

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

The Board of Managers of the Coon Creek Watershed District held their regular meeting on, Monday, June 12, 2023, at the Coon Creek Watershed District Office.

**1. Call to Order:** The meeting was called to order at 12:00 PM

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

Staff Present: Justine Dauphinais, Erin Edison, Corinne Elfelt, Jenny Gooden, Abbey Lee, Tim Kelly, Abby Shea, and Michelle Ulrich

Staff Present via Zoom: Jon Janke and Julie Peterson

Visitors: Roger Johnson and Nick Phelps

**2. Approval of the Agenda:** Board Member Parker made a motion to add Permit Review Item 11 – 2023 Athletic Fields Improvement, Permit Item 12 – Chipotle Andover, and Permit Item 13 - H& H Family Permit Reviews 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 Hafner 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:**

#### **a. Presentation of MAISCR Research Partnership Award by Nick Phelps**

Nick Phelps presented Water Quality Coordinator Justine Dauphinais with the MAISRC Research Partnership award. She was commended for her work with phragmites and non-native phragmites.

**4. Open Mic/Public Comment:** No one was present to address the Board.

### **CONSENT ITEMS**

**5. Approval of Minutes of May 22, 2023**

**6. Administrator's Report**

**7. Advisory Committee Report**

**8. Approval of Bills:** Claims totaling \$57,483.74 on the following disbursement(s) list will be issued and released upon Board approval.

June 12, 2023		
To	Amount	
A1 Carpet & Floor	2,132.50	
Anoka County	1,000.00	
Centerpoint Energy	138.88	
City of Coon Rapids	11,400.00	Escrow Return
Connexus Energy	207.47	
Emmons Olivier Resources Inc	4,180.00	
ESRI	2,523.00	
Houston Engineering	4,577.50	
Loffler	139.68	
Metro-INET	4,498.00	
Michelle Ulrich PA	4,673.00	
Pember Companies Inc	2,100.00	Escrow Return
Poop 911	914.25	
Respec	10,153.75	
RMB Environmental Lab	1,279.40	
Sunram Construction	2,100.00	Escrow Return
US Bank	4,797.23	
Well Groomed Lawns	630.90	
Xcel Energy	38.18	
	<b>57,483.74</b>	<b>0.00</b>

*The following Permit Item was moved to the Consent Agenda by motion:*

**11. 2023 Athletic Fields Improvement Permit Review:** The purpose of this project is the construction of athletic fields and associated stormwater infrastructure located at the Southeast corner of Hanson Boulevard and 111<sup>th</sup> Avenue NW, Coon Rapids, Minnesota.

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

Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$7,350.00

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.
3. The CCWD floodplain elevation is mislabeled on the grading plan and floodplain figure. Update elevation to be 852.8.
4. Provide the surface elevation for each of the soil borings in the boring logs.

Soils and Erosion Control (Rule 4)

5. 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.

Buffers (Rule 8)

6. Provide permanent buffer monumentation at each parcel line, and every 200 ft as needed, on the construction plans.
7. Specify perennially rooted seed mix for use as buffer stabilization.

**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 underground retention system and the stormwater management practices and associated structures listed in Table 2, including volume, critical elevations, and proof of installation for hydrodynamic separators

If dewatering is required, provide a 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.

**12. Chipotle Andover Permit Review:**

The purpose of this project is the construction of a new Chipotle restaurant with associated parking, utilities and stormwater features located at 2184 Bunker Lake Boulevard, Andover, Minnesota.

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

**Conditions:**

1. Receipt of Escrows.
2. Rim elevation and north and south invert elevations are inconsistent between the grading plan and the OCS-101 detail. Ensure elevations are consistent for OCS-101 between the grading plan, OCS detail, and HydroCAD model.
3. 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.

**Stipulations:**

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

<b>Stormwater Treatment Practices</b>	<b>Number</b>
Filtration Basin	1

Underground Filtration System	1
Outlet Control Structure	2
Catch Basin Sump w/ SAFL Baffle	2
Catch Basin Sump	1

2. Completion of post construction infiltration tests on the Filtration Basin 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. Notify the District when construction of the Underground Filtration System is beginning. District staff or District engineer must be on site to witness the construction of the underground system.
4. 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. H&H Permit Review:**

The purpose of this project is the construction of a new commercial business shop and office located a Central Avenue NE, Ham Lake, Minnesota,

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

#### Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$3,300.00

#### Stormwater Management (Rule 3)

2. Label Wetland 1 and Wetland 2 on the drainage maps.
3. The 12" flared end section outlet invert elevation for Filtration Basin #2 appears to be mislabeled on the grading and utility plan. Update to reflect the correct elevation.
4. Provide complete P8 results, as there appears to be pages missing from the provided data. Also, update P8 model to be consistent with HydroCAD model:
  - a. Update watershed area for DA1 to be consistent with proposed HydroCAD model.
  - b. Update the Particle Class - Filtration Efficiency to align with the MPCA's recommendation for filtration efficiency, found on the MPCA website (25% for Particle Class P10%).
  - c. It is unclear if the proposed underdrain was added to the model. Update the proposed model to include an underdrain pipe outlet.
5. 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)

6. Provide a note on the erosion and sediment control plan to stabilize soils and soil stockpiles within 7 days of inactivity.

**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. Completion of post construction infiltration tests on Filtration Basin #1 and Filtration Basin #2 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.

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**

##### **9. Accounting, Payroll, Human Resources Services Contracts**

Administrator Kelly provided the Board members with recommendations for the Accounting, Payroll, and Human Resources Services. He reviewed the timeline of events leading up to the selection process.

