

BOARD MEETING AGENDA

Board Room
Coon Creek Watershed District Offices
Tuesday, May 27, 2025
5:30 p.m.

Board of Managers:

Jim Hafner, President; Erin Lind, Vice President; Jason Lund, 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 May 12, 2025**
- 6. Bills/Accounts Payable**

POLICY ITEMS

- 7. Receive 2024 Audit and Annual Financial Report**
- 8. Adopt District Personnel Guidance Manual**

PERMIT ITEMS

- 9. 143rd Ave Reconstruction**
- 10. Elwell Commercial Park**
- 11. Elwell Farms**
- 12. Stone Arch Dental**

DISCUSSION ITEMS

- 13. Board Tour (ABM)**
- 14. 2026 Capital Equipment Discussion**
- 15. 2026 Operating Costs**

INFORMATIONAL ITEMS

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, May 12, 2025, 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, Jim Hafner, Erin Lind, Jason Lund, and Dwight McCullough.

Staff Present: Tim Kelly, Justine Dauphinais, Corinne Elfelt, Hattie Hillukka, Jessica Lindemyer, Erin Margl

Staff via video conference: Erik Bye, Tyler Thompson

Guests via video conference: Jennifer Lattin – City of Columbus liaison

2. Approval of the Agenda

Board Member McCullough moved to add all Permit Items, to the Consent Items. Seconded by Board Member Lund The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

Board Member Lind moved to approve the amended agenda. Seconded by Board Member McCullough. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

3. Announcements

District Administrator Kelly announced that a current news article ranked Minnesota at third most at risk for natural disasters. Kelly said he had not yet researched the sources used for the article.

4. Open Mic/Public Comment

No one was present for comment.

CONSENT ITEMS

5. Approval of Minutes of April 14, 2025

6. Administrator's Report

7. Advisory Committee Report

8. Approval of Bills for Payment

Claims totaling \$198,572.04 on the following disbursement(s) list will be issued and released upon Board approval.

Vendor	Amount
V0008--US BANK	7,203.72
V0010--A1 FLOOR AND CARPET CARE INC	1,119.30
V0015--ANOKA COUNTY MN	2,005.00
V0015--ANOKA COUNTY MN	2,050.00
V0015--ANOKA COUNTY MN	2,050.00
V0015--ANOKA COUNTY MN	2,005.00
V0027--CITY OF FRIDLEY	9,600.00
V0035--DRESEL CONTRACTING INC	3,300.00
V0035--DRESEL CONTRACTING INC	5,845.00
V0048--IND SCHOOL DIST 16	5,150.00
V0054--MICHELLE J ULRICH PA	4,072.50
V0061--NORTH PINE AGGREGATE	3,500.00
V0068--PLM LAKE AND LAND MGT CORP	550.00
V0080--METROPOLITAN COUNCIL	1,900.00
V0111--WELL GROOMED LAWNS INC	175.00
V0127--BL HOLDINGS	2,750.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	501.00
V0159--DOMINIUM	3,604.60
V0195--STANTEC CONSULTING SERVICES INC	2,182.50
V0195--STANTEC CONSULTING SERVICES INC	10,350.00
V0195--STANTEC CONSULTING SERVICES INC	17,745.70
V0195--STANTEC CONSULTING SERVICES INC	62,562.25
V0195--STANTEC CONSULTING SERVICES INC	3,708.25
V0221--ABDO LLP	5,466.67
V0221--ABDO LLP	1,450.00
V0228--EPG COMPANIES INC	484.12
V0249--PLAUDIT DESIGN	77.50
V0269--CENTERPOINT ENERGY-ESCROW	16,527.35
V0269--CENTERPOINT ENERGY-ESCROW	2,867.50
V0300--HASBROOK, KAILEE	51.80
V0352--HEALTH EQUITY INC	551.25
V0352--HEALTH EQUITY INC	500.00
V0376--TH CONSTRUCTION INC	3,000.00
V0382--J MICHAEL HOMES INC	804.78
V0383--GERHARD LARSON	9,379.50
V0383--GERHARD LARSON	3,081.75
V0384--MN POLLUTION CONTROL AGENCY	400.00
	198,572.04

The following permit items were moved to the Consent Agenda.

13. 2025 Blaine Street Reconstruction

The purpose of this project is the rehabilitation of various City streets, Lakes Parkway and Baltimore Street in the City of Blaine, Minnesota.

The City of Blaine is proposing the rehabilitation of various City streets broken up into 4 project areas. This is not a full reconstruction project. The project will disturb 0.76 acres and create 0 acres of regulated impervious surface. The areas all drain to County Dith 41. The relevant water resource concern is erosion and sediment control, which corresponds to District Rule 4.

Staff recommendation is to approve with one (1) Condition and no (0) Stipulations as outlined in the complete Permit Application Review Report dated April 23, 2025, and before the Board of Managers on May 12, 2025:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,380.00.

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:

None

14. Bank of America Blaine

The purpose of this project is the construction of a 4,275 square-foot building with parking and stormwater treatment system modifications. The project is located at the southeast corner of 125th Avenue NE and Ulysses Street NE in the City of Blaine, Minnesota. The parcel is part of a larger approved development under PAN 20-155. The underground retention system was installed as a part of 20-155 and will be slightly modified with this application, but overall treatment capacity will remain the same. The project will disturb 0.61 acres and create 0.52 acres of new, regulated impervious. The parcel drains to County Ditch 60. The relevant water resource concerns are stormwater management and erosion and sediment control which correlate to District Rules 3 and 4.

Staff recommendation was to approve with two (2) Conditions and two (2) Stipulations as outlined in the complete Permit Application Review Report dated April 23, 2025, and before the Board of Managers on May 12, 2025:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,305.00.

Rule 4.0 – Soils and Erosion Control

2. Update the erosion and sediment control plan to include a note that soils and soil stockpiles will be stabilized within 24 hours of inactivity.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, the applicant agrees to these stipulations:

1. 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. Submittal of photographic proof of modification of 25 linear feet of existing underground treatment system.

15. Sunrise Pond Park Courts

The purpose of this project is the construction of new bituminous sports courts and associated stormwater treatment pond within Sunrise Pond Park located on 131st Avenue NE in Blaine, Minnesota. The area drains to County Ditch 44. The relevant water resource concerns are stormwater management, erosion and sediment control and floodplain which correlate to District Rules 3,4, and 6.

Staff recommendation was to approve with one (1) Condition and two (2) Stipulations as outlined in the complete Permit Application Review Report dated April 23, 2025, and before the Board of Managers on May 12, 2025:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,480.00.

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. Submittal of as-builts for the stormwater management practices and associated structures listed in Table 2, including volume, critical elevations and proof of installation for hydrodynamic separators.

16. Blaine Town Center Phase 2

The purpose of this project is for phase 2 of the larger Blaine Town Center Development and includes the construction of public roads, utilities and stormwater treatment in the area east of Nassau Street to Radisson Road (between 105th and 109th, East of National Sports Center and west of Radisson Road NE) in Blaine, Minnesota. This phase will disturb 35 acres and create a total of 3.12 acres of new and fully reconstructed impervious surface. The area drains to County Ditch 41. The relevant water resource concerns are stormwater management and erosion and sediment control which are District Rules 3 and 4.

Staff recommendation was to approve with three (3) Conditions and four (4) Stipulations as outlined in the complete Permit Application Review Report dated May 7, 2025, and before the Board of Managers on May 12, 2025:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$19,500.00.

Rule 3.0 – Stormwater Management

2. SHSAM results indicate that a SAFL Baffle is to be installed within CBMH 363. Update the storm structure table on sheet C5-1 to show this.

Rule 4.0 – Soils and Erosion Control

3. Update the erosion and sediment control plan to stabilize soils and soil stockpiles within 24 hours of inactivity.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, the applicant agrees to these stipulations:

1. Submittal of as-builts for the stormwater management practices and associated structures listed in Tables 2 and 3, including volume, critical elevations and proof of installation for hydrodynamic separators.
2. Completion of post construction infiltration tests on Infiltration Basin 1, Infiltration Basin 2, and Biofiltration Basin 11 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. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
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.

17. Lot 8 Block 8 Birch View Acres

The purpose of this project is the grading and construction of a new home located at the intersection of Eveleth Street NE and 171st Avenue NE in Ham Lake, Minnesota. It will disturb approximately 0.32 acres. The site drains to County Ditch 58-2. The water resource concerns are erosion and sediment control and floodplain, which are District Rules 4 and 6.

Staff recommendation was to approve with three (3) Conditions and no (0) Stipulations as outlined in the complete Permit Application Review Report dated May 7, 2025, and before the Board of Managers on May 12, 2025:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,160.00.
2. Submittal of the floodplain impact review fee of \$300.00.

Rule 4.0 – Soils and Erosion Control

3. Update the erosion and sediment control plan to include a note to stabilize soils within 24 hours of inactivity.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, the applicant agrees to these stipulations:

None

18. University Avenue Townhomes

The purpose of this project is the construction of a six-unit townhomes development with parking, utilities and stormwater treatment located in the Northwest quadrant of the intersection of University Avenue NW and Butternut Street NW in Coon Rapids, Minnesota. The parcel is 3.8 acres, and the project will disturb 3.7 acres. The proposed regulated impervious is 1.8 acres. The parcel drains to Lower Coon Creek. The water resource concerns are stormwater treatment and erosion and sediment control, which are District Rules 3 and 4.

