

## **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 26, 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: Jenny Gooden, Jason Hilst, Tim Kelly, and Michelle Ulrich

Staff Present via Zoom: Erin Edison, Jon Janke, and Abby Shea

Visitors via Zoom: Christian Jones

Visitors in person: None

**2. Approval of the Agenda:** Board Member Herbst made a motion to add Permit Review Item 10 – Chase Bank, Permit Item 11– Mister Car Wash, and Permit Item 13 – Toby's Trails Permit Reviews to the Consent Agenda. 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.

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:** None

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

### **CONSENT ITEMS**

**5. Approval of Minutes**

**a. Board Meeting – June 12, 2023**

**b. Annual District Bus Tour – June 12, 2023**

**6. Approval of Bills:** Claims totaling \$141,833.38 on the following disbursement(s) list will be issued and released upon Board approval.

June 26, 2023		
To	Amount	
Anoka County	125,782.99	
Anoka County Parks	2,500.00	Escrow Return
Blaine Lock & Safe Inc	155.00	
Centerpoint Energy	31.37	
ECM Publishers	145.20	
Prowire	971.00	
RMB Environmental Labs	1,322.00	
Voigts Bus Companies	656.93	
Westwood Int & Middle School	736.96	
YTS Companies LLC	9,493.75	
Xcel Energy	38.18	
	<b>141,833.38</b>	<b>0.00</b>

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

**10. Chase Bank Permit Review:** The purpose of this project is the construction of a new bank and associated stormwater management features located on the Northwest corner of River Rapids Drive NW and Main Street NW, 3388 River Rapids Drive NW, Coon Rapids, Minnesota.

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

Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$2,345.00.

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 documentation that applicant has applied for the 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. Completion of post excavation (prior to rock placement) infiltration test(s) on the underground infiltration system 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.

**11. Mister Care Wash Permit Review:**

The purpose of this project is the demolition of existing an existing structure and construct a car wash building along with the parking, utilities, and stormwater infrastructure located at the NEC of Springbrook Drive NE and 85<sup>th</sup> Avenue NW, 8501 Springbrook Drive NW, Blaine, Minnesota.

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

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

Rule 2.7 – Procedural Requirements

1. Provide escrow in the amount of \$2,565.00.

Rule 3.0 – Stormwater Management

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.

Rule 4.0 – Soils and Erosion Control

3. Provide a note on plans that disturbed soils and stockpiles must be temporarily or permanently stabilized within 24 hours after activity in an area has temporarily or permanently ceased.
4. Provide documentation that applicant has applied for the 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 stormwater management practices shown in Tables 2 & 3, including volume, critical elevations, and proof of installation for hydrodynamic separators.

2. Completion of a post excavation infiltration test(s) on the Bio-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 Underground Filtration System is beginning. District staff or a District engineer must be on site to witness 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. Toby's Trails Permit Review:**

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

Staff recommendation was to Approve with six Conditions and three 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 \$3,200.00

##### 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.

##### Erosion and Sediment Control (Rule 4)

3. Update the erosion and sediment control plan to include the following:
  - a. A note to stabilize soil and soil stockpiles within 24 hours of inactivity.
  - b. Perimeter control is required around the infiltration basin.
4. Provide documentation that applicant has applied for the NPDES Construction Stormwater Permit.

##### Rule 8.0 – Buffers

5. Provide permanent buffer monumentation at each parcel line where it crosses a buffer strip and at a maximum every 200 feet along the edge of the buffer.
6. Increase the wetland buffer to meet the minimum 16.5-foot requirement for Other Waters resource type.

**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 a post construction infiltration test on the Infiltration 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. 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.

Board Member Campbell moved to Approve the Consent Agenda Items 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.

## **POLICY ITEMS**

### **7. Draft Sunrise x Coon Creek Boundary Petition and Request for Letters of Concurrence**

Mr. Kelly presented a draft copy of the petition that will be sent to Sunrise River Water Management Organization and the City of Ham Lake requesting either a letter of concurrence or to identify specific petition changes that need to be made and why. He stated that this request is the second of four steps required to amend the boundary between the two Water Management Organizations so that it is accurate and consistent with the legislative goals cited in M.S. 103B and 103D.

Board Member Campbell inquired how the information will be communicated to the affected residents.

Mr. Kelly stated that the City of Ham Lake will notify the affected residents and address the residents' concerns. He stated that BWSR will be responsible for the public hearing and formally changing the boundaries.

Board Member Hafner inquired on the cost to Coon Creek Watershed District residents to Sunrise River Watershed Management.

Mr. Kelly stated that it will depend on the property size.

Board Member Hafner moved to Approve the petition to be distributed to Sunrise River Water Management Organization and the City of Ham Lake with a request for a letter of concurrence. 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.

