

## **BOARD MEETING AGENDA**

**Board Room**  
**Coon Creek Watershed District Offices**  
**Monday, July 10, 2023**  
**5:30 p.m.**

### **Board of Managers:**

Matthew Herbst, President; James Hafner, Vice President; Patrick Parker, Secretary; Mary Campbell, Treasurer; Dwight McCullough, Member at Large

**Note:** Individuals with items on the agenda or who wish to speak to the Board are encouraged to be in attendance when the meeting is called to order.

- 1. Call to Order**
- 2. Approval of the Agenda** (*Additions/Corrections/Deletions*)
- 3. Announcements**
- 4. Open Mic/Public Comment**

*Members of the public at this time may address the Board, for **up to three minutes**, on a matter not on the Agenda. Individuals wishing to be heard must sign in with their name and address at the door. Additional comments may be accepted in writing. Board action or discussion should **not** be expected during the presentation of public comment/open mic. Board members may direct staff to research the matter further or take the matter under advisement for consideration at a future Board meeting.*

### **CONSENT ITEMS**

*The consent agenda is considered as one item of business. It consists of routine administrative items or items not requiring discussion. Items can be removed from the consent agenda at the request of a Board member, staff member or a member of the audience.*

- 5. Approval of Minutes of June 26, 2023**
- 6. Receive Administrator's Report**
- 7. Advisory Committee Report**
- 8. Approve Bills**

### **POLICY ITEMS -None**

### **PERMIT ITEMS**

- 9. Andover Station Noodles**
- 10. Steen Culvert**

### **DISCUSSION ITEMS**

- 11. Preliminary Rough Draft 2024 Budget**

### **INFORMATIONAL ITEMS**

- 12. Open Meeting Law**
- 13. Star Tribune Article: Blaine Well Interference**

### **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, 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	<b>Escrow Return</b>
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.

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President



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

**MEETING DATE:** June 12, 2023  
**AGENDA NUMBER:** 6  
**ITEM:** Administrator’s Situation Report

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**AGENDA:** Consent

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**REQUESTED ACTION:**

Receive report

**ADMINISTRATOR’S EVALUATION**

**Upcoming Board Considerations**

- 2024 Budget
- Capital Improvements Priority Discussion
- 2024-2033 Comprehensive Watershed Management Plan

**District Capacity and Capability**

The District possesses the required resources and is trained to undertake most of its legislative mission for which it is organized or designed.

The District can accomplish most required tasks to standard under most conditions.

**Risk Assessment**

**Strategic Risk:**

- Nothing new to report

**Operational Risks:**

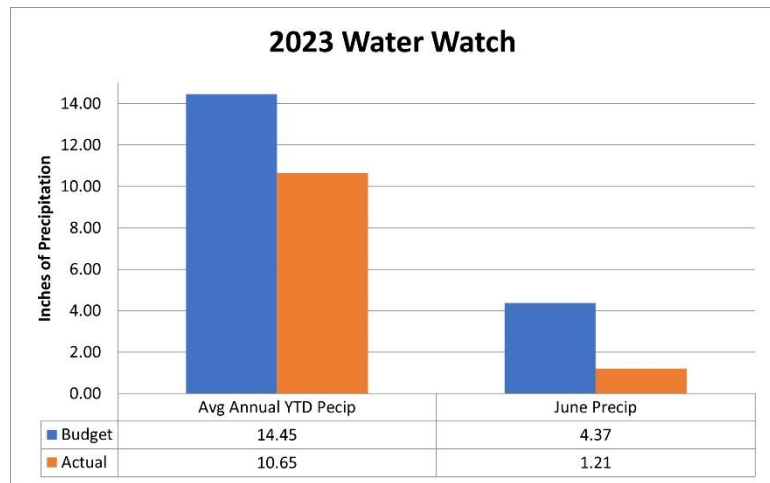
- **Anoka County Transition:** The District has been verbally informed that District employee benefits will likely continue through 2024. County health care consultant and the actuary continue to review the District benefits package for discussion of options for replicating coverage and obtain costs similar to those currently incurred.

Interviews with two accounting firms will take place on May 10. References for the two firms have been collected for review by the interview team.

## MANAGEMENT SITUATION

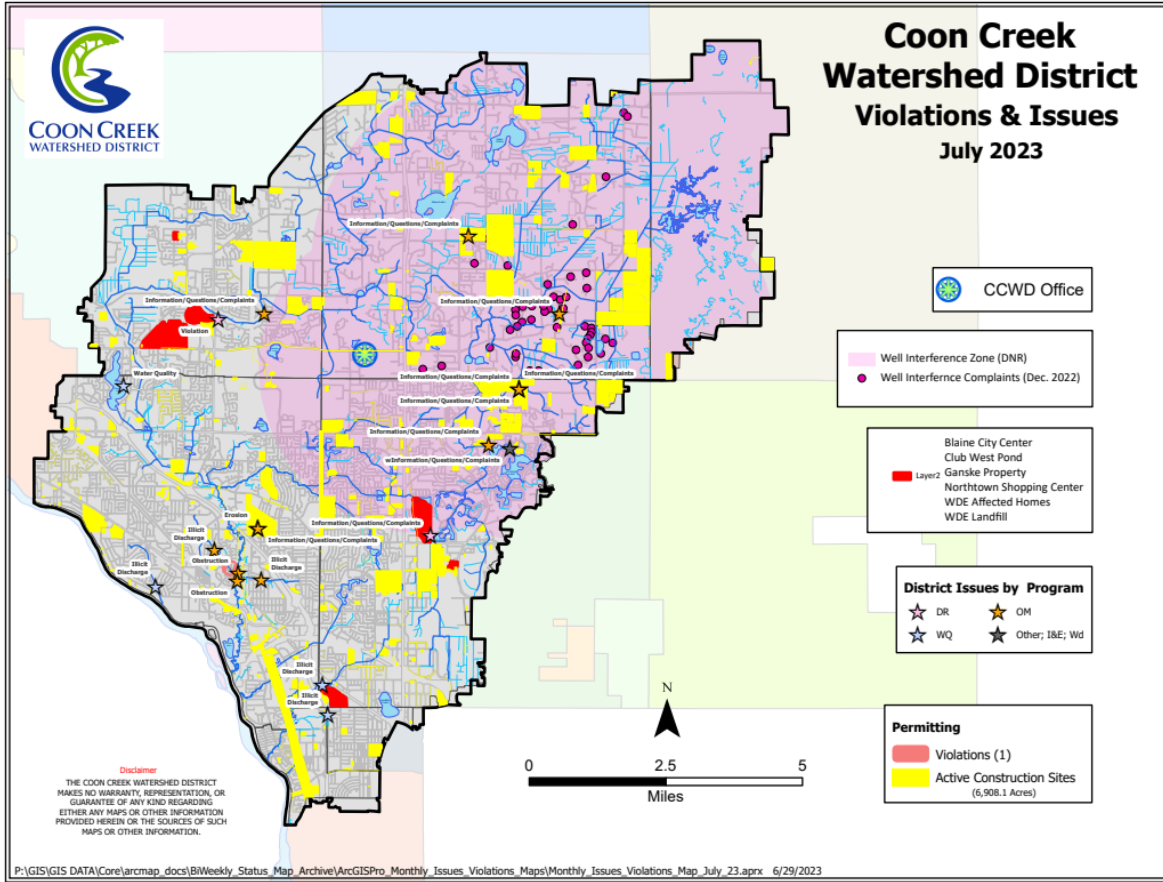
The District averaged 1.21 inches of precipitation in the month of June. That leaves the District 3.16 inches or 72% below average for the month and 3.8 inches or 26% below for the year. Growing season precipitation is 6.3 inches or 77% below average.

According to the latest US Drought Monitor release (June 29th), Anoka County has been in Moderate Drought for the past four weeks. The Minnesota Weekly Stream Flow Report release (July 3rd) shows all of Anoka County is experiencing minimum flows (below the annual Q90 or an established protection level).



Water levels and discharge in streams and ditches throughout the district remain low after last weekend's precipitation. Water levels in lakes, wetlands, and ponds remain on the low end of normal.

## Problems, Issues and Concerns

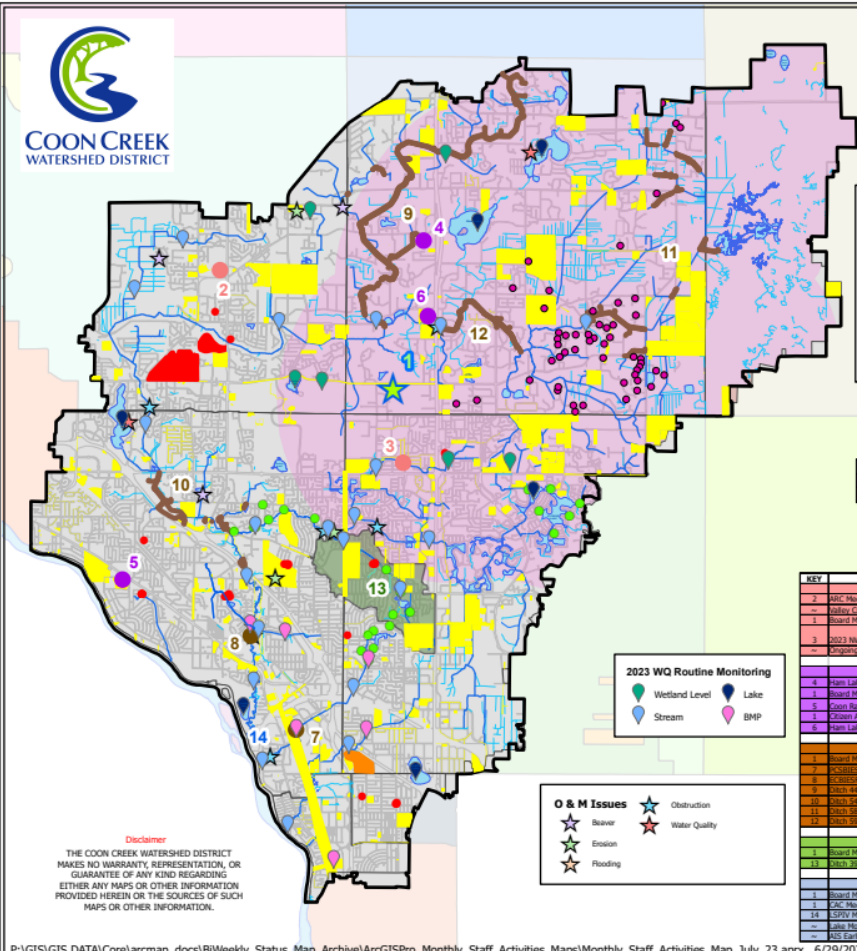


## EXECUTION July Priorities

O&M	Planning	PGA	WQ	Development
Pleasure Creek South BIESF	Comprehensive Plan	Article- July Ham Laker & Summer SLP: Pet Waste Poo-lution,	Monitoring Equipment Install	Inspection Program Development
Epiphany Creek BIESF	Preliminary 2024 Budget	Event-Spring Lake Park Tower Days	Pleasure Cr Discharge Monitoring: Contracting	Chain of Lakes Church
MS4 Front Asset Inventory Module	Planner Position	Event-Blaine Festival	Special Study: Coon Creek Dissolved Oxygen	Crosstown Rolling Acres Infiltration Basins
Stonybrook Routine Inspection	Ham Lake Boundary Amend	Article for Anoka Union Herald	Stream Monitoring	MS4Front Bugs



# Coon Creek Watershed District Staff Activities July 2023



- ★ CCWD Office
- Dev & Reg
- Public Affairs/Outreach
- O & M
- Planning
- Water Quality
- Adopt-a-Drain Cleaned Drains
- Pet Waste Disposal Locations
- Well Interference Complaints (Dec. 2022)
- WDE Site & Affected Homes
- Northtown Shopping Center
- Well Interference Zone
- Active Construction Sites (6,908.1 Acres)

ONLINE MEETING/EVENTS	DATE
Metro Children's Water Festival Meeting	7/6
TEP Meeting	7/12, 7/21

- 2023 WQ Routine Monitoring**
- Wetland Level
  - Lake
  - Stream
  - BMP

- O & M Issues**
- ★ Blower
  - ★ Erosion
  - ★ Flooding
  - ★ Obstruction
  - ★ Water Quality

**Disclaimer**  
 THE COON CREEK WATERSHED DISTRICT MAKES NO WARRANTY, REPRESENTATION, OR GUARANTEE OF ANY KIND REGARDING EITHER ANY MAPS OR OTHER INFORMATION PROVIDED HEREIN OR THE SOURCES OF SUCH MAPS OR OTHER INFORMATION.

KEY	DEPARTMENT	DATE	LOCATION
2	DEV/REG	7/5, 7/18	Indoor City Hall
—	Galley Creek Infiltration Testing (22-047)	7/6	—
1	Board Meeting	7/19, 7/24	CCWD Office
3	2023 NW Area Blaine Racoon Weekly Meetings	7/11, 7/18, 7/25	R53 127th Ave NE, Blaine
—	Ongoing On-Site Permit Inspections	—	Various Sites
<b>PUBLIC AFFAIRS/OUTREACH</b>			
4	Blaine Lake Freedom Festival at Blaine Lake Loree Park	7/1	1220 157th Ave NE
1	Board Meeting	7/19, 7/24	CCWD Office
5	Coin Rapids Summer in the City #3	7/11	11802 Crooked Lake Blvd, Coin Rapids
1	Blaine Advisory Committee Meeting	7/12	CCWD Office
6	Blaine Lake Farmers Market @ Nickolas Brothers	7/19	14823 Highway 65 NE, Blaine Lake
<b>O &amp; M</b>			
1	Blaine Planning	7/19, 7/24	CCWD Office
7	CCWD/DFP Project (under construction)	—	1180 Evergreen Blvd, Coin Rapids
8	DFP/DFP Project (out for bid) - Site Visits Various Dates	—	1202 Egart Blvd, Coin Rapids
9	Blain #4 Forestry	—	Various Sites
10	Blain #4 Forestry	—	Various Sites
11	Blain #8 Forestry	—	Various Sites
12	Blain #9 Forestry	—	Various Sites
<b>PLANNING</b>			
1	Board Meeting	7/19, 7/24	CCWD Office
13	Blain #9 Watershed Assessment	—	Blain #9
<b>WATER QUALITY</b>			
1	Board Meeting	7/19, 7/24	CCWD Office
1	PC Meeting	—	CCWD Office
14	SPW Monitoring Equipment Deployment	7/12	Blaine Creek Outlet
—	Lake Monitoring/Blaine Monitoring/PC Filter/DB Wap	—	Various Sites
—	ISS Early Detection (www/ISS1 Monitoring/Pond Monitoring)	—	Various Sites



## **MANAGEMENT DISPOSITION**

### **Financial Position:**

June started with an operational fund balance of approximately \$358,802.07. 11.3% of those funds are restricted, leaving a working fund balance of \$318,052.07. Change in net cash position was -\$251,917.68. Balance of the escrow trust fund is \$2,113,656.12. Five months into the fiscal year, the budget variance is -\$215,000 (47%) less than planned.

### **Equipment and Facilities:**

The status and condition 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.

### **Staffing:**

- Annuals & Birthdays
  
- Health:
  - One employee recovering from illness
  
- Staff Availability: over the month of June the District we will be at 88%
  - One employee on medical leave – Returned 6/5
  - Multiple staff on vacation
  
- Succession
  - Evaluation of essential function and tasks being conducted
  
- Training
  - Annual tick and poisonous plant training for all staff
  
- Vacancies
  - Planner: Position posted externally, initial interviews scheduled



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

**MEETING DATE:** July 10, 2023  
**AGENDA NUMBER:** 7  
**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) did not meet in June. The Technical Advisory Committee (TAC) also did not meet in June.