Staff recommendation was to approve with three (3) Conditions and four (4) Stipulations as outlined in the complete Permit Application Review Report dated May 7, 2025, and before the Board of Managers on May 12, 2025:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$3,850.00.

Rule 3.0 – Stormwater Management

2. CBMH 12 includes a 3-foot sump to provide pretreatment to the infiltration

basin. The District recommends a minimum of 4-foot sump depth to prevent the resuspension of sediments. Please update if feasible.

3. Provide proof of recording of a fully executed Operations and Maintenance Agreement for the perpetual inspection and maintenance of all proposed stormwater management practices after review and approval by the District.

Stipulations: 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.
4. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)

19. JBR Ham Lake

The purpose of this project is the addition of gravel drive surfaces that were completed in 2024 and associated stormwater treatment features located at 15035 Aberdeen Street NE in Ham Lake, Minnesota. The project will disturb 0.69 acres and create 1.28 acres of regulated impervious surface. The parcel drains west towards County Ditch 57. The relevant water resource concerns are stormwater management and erosion and sediment control which are District Rules 3 and 4.

Staff recommendation was to approve with three (3) Conditions and three (3) Stipulations as outlined in the complete Permit Application Review Report dated May 7, 2025, and before the Board of Managers on May 12, 2025:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

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

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 control plan to provide provisions for the proper maintenance of the erosion control practices throughout construction.

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 Lund. The motion carried with five (5) years (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

POLICY ITEMS

9. Administrator Performance Review

The Board discussed the annual performance review of the Administrator and the board member, in addition to Jim Hafner, that would participate as outlined in the Administrator employment agreement. Board members Campbell, Lund and McCullough volunteered. Board Member Lind nominated Mary Campbell. It was discussed and agreed by the Board that Mary Campbell would participate in the performance review this year.

Board Member Campbell asked that the review be brought to the attention of the Board earlier in upcoming years so the review can be done by the end of May. The participants in the performance review stated they would discuss the specific date and time for the review after the meeting and would bring the results of the completed review with the Board at the June 9, 2025 meeting.

The committee asked that Administrative Services Coordinator, Corinne Elfelt, provide the committee with the customarily used performance review form and Position Description to use for the review.

10. Water Education Grant – Pollinator Classroom

Jessica Lindemyer, Engagement Coordinator, presented the Water Education grant application 25-01 and the requested award of \$500 for the cost associated with building a deep-rooted pollinator classroom for O'Neil Homeschool in Spring Lake Park.

Ms. Lindemyer stated the applicant, Kaity O'Neil, proposes to create a pollinator classroom for ongoing hands-on learning for her students, addressing the topics of native plants, their impacts on water resources and the benefits of pollinators. Ms O'Neil has indicated to staff that they have also been in touch with Anoka Conservation District for help with plant selection and technical assistance.

This project meets the Water Education Grant criteria and staff recommendation is to approve the Water Education Grant application of \$500 for the costs associated with building a deep-rooted pollinator classroom for O'Neil Homeschool in Spring Lake Park.

The Board inquired about the number of students Ms. O'Neil has attending. Ms. Lindemyer stated there are four regular students and over the summer there are six to nine students. Board Member Campbell asked if there might be an opportunity for the District to provide some signage in addition to what the students will be producing.

Board Member Lund moved to Approve the Water Education Grant application of \$500 for the costs associated with building a deep-rooted pollinator classroom for O'Neil Homeschool in Spring Lake Park.. Seconded by Board Member Lind. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

11. Grant Agreement with BWSR for Xeon Blvd Crossing Enhancement

Justine Dauphinais, Water Quality Coordinator, presented to the Board the Xeon Blvd Crossing Enhancement project. She noted it involves replacing the existing undersized, perched culverts at Xeon Blvd near the confluence of Sand Creek in Coon Rapids with an appropriately sized span bridge and stabilizing the associated stream bed and banks. This will eliminate a significant barrier to aquatic organism passage which is currently preventing movement between Coon Creek and Sand Creek. Stabilizing the stream bed and banks will also reduce sediment and phosphorus loading to Sand Creek and downstream Coon Creek by an estimated 7.15 tons and 6 pounds per year, respectively. The purpose of this item is to enter into the agreement with the MN Board of Water and Soil Resources (BWSR) for a \$146,366 Clean Water Fund Watershed Based Implementation Funding grant to implement the Xeon Blvd Crossing Enhancement Project.

Ms. Dauphinais stated executing this agreement will require the District to provide a minimum of \$14,637 in local match funds; these funds are already included in the approved 2025 budget.

Staff recommendation is to execute the grant agreement with BWSR for Xeon Blvd Crossing Enhancement Project.

Board Member Lind moved to Approve the Execution of the Grant Agreement with the Board of Water and Soil Resources for Xeon Blvd Crossing Enhancement Project. Seconded by Board Member McCullough. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

12. Adopt Resolutions for MAW and 2026 Legislative Initiatives

Tim Kelly reviewed the report with the Board. He reminded them that in the fall of 2024, the Board was briefed on the delay caused by variations in the permitting processes of both MDNR and MPCA. Staff have worked with Minnesota Watersheds staff through the early part of the current legislative session to make contacts among the agencies and legislature to clarify the issue, seek an administrative resolution and sow the seeds for future action. The Board has been updated monthly in the Administrators' report.

In April 2025 the District and Minnesota Watersheds staff drafted legislation and met with Senator Kreun to review a revisors mark up.

1. Resolution seeking action for increasing DNR and PCA permit efficiency, requiring state agencies to consider existing and prior approved plans, encouraging practical and timely state agency input
2. Resolution seeking action for increasing DNR and PCA permit efficiency and requiring state agencies to develop specific practical and reasonable criteria for determining permit application completeness.

DRAFT RESOLUTION 1

RESOLUTION SEEKING ACTION FOR INCREASING MDNR AND MPCA PERMIT EFFICIENCY, REQUIRING STATE AGENCIES TO CONSIDER EXISTING AND PRIOR APPROVED PLANS, ENCOURAGING PRACTICAL AND TIMELY STATE AGENCY INPUT

WHEREAS, the Coon Creek Watershed District (District) is a Minnesota special purpose unit of government established and governed under Minnesota Statute 103D and a Watershed Management Organization (WMO) under the Metropolitan Surface Water Management Act (Minnesota Statute 103B), and

WHEREAS, the District is also a Special Municipal Separate Storm Sewer System (MS4) under Minnesota Rules chapter 7090, and

WHEREAS, as an MS4, the District is pursuing the water quality goals, water quality load reductions and restoration of the impaired waters within the District to achieve the state and federally approved total maximum daily loads in a manner that is cost-effective and does not create other natural resource problems, and

WHEREAS, the District has developed a comprehensive watershed management plan and capital improvement program to achieve the state and federal water quality and other goals, including support for the conservation and preservation of endangered species, achievement of the TMDLs within the watershed, and

WHEREAS, that plan and list of capital improvements was reviewed by both the Minnesota Department of Natural Resources and the Minnesota Pollution Control Agency and the District addressed all of the concerns raised during those reviews, and

WHEREAS, following the District response to comments the plan was endorsed by both agencies and approved by the Minnesota Board of Water and Soil Resources, and

WHEREAS, implementation of comprehensive watershed management plans, including support for the conservation and preservation of endangered species, TMDL and restoration of impaired waters can involve direct action and construction such as streambank stabilization, stream channel restoration projects, and reconnection with the floodplain, and

WHEREAS, in order for those projects to be budgeted at the local level, qualify for state grants and be successfully completed, the Board of Water and Soil Resources, the Minnesota Pollution Control Agency and the Minnesota Department of Natural Resources encourage or require those projects be collaborative in nature, consistent with the Storm Water Pollution Prevention Plan, and specifically referenced in the capital improvement project portion of the comprehensive watershed management plan, and

WHEREAS, implementing those actions and projects may require permits from the Minnesota Pollution Control Agency and/or, Minnesota Department of Natural Resources, and

WHEREAS, the review of those permit applications by the Department of Natural Resources is guided in part by Minnesota Statutes 84.027, subdivisions 14, 14a; and permit applications to the Minnesota Pollution Control Agency are guided by Minnesota Statute 116.03, subdivision 2b, and

WHEREAS, both of these agencies have repeatedly demonstrated and engaged in actions that have ignored the prioritized and mandated natural resource conservation and restoration issues identified in the approved comprehensive watershed management plans, the actions needed to protect public health, safety and infrastructure, have not provided practical or feasible suggestions that address the state agency's apparent concerns, and have delayed administrative action and decision-making by repeatedly requesting additional data and surveys, with no apparent consideration of the additional cost to the public or additional damage to the land or related water resources, and

WHEREAS, the delayed decisions have led to increased water resource damage, increased project costs and discouraged the pursuit and achievement of the mandated state and federal goals delegated to the District, and

WHEREAS. District staff and representatives of the Minnesota Watersheds have met with the Commissioners and key leadership staff of both agencies and our concerns were not adequately addressed, or afforded any practical or feasible guidance to work together to reduce the cost, risk and uncertainty of pursuing our mandated goals.

NOW THEREFORE BE IT RESOLVED THAT

Minnesota Watersheds should pursue legislation that addresses these permitting and administrative concerns in a way that provides standing and deference to existing and approved plans and studies, directs the Department of Natural Resources and Pollution Control agencies to develop practical and reasonable permit submittal standards that those agencies will use to determine completeness, requires the agencies to explain why an application may be found not to be complete, identify what is needed and what will be then be used to review the application for consistency with approved standards.

