenterPoint Energy  
Attn: Chris LaNasa  
700 West Linden Avenue  
Minneapolis, MN 55403  
christopher.lanasa@centerpointenergy.com  
(612) 321-5448

Contact:  
Merjent  
Attn: Kara Starry  
1 Main Street SE Suite 300  
Minneapolis, MN 55414  
kara.starry@merjent.com  
612-924-3984

Project Name: 2023 Northgate Replacement

Project Purpose: in-kind replacement of approximately 14,000 linear feet of existing 24-inch-diameter steel natural gas transmission pipeline

Project Location: Within a 50-foot-wide utility easement between Foley Boulevard and Osborne Road, Coon Rapids & Fridley (see map of Page 4)

Site Size: size of disturbed area - 15 acres

Applicable District Rule(s): Rule 2.7, Rule 4, Rule 5, Rule 6, Rule 7

Recommendation: Approve with 3 Conditions and 1 Stipulation

**Conditions to be Met Before Permit Issuance:**

Rule 2.0 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$9,500.

Rule 4.0 – Soils and Erosion Control

2. Provide a note on the erosion and sediment control plan that disturbed soils and stockpiles will be temporarily or permanently stabilized within 24 hours after construction activity in that area has temporarily or permanently ceased.

Rule 5.0 – Wetlands

3. Provide TEP approval of No-Loss Application

**Stipulations:** The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, the applicant agrees to these stipulations:

1. Provide field reports illustrating that at least 4-foot separation is provided between top of utility and bottom of provided ditch elevation for Pleasure Creek Crossing (861.0) and CD 17 Crossing (848.2).

**Exhibits:**

Exhibit Type	Exhibit Author	Signature Date	Received Date
Construction Plans	Merjent		01/23/2023
Joint Application – No-loss Request	Merjent	01/20/2023	01/23/2023
Permit Application	Applicant	01/20/2023	01/23/2023
Project Narrative	Merjent	01/19/2023	01/23/2023



## Findings

**Description:** The proposed project will involve the in-kind replacement of approximately 14,000 linear feet of existing 24-inch-diameter steel natural gas transmission pipeline. The total area of ground disturbance is estimated to be approximately 15 acres. Approximately 0.12 acre (5,401 square feet) of wetlands are anticipated to be temporarily disturbed by project activities.

**Fees and Escrows (Rule 2.0):** The applicant has submitted a \$1,800.0 application fee and deposit which corresponds with the nonrefundable application fee (\$10), direction bore of a cable (\$750.00), and project with ditch crossing (\$1,040.00). The applicant will be required to submit a performance escrow in the amount of \$9,500.00. This corresponds to a base escrow of \$2,000, plus an additional \$500 per acre of disturbance (15 acres of disturbance proposed).

**Stormwater Management (Rule 3.0):** The proposed project does not create a cumulative total of 10,000 sf or more of new or fully reconstructed impervious surface, or 5,000 sf or more of new or fully reconstructed impervious surface for non-residential or multifamily residential within one mile of and draining to an impaired water. The proposed project is not a public linear project where the sum of the new and fully reconstructed impervious surface is equal to one or more acres. Stormwater Management standards do not apply.

### Soils and Erosion Control (Rule 4.0)

Rule 4.0 applies to the proposed project because it includes land disturbing activities of 1 acre or more.

The proposed project drains west toward the Mississippi River. The soils affected by the project include Hayden, Lino, Isanti, Seelyeville, Zimmerman, and Urban and have a soil erodibility factor of 0.15 or greater. Disturbed areas are not proposed to be stabilized within 24 hours, as required. The proposed erosion and sediment control plan includes street sweeping, seeding and erosion control blankets, inlet protection, and perimeter control. The erosion control plan does not meet District Requirements.

### Wetlands (Rule 5.0)

Rule 5.0 applies to the proposed project because it includes activities which result in the filling, draining, excavating or other altering the hydrology of a wetland.

The applicant submitted a joint application form requesting a No Loss Decision on January 20, 2023. The application was noticed to the TEP on January 23, 2023. Wetland impacts are proposed through excavation in 3 locations. A wetland impact summary is outlined below in Table 6.

Wetland ID	Impacts (sf)	Impact Type	Impact Duration	Replacement Ratio	Required Mitigation (sf)
W04	2787	Excavation	Temporary	-	-
W05	871	Excavation	Temporary	-	-
W03	1742	Excavation	Temporary	-	-

**Table 6.**

The applicant has provided justification for why they qualify for a No Loss Decision. The TEP agrees that the proposed project meets the requirements for a No Loss Decision under 8420.0415 Subp. F.

The Notice of Decision will be issued after the comment period ends on February 14, 2023.

### Floodplain (Rule 6.0)

Rule 6.0 applies to the proposed project because it includes land disturbing activities within the floodplain

as mapped and modeled by the District. Temporary impacts to the District floodplain are expected at the two bore/tie-in locations adjacent to CD 17 and cut and cap location south of unnamed creek. Compensatory storage is not required.

**Drainage, Bridges, Culverts, and Utility Crossings (Rule 7.0)**

Rule 7.0 applies to the proposed project because it includes land disturbing activities which involve a pipeline or utility crossing of a creek, public ditch, or major watercourse.

