

COON CREEK WATERSHED DISTRICT BOARD OF MANAGERS' MEETING

The Board of Managers of the Coon Creek Watershed District held their regular meeting on, Monday, March 13, 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, Jim Hafner, Matthew Herbst, Dwight McCullough, and Patrick Parker

Staff Present: Corinne Elfelt, Jenny Gooden, Tim Kelly, and Michelle Ulrich

Staff Present via Zoom: Justine Dauphinais, Dawn Doering, Erin Edison, Jon Janke, and Abby Shea

2. Approval of the Agenda

Board Member Campbell made a motion to move Items 12 and 13 to the Consent Agenda. Seconded by Board Member McCullough. Motion carried with five yeas (Board Members Mary Campbell, Jim Hafner, Matthew Herbst, Dwight McCullough, and Patrick Parker) and no nays.

Board Member Campbell made a motion to approve the amended agenda. Seconded by Board Member Hafner. Motion carried with five yeas (Board Members Mary Campbell, Jim Hafner, Matthew Herbst, Dwight McCullough, and Patrick Parker) and no nays.

3. Announcements – None.

4. Discussion from the Floor

No one was present to address the Board.

CONSENT ITEMS

5. Approval of Minutes of February 27, 2023

6. Approve Bills to be Paid: Claims totaling \$136,131.32 on the following disbursement list will be issued and released upon Board approval:

March 13, 2023	
To	Amount
A1 Carpet & Floor	1,056.25
Anoka Conservation District	43,048.00
City of Andover	5,138.69
Connexus Energy	234.70
Loffler	120.28
Metro Inet	4,498.00
Michelle Ulrich PA	5,100.50
Poop 911	914.25
Respec	9,426.25
Stantec	57,559.81
US Bank	7,281.91
Well Groomed Lawns	1,714.50
Xcel Energy	38.18
	136,131.32

The following Permit Items were moved to the Consent Agenda by motion:

12. Coon Rapids Walser Hyundai Parking Lot Expansion: The project purpose is construction of a new parking lot, storm sewer and underground stormwater treatment system on the North side of Gateway Drive NW West of 2075 Gateway Drive Walser Building, 2075 Gateway Drive NW, Coon Rapids, MN.

Staff recommendation was to Approve with 3 Conditions and 3 Stipulations as follows:

Conditions to be Met Before Permit Issuance:

Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$2,770.00.

Stormwater Management (Rule 3)

2. Provide proof of recording of a fully executed Operations and Maintenance Agreement for the perpetual inspection and maintenance of all proposed stormwater management practices after review and approval by the District.

Soils and Erosion Control (Rule 4)

3. Provide proof that an application has been submitted to the MPCA for an NPDES Construction Stormwater Permit.

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. Submittal of as-builts for the stormwater management practices and associated structures listed in Tables 2 and 3, including volume, critical elevations, and proof of installation for hydrodynamic separators.

2. Notify the District when construction of Underground Filtration System 4P is beginning. District staff or a District engineer must be on site to witness construction of the underground system.
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.

13. Jam Hops Addition Permit Review: The purpose of the project is a building addition, sidewalk and parking addition at 1460 133rd Lane NE, Ham Lake, MN 55304.

Staff Recommendation was to Approve with 3 Conditions and zero Stipulations as follows:

Conditions to be Met Before Permit Issuance:

Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$2,775.00.

Soils and Erosion Control (Rule 4)

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.

Soils and Erosion Control (Rule 4)

3. Provide proof that an application has been submitted to the MPCA for an NPDES Construction Stormwater Permit.

Stipulations: None.

Motion made by Board Member McCullough to approve the Consent Agenda. Seconded by Board Member Parker. Motion carried with five yeas (Board Members Mary Campbell, Jim Hafner, Matthew Herbst, Dwight McCullough, and Patrick Parker) and no nays.

POLICY ITEM

9. Election of Board Vice President

Administrator Kelly reported that the Board must elect an officer to fill the position of Vice President. He stated that Board Member McCullough filled in as Secretary until January 23, 2023, until Board Member Parker returned. He stated that since that time, a new Board Member, Jim Hafner, has been added to the Board.

The consensus of the board was to leave the existing officers in their existing places and to place Board Member Hafner in the Vice President position.

Motion made by Board Member McCullough to keep Board Member Herbst as President, add Board Member Hafner as Vice President, and to keep Board Member Parker as Secretary and Board Member Campbell as Treasurer. Seconded by Board Member Campbell. Motion carried with five yeas (Board Members Mary Campbell, Jim Hafner, Matthew Herbst, Dwight McCullough, and Patrick Parker) and no nays.

10. 2024 Budget Development Calendar

Administrator Kelly presented budget process and calendar for the development of the 2024 Budget. He reported that the budget must be adopted by September 15, 2023, a hearing must be held prior to the adoption of the budget, and it must address the mandated and essential activities of the District.

Mr. Kelly reported that in the past, the Board Tour had taken place between the two Board Meetings in June. He reported that the tour allows the Board Members to see opportunities taking place in the field and to see the progress on ongoing projects. He stated that the tour is beneficial as it provides development of a budget that addresses the mandated and essential activities of the District.