BE IT FURTHER RESOLVED THAT

The Minnesota Department of Natural Resources and Pollution Control Agency should give deference to approved comprehensive and capital improvement plans: Watershed Restoration and Protection Strategy (WRAPS); load reduction, impairment monitoring and other studies, especially studies involving impairments for fish and aquatic life by:

1. Considering as prima facie the need and justification for the projects and actions in the above and subsequent state approved plans and studies.
2. Holding a pre-application permit review meeting with the qualifying agency on proposed projects or actions in approved plan or studies within 4 weeks of a request by a qualifying agency. A qualifying agency and project is an agency and project that has:
 - a. one or more of the approved documents, plans, studies or requirements listed above.
 - b. approved plans and studies above, plus an approved state or federal grant or other state funding such as bonding intended to wholly or partially fund a project listed in the above documents or intended to address the requirements listed above

BE IT FURTHER RESOLVED THAT

Failure by the Minnesota Department of Natural Resources or Pollution Control Agency to accommodate and attend the pre-application permit review meeting will indicate satisfaction of state standards and approval of the permit.

DRAFT RESOLUTION 2
RESOLUTION SEEKING ACTION FOR INCREASING DNR AND PCA PERMIT
EFFICIENCY AND REQUIRING STATE AGENCIES TO DEVELOP SPECIFIC
PRACTICAL AND REASONABLE CRITERIA FOR DETERMINING PERMIT
APPLICATION COMPLETENESS

WHEREAS, the Coon Creek Watershed District (District) is a Minnesota special purpose unit of government established and governed under Minnesota Statute 103D and a Watershed Management Organization (WMO) under the Metropolitan Water Management Act (Minnesota Statute 103B), and

WHEREAS, the District has developed a comprehensive watershed management plan and capital improvement program to achieve local, state and federal goals, to conserve and sustain ground water, safe water conveyance, water quality and restoration of impaired water, water quantity and volume reduction, conservation of wetlands and the conservation and preservation of endangered species, within the watershed, and

WHEREAS, implementation of the comprehensive watershed management plan involves a combination of direct and indirect best management practices that may involve construction to build, repair, and/or restore natural features, and

WHEREAS, implementing those practices and projects may require permits from the Minnesota Pollution Control Agency and/or, Minnesota Department of Natural Resources, and

WHEREAS, the review, findings of permit application completeness and timelines for review of those permit applications by the Department of Natural Resources is guided in part by Minnesota Statutes 84.027, subdivisions 14, 14a; and permit applications to the Minnesota Pollution Control Agency are guided by Minnesota Statute 116.03, subdivision 2b, and

WHEREAS, watershed projects state-wide have had projects delayed and found that the review time period was never started, and

WHEREAS, conversation with the DNR has indicated that review of application completeness and compliance with state standards is performed simultaneously resulting in an evasion of the intent of Minnesota Statutes 84.027, subdivisions 14, 14a.

NOW THEREFORE BE IT RESOLVED THAT

Minnesota Watersheds should pursue legislation that addresses these permitting and administrative concerns in a way that provides standing and deference to existing and approved plans and studies, directs the Department of Natural Resources and Pollution Control Agencies to develop practical and reasonable permit submittal standards that those agencies will use to determine completeness, requires the agencies to explain why an application may be found not to be complete, identify what is needed and what will be then be used to review the application for consistency with approved standards.

BE IT FURTHER RESOLVED THAT

Each agency should identify specific information and develop specific criteria to determine the completeness of a permit application and what criteria will also be used to review the permit application's compliance with state approved standards in making the permitting decision.

Board Member Hafner asked if Senator Kreun feels he has enough information to move forward. Kelly stated that Senator Kreun feels comfortable with the information that has been provided.

Board Member Lund moved to Adopt Resolution 1 Resolution Seeking Action for Increasing MDNR and MPCA Permit Efficiency, Requiring State Agencies to Consider Existing and Prior Approved Plans, Encouraging Practical and Timely State Agency Input. Seconded by Board Member Lind. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

Board Member Lund moved to Adopt Resolution 2 Resolution Seeking Action for Increasing DNR and PCA Permit Efficiency and Requiring State Agencies to Develop Specific Practical and Reasonable Criteria for Determining Permit Application Completeness. Seconded by Board Member Hafner. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

PERMIT ITEMS – *(moved to Consent Agenda)*

DISCUSSION ITEMS

20. Personnel Manual

Corinne Elfelt, Administrative Services Coordinator, requested the Boards comments on the most recent draft Personnel Manual by Thursday, May 16. She stated that other small adjustments will need to be made before the adoption of the Manual. The goal will be to compile Board and staff recommended changes, incorporate them into the draft and bring the final version to the Board at the May 27, 2025, meeting.

A discussion of how future adjustments to Earned Sick and Safe Time and Minnesota Paid Family and Medical Leave Law might be best incorporated into the manual concluded with having those documents as separate documents in the manual may be the best option.

21. 2026 Budget: Economic Forecast & Revenue Estimates

Administrator Kelly provided a forecast for District revenues for the period of May 2025 to January 2027.

The discussion included future considerations for staffing as it relates to the decline in construction leading to reduced permit applications within the Watershed Development

Program. Kelly noted that the decrease was more than projected and the added uncertainty due to tariffs and costs of building materials will require a closer look at District needs.

The problems, issues and concerns, as outlined in the report were discussed.

Board Member Campbell moved to Receive the Report . Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

22. 2026 Budget: Budget Guidelines and Assumptions

Tim Kelly, first noted that there were no Assumptions included in the report. Kelly stated these are the same guidelines followed each year for budget development.

Budget Guidelines

1. A commitment to a District Tax Capacity Rate to meet the needs of the organization and position the District for long-term effectiveness using sustainable revenue sources and operational efficiencies.
2. A fiscal goal that works toward establishing a General Fund balance for working capital at no less than 45% of planned 2021 General Fund expenditures and the preservation of emergency fund balances (emergency and disaster relief, facility management and information technology) through targeting revenue enhancements or expenditure limitations in the 2016 adopted budget.
3. A comprehensive review of the condition of capital equipment to ensure that the most cost-effective replacement schedule is followed. Equipment will be replaced based on a cost benefit analysis rather than a year-based replacement schedule.
4. The use of long-term financial models that identify anticipated trends in community growth and financial resources that will help designate appropriate capital resources for future District needs. The financial models will be used in the budget planning process to ensure that key short-term fiscal targets are in line with long-term fiscal projections.
5. A team approach that encourages strategic planning to meet immediate and long-term operational, staffing, infrastructure and facility needs.
6. A management philosophy that actively supports the funding and implementation of Board policies and goals, and a commitment to being responsive to changing community conditions, concerns and demands, and to do so in a cost-effective manner.

Board Member Campbell inquired about the necessity to see this report each year. Kelly states that it serves as a reminder.

Board Member Hafner asked the Board if they would like to see something else. There were no suggestions from the Board.

Board Member Lund moved to Receive the Report . Seconded by Board Member Lind. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

23. 2026 Budget: Preliminary Draft Salaries & Benefits and Staffing Proposals

Tim Kelly discussed the following items with the Board:

- 1) **Salary Adjustments**: The preliminary 2026 Salaries and benefits include adjustments for:
 - a) Salary adjustments (6%)/Step increase.
- 2) **Benefits** Health, Dental, Life and LTD costs have all continued to increase at rates higher than anticipated. With the upcoming transition away from Anoka County services, it is more imperative to budget and prepare for these increased costs now and through the next several years.
- 3) **New Position**: Requesting to add a position. Project Program Coordinator. This position purpose would be to provide dedicated project management leadership for the District's capital improvement initiatives. This position ensures that projects are effectively and efficiently planned, organized, and executed within budget, within a reasonable period of time, and meet project objectives. A description of the position was provided.

Kelly noted that the budget includes the requested new position in order to achieve the larger construction projects and goals of the Comprehensive Watershed Management Plan.

A discussion of how to meet the needs of the District without letting staff go or reducing hours including considering additional training for current staff rather than adding a new position. Also discussed was Jon Janke's roll. Kelly noted that Janke is taking on other District tasks as a part of succession planning for the District and that his current duties do not allow him to do the hands on work we are looking for with this new position.

The Board requested staff to provide information about any training plans that might exist and the costs, that would bring current staff up to the required knowledge, skills and abilities being requested for this position. The goal being to not reduce staff or staff hours in Watershed Development.

Board Member Lund also requested a summary of how not hiring someone in the proposed new position would have on the mandates. Campbell asked that this information be provided at the June 9th meeting.

Board Member Campbell moved to Receive the Report . Seconded by Board Member McCullough. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

24. 2026 Budget: Preliminary Draft Professional Services

Administrator Kelly noted this budget category addresses the required or needed services provided by specialized companies and firms with which the District contracts.