## **8. Annual District Stormwater Asset Condition Assessment**

Mr. Kelly reported that the District owned and maintained water control structures are inspected annually as part of the District's Operations and Maintenance program and the District insurance and NPDES requirements. He stated that the average age of the structures is 31 years. He stated that the Facility life is estimated to be 50 years based on the life expectancy of concrete.

### **a. Annual District Stormwater Asset Condition Report**

Operations and Maintenance Inspector Hilst presented an overview of the Water Management Structure that he inspected. He reported that all the structures were in good condition and some minor maintenance was completed while inspections took place.

Mr. Hilst reported that he inspected four ditches totaling 28.71 miles in 2022 and found them in good condition as well. He also provided a map of the completed bank stabilization projects since 1995. He reported that they are all in good/fair condition. He stated that an annual inspection is performed the first five years and then every five years thereafter.

Board Member Campbell moved to receive the Annual District Stormwater Asset Condition 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.

## **9. Stormwater Pollution Prevention Plan (SWPPP) Public Meeting**

Mr. Kelly reported that the District must hold an annual public meeting to review the District's performance in stormwater management. The purpose of the meeting is to receive public comments. He reported that in 2003, the Coon Creek Watershed District was designated a Special Municipal Separate Storm Sewer system (MS4) by the Minnesota Pollution Control Agency. As an MS4, the District is required to complete a Storm Water Pollution Prevention Plan (SWPPP).

Mr. Kelly explained that the current Federal Permit is held by the MPCA and was approved on November 16, 2020. The NPDES permit requires CCWD to advertise and conduct an annual public meeting to review the SWPPP. He stated that notice of the public meeting was posted in the official newspapers of the District on June 9 and 16, 2023, and on the CCWD website since June 9, 2023.

Mr. Herbst made a motion to close the regular Board Meeting to hold the Public Meeting, 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.

The regular Board Meeting closed at 5:55 p.m.

Mr. Herbst opened the Public Meeting and asked three times for public comments. Hearing none, motion was made by Board Member Hafner to close the Public Meeting,

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

The regular Board meeting opened at 5:56 p.m.

## **PERMIT ITEMS**

### **12. TH 65 Frontage Road Permit Review:**

The purpose of this project is the construction of a frontage road and associated stormwater treatment features located at 171<sup>st</sup> Avenue 334 feet south Crosstown Blvd (CSAH 18), Ham Lake, MN.

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

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

#### Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount \$6,995.00

#### Stormwater Management (Rule 3)

2. Calculations for pond discharge requirement are not correct. The 5.66 value should be multiplied by the surface area of the pond, not by the surface area flowing to the basin (See MN Stormwater Manual). Update discharge requirement calculations to reflect this.
3. Ensure HWLs for pond 1 and 4 listed in row D of the pond outlet baffle detail are consistent with the HydroCAD model.
4. The top of orifice elevation is equal to the top of baffle elevation for ponds 3 and 4. Unclear how the orifices will be constructed. Update design of outlet baffles for pond 3 and 4 to ensure constructability.

#### Soils and Erosion Control (Rule 4)

5. Provide a note on the erosion and sediment control plan to stabilize soils and soil stockpiles within 24 hours of inactivity.
6. Provide documentation that applicant has applied for the NPDES Construction Stormwater Permit.

#### Wetlands (Rule 5)

7. Provide documentation that the joint application form including a fully executed Attachment E has been sent to the Board of Water and Soil Resources.

**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. 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.

Board Member Hafner inquired if BWSR does not approve the project and there are no credits for the wetlands, who would be responsible for the mitigation of the project.

Mr. Kelly stated that the mitigation would be the responsibility of the applicant.

Ms. Edison stated that she has not seen any projects rejected by BWSR and that the TEP signs the agreement that the project is eligible for the road bank program.

Board Member Hafner moved to Approve the TH 65 Frontage Road Permit. 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. Preliminary Rough Draft Expenditure Budget**

- a. Professional Services**
- b. Operating Costs**
- c. Program Budget**
- d. Capital Equipment Budget**

Mr. Kelly reviewed the proposed 2024 Expenditure Budget with the Board. He provided the Board with an opportunity to review and ask any questions about the rough draft budget. He reported that at the next Board Meeting the complete budget with revenues and expenditures will be presented to the members.

Board Member Hafner inquired as to why there was an increase for the CAC committee and what type of expenses there are for the committee.

Engagement Specialist Shea stated that the CAC has been holding their monthly meeting virtually since COVID and the committee will now be meeting in person. She reported that a snack or meal is provided to the members since the meetings are held during dinner time. She said that since there has not been a need for refreshments these past few years, it is now time to provide them for the in-person meetings.

## **INFORMATIONAL ITEMS**

Mr. Kelly asked the Board Members if they had reviewed the email correspondence, he had sent to them regarding the response to the question at the last board meeting as to what Coon Creek Watershed does in Ham Lake. The consensus of the board was that they had read and received the email and agreed.



**ADJOURN**

Board Member Campbell moved to adjourn at 6:11 p.m. 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.



President