- The next CAC meeting scheduled: July 12<sup>th</sup> at 4:30 pm in person at the CCWD office.
- The next TAC meeting scheduled: July 13<sup>th</sup> at 8:30am by Zoom.

**ISSUES/CONCERNS**

**Citizen Advisory Committee (CAC)**

1. None. Most CAC members joined on the Board Tour on 6/12/2023.

**Technical Advisory Committee (TAC)**

- None

**RECOMMENDATION**

Receive Report



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

**MEETING DATE:** July 10, 2023  
**AGENDA NUMBER:** 8  
**ITEM:** Bills to Be Paid

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

**REQUEST**  
 Approve bills

**BACKGROUND**

Claims totaling \$86,008.56 on the following disbursement(s) list will be issued and released upon Board approval.

July 10, 2023		
To	Amount	
A1 Carpet & Floor	1,076.25	
Anoka Conservation District	809.25	
Connexus Energy	251.37	
Dawn Doering	75.17	
Harper Street Woods LLC	1,108.35	<b>Escrow Return</b>
Lashinski Septic Services	400.00	
Metro iNet	121.00	
Plaudit Design	3,500.00	
Daniel Polacheck & Heying Rong	2,285.00	<b>Escrow Return</b>
RMB Environmental Labs	216.00	
Stantec	67,721.75	
US Bank	6,244.42	
Randy Wesp	2,200.00	
	<b>86,008.56</b>	<b>0.00</b>

Item 8: Bills to be Paid Page 2 of 2

delete before upload	Paid	Div	CheckID	RefDt	Ref	Desc	DistAmt	GIKey	GIObj	JGr	JlKey	JLObj	Units	UnitPrice	RecvAddr Cd	DutyCd	Payment	Fiscal Year
VENDOR	vendor #		invoice date	invoice #	description	description	DistAmt						unit rate	unit rate	ServiceAddress			
A1 FLOOR AND CARPET CARE INC	129035	CCWD	CC		0723CCWD	JULY 2023 CLEANING SERVICE	1,076.25	8699560112	61105				1	1,076.25	RD	GEN	CHK	2023
ANOKA CONSERVATION DISTRICT	129789	CCWD	CC	06/31/2023	EDORANT 23-02	EDUCATION GRANT 23-02 ACD TRANSLATION PROJ	829.25	8699560112	61549				1	829.25	RD	GEN	CHK	2023
CONNEXUS ENERGY	131028	CCWD	CC	06/26/2023	253758-0623	ACCT 828846-253758 CCWD	251.37	8699560112	62226				1	251.37	RD	GEN	CHK	2023
DAWN DOERING	40802	CCWD	CC	06/30/2023	REIMB JUN 2023	REIMBURSEMENT MILEAGE	24.89	8699560612	61475				1	24.89	RD	GEN	CHK	2023
DAWN DOERING	40802	CCWD	CC	06/30/2023	REIMB JUN 2023	REIMBURSEMENT FOOD	45.00	8699560112	61477				1	45.00	RD	GEN	CHK	2023
DAWN DOERING	40802	CCWD	CC	06/30/2023	REIMB JUN 2023	REIMBURSEMENT MISC FIELD SUPPLIES	5.28	8699560112	61148				1	5.28	RD	GEN	CHK	2023
HARPER STREET WOODS LLC	231640	CCWD	CC	07/10/2023	PAN 13-001	ESCROW REF-HARPER F WOODS 2ND ADDN	1,108.35	860000041	25412				1	1,108.35	RD	GEN	CHK	2023
LASHINSKI SEPTIC SERVICES	248261	CCWD	CC	06/14/2023	30076	2200 GALLONS PUMPED HOLDING TANK	400.00	8699560112	61250				1	400.00	RD	GEN	CHK	2023
METRO-INET	250487	CCWD	CC	06/22/2023	1378	TMT 16147 UPS NEW BATTERIES	121.00	8699560112	61101				1	121.00	RD	GEN	CHK	2023
PLAUDIT DESIGN	252082	CCWD	CC	06/27/2023	202306235	2023 WEBSITE REDESIGN-INITIAL PYMT	3,500.00	8699560612	61549				1	3,500.00	RD	GEN	CHK	2023
DANIEL POLACHEK & HEYING RONG	252121	CCWD	CC	07/10/2023	PAN 20-036	ESCROW REF-POLACHEK NEW RESIDENCE	2,285.00	860000041	25412				1	2,285.00	RD	GEN	CHK	2023
RMB ENVIRONMENTAL LAB INC	228886	CCWD	CC	06/27/2023	8009130	W08009130 PCN BMP MONITORING	216.00	8699560512	61549				1	216.00	RD	GEN	CHK	2023
STANTEC CONSULTING SERVICES	244057	CCWD	CC	06/06/2023	2087980	PROJ 227705667 WCA S/23	3,553.00	8699560212	63246				1	3,553.00	RD	GEN	CHK	2023
STANTEC CONSULTING SERVICES	244057	CCWD	CC	06/20/2023	2094395	PROJ 227705667 GENL ENGINEERING S/23	1,555.25	8699560312	63246				1	1,555.25	RD	GEN	CHK	2023
STANTEC CONSULTING SERVICES	244057	CCWD	CC	06/20/2023	2094398	PROJ 227705673 OBM S/23	226.50	8699560412	63246				1	226.50	RD	GEN	CHK	2023
STANTEC CONSULTING SERVICES	244057	CCWD	CC	06/20/2023	2094398	PROJ 227705673 FISH PGS 5/23	2,533.50	8699560412	63246				1	2,533.50	RD	GEN	CHK	2023
STANTEC CONSULTING SERVICES	244057	CCWD	CC	06/20/2023	2094398	PROJ 227705673 PCS/EF S/23	398.75	8699560512	63595				1	398.75	RD	GEN	CHK	2023
STANTEC CONSULTING SERVICES	244057	CCWD	CC	06/20/2023	2094396	PROJ 227705668 PLANNING S/23	4,169.56	8699560312	63246				1	4,169.56	RD	GEN	CHK	2023
STANTEC CONSULTING SERVICES	244057	CCWD	CC	06/20/2023	2094396	PROJ 227705668 WQ LK MGMT S/23	2,989.00	8699560512	61549				1	2,989.00	RD	GEN	CHK	2023
STANTEC CONSULTING SERVICES	244057	CCWD	CC	06/20/2023	2094396	PROJ 227705668 SUBWT D41 S/23	4,486.00	8699560312	63246				1	4,486.00	RD	GEN	CHK	2023
STANTEC CONSULTING SERVICES	244057	CCWD	CC	06/20/2023	2094396	PROJ 227705668 FISH PGS 5/23	9,275.25	8699560412	63246				1	9,275.25	RD	GEN	CHK	2023
STANTEC CONSULTING SERVICES	244057	CCWD	CC	06/20/2023	2097397	PROJ 227705669 PERMIT PROG S/23	37,272.69	8699560212	63246				1	37,272.69	RD	GEN	CHK	2023
STANTEC CONSULTING SERVICES	244057	CCWD	CC	06/20/2023	2094394	PROJ 227705653 ECF/EF S/23	73.80	8699560512	63595				1	73.80	RD	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	43.49	8699560112	61149				1	43.49	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	68.00	8699560112	61149				1	68.00	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	28.98	8699560112	61149				1	28.98	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	1,305.01	8699560112	62229				1	1,305.01	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	(46.00)	8699560112	61249				1	(46.00)	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	57.56	8699560112	61149				1	57.56	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	73.80	8699560112	61149				1	73.80	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	1,141.32	8699560112	61549				1	1,141.32	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	79.78	8699560112	61105				1	79.78	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	94.51	8699560112	61149				1	94.51	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	5.36	8699560612	61549				1	5.36	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	72.16	8699560112	61149				1	72.16	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	65.05	8699560612	61549				1	65.05	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	261.27	8699560112	61149				1	261.27	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	(72.16)	8699560112	61149				1	(72.16)	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	105.89	8699560112	62228				1	105.89	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	8.07	8699560112	61250				1	8.07	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	80.29	8699560112	61559				1	80.29	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	72.16	8699560112	61149				1	72.16	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	99.79	8699560112	61149				1	99.79	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	261.27	8699560112	61149				1	261.27	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	495.01	8699560112	62273				1	495.01	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	329.95	8699560112	61250				1	329.95	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	51.79	8699560112	61149				1	51.79	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	44.81	8699560112	61149				1	44.81	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	44.12	8699560112	61149				1	44.12	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	40.32	8699560112	61149				1	40.32	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	12.93	8699560112	61149				1	12.93	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	15.00	8699560612	61549				1	15.00	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	30.00	8699560112	61148				1	30.00	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	170.66	8699560112	61148				1	170.66	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	56.97	8699560112	61149				1	56.97	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	150.00	8699560412	61549				1	150.00	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	150.00	8699560412	61251				1	150.00	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	6.30	8699560112	61149				1	6.30	RK	GEN	CHK	2023
US BANK	128761	CCWD	CC	06/26/2023	26-JUNE-2023	ACCT 4246 0445 5571 4595 CCWD	23.85	8699560512	63595									

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

**MEETING DATE:** July 10, 2023  
**AGENDA NUMBER:** 9  
**ITEM:** Andover Station Noodles - Andover, MN

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**AGENDA:** Permit

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**BACKGROUND/DISCUSSION**

The purpose of this agenda item is for the Board to review, discuss, and consider approving Permit Application Number P-23-048 Andover Station Noodles - Andover, MN.

**RECOMMENDATION**

To approve Permit Application Number P-23-048 with 3 conditions and 3 stipulations, as stated in the Application Review Report dated 7/07/2023.

**ATTACHED**

Application Review Report for Permit Application Number P-23-048.







**PERMIT APPLICATION REVIEW REPORT  
DATE: 7/07/2023**

Applicant/Landowner:

Andover Station 2016 LLC  
Attn: Chris Moe  
2655 Cheshire Ln N  
Plymouth, MN 55447  
cmoe@hjdevelopment.com  
763-285-7236

Contact:

Same as applicant

Project Name: Andover Station Noodles - Andover, MN

Project PAN: P-23-048

Project Purpose: Construction of a new Noodles and Company restaurant and associated underground stormwater filtration system.

Project Location: NE Corner (East of Dollar General) of Thrush St. NW and Bunker Lake Blvd in Andover, MN

Site Size: size of parcel - 0.83 acres; size of disturbed area - 0.72 acres; size of existing impervious - 0.74 acres; size of proposed impervious - 0.67 acres

Applicable District Rule(s): Rule 2, Rule 3, Rule 4

Recommendation: Approve with 3 Conditions and 3 Stipulations

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

Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$2,360.00.

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. SHSAM results indicate a 5' diameter, 5' sump for catch basin manhole ST-4. However, only a 4' sump is shown on the grading plan. Update grading plan to show a 5' sump for catch basin manhole ST-4.

**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 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.

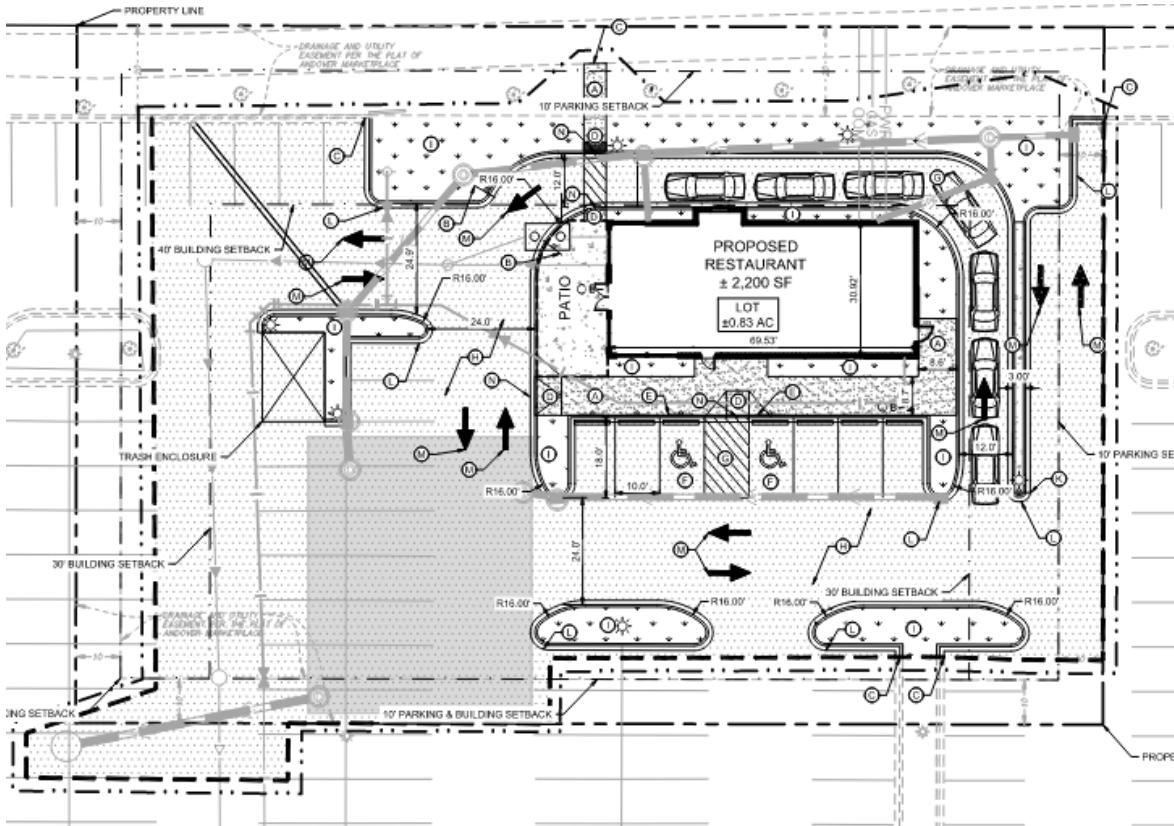
**Exhibits:**

Exhibit Type	Exhibit Author	Signature Date	Received Date
Revised Report of Geotechnical Exploration	American Engineering Testing	03/23/2023	05/02/2023
Stormwater Management Memorandum	Kimley-Horn	06/08/2023	06/08/2023
Stormwater Routing Explanation	Kimley-Horn	05/18/2023	05/18/2023
Construction Plans	Kimley-Horn	06/07/2023	06/08/2023

**Findings:**

**Description:**

The project proposed the redevelopment of an existing parking lot to a new restaurant and underground stormwater treatment facility. The project parcel is 0.83 acres. The area of fully reconstructed impervious surface is 0.67 acres. Due to the potential for contaminated soils and high ground water, the project is proposing to utilize a lined underground filtration system instead of an infiltration system. The project is within the County Ditch 57 subwatershed and drains southwest toward Coon Creek.



**Figure 1. Site Plan**

**Fees and Escrows (Rule 2.7):**

The applicant has submitted a \$3,310.00 application fee and deposit which corresponds with the nonrefundable application fee (\$10), project type of <2 acres (\$3,300.00). The applicant will be required to submit a performance escrow in the amount of \$2,360.00. This corresponds to a base escrow of \$2,000, plus an additional \$500 per acre of disturbance (0.72 acres of disturbance

proposed).

**Stormwater Management (Rule 3.0):**

Rule 3.0 applies to the proposed project because it includes land disturbing activities creating a cumulative total of 10,000 sf or more of new or fully reconstructed impervious surface.

The Hydrologic Soil Group (HSG) of soils on site are HSG C. Curve Numbers do not need to be shifted down one or 1/2 classification due to the site being already impervious and fully compacted.

