

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

The Board of Managers of the Coon Creek Watershed District held their regular meeting on, Monday, May 22, 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, James Hafner, Matthew Herbst, Dwight McCullough and Patrick Parker.

Staff Present: Erin Edison, Corinne Elfelt, Tim Kelly, Michelle Ulrich

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

2. Approval of the Agenda: Board Member Herbst made a motion to add Permit Review Item 8 – Hentges Additional Permit Application Review to the Consent Agenda. Seconded by Board Member McCullough. Motion carried with five yeas (Board Members Mary Campbell, James Hafner, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

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

3. Announcements: MAWA Tour date has been set for June 20, 21. The Agenda is available. If any would like to attend they should contact the Administrator by Thursday (5/25).

4. Open Mic/Public Comment: No one present

CONSENT ITEMS

5. Approval of Minutes of May 8, 2023

6. Approval of Bills for Payment: Claims totaling \$237,726.09 on the following disbursement list will be issued and released upon Board approval.

May 22, 2023	
To	Amount
Anoka County	126,709.96
City of Fridley	63,835.20
Poop 911	731.40
RMB Environmental Lab	474.00
Stantec	45,975.53
	237,726.09

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

8.Hentges Additional Permit Application Review: The purpose of this project is the construction of a new driveway and removal of an existing driveway located at the Northwest corner of 155th Avenue Northeast and Naples Street Northeast, 15610 Naples Street Northeast in Ham Lake, Minnesota.

Staff recommendation was to Approve with two 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 \$2,215.00

Soils and Erosion Control (Rule 4)

2. Update the erosion and sediment control plan to include the following:
 - a. A note on erosion control plan for cleaning road surfaces where sediment is transported by the end of the day.
 - b. 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.

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:

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Disturbance Sketch	E.G. Rud & Sons, Inc.	05/11/2023	05/11/2023
Soil Borings	Tradewell Soil Testing	10/14/2022	04/20/2023
Plat	E.G. Rud & Sons, Inc.	04/18/2023	04/20/2023
Construction Plan	Plowe Engineering	05/01/2023	05/01/2023

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

POLICY ITEMS

7. Coon Creek Sunrise WMO Boundary in Ham Lake: The purpose of this policy item is to direct start of work required to amend the boundary between the two water management organizations. The action only pertains to the existing boundary between the Sunrise WMO and the Coon Creek WD in section 1, 2, and 3 in Ham Lake, Minnesota.

Administrator Kelly advised the Board a letter from the Ham Lake City Council had been received on May 15, 2023, requesting a review of the hydrologic boundary to determine

the accuracy and effect on the properties and parcels involved. Administrator Kelly summarized the staff report and reviewed the steps involved in the boundary review.

Board Member Parker moved to direct staff to prepare a petition under MS 103B.215 for the boundary between Sunrise WMO and Coon Creek WD in areas of Sections 1, 2, and 3 in Ham Lake seconded by Board Member Hafner. Motion carried with five yeas (Board Members Mary Campbell, James Hafner, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

PERMIT ITEMS

8. Hentges Addition Permit Application Review – moved to Consent Agenda

DISCUSSION ITEMS

9. County Services Transition Update: The purpose of this discussion item is to brief the Board on interview process for accounting and payroll services and timing of human resource and benefits services transition.

Kelly requested the Board consider delaying the decision for services to June 12, 2023. Due to illness, Administrator Kelly stated he was not able to attend the first interviews and he along with the staff on the interview panel would like to have the opportunity to have second interviews with the two contenders. Administrative Services Coordinator, Corinne Elfelt, indicated the second interview would allow the interview team to obtain additional information regarding the preferred accounting software and each organizations level of competency using the software.

Board Member Herbst moved to Receive the Report and Table the decision on services selection until June 12 seconded by Board Member Parker. Motion carried with five yeas (Board Members Mary Campbell, James Hafner, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

10. 2024 Budget- Preliminary Rough Draft Salaries & Benefits: The purpose of this item is to discuss potential 2024 expenditures for staff salaries and benefits.

Administrator Kelly made a verbal correction to the staff report, clarifying that no additional staff is being requested for 2024.

Kelly also noted that the Planner position will likely be posted in-house first within a week.

It was noted that the County has agreed to continue the Benefits package through 2024, allowing staff to take appropriate time to research and determine the benefits.

Board Member Hafner moved to Receive the Report, seconded by Board Member McCullough. Motion carried with five yeas (Board Members Mary Campbell, James Hafner, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

11. 2024 Budget- Preliminary Rough Draft Professional Services: The purpose of this item is to address the costs and professional services the District contracts for on an ongoing basis.

The Board discussed whether human resource services were going to be included in this portion of the budget.

Administrator Kelly indicated that it will be included in the next draft of this portion of the budget.

Board Member Campbell moved to Receive the Report, seconded by Board Member Hafner. Motion carried with five yeas (Board Members Mary Campbell, James Hafner, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.

12. District Tour Itinerary Draft: The purpose of this item is the review of potential District Tour sites.

Administrator Kelly asked the Board if they had questions or suggested changes for the tour itinerary and discussed their questions.

INFORMATIONAL ITEMS

13. Legislative Update (At Board Meeting)

There will be more further information available once the legislation has been reviewed. Kelly noted there was some legislation regarding the taxing authority of watershed districts that may be of interest.

14. Atlas 15: Update to the National Precipitation Frequency Standard

Kelly highlighted the NOAA developed Atlas 14 to identify and quantify rain events and now an update, known as Atlas 15, is being compiled. It was also noted by Board Member Hafner Congress for the first time is involved.

15. Farmers' Trench Digging Raises Concern About Wetlands Protection in Minnesota

After review of the article, the Board expressed their concern about the lack of consequences for the violators and the message that sends.

ADJOURN

Board Member Herbst moved to adjourn at 6:06 p.m. seconded by Board Member Campbell. Motion carried with five yeas (Board Members Mary Campbell, James Hafner, Matthew Herbst, Dwight McCullough and Patrick Parker) and no nays.



President