The regulated waterways are Pleasure Creek and County Ditch 17.

The proposed crossing involves a directional bore replacement of a pipeline or utility. The top elevation of the pipeline or utility line must be placed at least 4 feet below the low elevation of the ditch or waterway. The approved elevation at the Pleasure Creek crossing is 861.0 ft MSL and the approved elevation at the County Ditch 17 Crossing is 848.2 ft MSL. The proposed top elevation of the utility line at both locations is 10 feet below approved elevations.

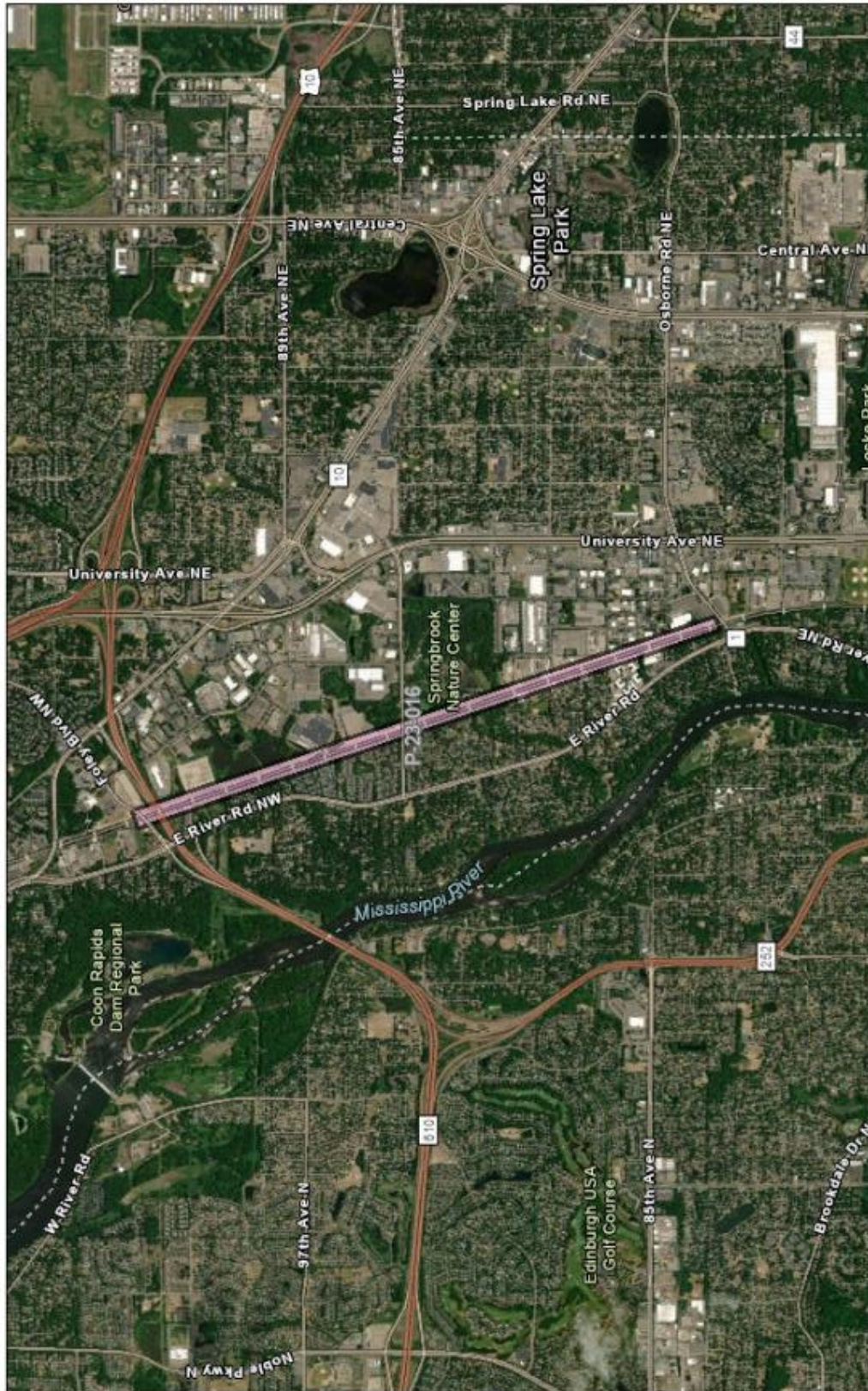
**Buffers (Rule 8.0)**

The proposed project does not include a land disturbing activity on land adjacent or directly contributing to a Public Water, Additional Waters, High or Outstanding Ecological Value Waters, a Public Ditch, or Impaired Waters/waters exceeding state water quality standards. Rule 8.0 does not apply.

**Variations (Rule 10.2)**

The proposed project is not requesting a variance from the District rules, regulations, and policies. Rule 10.2 does not apply.