Rate Control: Peak stormwater flow rate at the Bunker Lake Blvd discharge point does increase from the pre-development condition for the 24-hour precipitation event with a return frequency of 10- and 100- years as shown in Table 1. This increase has been reviewed and determined to be negligible. No adverse impact expected because of this increase. The project will not impact Drainage Sensitive Use areas. The rate control standard is met to the maximum extent practicable.

Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Bunker Lake Blvd	0.8	0.12	0.19	0.28	0.43	0.65
South	3.03	0.77	4.66	1.16	8.07	5.54

**Table 1.**

Volume Control: The application proposes redevelopment which disturbs more than 50% of the site or reconstructs more than 50% of the existing impervious surface, therefore the volume reduction requirement is equal to 1.1 inches over the area of all impervious surface including existing impervious surface that is not proposed to be reconstructed. The amount of proposed impervious required to be treated is 29,185 ft<sup>2</sup>.

The applicant is proposing the Stormwater Management Practices (SMPs) described below:

Drainage Area	Impervious required to be treated (ft <sup>2</sup> )	Proposed SMP	TP Removal Factor	Required treatment volume	Volume Provided Below Outlet (ft <sup>3</sup> )
DA-2	21,780	UG Filtration	0.5	3,993	3,993
DA-1	7,405	None	0.5	1,358	0
Offsite in kind	4,792	UG Filtration	0.5	0	1,424
				TOTAL: 5,351	TOTAL: 5,417

**Table 2.**

The following pretreatment has been provided:

SMP ID	Pretreatment Device/Method	Percent TSS Removal
ST-4	Catch basin sump w/ SAFL baffle	81.5
ST-7	Catch basin sump w/ SAFL baffle	95.1

**Table 3.**

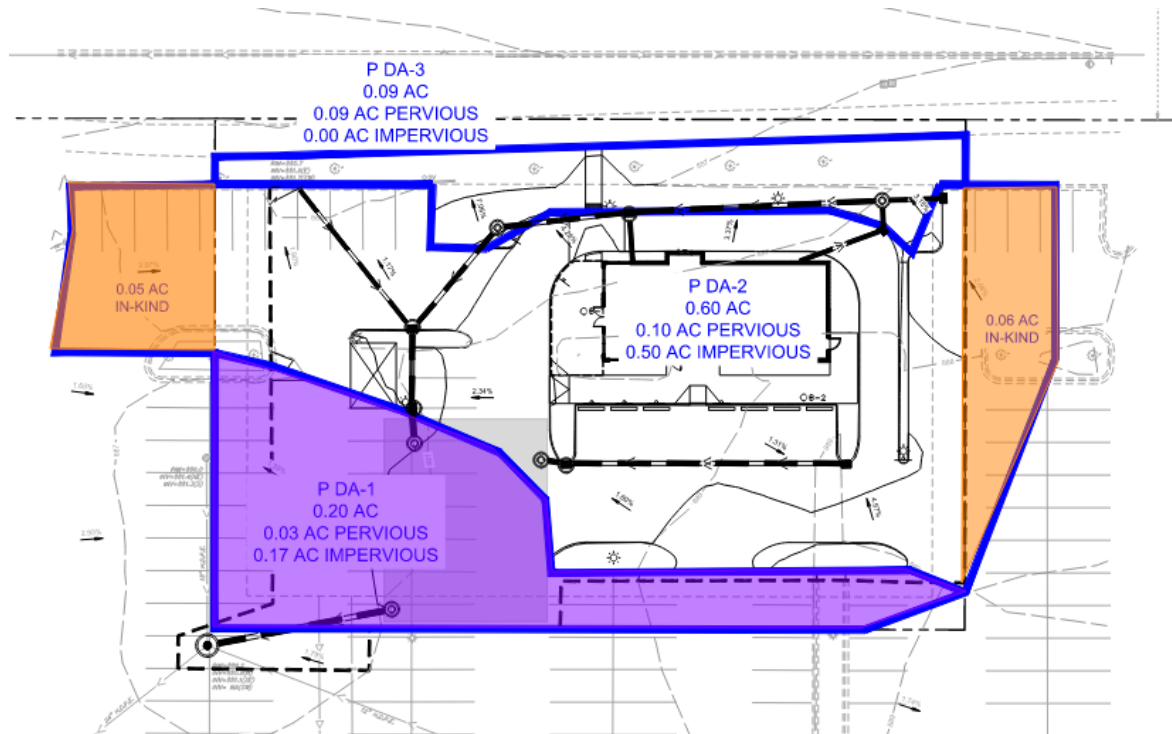
Pretreatment is required to be designed such that the device/method provides removal of 80% TSS entering an infiltration or filtration Stormwater Management Practice. The proposed project does meet pretreatment requirements as shown in Table 3.

The volume reduction requirements are not met as shown in Table 2. An explanation of drainage area treatment swapping can be found in the Water Quality section below. The project proposed to treat an offsite location in lieu of DA-1 shown in Figure 2. Infiltration may not be used as a volume control practice because the practice would need to be placed in areas containing contaminated soil or groundwater and high groundwater. A contaminated soils assessment has been provided, which shows materials regulated by the MPCA. The site also has less than three feet of separation from the bottom of the infiltration system to the seasonally saturated soils or the top of bedrock. Geotechnical information from 03/2023 has been submitted which indicates that seasonally high saturated soils

are likely at an approximate elevation of 7 feet below the surface.

Because the volume reduction standard cannot be met due to these site constraints, the project proposes the use of an underground filtration system. The volume control standard has been met to the maximum extent practicable.

Water Quality: Runoff from untreated impervious surfaces is being treated in-kind for reconstructed impervious surfaces. 0.11 impervious acres of drainage area P DA-2 will be treated in-kind for drainage area P DA-1. Both drainage areas ultimately drain to an existing regional stormwater pond. The 0.11 impervious acres of drainage area P DA-2 are not required to be treated by this rule as they are outside project boundaries. The proposed in-kind area is 16% of the new and reconstructed area. TSS has been reduced to the maximum extent practicable for the untreated impervious surface by the inclusion of a 4-foot sump with a SAFL Baffle in manhole ST-100.



**Figure 2. In-Kind Treatment Areas**

Stormwater treatment on site must remove at least 80% of the average annual post development TSS per discharge location. The following TSS removal has been provided:

Discharge Point	TSS Removal Provided
South	95

**Table 4.**

The Bunker Lake Blvd discharge point is not being treated as routing this area to the underground filtration is not feasible due to existing grades. The project proposes to treat a portion of impervious to the west of the project site in lieu of this drainage area by rerouting an existing catch basin to the northwest of the site to be treated. The TSS removal standard is met at the South discharge point as shown in Table 4.

Discharges to Wetlands: Stormwater from the proposed project is not being discharged into any wetlands, therefore this section does not apply.

Landlocked Basins: The proposed drainage system does not outlet to a landlocked basin, therefore this section does not apply.

**Low Floor Freeboard:** The proposed project is new development including buildings and habitable structures. Therefore, SMPs must be designed such that the lowest basement floor elevations are at least 2 feet above the 100-yr high water level and 1 foot above the emergency overflow. The lowest basement floor elevation proposed is 888.5 MSL. The applicable 100-year high water level is at 885.39 MSL and the applicable emergency overflow is at 884.9 MSL. The freeboard requirement is met.

**Maintenance:**

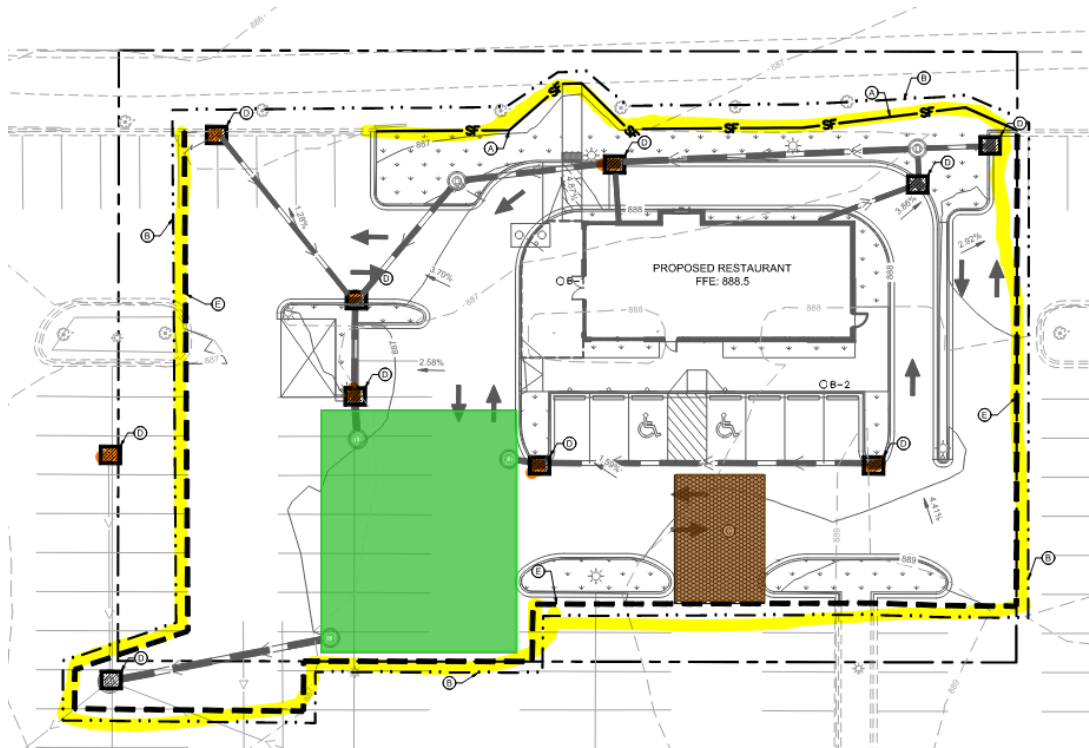
**Easements:** Maintenance easements for all stormwater management practices have been provided on the plans.

**Maintenance Agreements:** The proposed stormwater management practices will not be maintained as part of standard municipal public work activities. Therefore, a maintenance agreement that meets District standards will be required.

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

Rule 4.0 applies to the proposed project because it is a land disturbing activity that requires a permit under another District rule.

The proposed project drains to Coon Creek. The soils affected by the project include Sartell and Markey and does not have a soil erodibility factor of 0.15 or greater. Disturbed areas are proposed to be stabilized within 7 days, as required. The proposed erosion and sediment control plan includes street sweeping, inlet protection, silt fence, bioroll, rock construction entrance. The erosion control plan meets District Requirements.



**Figure 3. Soils & Erosion Control Plan**

**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.

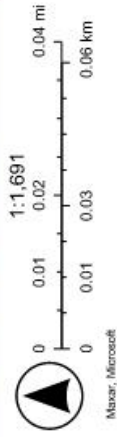
**Variances (Rule 10.2)**

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

P-23-048



6/30/2023







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

**MEETING DATE:** July 10, 2023  
**AGENDA NUMBER:** 10  
**ITEM:** Steen Culvert

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**AGENDA:** Permit

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**BACKGROUND/DISCUSSION**

The purpose of this agenda item is for the Board to review, discuss, and consider approving Permit Application Number P-23-051 Steen Culvert.

**RECOMMENDATION**

To approve Permit Application Number P-23-051 with 2 conditions and 1 stipulations, as stated in the Application Review Report dated 07/07/2023.

**ATTACHED**

Application Review Report for Permit Application Number P-23-051



**PERMIT APPLICATION REVIEW REPORT**  
**DATE: 7/07/2023**

Applicant/Landowner:

Gary Steen  
2745 Bunker Lake Blvd NE  
Ham Lake, MN 55304  
gary@shortpinesranch.com  
763-755-3388

Contact:

Same as applicant

Project Name: Steen Culvert

Project PAN: P-23-051

Project Purpose: replace the existing 48" CMP driveway culvert with a 42" CMP culvert at existing elevations.

Project Location: Section 27, Twp 32, Range 23, Quarter SW 1/4, Ham Lake

Site Size: size of parcel - 36 acres; size of disturbed area - 0.01 acres; size of existing impervious - 0 acres; size of proposed impervious - 0 acres

Applicable District Rule(s): Rule 2, Rule 4, Rule 6, Rule 7

Recommendation: Approve with 2 Conditions and 1 Stipulation

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

Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$2,005.00.

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.

**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-built (invert, pipe material, pipe size) for culvert installation within County Ditch 59-11.

**Exhibits:**

Exhibit Type	Exhibit Author	Signature Date	Received Date
Phone Correspondence summary email	CCWD staff		06/23/2023
Project Narrative	Gary Steen	06/08/2023	06/08/2023
Permit Application	Gary Steen	06/08/2023	06/08/2023
CD59-11 Culvert	Stantec	05/08/2023	05/08/2023

Replacement Memorandum Response to TA23-029			
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**Findings:**

**Description:** The project proposes to replace the existing 48” CMP driveway culvert with a 42” CMP culvert at existing elevations. The culvert has failed, turning downwards at the west (downstream) end, and is causing washout and a sinkhole in the road. The culvert is on County Ditch 59-11, which drains to Coon Creek. This application is associated with TA23-029 in which the applicant requested assistance in determining the appropriate culvert size and placement. As part of TA23-029, Stantec reviewed sizing and placement options which would result in a no-rise condition for the area and provided the applicant with 2 replacement options that would be acceptable.

**Fees and Escrows (Rule 2.7):** The applicant has submitted a \$1,800.00 application fee and deposit which corresponds with the nonrefundable application fee (\$10), project type of single family (\$750,00), and addition to base fee of \$1,040 for a ditch crossing. The applicant will be required to submit a performance escrow in the amount of \$2005.00. This corresponds to a base escrow of \$2,000, plus an additional \$500 per acre of disturbance (0.1 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 is a land disturbing activity that requires a permit under another District rule.

The proposed project is within County Ditch 59-11, which drains to Coon Creek. The soils affected by the project are Zimmerman 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 seeding and erosion control blanket. The erosion control plan does not meet District Requirements because soils and soil stockpiles are not proposed to be stabilized within 24 hours.

**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 project because it includes land disturbing activities with or adjacent to the boundary of the 100-year flood elevation as mapped and modeled by the District. The regulatory floodplain elevation is 889.5 ft MSL on the upstream side and 888.8 ft MSL at the downstream end. The application does not propose fill within the floodplain.

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

Rule 7.0 applies to the proposed project because it includes 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 regulated waterway is County Ditch 59-11. The banks of the waterway have been proposed to be stabilized with permanent vegetation. The proposed culvert opening includes erosion control

blanket and seeding on the shoulder and bank to minimize soil erosion.

The culvert crossing provides equivalent hydraulic capacity to existing conditions as outlined in a CD59-11 Culvert Replacement Memorandum by Stantec dated May 8th, 2023 (associated with TA23-029). The proposed 42" CMP culvert results in a no-rise condition downstream of the crossing and a slight increase in the 100-year flood elevation upstream of the crossing. The increase is less than 0.01' and is contained within the property. The changes in velocity are minimal and will not result in channel degradation or sediment accumulation.

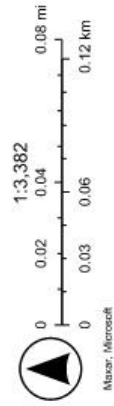
**Buffers (Rule 8.0)**

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.