President Herbst inquired if the date could be changed for the tour and if there is a possibility of holding the scheduled Board meeting earlier in the day to then accommodate the tour after the meeting. He suggested June 12, 2023, as the date to hold the District tour.

Administrator Kelly reported that he would like to review the change in date and time, as well, obtain the cost for the bus and possibly a simple lunch or snack option.

Motion made by Board Member Campbell to adopt the 2024 budget calendar with staff pursuing more details of the Board tour. Seconded by Board Member Hafner. Motion carried with five yeas (Board Members Mary Campbell, Jim Hafner, Matthew Herbst, Dwight McCullough, and Patrick Parker) and no nays.

11. 2023 Q1 Water Quality Cost Share Awards

Administrator Kelly reported that cost-share funds ensure progress towards achieving required TMDL categorical pollutant reductions and addressing identified stressor to aquatic life by administrating cost share program for water quality improvement and protection projects.

Justine Dauphinais, Water Quality Coordinator, provided a summary of the funds distributed in the past and reported that there is \$80,000 available in 2023 for applicants to apply for. Ms. Dauphinais reported that three applications were received for Quarter 1. She reported that the City of Fridley applied for two grants. The first application was for the Apex Pond Enhancement in the amount of \$50,000. The second application from the City of Fridley was for a Street Sweepings Screener in the amount of \$50,000. She reported that Anoka County applied for culvert replacement design in Coon Creek in the amount of \$12,500.

Ms. Dauphinais reported that the District Engineer and staff determined eligibility and scored all the proposals. It was recommended that the Apex Pond Enhancement project

be awarded \$50,000 and the Street Sweepings Screener be awarded \$29,794. She stated that the Culvert Replacement would not be awarded and the District staff intends to work with Anoka County Parks staff to evaluate alternative funding sources such as federal 319 grant funding for the implementation of the culvert enhancement project.

Board Member Hafner inquired if the projects are awarded early in the year because of construction. Mr. Kelly stated that it has been throughout the year previously.

Mr. Kelly reported that the District is very involved in the culvert design and alternatives and that staff has spent a lot of time working with the County on this project.

President Herbst stated that he believes the culvert project deserves a portion of the award to keep the project moving. He suggested lowering the distributed amount of the other two projects to promote the culvert project.

Board Member Campbell reminded the Board that District staff has already spent a great amount of time and there is a federal money available to assist with the project. Board Member Hafner agreed.

President Herbst inquired if the Apex project would still happen should they not receive the full amount of \$50,000. Ms. Dauphinais stated that she is unsure if it would happen or not. She stated that the \$50,000 will help with the project however, there is still a shortage that the City will need to make up for.

Ms. Dauphinais stated that the culvert replacement project would still occur and is certain that there is enough in the 319-grant funding to assist with the project.

Motion made by Board Member Campbell to award cost-share funds to identified projects in accordance with Staff recommendations. Motion seconded by Board Member McCullough. Motion carried with five yeas (Board Members Mary Campbell, Jim Hafner, Matthew Herbst, Dwight McCullough, and Patrick Parker) and no nays.

PERMIT ITEMS -These items were moved to the Consent Agenda.

DISCUSSION ITEMS

14. Draft 2022 Annual Report

Administrator Kelly presented the draft 2022 Annual Report. He stated that the Annual report is filed each year with the State Board of Water and Soil Resources and the Department of Natural Resources. He stated that the report summarizes the financial and program activities associated with pursuing the goals and objectives adopted in the 2013 to 2023 Comprehensive Plan. He reported that the Annual report is due to BWSR by April 30, 2023. He stated that the Board will have until the April 24, 2023 Board meeting to review the report and could approve it at that time.

Motion made by President Herbst to receive the Draft 2022 Annual Report. Seconded by Board Member McCullough. Motion carried with five yeas (Board Members Mary

Campbell, Jim Hafner, Matthew Herbst, Dwight McCullough, and Patrick Parker) and no nays.

15. Update on Services Request for Proposal (RFP)

Administrator Kelly reported that the Request for Proposal (RFP) has been sent to 16 firms. He reported that two firms have responded that they will not be providing a proposal. He stated that the firms have three weeks to submit the proposals and the proposals will be presented to the Board at the Board meeting in May 2023.

Mr. Kelly reported that the County consultant for health care benefits is reaching out to Blue Cross Blue Shield to see if the District can remain under the umbrella of the County for benefits. He stated that the consultant will have some answers in three weeks. He stated that he feels the timeline is being revised for the transition from the County. He stated that the healthcare benefits may not change until the end of 2024. He stated that accounting services could happen sooner.

Board Member McCullough inquired if District employees have a 401 or retirement savings option. Mr. Kelly stated that employees belong to PERA.


INFORMATIONAL ITEMS – None.

ADJOURN

Board Member Herbst made a motion to adjourn. Seconded by Board Member Campbell.

Motion carried with five yeas (Board Members Mary Campbell, Jim Hafner, Matthew Herbst, Dwight McCullough, and Patrick Parker) and no nays.

The Board Meeting adjourned at 6:12 PM.



President, Matthew Herbst