P23-016



2/7/2023

## COON CREEK WATERSHED DISTRICT PERMIT REVIEW

**MEETING DATE:** February 13, 2023  
**AGENDA NUMBER:** 14  
**FILE NUMBER:** P22-085  
**ITEM:** Radisson Road Blaine Townhomes

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**RECOMMENDATION:** Approve with 6 Conditions and 3 Stipulations

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**APPLICANT:** Allen & Dawn Willie  
11967 Radisson Rd  
Blaine MN 55449

Kevin & Michele Colbert  
11985 Radisson Rd  
Blaine MN 55449

**PURPOSE:** Construction of a townhome community with streets, parking, utilities and stormwater improvements

**LOCATION:** 11967 & 11985 Radisson Rd NE, Blaine



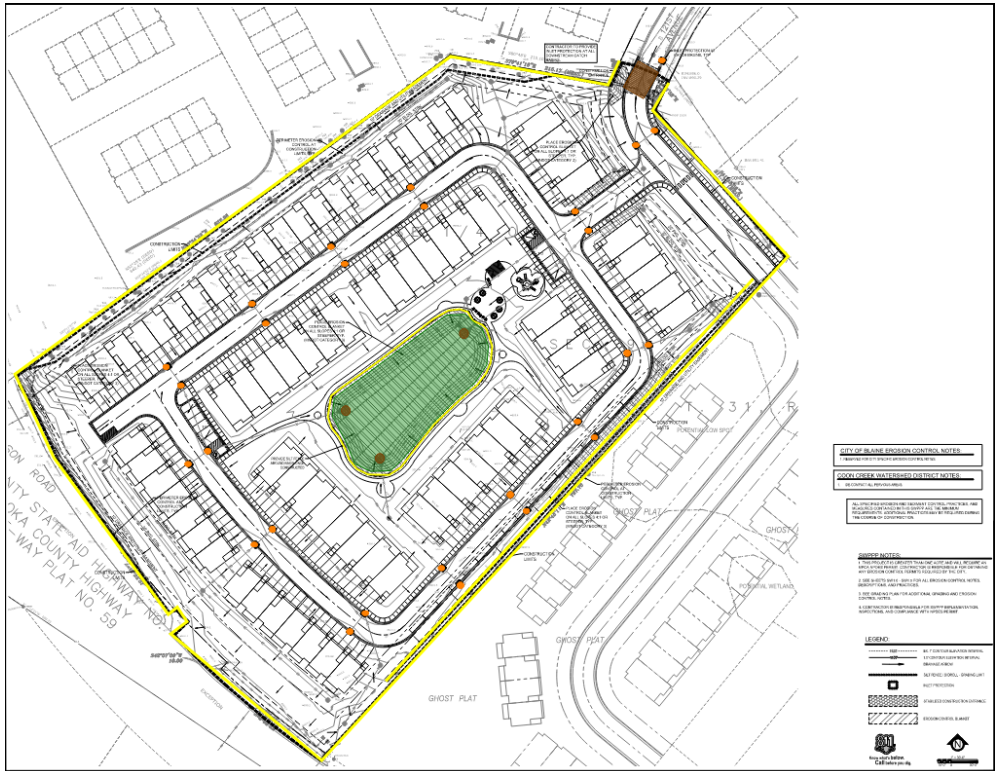
### APPLICABILITY:

1. Any work in or adjacent to wetlands, lakes or water courses

2. One or more cumulative acres of land disturbance
3. High infiltration soils
4. Highly erodible soils

**EXHIBITS:**

1. Permit Application, dated 10/31/2022, received 11/09/2022.
2. Permit Application, dated 11/01/2022, received 11/09/2022.
3. Construction Plan set (21 sheets); by Civil Site Group, dated 1/20/2023, received 11/09/2022.
4. Stormwater Management Report; by Civil Site Group, dated 1/10/2023, received 1/10/2023.
5. Geotechnical Report; by Braun Intertec, dated 1/22/2021, received 11/21/2022.
6. Wetland Delineation Report; by Anderson, dated 11/12/2020, received 11/13/2020.
7. Wetland Replacement Plan; by Anderson, dated 1/25/2023, received 1/25/2023.



**PREVIOUS ACTION TAKEN:** This is a new application.

**FINDINGS:**

**Pre-application Meeting:** The project as submitted has not received a general review during a pre-application meeting.

**Ditches:** There is not a public ditch on the property.

**Ditch Hydraulics:** A crossing of the ditch is not proposed.

**Erosion and Sediment Control:** Soils affected by the proposal are Markey, Lino, Isanti, Rifle and Zimmerman.

- Stabilizing vegetation is not consistently proposed for disturbed areas within seven (7) days of rough grading.
- Soil stockpiles have not been proposed to be fitted with sediment-trapping measures to prevent soil loss and do not have a note to stabilize within seven (7) days of inactivity.
- Adjacent properties and stormwater ponds are protected from sediment deposition.
- Construction schedules detailing when sediment trapping measures will occur; stabilization of earthen structures and the general timing of construction phases have been provided.
- Stormwater runoff does not pass through a sediment basin or other sediment trapping BMP with equal or greater storage capacity and is not required.
- Stabilization adequate to prevent erosion has been provided at the outlets of all storm sewer pipes.
- All storm sewer inlets are protected from sediment-laden water during construction.
- All work adjacent to water or related resource has taken precautions to contain sediment, and stabilize the work area during construction.
- Provisions have been made to minimize transport of sediment (mud) by runoff or vehicle tracking onto the paved surface.
- Provisions have been made for cleaning road surfaces where sediment is transported by the end of the day.
- Construction entrance points are clearly located on the erosion and sediment control plan.
- The erosion and sediment control plan does provide for the repair and maintenance of all temporary and permanent erosion and sediment control practices.
- Details have been provided for ESC (riprap, perimeter control, concrete washout, inlet protection, etc.)