**VariANCES (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.

P-23-051



6/30/2023

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

**MEETING DATE:** July 10, 2023  
**AGENDA NUMBER:** 11  
**ITEM:** Preliminary Rough Draft 2024 Budget

**AGENDA:** Discussion

**ACTION REQUESTED**

Review and discuss

**PURPOSE AND SCOPE**

1) To review a preliminary rough draft of the 2024 operating budget

**BACKGROUND**

In March the Board adopted a calendar and process for developing the 2024 budget. The process involves three phases: analysis of the parts, fine tuning of the whole and review and adoption of the final.

Attached is the first draft of the entire budget and the start of phase 2 of the budget process: Fine Tuning.

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Prelim	% Chg
<b>Fund Balance January 1</b>	<b>3,163,526</b>	<b>2,304,676</b>	<b>1,958,079</b>	<b>1,958,079</b>	<b>1,608,418</b>	
Property Tax	2,691,777	3,027,370	3,187,821	3,187,821	4,823,173	51.30%
Fees & Charges	422,716	253,820	530,203	530,203	298,423	
Grants	4,400	638,274	393,531	399,031	314,539	
Other Revenue	24,000	25,926	26,963	26,963	28,042	
Fund Balance Used	277,160	387,302	342,274	342,274	40,225	
	3,420,053	4,332,692	4,480,792	4,486,292	5,504,402	
<b>Total Funds Available</b>	<b>6,306,419</b>	<b>6,250,066</b>	<b>6,096,597</b>	<b>6,102,097</b>	<b>7,072,595</b>	
<b>Expenditures</b>						
Salaries & Benefits	1,764,932	1,499,948	1,772,946	1,772,946	1,981,605	
Professional Services	360,904	939,376	382,559	363,632	589,000	
Operating Expenses	165,860	188,296	217,582	204,221	239,164	
Program Costs	1,651,658	1,277,544	2,101,297	2,196,554	2,679,517	
Capital Costs	28,000	9,600	13,795	-	15,000	
	3,971,354	3,914,764	4,488,179	4,537,353	5,504,286	
<b>Fund Balance December 31</b>	<b>2,335,065</b>	<b>2,335,302</b>	<b>1,608,418</b>	<b>1,564,744</b>	<b>1,568,309</b>	
Rev - Exp	(551,301)	417,928	(7,387)	(51,061)	116	

## ISSUES/CONCERNS/OPPORTUNITIES

1. Initial Proposed Levy Amount: The levy increase used to balance the preliminary draft is 50%. Larger than what will be recommended or that the Board should consider for public relations as well as political reasons.
2. Inflation & Insurance Costs: The current rate of inflation is 8.6% and is eroding the beneficial effect of the 8.4% levy increase in 2023. In addition insurance cost will be increasing by 20% in 2023
3. Current Revenue & Expenditures Forecast: A review of the estimated current year expenditures and current year revenues are made as a part of the budget preparation procedures. Thus revised current year expenditure projections are as accurate a possible based on actual history and anticipated needs at the time of preparation for the remainder of the year.
4. Fund Balances:
  - a. There is a required minimum fund balance to ensure continuation of essential District operations for 6 months.
  - b. A review of the fund balances is made during the budget process. In light of and changes in legislative and administrative direction by the State of Minnesota, a substantial fund balance is recommended.
5. Contingency Funding: A contingency is made for a fund in total rather than for a specific program or activity since it is unlikely that an emergency or the unexpected will occur in each program. The one contingency appropriation can be used to meet various situations. The proposed budget provides for rather tight activity appropriation based on normal expenditure levels.

## IMPLICATIONS

The budget allows the District to maintain services and minimally address the water quality issues.

Levy is larger than historically acceptable

## CONCLUSIONS

Budget is preliminary and requires discussion

## RECOMMENDATION



# Preliminary Rough Draft 2023 Budget

## REFERENCES

### Attachments:

- A. Legislative mandates
- B. Budget Guidelines
- C. Capital budget policy

### Budget Authorizations & Requirements:

M.S. 103D.911

MR 8410.0105

MR 8410.0150

### Budget Timeline:

When adopted, budget will fund District operations for the period of January 1, 2023, to December 31, 2023.

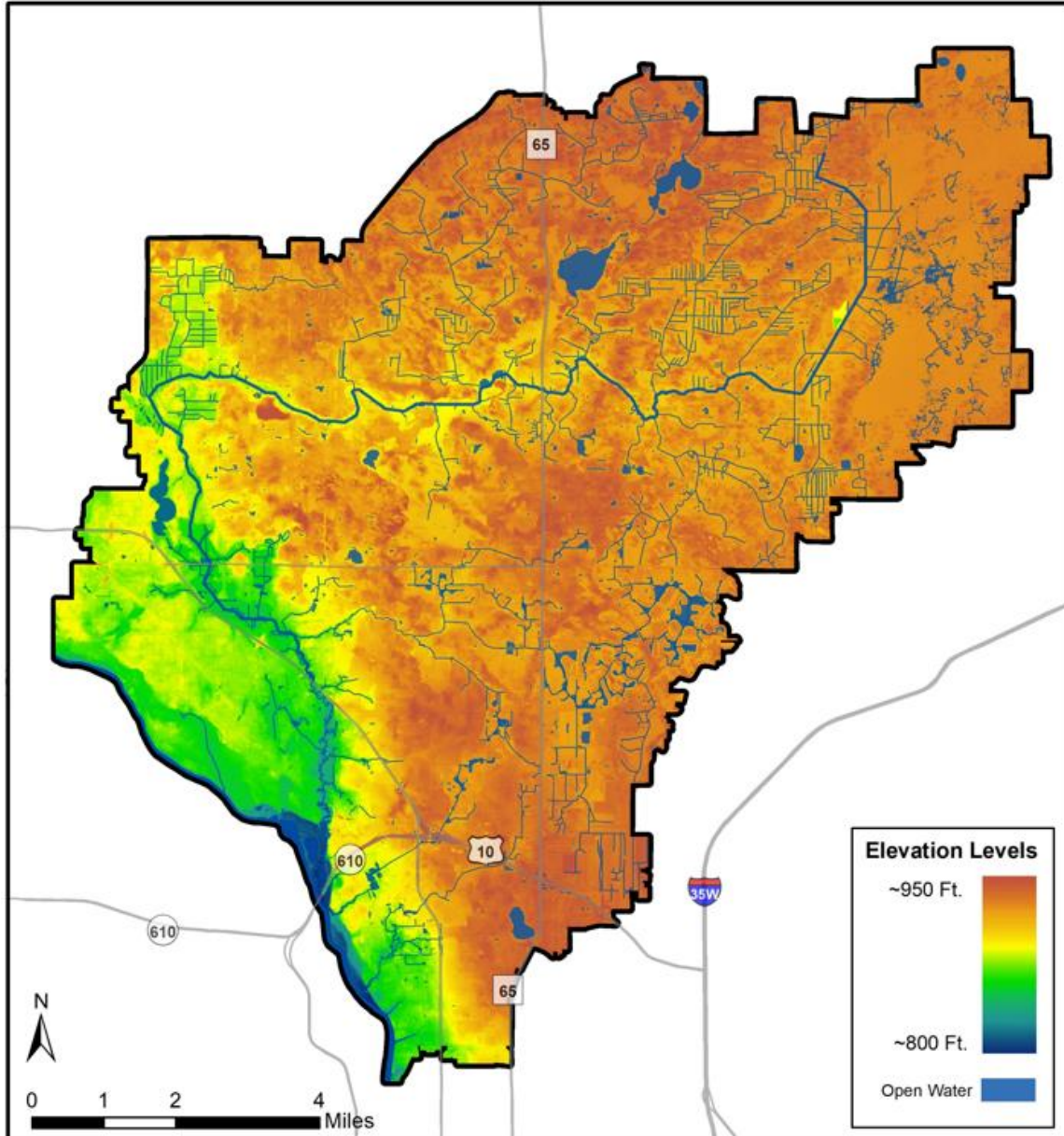
### Task Organization

Date	Task
3/13	Adopt Calendar
3/22	Rough Draft Revenue Estimates
3/22	2022-2026 Capital Improvement Plan Discussion
3/27	Board CIP priority discussion
3/27	Adopt Budget Guidelines
5/8	Initial Preliminary Draft Salary & Professional Services Budget
5/22	Initial Preliminary Rough Draft Operating Budget
6/12	Board review of CIP projects
6/12	DISTRICT TOUR
6/26	Board Review of proposed costs
7/10	Review and comment on Preliminary Rough Draft Budget
7/24	Review and comment on Preliminary Rough Draft Budget
8/14	Board approve Advisory Committee review of Draft Budget
8/28	Board approve Draft Budget for Public Review and Hearing
9/11	Public Hearing on 2024 Budget
9/11	Adopt 2024 Budget

# WATER MANAGEMENT SITUATION

## AREA OF INTEREST AND CONCERN

### District Topography



### District Precipitation: Occurrence and Return Frequency

	Return Frequency of Storm (yrs)							
	<u>1</u>	<u>2</u>	<u>5</u>	<u>10</u>	<u>25</u>	<u>50</u>	<u>100</u>	<u>200</u>
	Annual Probability							
<u>Storm Duration</u>	99%	50%	20%	10%	4%	2%	1%	0.5%
<u>5-min</u>	<u>0.4</u>	<u>0.4</u>	<u>0.5</u>	<u>0.6</u>	<u>0.8</u>	<u>0.9</u>	<u>1.0</u>	<u>1.1</u>
<u>10-min</u>	<u>0.5</u>	<u>0.6</u>	<u>0.8</u>	<u>0.9</u>	<u>1.1</u>	<u>1.3</u>	<u>1.4</u>	<u>1.6</u>
<u>15-min</u>	<u>0.6</u>	<u>0.7</u>	<u>0.9</u>	<u>1.1</u>	<u>1.3</u>	<u>1.5</u>	<u>1.7</u>	<u>1.9</u>
<u>30-min</u>	<u>0.9</u>	<u>1.1</u>	<u>1.4</u>	<u>1.6</u>	<u>1.9</u>	<u>2.2</u>	<u>2.5</u>	<u>2.8</u>
<u>60-min</u>	<u>1.2</u>	<u>1.4</u>	<u>1.8</u>	<u>2.1</u>	<u>2.6</u>	<u>3.0</u>	<u>3.4</u>	<u>3.9</u>
<u>2-hr</u>	<u>1.5</u>	<u>1.7</u>	<u>2.2</u>	<u>2.6</u>	<u>3.2</u>	<u>3.8</u>	<u>4.4</u>	<u>5.0</u>
<u>3-hr</u>	<u>1.6</u>	<u>1.9</u>	<u>2.4</u>	<u>2.9</u>	<u>3.6</u>	<u>4.3</u>	<u>5.1</u>	<u>5.9</u>
<u>6-hr</u>	<u>1.9</u>	<u>2.2</u>	<u>2.8</u>	<u>3.4</u>	<u>4.2</u>	<u>5.2</u>	<u>6.1</u>	<u>7.1</u>
<u>12-hr</u>	<u>2.2</u>	<u>2.5</u>	<u>3.2</u>	<u>3.9</u>	<u>4.9</u>	<u>5.8</u>	<u>6.8</u>	<u>8.0</u>
<u>24-hr</u>	<u>2.5</u>	<u>2.9</u>	<u>3.6</u>	<u>4.3</u>	<u>5.3</u>	<u>6.3</u>	<u>7.3</u>	<u>8.5</u>
<u>2-day</u>	<u>2.9</u>	<u>3.2</u>	<u>3.9</u>	<u>4.6</u>	<u>5.7</u>	<u>6.6</u>	<u>7.7</u>	<u>8.9</u>

~30-32 inches precip/yr

## **WATER & RELATED RESOURCE PROBLEMS, ISSUES AND CONCERNS**

### **Priority Issue and Concern**

#### Surficial Ground Water x Surface Water Interactions

This issue is composed of the very surface of the surficial ground water table which fluctuates vertically five to 10 feet per year due to root zone depth due to evapotranspiration rates. It also moves horizontally toward the Mississippi River at a rate of 3 to 12.5 feet per day. And is subject to dewatering for construction and appropriation for irrigation and domestic water use.

The surficial ground water in the District, often referred to as the water table is generally at the surface of the land or within 5 to 10 feet of the surface. It is part of an unconfined aquifer whose boundaries extend beyond the District. The aquifer is highly dynamic and fluctuates constantly both vertically and horizontally and in most areas of the District is between 250 and 300 feet deep.

Critical Capabilities: The surficial aquifer is the principal source of water for most lakes and wetlands in the watershed as well as base flows to the flowages supplying between 50% and 95% of the water to select resources. Two interrelated issues are intimately related to the surficial aquifer.

- 1) First, is a water quantity concern. Groundwater levels appear to be falling as evidenced by an increasing number of seasonally dry channels, the loss of wetlands and depressed lake level elevations. Certainly, compounded by the drought, the concerns looks to be exasperated and compounded by changes in precipitation, amounts and patterns and the subsurface drainage effect of the Mississippi River.
- 2) Second is a water quality concern. As a major contributor to base flows, the District has detected Chloride levels that exceed state standards, and which are contributing to the pollution of surface waters.

Critical Requirements: The sustained elevation of the surficial aquifer is largely dependent of the size, volume and head of other subsurface ground water that resides upgradient and precipitation the volume and rate of withdrawal across the area of concerns from temporary and permanent appropriations.

#### Critical Vulnerabilities:

Conceptually, the surficial aquifer is vulnerable to changes from the following

1. Recharge is a function of both the volume of rain and the rate at which precipitation falls. Short duration – high intensity rainfalls that have occurred with increasing frequency usually do not produce a lot of water and have a tendency to fall at a rate greater than the infiltration of most soils in the District. The result is increased runoff and ponding which is then lost to evaporation and evapotranspiration.
2. Local high volume and/or long duration dewatering or appropriation from the surficial aquifer that would create either large and/or overlapping cones of depression or a lowering of the water table

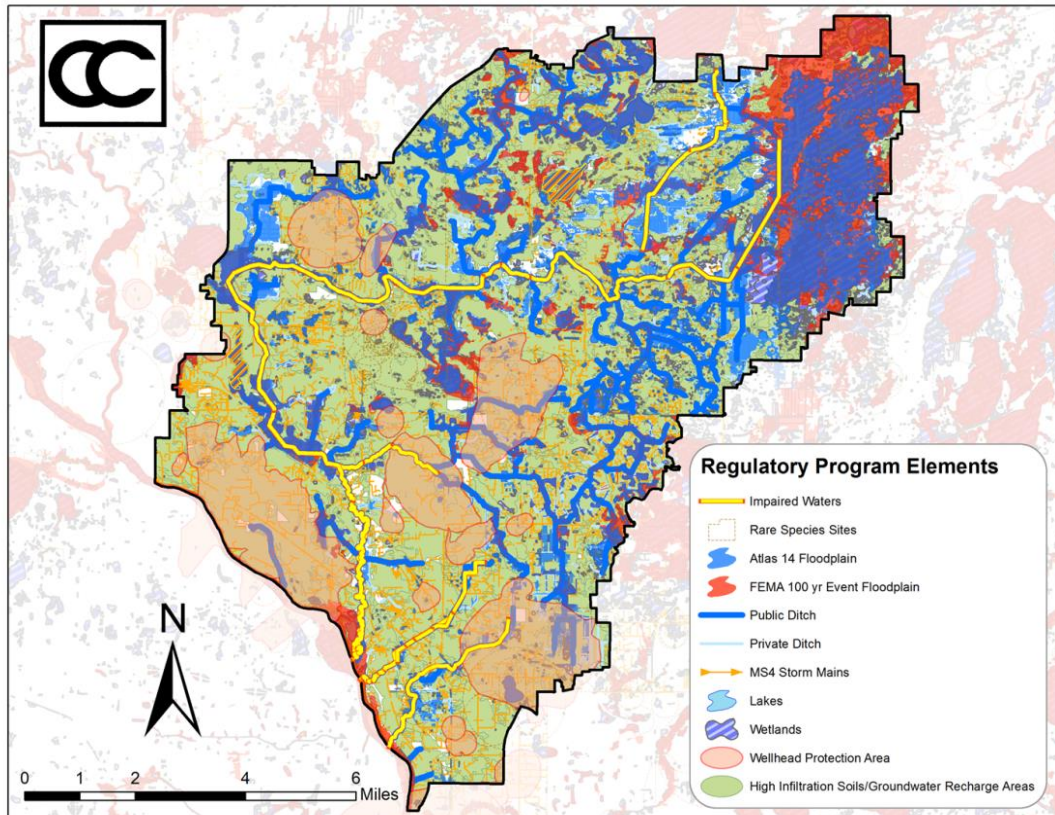
- High volume and/or long duration dewatering or appropriation upgradient and outside of the watershed adversely affecting the volume of water and head which in turn affects the amount and speed of recovery.