The services addressed in this category are:

- Accounting
- Audit
- Engineering
- Geographic Information Systems (GIS)
- Information Technology (IT)
- Legal

Services	2023 Actual	2024 Actual	2025 Budget	2025 Projected	2026 Current	2026 Change	2026 Request	
GIS Services	\$ 111,700	\$ 117,286	\$ 139,111	\$ 139,111	\$ 144,675	\$ 5,564	\$ 150,240	8%
Accounting/HR	\$ 5,252	\$ 20,000	\$ 69,575	\$ 107,575	\$ 111,878	\$ 11,122	\$ 123,000	14%
Audit	\$ 12,438	\$ 13,927	\$ 13,927	\$ 16,000	\$ 14,484	\$ 3,116	\$ 17,600	26%
IT Services	\$ 58,336	\$ 64,810	\$ 81,031	\$ 80,200	\$ 84,272	\$ (2,819)	\$ 81,453	1%
Engineering Services	\$ 143,758	\$ 121,000	\$ 89,100	\$ 95,000	\$ 92,664	\$ 11,836	\$ 104,500	17%
Legal Services	\$ 54,080	\$ 55,702	\$ 60,000	\$ 58,000	\$ 62,400	\$ (2,660)	\$ 59,740	0%
	\$ 385,564	\$ 392,725	\$ 452,744	\$ 495,886	\$ 510,374	\$ 26,159	\$ 536,533	19%

Board Member Campbell asked if the audit services will still be done by the state. It was confirmed that at this time, the plan is to continue with the state.

Board Member Lund indicates he is seeing a 6 -10% increase in IT services across the industry, and increased costs for Zoom, Microsoft, etc.

Kelly noted that we are planning to reduce Stantec's involvement in inspections, but an increase in complex modeling, therefore anticipating a slight increase in Engineering costs.

Board Member Lund moved to Receive the Report . Seconded by Board Member Campbell. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

INFORMATIONAL ITEMS

25. Comprehensive Plan: Capital Improvement Plan Update – Operating Environment

- To update the current CIP through the minor amendment process for the remaining years of the Plan (2027-2033). The entire CIP update process will generally include the following steps:
 - An analysis of the current operating environment
 - Needs assessment
 - Cost estimates
 - Funding source assessment

- Operating cost analysis
 - Final draft 2027-2033 CIP
- The scope of this particular board item focuses on the analysis of the current operating environment including an inventory and asset management analysis of current District Facilities in the watershed.
- The CIP is being updated as intended in the Plan to be adaptive to address risks and concerns as the management situation changes. The process will identify, prioritize, and address the watershed management needs through capital planning and balanced public investment in supporting physical infrastructure.
- The following Facilities are anticipated to require major repair or replacement before 2033 include:
 - Sand Creek Rain Gardens
 - Woodcrest Rain Gardens
 - Xeon Pond
 - Epiphany Creek Biochar/Iron Enhance Sand Filter (BIESF)
 - Pleasure Creek South BIESF

Board Member Campbell moved to Receive the Report __. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

ADJOURNMENT

Board Member Campbell moved to adjourn at 7:21 pm. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

President

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: May 27, 2025
AGENDA NUMBER: 6
ITEM: Bills to Be Paid

FISCAL IMPACT: Budgeted
POLICY IMPACT: Policy

REQUEST
Approve bills

BACKGROUND

Claims totaling \$78,142.34 on the following disbursement list will be issued and released upon Board approval.

Vendor	Amount
V0015--ANOKA COUNTY MN	1,000.00
V0096--RANDY WESP EXCAVATING LLC	4,125.00
V0110--RESPEC COMPANY LLC	9,666.25
V0128--YTS COMPANIES LLC	3,543.75
V0138--RMB ENVIRONMENTAL LABORATORIES INC	161.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	248.00
V0190--MARGL, ERIN	1,333.00
V0242--METRO I NET	6,753.00
V0247--POOP 911 OF MPLS STP LLC	1,521.50
V0348--BLUE CROSS BLUE SHIELD OF MN	20,798.58
V0350--FIRST UNUM LIFE INSURANCE COMPANY	1,116.49
V0351--DELTA DENTAL OF MN	1,720.30
V0352--HEALTH EQUITY INC	778.06
V0352--HEALTH EQUITY INC	38.80
V0352--HEALTH EQUITY INC	778.06
V0360--PAYLOCITY	538.99
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	7,984.96
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	8,098.55
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,345.00
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,345.00
V0380--METRO BLOOMS	2,000.00
V0385--STATE OF MN SOS	120.00
V0386--TAMARACK LAND	3,128.05
	78,142.34