Dewatering: Shallow ground water does not exist on site. The project may require dewatering.

An assessment of risks to other water and related resources has not been conducted.

**Floodplain:** There is no floodplain on the property according to the District model and FEMA.

High Water Flooding: Information has been provided to substantiate low floor elevations. Low floor elevations meet the criteria for the City of Blaine; 2 ft above mottled, 2 ft above 100 yr.

**Groundwater:** Geotechnical information collected in January 2021 indicates long term (seasonally high) groundwater elevation is present at 4.5 to 12.5 feet below the surface. This corresponds to 894.3 to 889.5 feet.

The project site is not within the Emergency Response Area/10 Year Well Head Protection Area/Drinking Water Supply Management Area.

The proposal does not contain a land use discouraged or prohibited by the Safe Drinking Water Supply Act (SDSA).

**Historic Sites:** The proposed project does not include sites of historic or archeological significance.

**Local Planning & Zoning:** The applicant has applied to the City. The City has completed the review of the plans. The City has no water resources issues or concerns with the project at this time.

**Maintenance:** The owner of the Stormwater Management features and treatment practices is unknown. The Stormwater Treatment Practices (STPs) consisting of the following:

<b>Stormwater Treatment Practices</b>	<b>Number</b>	<b>Inspection &amp; Maintenance Responsibility</b>
Filtration Basin	1	Unknown
Catch Basin Sump	3	Unknown
Outlet Control Structure	1	Unknown

Inspection and maintenance of stormwater facilities will be the responsibility of unknown. A maintenance agreement has not been executed. The applicant has not submitted a Maintenance Plan for each Stormwater Treatment Practice.

**Easements:** The proposed project does not include ditch maintenance easement. A ditch maintenance easement is not required. A maintenance access to all storm water management features is provided.

**Stormwater & Hydrology:** Infiltration is allowed within the project area. The District's 1-inch infiltration requirement is not achieved. The stormwater management system utilizes the on-site stormwater management features and practices listed in the maintenance section. Project is within the City of Blaine which has adopted the MIDS performance standard. The 1.1-inch infiltration is not achieved. Calculations have been provided that illustrate the 1.1-inch infiltration volume is available below the outlet.

Drainage sensitive uses do not exist downstream from the proposed site. The rate of post-development runoff from the site does exceed predevelopment rates. Properties and waterways downstream from the project are protected from erosion due to increases in the volume, velocity and peak water flow rates of stormwater runoff. Concentrated storm

water leaving a site is discharged directly into a well-defined natural or man-made off-site receiving channel or pipe. All on-site constructed storm water conveyance channels are constructed to withstand the expected velocity from a 2-year frequency storm without erosion.

**Water Quality:** The proposed project does not cause an exceedance of State water quality standards. The project does not contribute to the adverse impact of wetlands through inundation or volume of flow. All discharges into wetlands/stormwater basins are pretreated by a catch basin sump/water quality pond but may not be designed correctly. All work adjacent to wetlands, waterbodies and water conveyance systems are protected from erosion. The proposal will not detrimentally affect the existing water quality of the receiving water. The proposal will not cause extreme fluctuations of water levels or temperature changes.

Impairments: This project is not within one (1) mile of an Impaired Water.

There are new impervious or reconstructed surfaces proposed as part of this project.

**Wetlands:** Wetlands do exist on-site according to the 1987 Federal manual, NWI, PWI and Soil Survey. Wetlands have been delineated. The most recent delineation was completed on April 29, 2020. The wetland boundary has been checked and approved on April 22, 2021.

The wetland is not a DNR protected water.

The total proposed wetland impact is 0.56 acre. The impact is through fill in 1 location as shown below:





The de minimis is 2,500 sf (type 1 2, 6, 7, 8) or 400 sf (type 3, 4, 5). TEP members have been notified with a complete plan and have been requested to submit comments. The project is not wetland dependent. The project is not exempt.

The applicant does need to contact the DNR area hydrologist and the Corps of Engineers.

Two or more alternatives, plus the proposed project, have been submitted. On-site sequencing does apply. The avoidance alternatives are considered good faith efforts. None of the avoidance alternatives are considered feasible and prudent.

1. The applicant suggests that avoidance is not reasonable because there is no alternative. No alternative exists because:

- 1) The applicant has demonstrated that the activity will minimize wetland impacts through:
  - a. modifying the size, scope, configuration, and density of the project

2. The applicant suggests that avoidance is not reasonable because sequencing flexibility applies citing that:

- 1) The site where the wetland to be impacted has been degraded to the point where replacement of it would result in a certain gain in function and public value.
- 2) The applicant suggests that avoidance is not reasonable because there is a compelling public need/interest. There is a compelling public need/interest because

- a. the proposed wetland replacement is certain to provide equal or greater functions and public values to the District than the wetland to be impacted; and

**Wetland Replacement Plan:** A wetland replacement plan has been submitted. A replacement plan application has been submitted. The wetland replacement plan has been sent to TEP members for comment. Replacement is proposed to be through purchasing wetland credits at a ratio of 2:1. The credits will be purchased through wetland bank #1722. The TEP has not yet approved the wetland mitigation plan.