Factually, the surficial aquifer is vulnerable to pollution as a result of the sandy soils and accompanying high infiltration rates allowing water to easily infiltrate but unable to bond or otherwise tie up chemicals that find their way into surface waters.

### Operational Problems and Issues

Resource Feature or Factor	Size	Unit
Aquatic Invasive Species	13	Species
Floodplain	17,287	Acres
High Infiltration soils	542,445	Acres
Highly Erodible Soils	34,437	Acres
Impaired Waters (TMDLs)	46.1	Miles
Lakes	1,383	Acres
Municipal Wells	48	Wells
Public Ditches	135	Miles
Threatened & Endangered Species	39	Species
Well-Head Protection Areas	23	WHPAs
Wetlands	15,029	Acres

### Location of Problems, Issues and Concerns



<b>Water/Related Resource</b>	<b>Threat: Problem, Issue, Concern</b>	<b>Annual Probability of Occurrence</b>	<b>Estimated Potential Damages</b>
Aquatic Invasive Species	Interference with use of water resource; damage to public infrastructure, displacement of beneficial uses	100%	\$68,982,100
Flooding (7.3 in. in 24 Hrs)	Damage to property & infrastructure due to inundation or prolonged saturation	1%	\$4,396,409,500
Flooding (3.9 in. in 48 Hrs)	Damage to property & infrastructure due to inundation or prolonged saturation	20%	\$87,928,190
Flooding from High Ground Water	Lands with ground water less than 3 ft from surface	80%	\$1,173,003,000
Impaired Waters	Lands adjacent to waters not meeting state or Federal water quality standards	100%	\$ 478,462,800
Steep Slope Failure	Value of structures adjacent to slopes of $\geq 12\%$	4%	\$2,090,968,500
Wetlands	Lands containing wetlands shown on Wetland Inventory – loss of landscape function	98%	\$4,369,335,500

## COLLABORATOR & COOPERATOR EFFORTS

### Federal Situation

The 1987 amendments to the Clean Water Act (CWA) established the Section 319 Nonpoint Source Management Program. Section 319 addresses the need for greater federal leadership to help focus state and local nonpoint source efforts. Under Section 319, the District has received grant money that supports a wide variety of activities including technical assistance, financial assistance, education, training, technology transfer, demonstration projects and monitoring to assess the success of specific nonpoint source implementation projects. 319(h) (Small Watershed) funds are provided to designated agencies for total maximum daily load (TMDL) and implementation projects for watershed restoration and protection strategies (WRAPS).

Revenue Source	2019	2020	2021	2022	2023
Small Watershed Funds	217,548	319,072	23,942		32,071
	217,548	319,072	23,942	-	32,071

### State Situation

State grant funds, distributed through the Board of Water and Soil Resources (BWSR) for qualifying projects.

- Clean Water Grants: In 2008, Minnesota voters approved the Clean Water, Land & Legacy Amendment to protect drinking water sources; protect, enhance, and restore wetlands, prairies, forests, and fish, game, and wildlife habitat; preserve arts and cultural heritage; support parks and trails; and protect, enhance, and restore lakes, rivers, streams, and groundwater. The Amendment increased the sales and use tax rate by three-eighths of one percent on taxable sales, starting July 1, 2009, continuing through 2034. Those dollars are dedicated to four funds: Outdoor Heritage Fund, Clean Water Fund, Parks and Trails Fund, and Arts and Cultural Heritage Fund.
- Wetland Conservation Act Administration Grant: State grant funds, distributed through the Anoka Conservation District, to reimburse costs for administering the Wetland Conservation Act (WCA).

Revenue Source	2019	2020	2021	2022	2023
Clean Water Funds	533,482	424,726	416,689	500,777	357,460
Wetland Conservation Act Funds	4,400	4,400	4,400	4,400	4,400
	537,882	429,126	421,089	505,177	361,860

**Cities**

All Cities are required to address stormwater by the Metropolitan Council. MS4s are required to address storm water by the Minnesota Pollution Control Agency if they are an MS4. Not all of the cities within the District are MS4s.

	<b>% of city</b>	<b>% of District</b>	<b>% of District Tax Base</b>
Andover	42.5%	13.8%	13%
Blaine	64.9%	20.5%	34%
Columbus	22.9%	10.4%	0.00138%
Coon Rapids	100.0%	21.2%	36%
Fridley	23.0%	2.2%	4%
Ham Lake	90.2%	30.1%	11%
Spring Lake Park	71.1%	1.4%	2%

	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	
Andover	364,375	553,010	626,202	654,381	11%
Blaine	2,728,940	3,104,870	3,229,065	3,374,373	55%
Columbus					0%
Coon Rapids	1,509,221	1,664,975	1,854,889	1,938,359	32%
Fridley	603,599	210,526	31,800	33,231	1%
Ham Lake	23,769	19,177	16,750	17,504	0%
Spring Lake Park			97,500	101,888	2%
	5,229,904	5,552,558	5,856,206	6,119,735	



## INTERAGENCY, INTERGOVERNMENTAL & NONGOVERNMENTAL INVESTMENTS

### Subwatershed Funding

These funds come from MS4s and/or cities that contribute water and pollutants to select subwatersheds that have a completed plan. Priority subwatershed are drainage areas that drain to impaired waters and have an approve TMDL. To address TMDL as well as flooding issues, each MS4/City will pay the percent total cost calculated by the percent runoff originating from their jurisdiction. Each MS4 will decide on the source of funds to pay their share. Grants received for the reduction of loadings or to address flooding will be used to reduce the total balance owed by the MS4s. At present, Subwatershed Plans have been completed or are being completed for Oak Glen Creek, Springbrook Creek and Pleasure Creek

<b>Local Match</b>	<b>Knoll Creek (D39)</b>	<b>Oak Glen Creek</b>	<b>Pleasure Creek</b>	<b>Springbrook Creek</b>
Anoka County Highway	4%		13%	10%
Andover				
Blaine	73%			41%
Columbus			44%	
Coon Creek WD	7%	3%	9%	15%
Coon Rapids	16%		34%	13%
Fridley		97%		6%
Ham Lake				
Spring Lake Park				15%
	100%	100%	100%	100%

<b>Local Match</b>	<b>Knoll Creek (D39)</b>	<b>Oak Glen Creek</b>	<b>Pleasure Creek</b>	<b>Springbrook Creek</b>
Anoka County Highway	4%		13%	10%
Andover				
Blaine	73%			41%
Columbus			44%	
Coon Creek WD	7%	3%	9%	15%
Coon Rapids	16%		34%	13%
Fridley		97%		6%
Ham Lake				
Spring Lake Park				15%
	100%	100%	100%	100%

<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
-------------	-------------	-------------	-------------

**Subwatershed**

Knoll Creek					
Oak Glen Creek				10,000	
Pleasure Creek					
Springbrook Creek			50,800		53,340
<b>Total</b>	\$	-	\$	-	\$ 50,800 \$ 63,340

## CITIZEN CONSIDERATIONS

### Annual Tax Payment to District per Home Value

Per Home Value	2018	2019	2020	2021	2022
\$ 150,000	20.82	19.74	19.10	18.92	18.92
<b>\$ 200,000</b>	27.76	26.32	25.46	25.22	25.22
\$ 230,000	31.92	30.27	29.28	29.00	29.00
<b>\$ 255,861</b>	<b>35.51</b>	<b>33.67</b>	<b>32.57</b>	<b>32.26</b>	<b>32.26</b>
<b>\$ 300,000</b>	41.64	39.48	38.19	37.83	37.83
<b>\$ 400,000</b>	55.52	52.64	50.92	50.44	50.44
<b>\$ 500,000</b>	69.40	65.80	63.65	63.05	63.05

Combined with the city efforts, tax payers are paying an estimated \$20 to \$120 per year for water management efforts

## **2024 Goal**

To develop, justify and acquire the fiscal and human resources needed to carry out and execute the assigned legislative goals and to provide the District with the best mix of people, equipment, and support attainable for those resources.

## **Objectives**

## **IMPLEMENTATION**

### **Management Intent**

To mitigate existing and potential adverse impacts and to protect and restore those watershed-based conditions and processes that produce and provide beneficial uses through unified collaborative action.

### **Essential Tasks**

Drawn from the specified and implied tasks. The following tasks that must be performed for the District to accomplish mission, goals and objectives.

- 1) Organize and intervene: To organize program and collaborator staff and efforts to impact and conduct programs and activities to further the District's mission and/or achieve specific program or activity results.
- 2) Collect Information & Intelligence: To provide the information and intelligence required to accomplish program, project and activity objectives consistent with the District's mission.
- 3) Implement Capital Projects and Improvement: To implement direct and indirect projects to address, resolve and/or improve water management problems, issues and concerns.
- 4) Protect the Resource, Staff and the Public: To conserve the productive capacity and potential so that it can be used when needed.
- 5) Provide Program Logistics and Support: To provide money, material, authority and staff activities required to support and sustain program efforts and major projects within the watershed.
- 6) Provide Operational Leadership and Control: To exercise authority and authority over assigned fiscal, material and staff resources to accomplish specific goals and objectives that are consistent with the District's mission.

### **Effects**

The public should be safe, development can occur in a manner that allows the biogeochemical and hydrologic system to function and costs for maintenance and mitigation should remain relatively low.

- 1) Operations and maintenance should result in improved overall efficiency and effectiveness of the watershed's hydrologic structure and function. Effective maintenance practices can improve overall natural and hard asset effectiveness, condition and reliability.
- 2) Planning makes our programs and actions more efficient and effective by reducing the risk and uncertainty we face during implementation by facilitating common understanding and order to our actions. Planning also helps us use scarce or sensitive resources wisely and efficiently.
- 3) Citizen Engagement brings greater transparency, accountability, and social inclusion, thus improving development results.

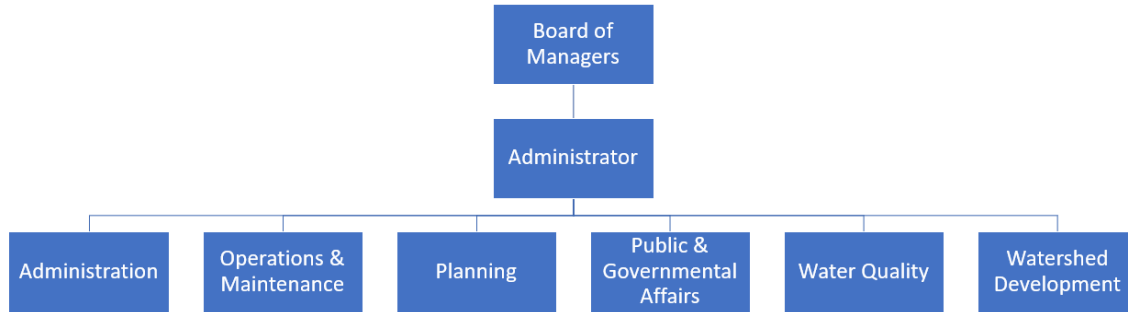
- 4) Water quality management protects human health and avoid the costs related to medical care, productivity loss, and even loss of life.
  
- 5) Reviewing and regulating development of the watershed provides an opportunity to recognize local externalities, mitigate peak flows and water volume, which heighten erosion potential and affect habitat and water quality.

**Preliminary Rough Draft 2024 Budget**

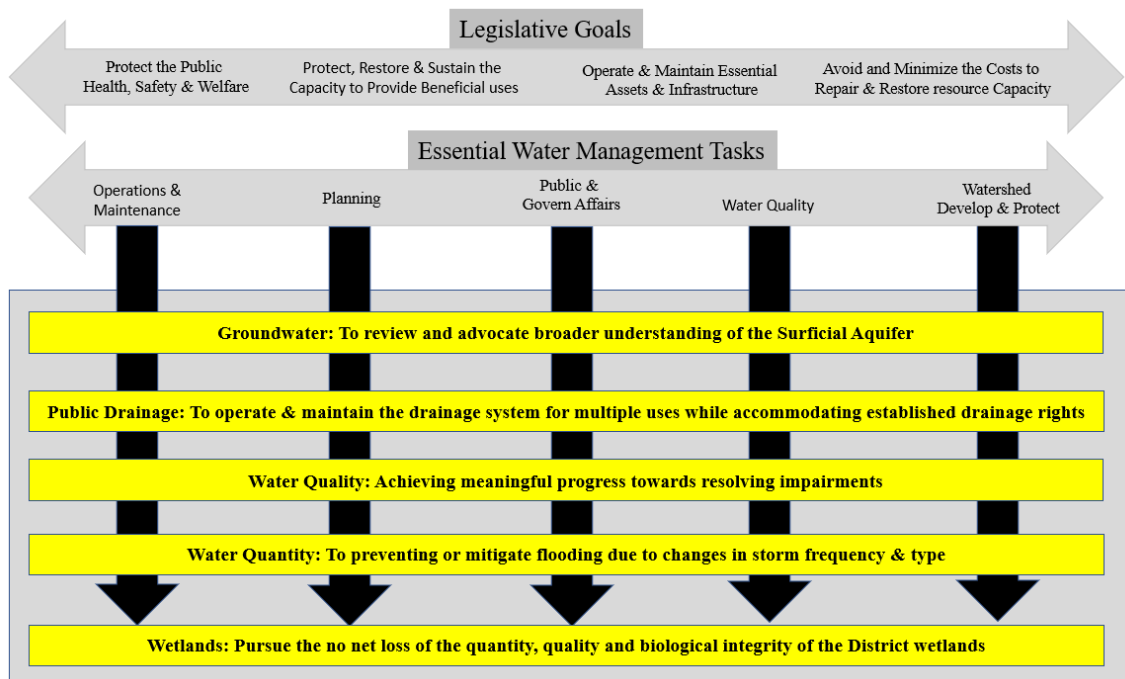
<b>Revenues</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Projected</b>	<b>2024 Prelim</b>
<b>Fund Balance January 1</b>	<b>3,163,526</b>	<b>2,304,676</b>	<b>1,958,079</b>	<b>1,958,079</b>	<b>1,608,418</b>
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Other Revenue	24,000	25,926	26,963	26,963	28,042
Fund Balance Used	277,160	387,302	342,274	342,274	40,225
	3,420,053	4,332,692	4,480,792	4,486,292	5,504,402
<b>Total Funds Available</b>	<b>6,306,419</b>	<b>6,250,066</b>	<b>6,096,597</b>	<b>6,102,097</b>	<b>7,072,595</b>
<b>Expenditures</b>					
Salaries & Benefits	1,764,932	1,499,948	1,772,946	1,772,946	1,981,605
Professional Services	360,904	939,376	382,559	363,632	589,000
Operating Expenses	165,860	188,296	217,582	204,221	239,164
Program Costs	1,651,658	1,277,544	2,101,297	2,196,554	2,679,517
Capital Costs	28,000	9,600	13,795	-	15,000
	3,971,354	3,914,764	4,488,179	4,537,353	5,504,286
<b>Fund Balance December 3</b>	<b>2,335,065</b>	<b>2,335,302</b>	<b>1,608,418</b>	<b>1,564,744</b>	<b>1,568,309</b>
Rev - Exp	(551,301)	417,928	(7,387)	(51,061)	116