Item 6: Bills to be Paid Page 2 of 2

Company name:	Coon Creek Watershed District										
Created on:	5/22/2025										
	Vendor name	Bill number	Date	Fund name	Department name	Account	Capital Project ID	Grant ID	Transaction amount	Memo	
0973569-001 JUNE25	FRSTUNIMLIFEINSURANCE COMPANY	0973569-001 JUNE25	5/21/2025	General Fund	Watershed Development	60715			16.79	JUNE2025 INSWD LIFE	
	FRSTUNIMLIFEINSURANCE COMPANY	0973569-001 JUNE25	5/21/2025	General Fund	Operations & Maintenance	60715			33.66	JUNE2025 INSOMLIFE	
	FRSTUNIMLIFEINSURANCE COMPANY	0973569-001 JUNE25	5/21/2025	General Fund	Administration	21050			444.75	JUNE2025 INSSTD	
	FRSTUNIMLIFEINSURANCE COMPANY	0973569-001 JUNE25	5/21/2025	General Fund	Administration	21050			109.38	JUNE2025 INSSTD	
	FRSTUNIMLIFEINSURANCE COMPANY	0973569-001 JUNE25	5/21/2025	General Fund	Water Quality	60715			30.46	JUNE2025 INSWQ LIFE	
	FRSTUNIMLIFEINSURANCE COMPANY	0973569-001 JUNE25	5/21/2025	General Fund	Administration	21050			340.28	JUNE2025 INSLTD	
	FRSTUNIMLIFEINSURANCE COMPANY	0973569-001 JUNE25	5/21/2025	General Fund	Administration	60715			141.17	JUNE2025 INSAOMLIFE	
Sumfor 0973569-001 JUNE25									1,116.49		
1056-166981	POOP911 OFMPLSSTPLLC	1056-166981	5/1/2025	General Fund	Public & Governmental Affairs	61549	PROJ24-619		447.50	PETWASTE SVCS MAY25	
	POOP911 OFMPLSSTPLLC	1056-166981	5/1/2025	General Fund	Public & Governmental Affairs	61549	PROJ23-602	G22-001-M	268.50	PETWASTE SVCS MAY25	
	POOP911 OFMPLSSTPLLC	1056-166981	5/1/2025	General Fund	Public & Governmental Affairs	61549	PROJ23-602	G22-001	805.50	PETWASTE SVCS MAY25	
Sumfor 1056-166981									1,521.50		
1293909705	MINNESOTA STATE RETIREMENT SYSTEM	1293909705	5/13/2025	General Fund	Watershed Development	60718			60.00	WDMRSR PRL 050925	
	MINNESOTA STATE RETIREMENT SYSTEM	1293909705	5/13/2025	General Fund	Public & Governmental Affairs	60718			25.00	PRMRSR PRL 050925	
	MINNESOTA STATE RETIREMENT SYSTEM	1293909705	5/13/2025	General Fund	Operations & Maintenance	60718			100.00	OMMRSR PRL 050925	
	MINNESOTA STATE RETIREMENT SYSTEM	1293909705	5/13/2025	General Fund	Water Quality	60718			385.00	WQIMRSR PRL 050925	
	MINNESOTA STATE RETIREMENT SYSTEM	1293909705	5/13/2025	General Fund	Planning	60718			200.00	PLANMRSR PRL 050925	
	MINNESOTA STATE RETIREMENT SYSTEM	1293909705	5/13/2025	General Fund	Administration	60718			575.00	ADMMSR PRL 050925	
Sumfor 1293909705									1,345.00		
1299271452	MINNESOTA STATE RETIREMENT SYSTEM	1299271452	5/22/2025	General Fund	Water Quality	60718			385.00	05232025 MRSR PRL	
	MINNESOTA STATE RETIREMENT SYSTEM	1299271452	5/22/2025	General Fund	Administration	60718			575.00	05232025 MRSR PRL	
	MINNESOTA STATE RETIREMENT SYSTEM	1299271452	5/22/2025	General Fund	Operations & Maintenance	60718			100.00	05232025 MRSR PRL	
	MINNESOTA STATE RETIREMENT SYSTEM	1299271452	5/22/2025	General Fund	Planning	60718			200.00	05232025 MRSR PRL	
	MINNESOTA STATE RETIREMENT SYSTEM	1299271452	5/22/2025	General Fund	Watershed Development	60718			60.00	05232025 MRSR PRL	
	MINNESOTA STATE RETIREMENT SYSTEM	1299271452	5/22/2025	General Fund	Public & Governmental Affairs	60718			25.00	05232025 MRSR PRL	
Sumfor 1299271452									1,345.00		
1.FD83Y	HEALTH EQUITY INC	1.FD83Y	5/15/2025	General Fund	Administration	60713			38.80	HEHSAPES APR25	
Sumfor 1.FD83Y									38.80		
2025 NEARMAPCCWD	ANOKA COUNTY MN	2025 NEARMAPCCWD	5/19/2025	General Fund	Operations & Maintenance	61575			1,000.00	2025 NEARMAP AERIAL IMAGERY	
Sumfor 2025 NEARMAPCCWD									1,000.00		
246	RANDY WESP EXCAVATING LLC	246	5/10/2025	General Fund	Operations & Maintenance	61549	PROJ25-401		4,125.00	25 NON ROUT MAINT D17 REPAIR	
Sumfor 246									4,125.00		
25 TUITION REIMB	MARGL ERIN	25 TUITION REIMB	5/27/2025	General Fund	Watershed Development	61355			1,333.00	2025 TUITION REIMB2 HAWLINE	
Sumfor 25 TUITION REIMB									1,333.00		
2.50502E+11	BLUE CROSS BLUE SHIELD OF MN	250502111686	5/20/2025	General Fund	Administration	60722			30.30	ADM VISION INS JUNE2025	
	BLUE CROSS BLUE SHIELD OF MN	250502111686	5/20/2025	General Fund	Watershed Development	60722			20.90	WID VISION INS JUNE2025	
	BLUE CROSS BLUE SHIELD OF MN	250502111686	5/20/2025	General Fund	Administration	21050			20,706.28	HEALTH & VISION INS JUNE2025	
	BLUE CROSS BLUE SHIELD OF MN	250502111686	5/20/2025	General Fund	Water Quality	60722			5.38	WQ VISION INS JUNE2025	
	BLUE CROSS BLUE SHIELD OF MN	250502111686	5/20/2025	General Fund	Planning	60722			15.52	PLAN VISION INS JUNE2025	
	BLUE CROSS BLUE SHIELD OF MN	250502111686	5/20/2025	General Fund	Operations & Maintenance	60722			20.20	OMM VISION INS JUNE2025	
Sumfor 250502111686									20,796.58		
2668	METRO INET	2668	5/1/2025	General Fund	Administration	63066			6,753.00	IT SERVICES MAY25	
Sumfor 2668									6,753.00		
3055	METRO BLOOMIS	3055	5/15/2025	General Fund	Public & Governmental Affairs	61549	PROJ25-609		2,000.00	MAGIC ROOTS DISPLAY	
Sumfor 3055									2,000.00		
37263	YTS COMPANIES LLC	37263	4/29/2025	General Fund	Operations & Maintenance	61549	PROJ25-401		3,543.75	25 NON ROUT MAINT D59-7 FORESTRY	
Sumfor 37263									3,543.75		
B017205	RMB ENVIRONMENTAL LABORATORIES INC	B017205	5/16/2025	General Fund	Water Quality	61549	PROJ25-504		161.00	WOB017205 MONITORING	
Sumfor B017205									161.00		
B017207	RMB ENVIRONMENTAL LABORATORIES INC	B017207	5/16/2025	General Fund	Water Quality	61549	PROJ25-504		248.00	WOB017207 MONITORING	
Sumfor B017207									248.00		
CNS0001849634	DELTA DENTAL OF MN	CNS0001849634	5/21/2025	General Fund	Administration	21050			1,720.30	DELTA DENTAL JUNE2025	
Sumfor CNS0001849634									1,720.30		
DDXYUNY	HEALTH EQUITY INC	DDXYUNY	5/22/2025	General Fund	Watershed Development	60713			75.00	05232025 HEHSA DEDUCTIONS	
	HEALTH EQUITY INC	DDXYUNY	5/22/2025	General Fund	Planning	60713			136.00	05232025 HEHSA DEDUCTIONS	
	HEALTH EQUITY INC	DDXYUNY	5/22/2025	General Fund	Operations & Maintenance	60713			136.53	05232025 HEHSA DEDUCTIONS	
	HEALTH EQUITY INC	DDXYUNY	5/22/2025	General Fund	Administration	60713			225.00	05232025 HEHSA DEDUCTIONS	
	HEALTH EQUITY INC	DDXYUNY	5/22/2025	General Fund	Water Quality	60713			136.53	05232025 HEHSA DEDUCTIONS	
	HEALTH EQUITY INC	DDXYUNY	5/22/2025	General Fund	Public & Governmental Affairs	60713			69.00	05232025 HEHSA DEDUCTIONS	
Sumfor DDXYUNY									778.06		
INV04250726	RESPEC COMPANY LLC	INV04250726	5/19/2025	General Fund	Administration	63010			9,666.25	PROJ D22222 1235 GIS SERVICES APR25	
Sumfor INV04250726									9,666.25		
INV2873789	PAYLOCITY	INV2873789	5/20/2025	General Fund	Administration	63052			538.99	IMPLEMENTATION FEES HCM MAY2025	
Sumfor INV2873789									538.99		
JBFHRA	HEALTH EQUITY INC	JBFHRA	5/12/2025	General Fund	Operations & Maintenance	60713			136.53	OMEEHSA DEDUCTION 050925	
	HEALTH EQUITY INC	JBFHRA	5/12/2025	General Fund	Planning	60713			136.00	PLANEEHSA DEDUCTION 050925	
	HEALTH EQUITY INC	JBFHRA	5/12/2025	General Fund	Watershed Development	60713			75.00	WDEEHSA DEDUCTION 050925	
	HEALTH EQUITY INC	JBFHRA	5/12/2025	General Fund	Water Quality	60713			136.53	WQDEEHSA DEDUCTION 050925	
	HEALTH EQUITY INC	JBFHRA	5/12/2025	General Fund	Public & Governmental Affairs	60713			69.00	PGREEHSA DEDUCTION 050925	
	HEALTH EQUITY INC	JBFHRA	5/12/2025	General Fund	Administration	60713			225.00	ADMEEHSA DEDUCTION 050925	
Sumfor JBFHRA									778.06		
NOTARY COMMISSION 2025	STATE OF MN SOS	NOTARY COMMISSION 2025	5/6/2025	General Fund	Administration	61557			120.00	NEW NOTARY COMMISSION HATTIE H	
Sumfor NOTARY COMMISSION 2025									120.00		
PAN19-120	TAMARACK LAND	PAN19-120	5/27/2025	Escrow Fund	Administration	24210				ESCROW REF OAKVIEW ACRES LASHINSKI SITE	
Sumfor PAN19-120									3,128.05		
SOMPER000798845	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	SOMPER000798845	5/12/2025	General Fund	Administration	21050			7,984.96	PERA PRL 050925	
Sumfor SOMPER000798845									7,984.96		
SOMPER000800717	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	SOMPER000800717	5/22/2025	General Fund	Administration	21050			8,098.55	05232025 PERA PRL	
Sumfor SOMPER000800717									8,098.55		
Sum Total									78,142.34		

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: May 27, 2025
AGENDA NUMBER: 7
ITEM: 2024 Audit

AGENDA: Information

ACTION REQUESTED

Receive report.

PURPOSE

To receive the Audit of the financial affairs of the Watershed District during 2024

SCOPE

The audit addresses all financial affairs conducted by the District during the 2024 calendar year.

BACKGROUND/CONTEXT

Minnesota Statutes 103B and 103D require that the District's financial affairs be audited annually. The CPA for the District has been provided by Abdo FS, who then prepares the financial statements and assists the state auditor with access to District accounting records.

An exit meeting was held May 14 to review findings and recommendations. The state auditor issued an unqualified opinion that the District financial statements fairly and accurately represent the financial position of the District on April 28.

ISSUES/CONCERNS/OPPORTUNITIES

1. **Uncorrected Misstatements:** One misstatement was to record the beginning OPEB liability of \$31,191 and the other was to record the ending OPEB liability and related expense of \$11,983.

Management has determined their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

CONCLUSIONS

The District received an unqualified opinion that the records of the District's financial transactions in 2024 provide a clear and accurate record of financial activity.

RECOMMENDATION

Receive report

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: May 27, 2025
AGENDA NUMBER: 8
ITEM: Adopt Personnel Guidance Manual

AGENDA: Policy

ACTION REQUESTED

Review, comment and adopt the proposed Coon Creek Watershed District Personnel Guidance Manual.

PURPOSE & SCOPE OF ITEM

The purpose of the Personnel Guidance Manual is to:

- provide employees with a comprehensive guide to District policies, procedures and expectations
- provide new hires with a foundational understanding of the District culture, policies and procedures
- promote consistent communication across the District, ensuring that all employees receive the same information and are held to the same standards
- help the District comply with employment laws and regulations
- provide a readily available resource for employees to refer to when they have questions or need clarification on specific policies or procedures

BACKGROUND

On April 25, 2022, the Board approved the Coon Creek Watershed District Personnel Guidance Manual. On August 14, 2023, the Board approved an amendment to the Manual to include the change in cannabis laws in Minnesota and other minor housekeeping within the Manual.

On January 22, 2024, the Board was informed that a rewrite of the entire Personnel Guidance Manual will take place to coincide with the final phase of separation from Anoka County.

Effective December 14, 2024, Coon Creek Watershed separated from Anoka County's payroll system and human resources. This change required substantial changes to the previously adopted Personnel Guidance Manual.

On May 12, 2025, the Board had the DRAFT Personnel Guidance Manual before them and were asked to supply comments and suggestions in writing by May 15, 2025.

As of May 16, 2025, no comments regarding recommended changes were received from the Board.

COORDINATION

The updated manual development was based on the League of Minnesota Cites template for a personnel manual updated of October 2024. The District's attorney has also reviewed and made comments on the proposed document.

FACTS

An updated Personnel Guidance Manual was needed due to:

- Separation from Anoka County payroll and human resources
- Changes in laws relating to Earned Sick and Safe Time
- Address changing needs of the District and staff

ISSUES/CONCERNS

The Personnel Guidance Manual is substantially the same as the DRAFT provided to the Board for the May 12, 2025, Board of Managers Meeting, with the following exceptions (based on staff recommendation):

- 1) The Earned Sick and Safe Time guidance document be added as an Appendix.
- 2) Acknowledgement of Receipt of the Personnel Guidance Manual added as an Appendix.
- 3) Minor clerical edits.

