

COON CREEK WATERSHED DISTRICT BOARD OF MANAGERS' MEETING

The Board of Managers of the Coon Creek Watershed District held their regular meeting on Monday, July 22, 2024, at the Coon Creek Watershed District Office.

1. Call to Order

The meeting was called to order at 5:31 PM

Board Members Present: Jim Hafner, Mary Campbell & Dwight McCullough

Board Member Absent: Jason Lund & Erin Lind

Staff Present: Jon Janke, Corinne Elfelt, Bobbie Law, Erin Margl & Michelle Ulrich

Staff Present on Zoom: Erik Bye

Stakeholders Present on Zoom (Development): Paul; Permit 24-010

2. Approval of the Agenda

Board Member Campbell moved to amend the agenda, moving Permit Items 8 24-027 Universal Services and 9 24-010 Xylite Building to the Consent Agenda. Seconded by Board Member McCullough. The motion carried with 3 yeas (Board Members Campbell, Hafner, and McCullough) and no nays.

Board Member Campbell moved to approve the amended agenda. Seconded by Board Member McCullough. The motion carried with 3 yeas (Board Members Campbell, Hafner, and McCullough) and no nays.

3. Announcements

Mr. Janke gave an update on an illicit discharge recently found at a hospital located at the Mercy Hospital- Unity Campus in Fridley. The source has been identified. The main source of the discharge is water softener systems.

Managers discussed the effects of the salt on Oak Glen Creek. Mr. Janke clarified that the stream is not currently impaired for chlorides but exceeds the chronic state standard for support of aquatic life.

4. Open Mic/Public Comment

No one was present for comment.

CONSENT ITEMS

5. Approval of Minutes of July 8, 2024

6. Approval of Bills for Payment:

Claims totaling \$280,944.18 on the following disbursement(s) list will be issued and released upon Board approval.

Vendor	Amount
V0010--A1 FLOOR AND CARPET CARE INC	1,076.25
V0015--ANOKA COUNTY MN	154,431.72
V0015--ANOKA COUNTY MN	4,095.00
V0052--LOFFLER COMPANIES INC	120.42

V0054--MICHELLE J ULRICH PA	2,465.75
V0068--PLM LAKE AND LAND MGT CORP	1,375.00
V0096--RANDY WESP EXCAVATING LLC	2,900.00
V0110--RESPEC COMPANY LLC	2,456.25
V0111--WELL GROOMED LAWNS INC	753.00
V0128--YTS COMPANIES LLC	3,193.75
V0138--RMB ENVIRONMENTAL LABORATORIES INC	207.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	1,125.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	216.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	165.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	72.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	108.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	144.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	72.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	957.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	207.00
V0195--STANTEC CONSULTING SERVICES INC	2,940.00
V0195--STANTEC CONSULTING SERVICES INC	23,286.85
V0195--STANTEC CONSULTING SERVICES INC	113.50
V0195--STANTEC CONSULTING SERVICES INC	27,618.18
V0195--STANTEC CONSULTING SERVICES INC	16,241.00
V0221--ABDO LLP	3,327.50
V0242--METRO I NET	5,398.00
V0247--POOP 911 OF MPLS STP LLC	731.40
V0305--DEEP SEA PROPERTIES LLC	729.18
V0306--JPM JAVA LLC	4,238.28
V0307--SCANNELL PROPERTIES LLC	5,863.75
V0308--THOMPSON-NAUMAN, AMY	2,085.00
V0309--YOAKUM, KIMBERLY OR ANDREW	3,421.10
V0310--DOUGLAS-KERR UNDERGROUND LLC	6,550.00
V0311--WESTWOOD INT & MIDDLE SCHOOL	1,157.62
V0312--POSTMASTER	1,102.68
<i>Grand total</i>	280,944.18

The following Permit Items were moved to the Consent Agenda.

8. 24-027 Universal Services

The purpose of this project, located at 30 – 81st Avenue NE in Fridley, Minnesota, is to construct a building addition, utilities, and associated stormwater treatment features.

The staff recommendation was to approve permit application number P-24-027 with 3 conditions and 3 stipulations as presented in the staff report:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,820.00.

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. Update the erosion and sediment control plan to include the following:
 - a. Update construction sheet C301 to show rock construction entrance as indicated in SWPPP.
 - b. Show inlet protection on sheet C301 as needed.