## Organization and Interventions

### Operating Programs



### Lines of Effort



### Information Activities

The various products of the budget process are presented to the Board of Managers and staff on an on-going basis. The Advisory Committees monthly, individual stakeholders and collaborators as needed and will be the subject of a public review and hearing at the end of August and beginning of September

### Risks

Several risks are associated with the budget planning process

- 1) Accuracy of forecasts for both revenue & costs

- 2) Inflation: The current rate of inflation is 8.6% and is eroding the beneficial effect of the 8.4% levy increase in 2023



## Proposed Revenues

Code	Prepared	2020 Actual	2021 Actual	2022 Actual	2023		2024 Change	2024 Request	Change 23-24	
	7/6/2023 9:23				Budget	Projected				Current
	<b>Property Taxes</b>									
41101	Administrative Levy									
41102	Insurance Levy									
41103	MWMA Levy	2,577,244	2,691,777	3,027,370	3,187,821	3,187,821	3,187,821	1,635,352	4,823,173	51.30%
41104	Survey & Data Levy									
41105	Maintenance Levy									
	<b>Total Property Taxes</b>	<b>2,577,244</b>	<b>2,691,777</b>	<b>3,027,370</b>	<b>3,187,821</b>	<b>3,187,821</b>	<b>3,187,821</b>	<b>1,635,352</b>	<b>4,823,173</b>	<b>51.30%</b>
	<b>Drainage Assessments</b>									
		-	-	-	-	-	-	-	-	
	<b>Total Sp Ass.</b>	-	-	-	-	-	-	-	-	
	<b>Fees &amp; Charges</b>									
52226	Application Fees	1,530	1,750	1,820	1,850	1,850	1,850	(1,000)	850	-54%
53191	Review & Inspect Fees	262,500	420,966	252,000	550,368	528,353	550,368	(252,795)	297,573	-46%
	<b>Total Fees</b>	<b>264,030</b>	<b>422,716</b>	<b>253,820</b>	<b>552,218</b>	<b>530,203</b>	<b>552,218</b>	<b>(253,795)</b>	<b>298,423</b>	<b>-46%</b>
	<b>Grants</b>									
55407	BWSR CWF Grant	-	0	38277	-	-	86,551	-	86,551	#DIV/0!
55190	DNR/FEMA Grant	-	-	-	-	-	-	-	-	#DIV/0!
55190	EPA 319 Grant	-	-	21,000	-	-	-	-	-	#DIV/0!
55190	Pet Waste 319 Grant	-	-	-	-	-	23,135	-	23,135	#DIV/0!
55190	NKE Plan Impl 319 Grant	-	-	-	32,071	32,071	160,353	-	160,353	400%
55407	CCPSR CWF Grant	-	-	197,500	39,500	39,500	-	-	-	-100%
55407	Aurelia Park CWF Grant	-	-	31,017	38,771	38,771	-	-	-	-100%
55407	PCSIESF CWF Grant	-	-	132,000	33,000	33,000	-	-	-	-100%
55407	ECIESF CWF Grant	-	-	172,500	138,000	138,000	34,500	-	34,500	-75%
55407	WBIF 41,60,57 Sub Plan	-	-	41,580	108,189	108,189	-	-	-	-100%
55407	WCA Admin	4,400	4,400	9,224	4,000	9,500	9,500	500	10,000	150%
	<b>Total Grants</b>	<b>4,400</b>	<b>4,400</b>	<b>643,098</b>	<b>393,531</b>	<b>399,031</b>	<b>314,039</b>	<b>500</b>	<b>314,539</b>	<b>-20%</b>
	<b>Other Revenue</b>									
56101	Interest Income	24,000	24,000	25,926	26,963	26,963	26,963	1,079	28,042	4%
	<b>Fund Balances &amp; Other</b>									
	Building	-	-	-	-	-	-	-	-	
	AIS Rapid Response	40,000	40,000	40,000	40,000	40,000	40,000	-	40,000	0%
	Illicit Discharge Detection	230	225	225	225	225	225	-	225	0%
	Fund Equity Balance	40,225	236,935	347,077	302,049	302,049	-	-	-	-100%
	<b>Ditch Fund Balances</b>									
	Ditch 54	-	0	0	-	-	-	-	-	
	Other Fund Balances	-	-	-	-	-	-	-	-	
	<b>Total Fund Balances</b>	<b>80,455</b>	<b>277,160</b>	<b>387,302</b>	<b>342,274</b>	<b>342,274</b>	<b>40,225</b>	<b>-</b>	<b>40,225</b>	
	<b>TOTAL REVENUE</b>	<b>2,950,129</b>	<b>3,420,053</b>	<b>4,337,516</b>	<b>4,502,807</b>	<b>4,486,292</b>	<b>4,121,266</b>	<b>1,383,136</b>	<b>5,504,402</b>	<b>22%</b>

**Notes:**

1. Initial Proposed Levy Amount: The levy increase used to balance the preliminary draft is 50%. Larger than what will be recommended or that the Board should consider for public relations as well as political reasons.

## Salaries & Benefits

Prepared Code	7/6/2023 9:23	2020	2021	2022	2023		2024		Change	
		Actual	Actual	Actual	Budget	Projected	Current	Change		
<b>Salaries &amp; Benefits</b>										
60110	Salaries	\$ 776,794	\$ 1,333,723	1,164,379	1,330,378	1,330,378	1,390,245	58,749	<b>1,448,994</b>	
60260	Temporary Salaries-Students	\$ 16,500	\$ 17,952	17,129	-	-	-	39,000	<b>39,000</b>	
60713	HRA Payment	\$ 14,887	\$ 8,215	6,762	14,466	14,466	15,117	-	<b>15,117</b>	
60714	Health Insurance	\$ 66,945	\$ 182,383	121,640	208,094	208,094	217,458	17,562	<b>235,020</b>	
60715	Life Insurance	\$ 384	\$ 559	300	512	512	535	(9)	<b>526</b>	
60716	Social Security (FICA)	\$ 59,425	\$ 101,372	89,075	102,845	102,845	107,473	7,200	<b>114,673</b>	
60717	Retirement (PERA)	\$ 56,318	\$ 100,769	84,418	96,674	96,674	101,024	6,856	<b>107,880</b>	
60720	Dental Insurance	\$ 5,059	\$ 7,805	5,580	7,605	7,605	7,947	(342)	<b>7,605</b>	
60721	LTD Insurance	\$ 1,152	\$ 2,104	1,048	1,422	1,422	1,486	304	<b>1,790</b>	
60855	Board & Advisory Expenses	\$ 10,275	\$ 10,050	9,617	10,950	10,950	11,443	(443)	<b>11,000</b>	
<b>Total Salaries &amp; Benefits</b>		<b>1,007,739</b>	<b>1,764,932</b>	<b>1,499,948</b>	<b>1,772,946</b>	<b>1,772,946</b>	<b>1,852,729</b>	<b>128,877</b>	<b>1,981,605</b>	<b>12%</b>

## Professional Services

Prepared Code	7/6/2023 9:45	2020	2021	2022	2023		2024		Change	
		Actual	Actual	Actual	Budget	Projected	Current	Change		
<b>Professional Services</b>										
63010	GIS Services	93,200	100,805	104,837	109,031	111,700	113,392	3,893	<b>117,285</b>	8%
63052	Anoka County	5,500	5,000	5,050	5,252	5,252	5,462	198,713	<b>204,175</b>	3788%
63052	Audit	10,858	11,500	11,960	12,438	13,264	12,936	992	<b>13,927</b>	12%
63066	IT Services	28,000	39,979	47,250	58,000	58,336	60,320	4,490	<b>64,810</b>	12%
63246	Engineering Services	488,224	155,620	718,279	143,758	121,000	149,508	(16,408)	<b>133,100</b>	-7%
63453	Legal Services	45,864	48,000	52,000	54,080	54,080	56,243	(541)	<b>55,702</b>	3%
<b>Total Professional Services</b>		<b>671,646</b>	<b>360,904</b>	<b>939,376</b>	<b>382,559</b>	<b>363,632</b>	<b>397,861</b>	<b>191,138</b>	<b>589,000</b>	<b>54%</b>

## Operating Costs

Prepared Code	7/6/2023 9:47	2020	2021	2022	2023		2024		Change	
		Actual	Actual	Actual	Budget	Projected	Current	Change	Request	23-24
<b>Operating Expenses</b>										
61101	Small Equipment (furn/off/comp/misc)	1,414	47641	23505	20,020	18,020	20,821	16,382	37,203	86%
61105	Cleaning & Janitorial supp	805	10,062	23,525	25,444	15,487	26,462	(10,240)	16,222	-36%
61149	Gen'l Supplies (print/gas/oil/lic/office)	9,043	7,427	19,814	21,471	19,031	22,330	(2,297)	20,033	-7%
61249	R&M Phone Hardware	-	68	3,000	3,150	2,350	3,276	174	3,450	10%
61250	R&M Buildings	37,015	15,925	12,205	15,166	19,666	15,773	6,639	22,412	48%
61251	R&M Office Machine & Equip	2,991	685	1,046	3,588	4,000	3,732	2,168	5,900	64%
61263	R&M Security	897	1,000	1,030	1,071	1,071	1,114	11	1,125	5%
61354	Training & Conferences-Board/other	250	198	2,352	2,000	500	2,080	(1,580)	500	-75%
61355	Training & Conferences-Staff Dev	5,049	4,199	11,356	11,810	9,700	12,282	(1,662)	10,620	-10%
61475	Mileage	2,814	691	2,718	2,827	650	2,940	(2,257)	683	-76%
61476	Other Travel Exp, Parking	79	6	-	40	40	42	(2)	40	0%
61477	Meals & Lodging	2,501	949	2,000	1,750	1,950	1,820	1,145	2,965	69%
61552	Bank Charges	411	556	732	761	732	791	8	799	5%
61557	Dues & Memberships	9,827	9,070	10,529	10,950	15,650	11,388	5,612	17,000	55%
61558	Advertising	4,003	-	1,574	1,637	1,637	1,702	(52)	1,650	1%
61559	Subscriptions & Publications	-	1,985	1,485	2,744	2,744	2,854	1,389	4,243	55%
61575	Books & Software	9,008	7,765	7,765	19,398	19,398	20,174	(974)	19,200	-1%
62119	Web Site Server	800	960	889	1,000	1,000	1,040	955	1,995	100%
62124	Leases & Rentals	19,251	6,078	5,594	5,818	5,818	6,051	(1,359)	4,692	-19%
62225	Utilities-Heat/Natural Gas	1,743	1,821	2,405	2,501	2,501	2,601	25	2,626	5%
62226	Utilities-Electric	3,122	3,772	5,287	5,458	4,958	5,676	50	5,726	5%
62228	Utilities-Waste/Recycle Disposal	319	1,169	1,046	1,300	1,350	1,352	66	1,418	9%
62229	Phones	17,540	15,500	15,200	17,884	17,884	18,599	179	18,778	5%
62231	Postage	300	358	987	1,026	1,027	1,067	(92)	975	-5%
62273	Cable	-	5,956	7,005	7,285	7,285	7,576	73	7,649	5%
62370	Insurance-Liability	15,110	13,591	16,624	17,289	18,500	17,981	1,444	19,425	12%
62372	Insurance-Property	921	919	1,004	1,044	4,700	1,086	3,849	4,935	373%
62373	Insurance-Work Comp	6,009	6,364	5,228	5,437	5,437	5,654	54	5,709	5%
62374	Insurance-Vehicles	852	845	941	1,000	1,135	1,040	152	1,192	19%
<b>Total Operating Expenses</b>		<b>152,074</b>	<b>165,560</b>	<b>186,846</b>	<b>210,869</b>	<b>204,221</b>	<b>219,304</b>	<b>19,860</b>	<b>239,164</b>	<b>9%</b>

## Program Costs

### Administration

Prepared Code	7/6/2023 9:49	2020	2021	2022	2023		2024		Change	
		Actual	Actual	Actual	Budget	Projected	Current	Change	Request	23-24
<b>Program Costs</b>										
65180	Facility Repairs & Improvements	-	-	30,000	10,000	10,000	10,000	-	10,000	
61549	Records Management	-	132,000	-	80,000	65,000	65,000	(65,000)	-	
61148	Field Supplies-ADM	500	500	735	1,435	1,435	1,492	(742)	750	

### Operations & Maintenance

Prepared Code	7/6/2023 9:52	2020	2021	2022	2023		2024		Change	
		Actual	Actual	Actual	Budget	Projected	Current	Change	Request	23-24
<b>Program Costs</b>										
63246	Engineering	-	-	30,000	31,200	31,200	32,448	(2,448)	30,000	
63595	Bank Repair & Stabilization	856,208	593,050	58,240	119,101	119,101	123,865	1,135	125,000	
61251	Ditch Repair & Maintenance	124,021	58,000	137,280	106,228	106,228	110,477	(10,477)	100,000	
61549	Non Routine Maintenance	-	56,000	88,400	92,378	92,378	96,073	(73)	96,000	
61148	Field Supplies-O&M	1,000	600	4,625	1,817	1,817	1,890	(490)	1,400	

**Planning**

Prepared Code	7/6/2023 9:54	2020	2021	2022	2023		2024		Change 23-24
		Actual	Actual	Actual	Budget	Projected	Current	Change	
<b>Program Costs</b>									
63246	Boundary Adjustments	-	3,500	3,500	3,640	3,640	3,786	(786)	3,000
63246	Comprehensive Plan	-	-	70,000	50,650	50,650	52,676	(52,676)	-
63246	Watershed Modeling Improvements	6,240	6,490	20,800	21,632	21,632	22,497	27,503	50,000
63246	Aquatic Organism Passage Enhanc Ph 2	-	-	-	-	-	-	75,000	75,000
63246	Subwatershed Planning	-	-	-	36,063	36,063	37,506	37,494	75,000
63246	Ditch 37 Plan Implementation	-	-	-	36,063	36,063	37,506	38,994	76,500
63246	Ditch 39 Plan Implementation	-	-	-	36,063	36,063	37,506	38,994	76,500
63246	Economic Water Resource Study	-	-	-	-	-	-	125,000	125,000
61549	MN Stormwater Research Council-Partner Funding	-	-	-	-	-	-	10,000	10,000
61549	Groundwater Study	-	-	-	-	-	-	5,000	5,000
63246	WBIF Subwatershed Plan	-	-	-	-	-	-	-	-

**Public and Governmental Affairs**

Prepared Code	7/6/2023 9:55	2020	2021	2022	2023		2024		Change 23-24
		Actual	Actual	Actual	Budget	Projected	Current	Change	
<b>Program Costs</b>									
61549	Subwatershed Community Survey	23,750	24,050	26,000	27,170	27,170	28,257	136	28,393
61549	Springbrook I&E Implementation	-	-	-	-	-	-	69,900	69,900
61549	Targeted Pleasure Cr I&E Implementation	-	-	-	-	-	-	19,900	19,900
61549	NKE Sand Creek Trail Audience Survey	-	-	-	-	-	-	15,000	15,000
61549	Creek/Ditch Signage	-	-	-	-	-	-	10,000	10,000
61549	Water Education Grants	850	4,250	3,745	3,700	3,700	3,848	19	3,867
61549	Sponsorships	-	-	-	-	-	-	1,750	1,750
61549	Adopt-A-Drain	10,000	6,500	6,864	6,270	6,270	6,521	(521)	6,000
61549	Springbrook Pet Waste	7,435	17,500	18,000	24,685	24,685	25,672	(15,384)	10,288
61148	Field Supplies-PGA	1,103	2,444	6,614	2,910	2,910	3,026	789	3,815