Mr. Kelly reported that a total of nine proposals were received, and interviews took place in May and June. He stated that there were two firms that stood out for having the capabilities to perform the needed services. He stated that the services must have the ability to grow and adapt with changing public finances, supply basic accounting and payroll services and have functional software that would meet the day-to-day needs of the District.

Mr. Kelly reported that Abdo and Redpath were the top two choices that could provide most of these functions to the District however, Abdo offers Human Resource services. Mr. Kelly provided a breakdown of the costs for each firm and recommended that the service be awarded to Abdo for Accounting, Payroll and Human Resource services to the District.

Board member Campbell inquired if the cost includes multiple licenses to access the system.

Mr. Kelly stated that there will be multiple licenses available and on various levels for access.

Board member Hafner inquired if the software system will be phased in and will work with the existing County accounting system.

Mr. Kelly stated that the system will work with the current Anoka County system and will be phased in overtime starting in September and will need to be in place by December 31, 2023.

Board member Campbell inquired on the contract terms.

Administrative Services Coordinator Elfelt stated that it is a two-year contract.

Board Member Herbst made a motion to award Accounting, Payroll, and Human Resource Services to Adbo. 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. Juneteenth Holiday Personnel Guidance Manual Amendment**

Administrator Kelly reported that a bill to establish Juneteenth as a state-recognized holiday was signed into law on February 3, 2023, by Governor Tim Walz. He stated that the holiday is to recognize the date on which slavery was abolished in the United States. He reported that public business cannot be conducted on June 19 in observance of the holiday. (2023 Minn. Laws ch.5, §§1, 2).

Mr. Kelly reported that the new law was set to go into effect on August 1, 2023, however, a provision contained in HF 1830, recently enacted into law, changes the effective date to make the new holiday effective before June 19 of this year, requiring that the day be observed. (2023 Minn. Laws Ch. 62, Art. 2, §115)

Mr. Kelly requested that the Board adopt the change in Holidays, Section 5.13 of the Personnel Guidance Manual, to include June 19, effective June 13, 2023. He reported that staff have been informed of the change in holidays to facilitate work and meeting scheduling. He stated that a change has been noted for an upcoming revision to the Personnel Guidance Manual. In the meantime this amendment and approval of the policy by the Board will serve as Policy until such time as a more complete update of the Personnel Guidance Manual shall be completed and the change is incorporated into the general verbiage of the manual.

Board Member Herbst made a motion to adopt an amended list of Holidays to include Juneteenth (June 19) in Personnel Guidance Manual. 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**

##### **14. Lot 4 Block 1 Sanctuary Home Permit Review:**

The purpose of this project is the construction of a single-family home located at Lot 4 Block 1 The Sanctuary, 2668 109<sup>th</sup> Avenue NE, Blaine, MN.

Staff recommendation was to Approve with three Conditions and no 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 \$2,155.00.

Soils and Erosion Control (Rule 4)

2. Update the erosion and sediment control plan to include the following:
  - a. 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.
  - b. Provide details for erosion and sediment control practices.
  - c. A note on the site plan for the repair and maintenance of all temporary and permanent erosion and sediment control practices.
  - d. A note on erosion control plan for cleaning road surfaces where sediment is.

Buffers (Rule 8)

3. Provide permanent buffer monumentation at each parcel line on the construction plans.

**Stipulations:** None

Board member Hafner inquired if the subdivision was for one home or if multiple homes would be built and if there were any previous approvals for the site.

Watershed Development Coordinator Edison reported that there are two sites and there will be construction on one of the sites. She stated that there were no prior approvals and no plans at this time for the second site.

Board Member Hafner made a motion to approve Permit Application Number P23-047 Lot 4 Block 1 Sanctuary Home. Seconded by Board Member Herbst. Motion carried with five yeas (Board Members Mary Campbell, James Hafner, Matthew Herbst, Dwight McCullough, and Patrick Parker) and no nays.

**DISCUSSION ITEMS**

**15. 2024 Budget: Preliminary Rough Draft Operating Costs**

Administrator Kelly provided the Board with the budget report for the Operating Expenses which addresses the costs and services which the District expenses on an ongoing basis.

Board member Campbell inquired on the high increase in the Insurance category.

District Accountant Peterson stated it is due to rate increases and the appraisal of the building, but staff will further review the cost increase.

**16. 2024 Budget: Preliminary Rough Draft Program Costs**

Administrator Kelly provided the Board with the budget report for the Program budget Expenses which addresses required or needed services provided by specialized companies and firms with which the District contracts.

**17. 2024 Budget: Preliminary Rough Draft Capital Costs**

Administrator Kelly provided the Board with the budget report for the Capital Equipment Budget which addresses capital equipment (equipment costing more than \$5,000) that is either needed replacement or is being requested by staff.

It was noted that the Board received the Preliminary Rough Draft copies of the Operating Costs, Program Costs and Capital Cost for the 2024 Budget.

**INFORMATIONAL ITEMS**

**18. Sackett Decision: U.S. Supreme Court**

An informational article was provided to the Board on the Supreme Court decision regarding jurisdiction under Section 404 of the Clean Water Act.

**19. 2023 Board Tour**

The itinerary was distributed for the District Board Tour taking place on Monday, June 12, 2023, at 1:00 PM.

**20. Legislative Update**

An end of Session Legislation Update was included in the Board packet for informational purposes.

**21. BWSR June Snapshot**

Coon Creek Watershed District was highlighted by the Minnesota Board of Water and Soil Resources (BWSR) for stormwater work.

**22. Star Tribune Article: Rewilding Minnehaha**

An informational article was provided to the Board regarding Minnehaha Creek.

**ADJOURN**

Board Member Hafner moved to adjourn at 12:41 p.m. 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.



Matthew Herbst  
President