**Wildlife:** The proposed project does not include endangered or threatened species, rare natural communities, colonial waterbird nesting sites, migratory waterfowl concentration areas, deer wintering areas or wildlife travel corridors.

**Performance Escrow:** \$ 6,250.00

**Wetland Escrow:** \$ N/A

There are not ditch liens on the property.

**ISSUES/CONCERNS:**

<b>ISSUE</b>	<b>NEED</b>
<b>Escrows:</b> \$2,000 + (8.5 ac * \$500/ac = \$6,250.00	1. Receipt of escrows.
<p><b>Stormwater &amp; Hydraulics:</b>                      The applicant is not meeting the volume management requirement equivalent to infiltrating runoff from the first inch (1.1-inch) of precipitation. The applicant is utilizing filtration in lieu of infiltration due to high groundwater.</p> <p>Rate control is not met for the northern and southern discharge points. However, downstream impacts have been evaluated due to the increase in rates and no adverse impacts are anticipated.</p>	<p>No action required.</p> <p>No action required.</p>
<p><b>Soils &amp; Erosion Control:</b> District requires all stabilization vegetation be within seven (7) days of rough grading or inactivity.</p>	2. Update all construction plan notes to stabilize vegetation and soil stockpiles within 7 days of rough grading or inactivity.

<p><b>Water Quality:</b> All discharges into wetlands/water quality basins are pretreated by a sediment sump manhole. However, it is unknown if the sumps are appropriately sized to meet District removal rates of 80% TSS.</p>	<p>3. Provide calculations and inputs to indicate sumps are appropriately sized to meet district removal rates of 80% TSS. SHSAM can be used with an OK110 particle size. A minimum of 4-foot depth is required to prevent resuspension.</p>
<p><b>Maintenance:</b> It is unknown who will be responsible for the inspection and maintenance of stormwater facilities. A maintenance agreement has not been executed. The applicant has not submitted a Maintenance Plan for each Stormwater Treatment Practice.</p>	<p>4. Provide an O&amp;M Agreement that meets District requirements.</p>
<p><b>Wetlands:</b> Wetland impacts are proposed.</p>	<p>5. Provide TEP approval of wetland replacement application and plan. 6. Provide proof of wetland credit purchase.</p>

**RECOMMENDATION:** Approve with 6 Conditions and 3 Stipulations

**Conditions:**

1. Receipt of escrows.
2. Update all construction plan notes to stabilize vegetation and soil stockpiles within 7 days of rough grading or inactivity.
3. Provide calculations and inputs to indicate sumps are appropriately sized to meet district removal rates of 80% TSS. SHSAM can be used with an OK110 particle size. A minimum of 4-foot depth is required to prevent resuspension.
4. Provide an O&M Agreement that meets District requirements.
5. Provide TEP approval of wetland replacement application and plan.
6. Provide proof of wetland credit purchase.

**Stipulations:**

1. Submittal of as-builts for the following stormwater management practices, including volume, critical elevations and proof of installation for hydrodynamic separators:

Stormwater Treatment Practices	Number
Filtration Basin	1
Catch Basin Sumps	3
Outlet Control Structure	1

2. Completion of a post construction infiltration test on Filtration Basin 1 by filling the basin to a minimum depth of 6 inches with water and monitoring the time

necessary to drain, or multiple double ring infiltration tests to ASTM standards. The Coon Creek Watershed District shall be notified prior to the test to witness the results.

3. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.



Applicant/Landowner:  
Metropolitan Airport Commission  
Attn: Pat Mosites  
8891 Airport Road NE  
Blaine, MN 55449  
pat.mosites@mspmac.org  
612-713-7499

Contact:  
Same as Applicant

Project Name: Taxiway Alpha Improvements Project

Project Purpose: Taxiway improvements

Project Location: Anoka County-Blaine Airport Taxiway Alpha, 8891 Airport Rd NE, Blaine (See map on page 3)

Site Size: size of parcel - 9.7 acres; size of disturbed area - 9.7 acres; size of existing impervious - 4.33; size of proposed impervious 4.75.

Applicable District Rule(s): Rule 2.7, Rule 4, Rule 6, Rule 8

Recommendation: Approve with 3 Conditions and 0 Stipulations

**Conditions to be Met Before Permit Issuance:**

Rule 2.7 – Fees and Security Escrows

1. Submittal of a performance escrow in the amount of \$6,850.00.

Rule 4.0 – Soils and Erosion Control

2. Provide a note on the erosion and sediment control plan that disturbed soils and stockpiles will be temporarily or permanently stabilized within 24 hours after construction activity in that area has temporarily or permanently ceased.
3. Provide verification that the applicant has applied for an NPDES permit from the MPCA.

**Stipulations:** None

**Exhibits:**

Exhibit Type	Exhibit Author	Signature Date	Received Date
Permit Application	Applicant	01/25/2023	01/25/2023
Geotechnical Report	Element Materials Technology	12/23/2022	01/25/2023
Stormwater Report	SEH	01/25/2023	01/25/2023
Construction Plans	SEH	02/13/2023	01/25/2023

**Findings**

**Description:** The proposed project includes a mill and overlay of an existing taxiway, culvert replacement on a private ditch and overall roadway widening. The area of disturbance is 9.7 acres. The area of existing impervious is 4.33 acres, new impervious surface is 0.42 acres. The site drains northwest toward County Ditch 41.