**Water Quality**

Prepared Code	7/6/2023 9:57	2020	2021	2022	2023		2024		Change 23-24	
		Actual	Actual	Actual	Budget	Projected	Current	Change		
<b>Program Costs</b>										
61549	Lake Plan Implementation	1,215	2,776	2,887	4,525	4,525	4,706	294	5,000	
61549	Street Sweeping Testing	-	-	-	-	-	-	15,000	15,000	
61549	Springbrook Cr Subwater Partner-led	-	-	-	-	-	-	90,000	90,000	
61549	Pleasure Cr Subwater Partner-led	-	-	-	-	-	-	87,500	87,500	
61549	Groundwater-Surface Water Chlorides Pilot	-	-	-	-	-	-	35,000	35,000	
61549	Contaminants of Emerging Concern	-	-	-	-	-	-	50,000	50,000	
61549	Monitoring	89,113	96,400	99,746	104,235	104,235	108,404	2,085	110,489	
61549	Winer Chloride Monitoring	-	-	-	-	-	-	6,000	6,000	
61549	WQ Cost Share	55,418	76,000	75,000	79,794	79,794	82,986	17,014	100,000	
61549	WQ Cost Share: Optimized St Sweep	-	-	-	-	-	-	100,000	100,000	
61549	WQ Cost Share: TA Municipal Proj	-	-	-	-	-	-	15,000	15,000	
61549	PC MNDot Pond Outlet Modification	-	-	-	-	-	-	21,000	21,000	
61549	Springbrook Nature Center Outlet Mod	-	-	-	-	-	-	22,500	22,500	
63595	CRD Reg Park Stream Corridor Resto	-	-	-	-	125,000	-	440,000	440,000	
63595	Sand Creek AOP Crossing Ehanc @ Xeon	-	-	-	-	65,000	-	115,000	115,000	
61148	Field Supplies-WQ	3,000	3,666	7,547	3,826	3,826	3,979	(1,413)	2,566	
61549	AIS Rapid Response	3,092	-	5,000	20,000	20,000	20,000	-	20,000	
61549	Illicit Discharge Detection	590	800	850	869	869	904	(4)	900	
61549	Groundwater-Surface Water Dewatering Study	-	-	-	-	-	-	15,000	15,000	
63246	Engineering	-	-	-	532,850	350,000	364,000	36,000	400,000	
61148	Field Supplies-WD	1,025	500	950	800	800	832	(332)	500	
<b>Total Program Costs</b>		<b>1,184,560</b>	<b>3,294,712</b>	<b>2,710,827</b>	<b>2,404,419</b>	<b>2,196,554</b>	<b>1,285,856</b>	<b>1,393,661</b>	<b>2,679,517</b>	<b>11%</b>

## Capital Equipment

Prepared	2020	2021	2022	2023		2024		Change	
Code	Actual	Actual	Actual	Budget	Projected	Current	Change	Request	23-24
<b>Capital Costs</b>									
65180 Keyless Entry-Rekey	-	-	-	-	-	-	-	20,900	
65180 Handicap Doors	-	-	-	-	-	-	-	11,100	
65180 Hex Pave	-	-	-	-	-	-	-	21,000	
65180 Rear Parking Paving	-	-	-	-	-	-	-	35,000	
65180 Parking Lot Netting	-	-	-	-	-	-	-	9,350	
65230 Portable Velocity/Depth Sensor	-	-	-	-	-	-	-	14,000	
65340 Training Tables & Chairs	-	-	-	-	-	-	-	16,000	
65390 Software-SageIntaact	-	-	-	-	-	-	-	14,358	
65390 Software-Website migration	-	-	-	-	-	-	-	15,000	
<b>Total Capital Costs</b>	<b>56,000</b>	<b>43,095</b>	<b>75,700</b>	<b>31,395</b>	<b>31,395</b>	<b>31,395</b>	<b>125,313</b>	<b>156,708</b>	<b>399%</b>
<b>TOTAL EXPENSES</b>	<b>3,072,019</b>	<b>5,629,203</b>	<b>5,412,697</b>	<b>4,802,188</b>	<b>4,568,748</b>	<b>3,787,145</b>	<b>1,858,849</b>	<b>5,645,994</b>	<b>18%</b>

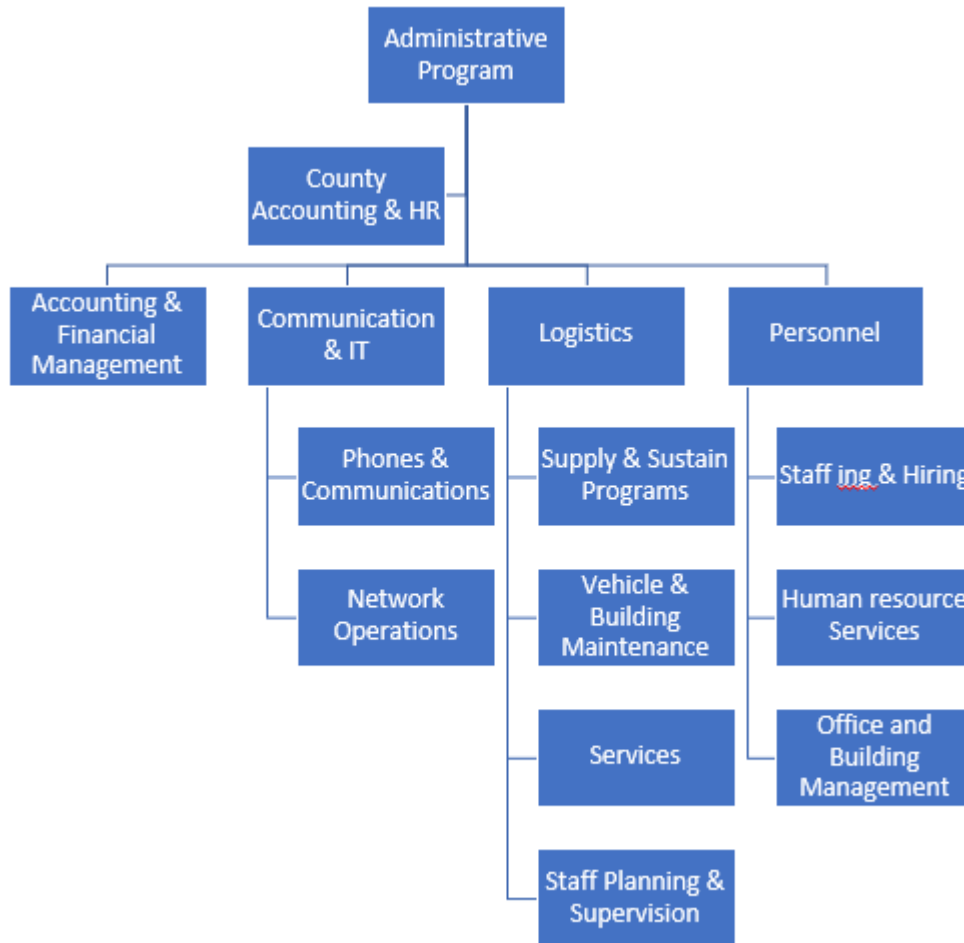
## Administration

### Program Description

Provides logistics, personnel and Information Technology services to maintain and prolong District operations up to and including accomplishment of the statutory purpose and mission of the District. To accomplish this program is responsible for:

- 1) Matters concerning human resources support, including manning, personnel services, personnel support, and office management
- 2) Plans and activities to sustain the District’s efforts and operations, supply, maintenance, vehicle and transportation and operational contract support
- 3) Network operations, information services and communications infrastructure

### Organize and intervene:



### Collect Information & Intelligence:

- Inspect building & grounds quarterly.
- Attend staff annual review

**Implement Capital Projects and Improvement:**

<b>Description</b>	<b>Cost</b>
Keyless Entry – Rekey	20,900
Handicap Doors	11,100
Hex Pave	21,000
Rear Parking Paving	35,000
Parking Lot Netting	9,350
<b>Total</b>	<b>97,350</b>

**Protect Staff and the Public:**

Coordinate health and safety training

**Provide Program Logistics and Support:**

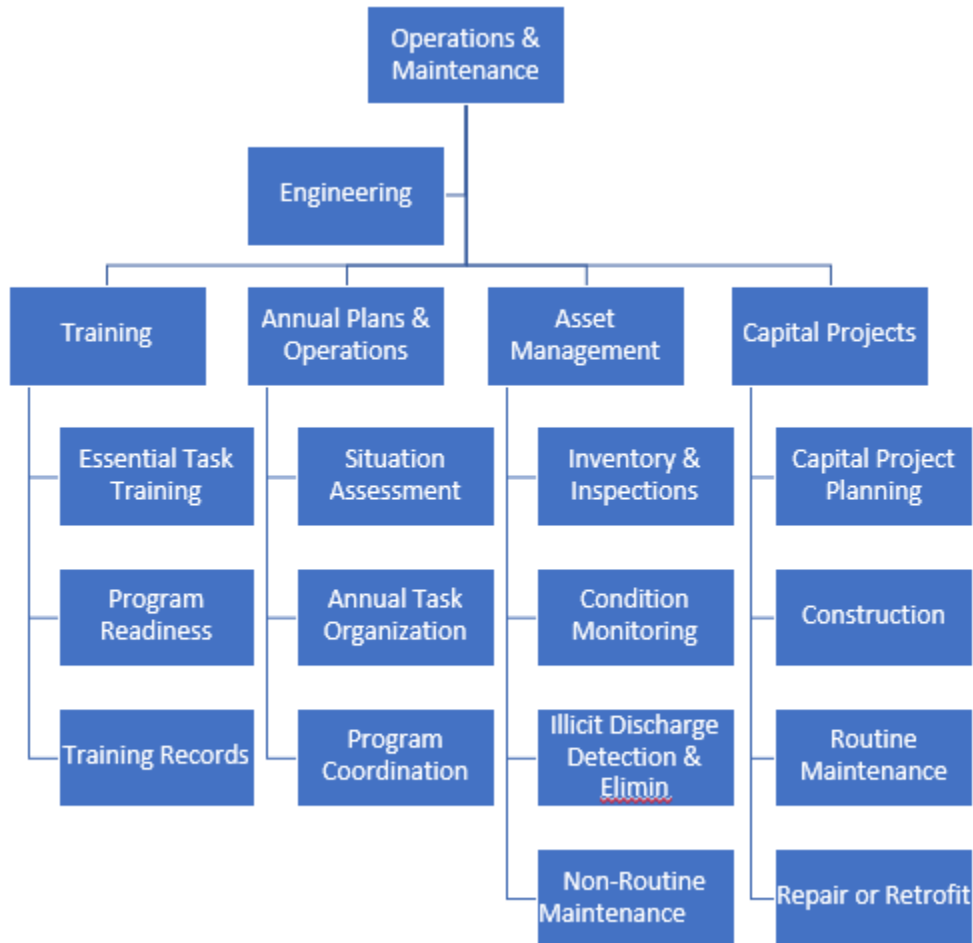
<b>Activity</b>	<b>Description</b>	<b>Cost</b>
Facility Repair	Facility Repair: Conduct maintenance and repair on the District office and grounds	\$10,000
	Program Supplies	750
<b>Total</b>		<b>\$10,700</b>

## Operations & Maintenance

### Program Description

Ensures that the hydrologic system is in balance and operates. It addresses the field operation function and matters concerning operations and plans and development and modernization of the water resource system. Program manages the integration and synchronization of construction and repair of the system as a whole. The program ensures that construction, repair and maintenance activities are coordinated, integrated and synchronized across planned horizons and with collaborating organizations.

### Organize and Intervene:



### Collect Information & Intelligence:

- 1) Inspect District Structures and Hard Assets
- 2) Inspect Ditch 37
- 3) Inspect Ditch 57
- 4) Inspect Ditch 60
- 5) Inspect Riverview Creek
- 6) Inspect Woodcrest Creek



**Implement Capital Projects and Improvement:**

<b>Description</b>	<b>Cost</b>
Coon Creek Bank Stabilization	\$125,000
Aquatic Organism Passage Enhancement Phase 2	75,000
<b>Total</b>	<b>200,000</b>

**Protect Staff and the Public:**

<b>Description</b>	<b>Cost</b>
Routine Ditch Repair and Maintenance	\$563,709
Non-routine Maintenance	\$541,161
<b>Total</b>	<b>1,104,870</b>

• **Provide Program Logistics and Support:**

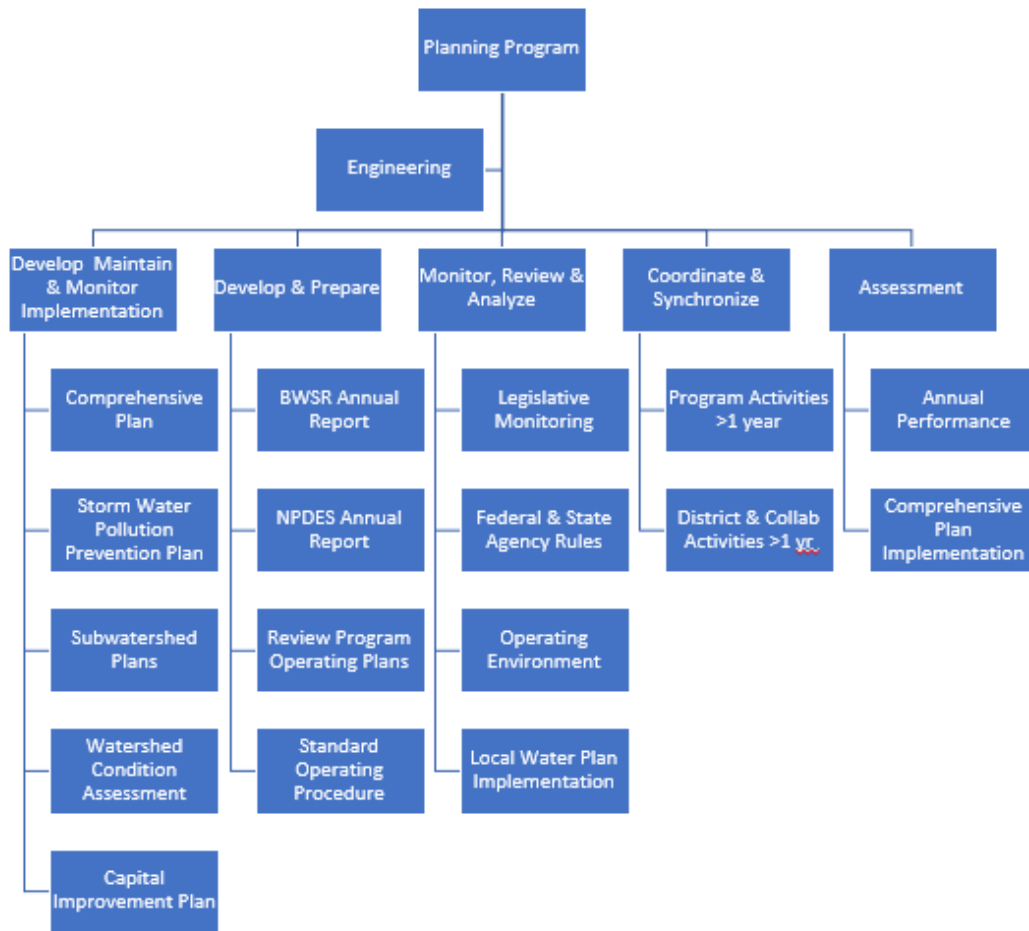
<b>Description</b>	<b>Cost</b>
Engineering	30,000
<b>Total</b>	<b>30,000</b>

## Planning

### Program Description

Program facilitates and enhances the Board’s and Administrator’s ability to make sound and timely decisions and facilitates unified action with collaborators through more complete understanding of the management situation and common understanding of the problem. Program facilitate budget development and coordinates and develops plans for mid- to long-range (5 to 10 years).