IMPLICATIONS

The adopted Personnel Guidance Manual will clearly outline the expectations of the District and of District employees and provide facilitation of more consistent management.

CONCLUSIONS

Although the Personnel Guidance Manual will have to undergo revisions late in 2025 to early 2026 due to the addition of the Minnesota Family & Medical Leave law that goes into effect January 1, 2026, it is essential that an updated Manual is put in place to address the changes that have already been implemented as a result of the District's separation from Anoka County.

RECOMMENDATION

Staff recommendation is to:

- 1) Adopt the Personnel Guidance Manual as written; or
- 2) Make changes as recommended by the Board and Adopt with the proposed changes.

ACTION/IMPLEMENTATION STEPS

Adopted manual will be provided for staff. Staff will be required to Acknowledge Receipt of the Personnel Guidance Manual. A review of the Manual in sections will take place over the next few months during staff meetings. This will allow for changes to be highlighted and discussed.

Permit Application Review Report
Date: 5/21/2025

Board Meeting Date: 5/26/2025
Agenda Item: 9

Applicant/Landowner:

City of Ham Lake
Attn: Denise Webster
15544 Central Avenue
Ham Lake, MN 55304

Project Name: 143rd Avenue Street Reconstruction

Project PAN: P-25-015

Project Purpose: Road reconstruction

Project Location: 143rd Avenue from Lincoln Street to Trunk Highway 65, Ham Lake

Site Size: size of disturbed area - 1.68 acres; size of regulated impervious surface - 0.79 acres

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

Recommendation: Approve with 1 Conditions and 1 Stipulation

Description: The City of Ham Lake is proposing the reconstruction of a portion of 143rd Street. The project will disturb 1.68 acres and create 0.79 acres of regulated impervious. The threshold for stormwater treatment on public linear projects is 1 acre of new or fully reconstructed impervious, therefore; stormwater treatment is not required. The project drains to County Ditch 57 (Coon Creek). The relevant water resource concern is erosion and sediment control which is District Rule 4. See attached Figure 1: Project Location and Figure 2: Site Plan.

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,480.00.

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. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Construction Plans	RFC Engineering, Inc.	04/24/2025	04/24/2025

Findings

Fees and Escrows (Rule 2.7):

The applicant is a government agency and is therefore exempt from an application fee or a review and inspection fee deposit. The applicant will be required to submit a performance escrow in the amount of \$2,840.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (1.68 acres of land 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 includes land disturbing activities of 1 acre or more.

The proposed project drains to County Ditch 57. The soils affected by the project are Zimmerman, which 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 perimeter control, street sweeping and stabilized construction entrance. The erosion control plan meets District Requirements. The site does require an NPDES permit. See attached Figure 3: Erosion and Sediment 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.



Figure 1: Project Location

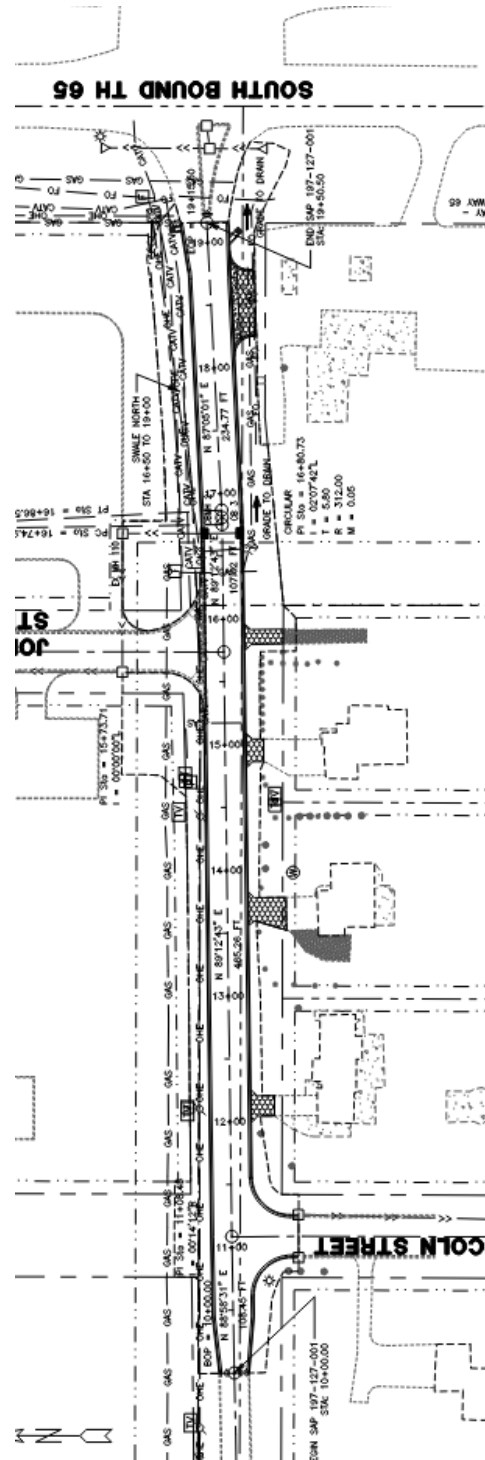


Figure 2: Site Plan

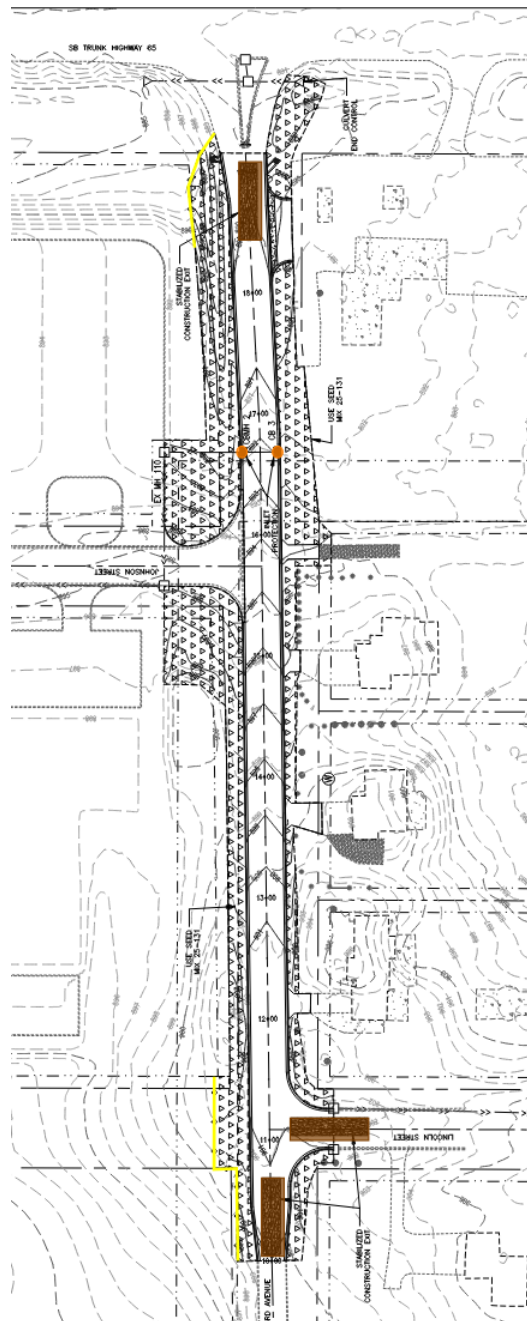


Figure 3: Erosion and Sediment Control Plan

Permit Application Review Report
Date: 5/21/2025

Board Meeting Date: 5/27/2025
Agenda Item: 10

Applicant/Landowner:

Lincoln Street Commercial LLC
Attn: Paul Boerboom
PO Box 9076
Fargo, ND 58106-9076

Contact: Same as Applicant

Project Name: Elwell Commercial Park

Project PAN: P-24-048

Project Purpose: Grading and lot preparation for four commercial lots with associated stormwater management features, public street reconstruction, and new street reconstruction

Project Location: 14350 and 14334 Hwy 65 NE; 1323 143rd Ave NE, Ham Lake

Site Size: size of parcel - 37.25 acres; size of disturbed area - 8.6 acres; size of regulated impervious surface - 4.76

Applicable District Rule(s): Rule 2, Rule 3, Rule 4, Rule 6, Rule 8

Recommendation: Approve with 0 Conditions and 3 Stipulations

Description: This applicant previously proposed a commercial development with 4 lots, street reconstruction and new street construction, and associated stormwater management features. The project included stormwater treatment for lots 2, 3 and 4. The application was approved at the 11/24/24 Board Meeting and the permit was issued 11/25/2024. The applicant has submitted updated plans that now include stormwater treatment for nondrivable surfaces of Lot 1 and a portion of the reconstructed 143rd Avenue. Lot 1 discharges to MnDOT Right-of-Way and will need a separate District permit and to provide its own stormwater management for drivable impervious surface. The parcel drains toward Coon Creek. The relevant water resource concerns are stormwater management, erosion and sediment control, floodplain, and wetland buffers which correlate to District Rules 3, 4, 6, and 8. See attached Figure 1: Project Location and Figure 2: Site Plan

Conditions to be Met Before Permit Issuance: none

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. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
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.