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. 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.
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. 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.

9. 24-010 Xylite Building

The purpose of this project, located at the intersection of Xylite Street NE and Rice Creek Parkway NE in Blaine, Minnesota, is to construct a new warehouse and associated stormwater treatment features.

The staff recommendation was to approve permit application number P-24-010 with 3 conditions and 3 stipulations as presented in the staff report:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$3,750.00.

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. Update Erosion & Sediment Control Plan to include the following:
 - a. Update construction plan set Sheet C3.4 - Stabilize Soils to stabilize soil and soil stockpiles within 7 days of inactivity.
 - b. Include a note that adjacent streets will be swept clean of sediment by the end of each workday.

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. 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.
2. Completion of post construction infiltration tests on Infiltration Basin 1P and 2P 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. 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.

Board Member McCullough moved to approve the consent agenda items. Seconded by Board Member Campbell. The motion carried with 3 yeas (Board Members Campbell, Hafner, and McCullough) and no nays.

Paul, present via Zoom for permit 24-010 left the meeting.

POLICY ITEMS

7. Summary of Closed Session

President Hafner explained that Minnesota Stat. § 13.05 (3)(a) requires the Board to summarize its conclusions regarding the Administrator's employee evaluation conducted at the July 8, 2024 closed meeting session. Mr. Janke mentioned that a paper copy of the District Administrator's proposed updated employment agreement was available for the managers.

President Hafner, on behalf of the Board, provided a summary of the Administrator's performance evaluation, that included a recognition of the Administrator's strength and proficiency in keeping the Board well-informed with information needed for making reasoned decisions on behalf of the District. Also noted was the recommendation that

the Administrator continue improving District employee relations. Regarding the Administrator's proposed updated employment agreement the Board recognized the inclusion of 60 days' prior written notice of termination provision. Approval of the agreement is scheduled to be completed at the first regular August Board meeting.

Board Member Campbell moved to receive the report. Seconded by Board Member McCullough. The motion carried with 3 yeas (Board Members Campbell, Hafner, and McCullough) and no nays.

PERMIT ITEMS

All permit items were moved to the consent agenda.

DISCUSSION ITEMS

10. Comprehensive Plan Clarification of Ham Lake Comments

Mr. Janke explained that multiple illegible comments regarding the comprehensive plan had been received from the City of Ham Lake. After collaborating and coordinating with City of Ham Lake staff, the District staff recommended additional comments from the City of Ham Lake be added to the summary.

Board Member Campbell explained that she was comfortable adding the comments.

Board Member Hafner moved to approve the draft responses/comments and include them in the formal record of comments received. Seconded by Board Member McCullough. The motion carried with 3 yeas (Board Members Campbell, Hafner, and McCullough) and no nays.

11. Preliminary Draft 2025 Budget

Mr. Janke clarified that this is the same budget and dollar amount as what was previously shared with the Board. The budget being presented was laid out differently including programs broken out to ensure managers can better understand where the dollars are going. Staff requested the Board authorize the budget to be presented to the CCWD Technical Advisory Committee.

Mr. McCullough explained that the budget percentage increase made him uncomfortable, although he understands planned projects and programs may cost more in the future if not addressed now. Managers discussed the budget implications of Anoka County no longer providing the CCWD with finance, human resources, benefits, and payroll services. Managers also discussed water quality goals for the future.

Board member Campbell moved to approve the distribution of the 2025 draft budget at the August 8th Technical Advisory Committee meeting. Seconded by Board Member McCullough. The motion carried with 3 yeas (Board Members Campbell, Hafner, and McCullough) and no nays.

INFORMATIONAL ITEMS

12. CCWD on local TV News

A notice regarding local news interviewing District staff was provided along with links to the video footage.

Board Member Campbell requested staff ensure the videos were easily accessible on the District website and social media.

The District office lost power due to inclement weather. No members of the public were present online during this time.

13. July 29th Public Hearing on Comprehensive Plan Comments

Mr. Janke gave an overview of the planning process and reminded the managers of the special meeting scheduled to occur on the 29th of July.

ADJOURN

Board Member McCullough moved to adjourn at 5:52 pm. Seconded by Board Member Hafner. The motion carried with 3 yeas (Board Members Campbell, Hafner, and McCullough) and no nays.



President