**Fees and Escrows (Rule 2.7):** The applicant is a government agency and is therefore exempt from an application fee or a review and inspection fee deposit. The applicant will be required to submit a performance escrow in the amount of \$6,850.00. This corresponds to a base escrow of \$2,000, plus an additional \$500 per acre of disturbance (9.7 acres of disturbance proposed).

**Stormwater Management (Rule 3.0):**

The proposed project does not create a cumulative total of 10,000 sf or more of new or fully reconstructed impervious surface, or 5,000 sf or more of new or fully reconstructed impervious surface for non-residential or multifamily residential within one mile of and draining to an impaired water. The proposed project is not a public linear project where the sum of the new and fully reconstructed impervious surface is equal to one or more acres. Stormwater Management standards do not apply.

**Soils and Erosion Control (Rule 4.0)**

Rule 4.0 applies to the proposed project because it includes land disturbing activities of 1 acre or more.

The proposed project drains to Ditch 41. The soils affected by the project include Soderville, Zimmerman, Isanti, and Lino, which have a soil erodibility factor of 0.15 or greater. Disturbed areas are not proposed to be stabilized within 24 hours, as required. The proposed erosion and sediment control plan includes bioroll and vegetative buffer. Exposed soils and soil stockpiles are not proposed to be stabilized within 24 hours of inactivity. The erosion control plan does not meet District Requirements.

**Wetlands (Rule 5.0)**

The proposed project does not include activities which result in the filling, draining, excavating or otherwise altering the hydrology of a wetland. Rule 5.0 does not apply.

**Floodplain (Rule 6.0)**

Rule 6.0 applies to the proposed project because it includes land disturbing activities within the floodplain as mapped and modeled by the District.

The regulatory floodplain is within the channel which will be temporarily impacted by the replacement of a culvert. No permanent impacts are anticipated.

The proposed project affects the conveyance capacity of the channel and equivalent hydraulic capacity has been provided with in-kind replacement of the culvert.

**Drainage, Bridges, Culverts, and Utility Crossings (Rule 7.0)**

The proposed project does not include land disturbing activities which construct, improve, repair, or alter the hydraulic characteristics of a bridge profile control or culvert structure on a creek, public ditch, or major watercourse. The proposed project does not include land disturbing activities which involve a pipeline or utility crossing of a creek, public ditch, or major watercourse.

The proposed project does not include land disturbing activities which construct, improve, repair or alter the hydraulic characteristics of a conveyance system that extends across two or more parcels of record not under common ownership and has a drainage area of 200 acres or greater. Rule 7.0 does not apply.

**Buffers (Rule 8.0)**

Rule 8.0 applies because it includes a land disturbing activity and is on land adjacent and directly contributing to private ditches in the Ditch 41 area which are considered "Other" Waters under M.S. 103F.48.

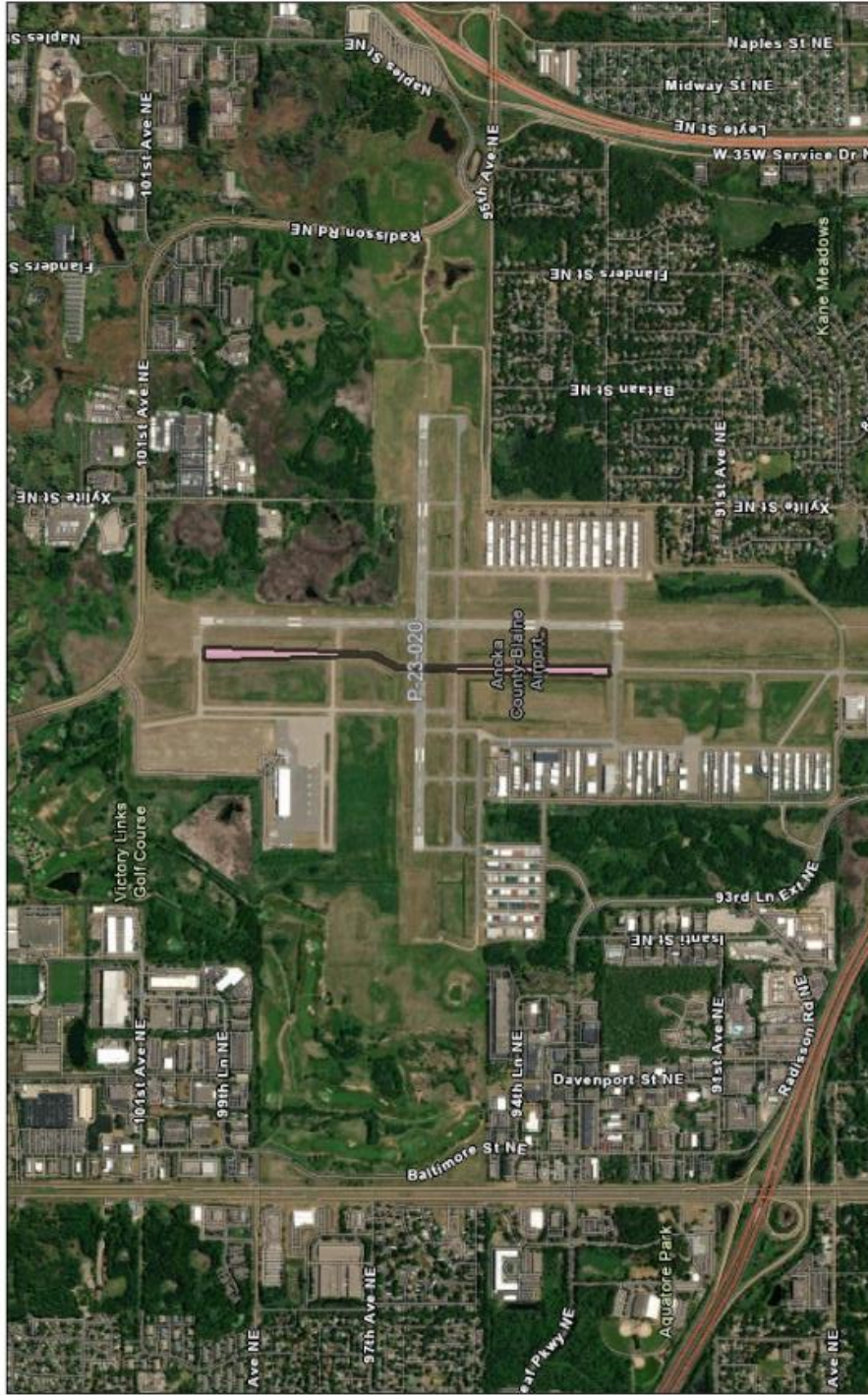
A continuous buffer is proposed on the plans; it is proposed to be established and maintained in turf grass, which qualifies as perennially rooted vegetation. Because the resource is an "Other" Water, the buffer width must be 16.5 ft. The proposed buffer meets the requirement. Permanent buffer