3. Submittal of as-builts for the stormwater management practices and associated structures listed in Table 2, including volume, critical elevations and proof of installation for hydrodynamic separators.

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Grading Plan	Plowe	10/18/2024	10/18/2024
Geotechnical Report	Haugo Geotechnical	07/25/2023	09/11/2024
Stormwater Management Report	Plowe	04/29/2025	04/30/2025
Storm Sewer Sizing	Plowe	10/10/2024	10/10/2024
Preliminary Plat	E.G. Rud & Sons	04/29/2025	04/30/2025
Construction Plan Set	Plowe	01/29/2025	04/30/2025

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

The applicant has submitted a \$4,510.00 application fee and deposit which corresponds with the nonrefundable application fee (\$10), base fee for a Commercial/Industrial Development project of 37.25 acres (\$4,500.00). The applicant has submitted a performance escrow in the amount of \$6,300.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (8.6 acres of land 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 B. Curve Numbers have been shifted down one classification to account for the impacts of grading on soil structure in some areas and soil amendments will be implemented in other areas.

Rate Control: Peak stormwater flow rate at the point of discharge to wetland 1 increases from the pre-development condition for the 24-hour precipitation event with a return frequency of 2 years as shown in Table 1. This rate increase has been reviewed, and no adverse impacts are expected. The project will impact Drainage Sensitive Use areas only to Wetland 1. The proposed 100-year peak flow rate exceeds the existing 25-year peak flow rate as shown in Table 1, but the very small increase is acceptable. All other increases are within model tolerance. The rate control standard is met to the maximum extent practicable.

Point of Discharge	2-year (cfs)		10-year (cfs)		25-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
To MNDOT	4.26	2.46	9.99	5.52	15.28	8.26	26.07	13.75
To Lincoln Street	0.23	0.23	0.44	0.44	0.62	0.62	0.96	0.96
To 143rd West	1.82	1.82	4.56	4.56	7.1	7.1	12.26	12.26
To Offsite West	0.04	0.04	0.19	0.19	0.34	0.34	0.63	0.63
To Wetland 1 (overall)	2.44	2.75	10.53	9.28	18.85	15.67	36.42	29.05

Point of Discharge	2-year (cfs)		10-year (cfs)		25-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
To Wetland 1 (drainage sensitive analysis)	1.18	1.29	5.27	3.52	9.46	5.56	18.45	9.77

Table 1.Volume Control:

The proposed project is new development; therefore, the volume reduction requirement is equal to 1.1 inches over the area of all impervious surface. The amount of proposed impervious required to be treated is 177,300 ft².

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

Drainage Area	Impervious required to be treated (ft ²)	Proposed SMP	TP Removal Factor	Required Water Quality Volume (ft ³)	Water Quality Volume Provided (ft ³)
Pond 1 (Area 1.1A)	177,300	Pond 1	0.5	32,505	102,900
Totals:	177,300			32,505	102,900

Table 2.

Infiltration may not be used as a volume control practice because the practices would need to be placed in areas with less than three feet of separation from the bottom of the infiltration system to the seasonally saturated soils.

Geotechnical information from July 2023 has been submitted which indicates that seasonally high saturated soils are likely at an approximate elevation of 885. The bottom of an infiltration system would need to be at elevation 888 or above. This is infeasible due to existing grades.

Because the volume reduction standard cannot be met due to these site constraints, the project proposes the use of stormwater management practices and their corresponding TP conversion factors listed in Table 2.

The volume control standard has been met as shown in Table 2.

Additionally, the project is proposing to route and treat a portion of the stormwater from 143rd Avenue, which will be reconstructed by the City of Ham Lake. It is also proposing to treat a portion of Lot 1 in the development, where previously no proposed impervious for this lot was treated. The untreated area of Lot 1 will be treated by a future applicant. The additional impervious being treated by this plan is 55,320 sf.

Water Quality: The total Water Quality Volume has been provided in aggregate.

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
To Offsite West	NA – no impervious drains to this point
To Wetland 1	80

Table 3.

The TSS removal standard is met at each discharge point as shown in Table 3. The other 3 discharge points included in Table 1 only contain impervious associated with the City of Ham Lake reconstruction project, so they have not been included in Table 3.

Discharges to Wetlands: Stormwater from the proposed project is being discharged into the following wetlands.

Wetland ID	Wetland 1
Wetland Type	Slightly Susceptible
Change of Bounce 2-yr (ft)	0.61
Change of Bounce 10-yr (ft)	0.24
Change of Inundation on 10-yr (hrs)	5.4
Change of Run out Control (ft)	0

Table 4.

The proposed project meets bounce, discharge rate, inundation, and runout control requirements for all wetlands receiving discharge from the site as shown in Table 4.

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 which includes 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 898 NAVD88. The applicable 100-year high water level is at 888 NAVD88 and the applicable emergency overflow is at 888.1 NAVD88. The freeboard requirement is met.

Maintenance:

Access: Sufficient maintenance access has been provided on the plans for all stormwater management practices.

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 includes land disturbing activities of 1 acre or more.

The proposed project drains to Coon Creek (Ditch 57). The soils affected by the project include Lino and Zimmerman which have a soil erodibility factor of 0.15 or greater. Disturbed areas are proposed to be stabilized within 24 hours, as required. The proposed erosion and sediment control plan includes redundant perimeter control, stabilized construction entrance/exit, and inlet protection. The erosion control plan meets District requirements. See attached Figure 3: Erosion and Sediment Control Plan

Wetlands (Rule 5.0)

Wetlands exist on site, but no impacts are proposed. Wetlands were delineated under PAN 19-193. The boundary and type application was reviewed and approved. The Notice of Decision was issued on 08/02/2022. Rule 5.0 does not apply.

Floodplain (Rule 6.0)

Rule 6.0 applies to the proposed project because it includes land disturbing activities within the boundary of the 100-year flood elevation as mapped and modeled by the District.

The regulatory floodplain elevation is from 883 to 882.3 NAVD88. The application proposes the placement of 26.2 cubic yards of fill within the floodplain. This is a one-time deposition of less than 50 cubic yards, therefore compensatory storage is not required. See attached Figure 4: Floodplain Impact Figure

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)

Rule 8.0 applies because it includes a land disturbing activity that requires a permit under another District Rule and is on land adjacent or directly contributing to Additional Waters.

A continuous buffer is proposed on the plans; it is proposed to be established and maintained in perennially rooted vegetation. Because the resource is an additional water, the average buffer width must be 16.5 ft, with a minimum width of 16.5 ft. The proposed buffer width is 16.5 ft, which meets the requirement. Permanent monumentation at each parcel line, and every 200 ft as needed, has been proposed on the plan.

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.