### Organize and Intervene:



### Collect Information & Intelligence:

Description	Cost
Watershed Modeling Improvements	27,503
<b>Total</b>	

**Implement Capital Projects and Improvement:**

<b>Description</b>	<b>Cost</b>
Subwatershed Planning	37,494
Fee Study & Funding Strategy	125,000
Ditch 37 Subwatershed Plan	38,994
Ditch 39 Subwatershed Plan	38,994
<b>Total</b>	<b>591,482</b>

**Protect Staff and the Public:**

<b>Description</b>	<b>Cost</b>
Boundary Adjustments	\$3,000
<b>Total</b>	

**Provide Program Logistics and Support:**

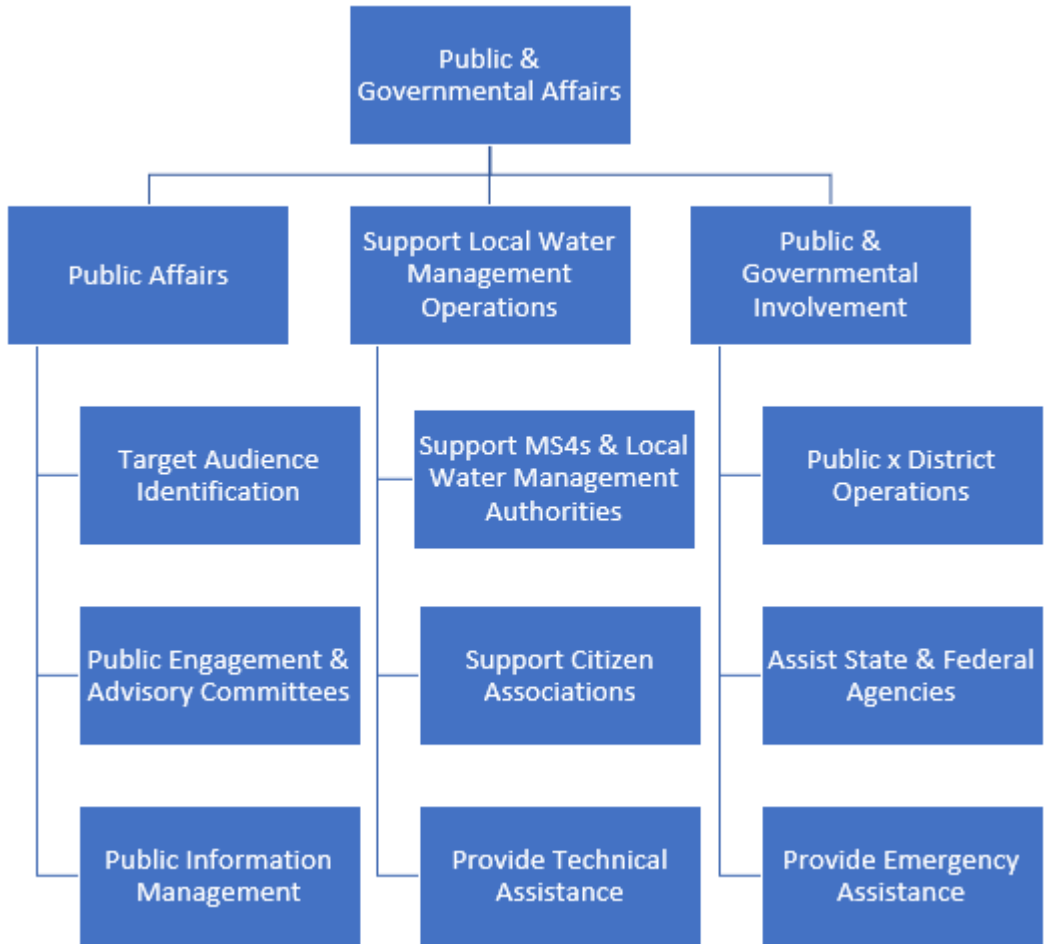
<b>Description</b>	<b>Cost</b>
Engineering	30,000
<b>Total</b>	

## Public and Governmental Affairs

### Program Description

Keeps public and District informed and helps establish conditions that lead to confidence in the District and its readiness and ability to conduct water management operations and serve the public good. Works to enhance the relationship between the District, the public and other organizations involved in local water resource management. Advises the Administrator and Board on the District’s effect on the public and/or unit of government and the effect on the District of citizen or local government activities relative to all stakeholder’s relationship with the land, water resource and government over time.

### Organize and Intervene:



### Collect Information & Intelligence

Description	Cost
Subwatershed Community Survey	28,393
NKE Sand Creek Trail Audience Survey	15,000
<b>Total</b>	<b>42,393</b>

**Implement Capital Projects and Improvement:**

<b>Description</b>	<b>Cost</b>
Springbrook I&E Implementation	69,900
Targeted Pleasure Cr I&E Implementation	19,900
Creek/Ditch Signage	10,000
Adopt-A-Drain	6,000
<b>Total</b>	<b>105,800</b>

**Protect Staff and the Public:**

<b>Description</b>	<b>Cost</b>
Springbrook Pet Waste	10,288
<b>Total</b>	<b>10,288</b>

**Provide Program Logistics and Support:**

<b>Description</b>	<b>Cost</b>
Water Education Grants	3,867
Sponsorships	1,750
Field Supplies-PGA	3,815
<b>Total</b>	<b>9,432</b>

## Water Quality

### Program Description

Gathers and analyzes information on water resources, terrain and landscape, weather, and civil considerations for overall efficient and effective management of the watershed. Responsible for water quality management efforts concerning aquatic invasive species, lakes and impaired waters. Works closely with operations and maintenance to identify, plan and execute projects to improve water quality. Assists Administrator and Board in focusing and integrating assets and resources to satisfy information and intelligence requirements.

### Related Activities

- Oversees the BMP monitoring and water data collection function
- Assists in situational assessment, target and project development, supports watershed development
- Identifies gaps in information and intelligence
- Reports and disseminates data, information and intelligence to District programs, collaborators and state and federal agencies
- Answers requests for information
- Coordinates the District’s hydrologic intelligence requirements
- Assists in planning and assessing effectiveness of District’s efforts

Prepared	2020	2021	2022	2023		2024		Change	
Code 7/6/2023 10:41	Actual	Actual	Actual	Budget	Projected	Current	Change	Request	23-24
61549 Lake Plan Implementation	1,215	2,776	2,887	4,525	4,525	4,706	294	5,000	
61549 Street Sweeping Testing	-	-	-	-	-	-	15,000	15,000	
61549 Springbrook Cr Subwater Partner-led	-	-	-	-	-	-	90,000	90,000	
61549 Pleasure Cr Subwater Partner-led	-	-	-	-	-	-	87,500	87,500	
61549 Groundwater-Surface Water Chlorides Pilot	-	-	-	-	-	-	35,000	35,000	
61549 Contaminants of Emerging Concern	-	-	-	-	-	-	50,000	50,000	
61549 Monitoring	89,113	96,400	99,746	104,235	104,235	108,404	2,085	110,489	
61549 Winer Chloride Monitoring	-	-	-	-	-	-	6,000	6,000	
61549 WQ Cost Share	55,418	76,000	75,000	79,794	79,794	82,986	17,014	100,000	
61549 WQ Cost Share: Optimized St Sweep	-	-	-	-	-	-	100,000	100,000	
61549 WQ Cost Share: TA Municipal Proj	-	-	-	-	-	-	15,000	15,000	
61549 PC MNDot Pond Outlet Modification	-	-	-	-	-	-	21,000	21,000	
61549 Springbrook Nature Center Outlet Mod	-	-	-	-	-	-	22,500	22,500	
63595 CRD Reg Park Stream Corridor Resto	-	-	-	-	125,000	-	440,000	440,000	
63595 Sand Creek AOP Crossing Ehanc @ Xeon	-	-	-	-	65,000	-	115,000	115,000	
61148 Field Supplies-WQ	3,000	3,666	7,547	3,826	3,826	3,979	(1,413)	2,566	
61549 AIS Rapid Response	3,092	-	5,000	20,000	20,000	20,000	-	20,000	
61549 Illicit Discharge Detection	590	800	850	869	869	904	(4)	900	
61549 Groundwater-Surface Water Dewatering Study	-	-	-	-	-	-	15,000	15,000	

**Organize and Intervene:**

Description	Cost
<b>Total</b>	

**Implement Capital Projects and Improvement:**

Description	Cost
<b>Total</b>	

**Protect Staff and the Public:**

Description	Cost
<b>Total</b>	

**Provide Program Logistics and Support:**

Description	Cost
<b>Total</b>	

## Watershed Development

### Program Description

Evaluates, permits, and monitors the physical and economic development of the watershed. Coordinates the protection of watershed functions and is the principal lead on matters concerning wetland and stormwater regulations

### Related Activities

- Assists prospective permit applicants in organizing proposals to avoid or minimize impact on the water or related resource as well as the regulatory burden
- Conducts analysis, planning and coordinating of permit applications
- Advises Administrator and Board on the allocation and employment of all regulatory and enforcement authorities and assets
- Coordinates input and recommends natural resources and assets to be included in the critical and defended asset list
- Monitors and assesses land disturbing activities
- Coordinates with other programs and units of government
- Synchronizes plan review and enforcement operations between units of government
- Coordinates Technical Evaluation Panel

Prepared	2020	2021	2022	2023		2024		Change	
Code 7/6/2023 10:43	Actual	Actual	Actual	Budget	Projected	Current	Change	Request	23-24
63246 Engineering	-	-	-	532,850	350,000	364,000	36,000	400,000	
61148 Field Supplies-WD	1,025	500	950	800	800	832	(332)	500	

### Organize and Intervene:

### Implement Capital Projects and Improvement:

### Protect Staff and the Public:

### Provide Program Logistics and Support:



## Sustainment

<b>Capital Costs</b>										
65180	Keyless Entry-Rekey	-	-	-	-	-	-	-	20,900	
65180	Handicap Doors	-	-	-	-	-	-	-	11,100	
65180	Hex Pave	-	-	-	-	-	-	-	21,000	
65180	Rear Parking Paving	-	-	-	-	-	-	-	35,000	
65180	Parking Lot Netting	-	-	-	-	-	-	-	9,350	
65230	Portable Velocity/Depth Sensor	-	-	-	-	-	-	-	14,000	
65340	Training Tables & Chairs	-	-	-	-	-	-	-	16,000	
65390	Software-SageIntaact	-	-	-	-	-	-	-	14,358	
65390	Software-Website migration	-	-	-	-	-	-	-	15,000	
<b>Total Capital Costs</b>		<b>56,000</b>	<b>43,095</b>	<b>75,700</b>	<b>31,395</b>	<b>31,395</b>	<b>31,395</b>	<b>125,313</b>	<b>156,708</b>	<b>399%</b>

Admin		2024	2025	2026	2027	2028	Total
<b>Description:</b>	Purchase and install a 15 foot high by 150 foot long barrier netting to protect vehicles that park in the rear parking lot						
<b>Justification:</b>	The District office has 18 parking spaces plus one HC parking space and 15 employees in need of parking. With intern(s) and visitors, parking is limited. Winter snow also reduces parking, making additional parking area needed. Due to proximity to golf course golf balls are often found to the rear of the building.						
<b>Expenditures:</b>							
	Planning/Feasibility						\$0.00
	Design						\$0.00
	Construction/implementation	\$9,350.00					\$9,350.00
	Monitoring						\$0.00
	<b>Total:</b>	\$9,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,350.00
<b>Funding Source:</b>							
	General Fund	\$9,350.00					\$9,350.00
	Grant						\$0.00
	<b>Total:</b>	\$9,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,350.00





















## MEMORANDUM

TO: Coon Creek Watershed District  
FROM: Michelle J. Ulrich  
RE: Open Meeting Law Medical Exception  
DATE: July 5, 2023

The Minnesota Legislature in the recent session passed an amendment to the Open Meeting Law, Minnesota Statutes section 13D.02 (1), now allowing a public board member to participate remotely in a public meeting from a nonpublic location (example, at the Board member's home) up to three times a year, if the Board member has been advised by a medical professional against being in a public place for personal or medical reasons. This amendment is effective as of July 1, 2023.

Prior to this amendment the medical exception only applied when a state of emergency had been declared.

2023 Minn. Laws ch. 62, Art. 3, § 1.



## Dozens of wells ran dry after Blaine pumped water without permit, DNR says

The city pumped 380 million gallons of water from wells without a permit, causing at least 47 nearby homes to run dry.

By [Greg Stanley](#) Star Tribune

June 27, 2023 — 4:10pm



The state suspended Blaine's plans for a \$30 million water system upgrade after learning the city failed to obtain permits to operate three of four wells serving its new treatment plant.

The city of Blaine caused dozens of private wells to run dry last summer after wrongfully pumping hundreds of millions of gallons of water from three wells without a permit, a state investigation found.

The Minnesota Department of Natural Resources announced the findings Tuesday after a monthslong investigation into 50 complaints from homeowners who temporarily [lost water](#) during the height of the 2022 drought. The city's pumping was the main reason that 47 of those homes lost water, the DNR found.

Another 27 complaints from private well owners who lost water are still under investigation.

"This is the largest number of complaints in one investigation that the state has done," said Randall Doneen, DNR conservation assistance and regulation section manager. "It speaks to the challenge of a growing community trying to develop a treated sustainable water supply when the neighboring community is almost all private wells."

The city will have 60 days to work out settlement agreements with each of the private well owners — those settlements typically cover the cost of the work it took to restore water to a home.

"We're looking at how we can move forward to make this right for everybody," said Dan Schluender, Blaine's city engineer.

The costs for well owners varied, from a few hundred dollars to a little more than \$6,000, depending on how much work was needed. All together, the 47 well owners spent \$97,000

lowering pumps, drilling deeper wells or doing other work to get water back in their homes, according to the DNR.

The number of households that lost water is unprecedented in Minnesota. The DNR typically receives five well interference complaints in a year.

Blaine first started using the unpermitted wells in summer 2021, according to the DNR. They were used temporarily as demand surged in the summer, when the city's water use jumps from about 6.5 million gallons a day to a peak of 18.5 million gallons.

The problems didn't really begin until 2022, the second straight year of drought.

Home wells started to run dry in July. As complaints poured in, the DNR looked at the city's new treatment plant and learned in mid-August that Blaine was using three new wells without a permit. The city shut them off immediately, and the water table climbed back up.

The city pumped about 380 million gallons of water on the three unpermitted wells in 2022, said Ellen Considine, hydrologist supervisor for the DNR.

There was a misunderstanding with the city's permits, Schluender said.

Blaine had recently dug four new wells as part of a nearly \$30 million upgrade to its water system, which included a new treatment plant. The DNR gave the city a permit for one well, but the city believed the permit was for all four new wells, Schluender said.

Water was quickly restored to all well owners. Most homes lacked water for a couple of days, according to the DNR. Some had to wait as long as a week or two until a driller could get on-site to deepen their wells.