monumentation is not required for safety reasons.

**Variations (Rule 10.2)**

The proposed project is not requesting a variance from the District's rules, regulations, and policies. Rule 10.2 does not apply.

P23-020



2/7/2023



**COON CREEK WATERSHED DISTRICT**  
**Request for Board Action**

**MEETING DATE:** February 13, 2023  
**AGENDA NUMBER:** 16  
**ITEM:** Anoka County Services

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**AGENDA:** Discussion

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**ACTION REQUESTED**

Discuss and receive report.  
Continue to discuss at February 27 meeting

**PURPOSE & SCOPE OF ITEM**

To brief the Board on a, apparent decision made by the Anoka County Board of Commissioners regarding cessation of support services to the District.

**BACKGROUND**

Since 1990 Anoka County has provided select administrative services the District. Initial services provided involved health care and payroll. Later services involved banking and investments and audit prep and still later actuarial services. Currently the District pays \$7,500 per year to the County and has periodically indicated a willingness to pay full cost for our services.

On Thursday February 2 Tim Kelly was contacted by Corey Kampf Chief Financial Officer for the County indicating that he had been instructed to inform the District that the County wished to terminate all services with the watershed.

Kampf indicated this had been discussed last year but he was instructed to hold off on informing the District until now. Kampf indicated that the desire to end services was on an immediate to ASAP basis, but said that was impractical given the complexity and detail involved. A more practical date was identified as December 31, 2023. Kampf provided the name of a consultant who could assist with the transition and indicated he was available to help.

Kelly informed Ulrich, Elfelt, and Peterson of situation. Kelly asked Peterson and Elfelt to compile a list of services provided by the County.

On Friday February 3 Kelly requested and Kampf responded with the list of services provided above and set up a meeting for Wednesday the 8th. That list received basically agreed with the list District staff put together.

On Monday February 6 Kelly informed President Herbst of the situation and what was in motion (Contact consultant & meet with Kampf Wednesday February 8) and placed a call to Brenda Davitt, Abdo Financial solutions.

On Wednesday February 8 Kelly spoke with Brenda Davitt. The conversation was very general and covered services provided by Abdo, the fact that Abdo provides services to Minnehaha Creek WD, and that replacing the service package the District currently has will be considerably more expensive and difficult to replicate. We ended with Davitt going to send Kelly information on services and a copy of the service agreement with Minnehaha Creek WD.

At 10 AM Kelly met with Kampf. Prior to the meeting we boiled the discussion down to:

1. Origin and reason for this action and its apparent abruptness
2. Investments
3. Human Resources
4. Actuarial Services
5. Health Insurance

## **ISSUES/CONCERNS**

### **Accounting**

Also in 1998 the county offered to provide accounting services which involved distribution of funds/payment of bills, an increasing number of which are electronic in nature. GL and journal entry services, bank reconciliation and cash receipts. The District has offered over the past 5 to 10 years to ease this work provided we have access to our accounts and compensate the county for services rendered. Access has never been logistically feasible since we are separate from the county and reimbursement has never been an issue and is included in the annual compensation.

### **Actuarial Services:**

Actuaries assess the financial consequences of risks and determine the financial impact of uncertain future events. Pension actuaries suggest methods to eliminate or reduce damage to parties if a future event occurs.

The County uses Van Iwaarden associates for actuarial services. During a recent update, the District also contracted with Van Iwaarden separately. The degree to which the intermingling of records with the county and how that facilitated the work performed and resulted in discounted services is unknown.

### **Banking & Investments**

In 1998 with the support of Anoka County, the District entered into a service agreement with Anoka County for accounting and cash management. The agreement also prompted that withdraw of funds and closure of accounts at Marquette Bank and moved banking and investment services to US Bank to facilitate improved use of the District's funds through use of the Minnesota Association of Governments Investing for Counties (MAGIC).

### **Health Insurance**

At present almost all of the employees are enrolled in health insurance through Anoka County. At least 8 of the employees are here in part because of the health insurance benefits offered by the District/Anoka County. Kampf noted that since 2021 the County

is basically self-insured and wondered how many District employees were using the Anoka Wellness Clinic

**Human Resources:**

The single biggest HR service provided by the County has to do with

- Enrollment and processing of payroll & annual adjustments
- Enrollment in insurance

These services are the original services provided by Anoka County in 1990 to attract and retain staff and allow them time to conduct the work of the watershed. These services are included in the annual payment to the County and involve payroll, payment of taxes, administration of withholdings and on occasion reporting unemployment wages or separation.

**Origin And Reason For This Action And Its Apparent Abruptness:**

Kampf indicated this was discussed by the County last year, but he was instructed to hold off on informing the District until now.

**Timing**

The general timeline on the table for full transition is December 31, 2023. However, Kampf did make remarks that indicated a desire more a more aggressive schedule. Staffs initial estimate is that to fully transition with a goal of replicating services would involve closer to 12 to 18 months and we're still figuring out all the pieces.

**IMPLICATIONS FOR DISTRICT**

**Financial:**

Replacement and contracting for the easiest services to spin off (accounting, audit, payroll and bills) will easily cost \$200 thousand per year at the low-end.

These costs will directly impact:

1. Tax levy:
2. Funding for both operations and the improvements to the system needed to achieve the water quality deadline of 2045.

**Retention of Staff**

At present the District has assembled a talent pool that is extraordinarily capable and is cost conscious and works well with both citizens and the cities. Many have young families. Losing, changing or diminishing insurance coverage will likely result in the loss of staff that have helped to position and build programs that address the most pressing issues facing public health and safety and the reduction or elimination of future costs, that should these water resource systems fail will be extraordinarily expensive to recover.

**CONCLUSIONS**

1. The reason for this change appears to be largely philosophical and ideological versus business oriented.
2. The motivation to clear or simplify the Counties balance sheet can be understood from a pure conservative perspective but is difficult to understand from a larger economic and taxpayer perspective particularly given the County's exclusive control over District Board appointments.
3. The two key strategic and potentially irreplaceable issues are
  - a. health insurance
    - i. Kampf is checking to see if there is a rifer or umbrella which the District could be included in that would provide access to the same coverage and same cost
    - ii. Kelly will check with other watershed district to assess coverage and cost
  - b. banking and investments.
    - i. Banking & Investments: Kampf indicated he will check to see if the District can maintain a separate MAGIC fund account and will report back this week or early next week.

## **QUESTIONS**

## **RECOMMENDATION**

Discuss options

Receive report and lay over for update at February 27 meeting

## Services Provided by Anoka County

1. Payroll Services
  - a. Payment to employees
  - b. Payment of taxes
  - c. Reporting of Unemployment Wages
2. Accounting Services
  - a. Cash receipts
  - b. A/P
  - c. Bank Reconciliation
  - d. General Ledger Journal Entries
3. Banking Services
  - a. MAGIC Fund – bank account- checks are cut out of this account-full banking services through US Bank Ties to the MAGIC Fund
  - b. Investment Services
4. Audit Services
  - a. Currently Office of State Auditor audits special District, through Anoka County – Same Audit Team
  - b. County gathers information from the District, makes accruals (salaries, receivables, payables), prepares financial statements.
  - c. Reconciles bank accounts, assets, liabilities (escrow deposits)
  - d. Issues final financial statements
  - e. OPEB Liability Actuarial is done with County Consultant
5. Property Taxes
  - a. Property Tax Levy
  - b. The State with Budget Information
6. Benefits
  - a. Staff is part of County Health Plan & Risk Pool
    - i. Transfers HRA Account balance to whatever new plan or just allowing access by District staff

**COON CREEK WATERSHED DISTRICT**  
**Request for Board Action**

**MEETING DATE:** February 13, 2023  
**AGENDA NUMBER:** 17  
**ITEM:** 2023 Projects Commencing

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**AGENDA:** Discussion

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**ACTION REQUESTED**

None

**BACKGROUND**

As part of the District Bank Stabilization Program one site has been identified and prioritized for work in 2023.

1. Coon Creek Bank Stabilization

As part of the District Routine Ditch Repair Program 13 maintenance projects have been identified and prioritized for work in 2023.

1. Ditch 11 Vegetation Control
2. Ditch 17 Excavation
3. Ditch 20 Forestry
4. Ditch 37 Forestry
5. Ditch 41 Vegetation Control
6. Ditch 44 Vegetation Control
7. Ditch 44-7 Vegetation Control
8. Ditch 57 Forestry
9. Ditch 57-5 Forestry
10. Ditch 60 Forestry
11. Ditch 60-2 Forestry
12. Pleasure Creek Forestry
13. Springbrook Creek Forestry