Figure 1: Project Location

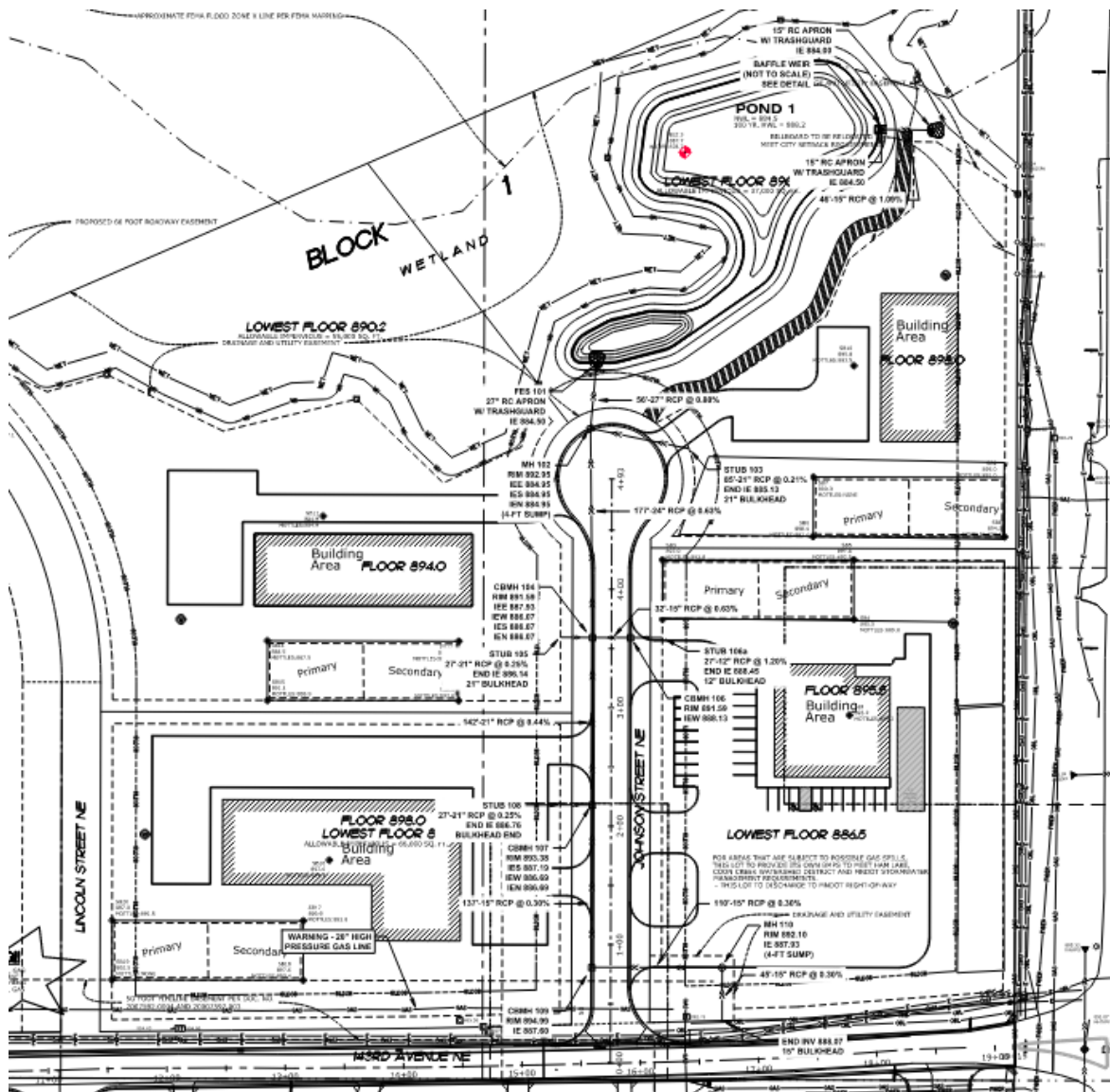


Figure 2: Site Plan

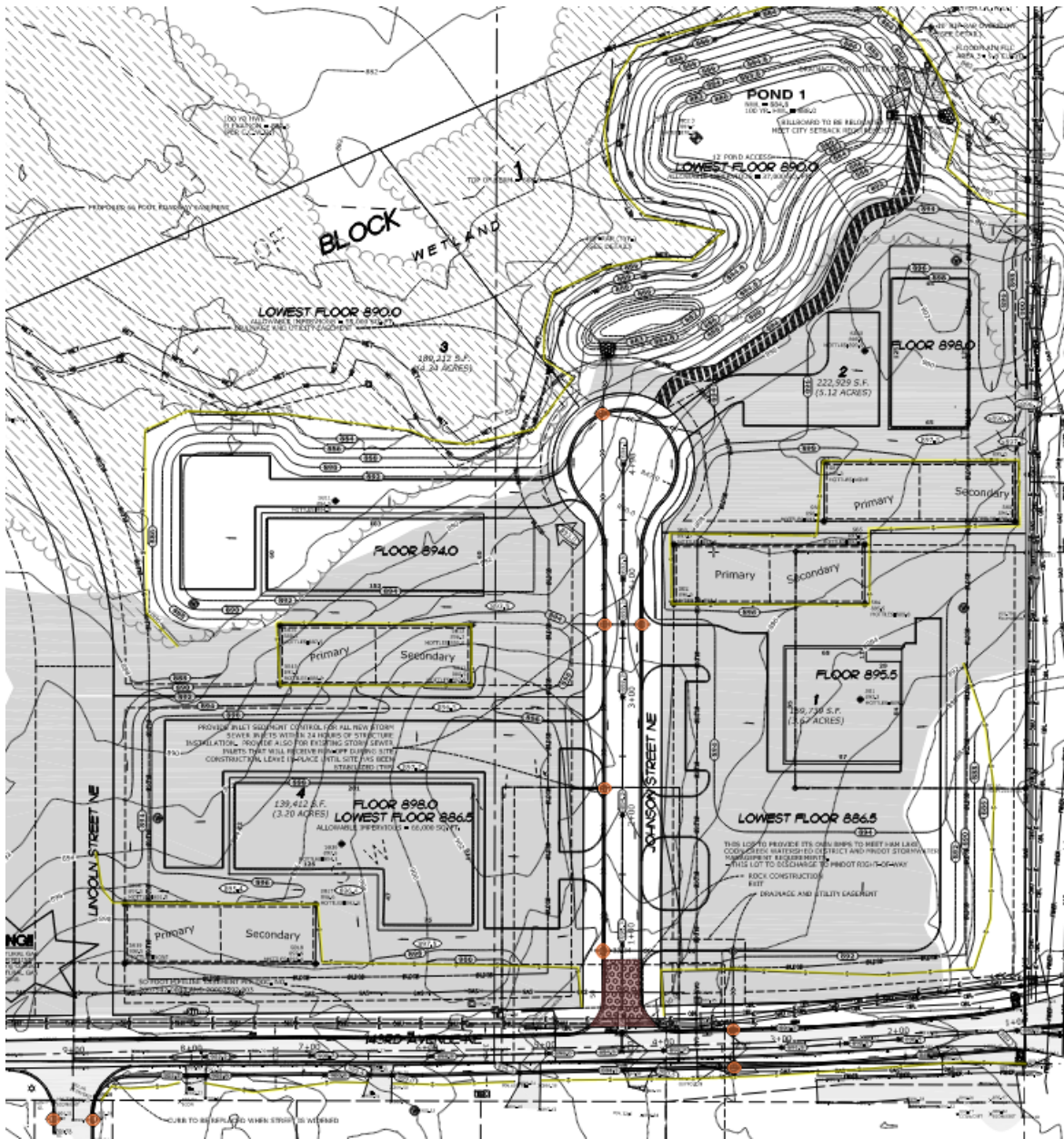


Figure 3: Erosion and Sediment Control Plan

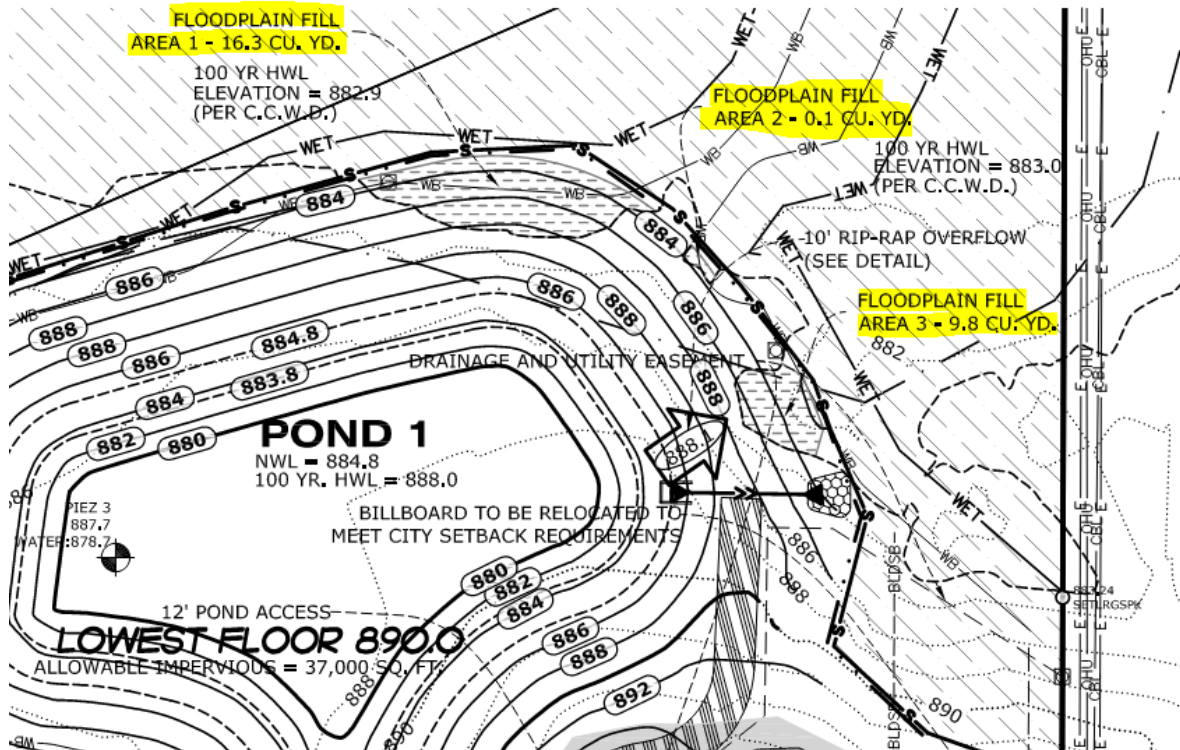


Figure 4: Floodplain Impact Figure

Permit Application Review Report
Date: 5/21/2025

Board Meeting Date: 5/27/2025
Agenda Item: 11

Applicant/Landowner:

Thomas Elwell
4629 - 137th Lane NE
Ham Lake, MN 55304

Project Name: Elwell Farms

Project PAN: P-24-064

Project Purpose: Construction of a 107 single-family home development with associated stormwater treatment and utilities.

Project Location: SE corner of Ham Lake, 4629 - 137th Lane NE, Ham Lake

Site Size: size of parcel - 515.0 acres; size of disturbed area - 230 acres; size of regulated impervious surface – 31 acres

Applicable District Rule(s): Rule 2, Rule 3, Rule 4, Rule 5, Rule 6, Rule 7, Rule 8

Recommendation: Approve with 5 Conditions and 5 Stipulations

Description: The application proposes the development of 107 single-family homes with associated roads, utilities and stormwater management features. The project will disturb 230 acres and create 31 acres of new and regulated impervious surface. The area drains to County Ditch 44-7. The relevant water resource concerns are stormwater management, erosion and sediment control, wetlands, floodplain, drainage, and buffers. These correspond to District Rules 3, 4, 5, 6, 7 and 8. See attached Figure 1: Project Location and Figure 2: Site Plan.

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$117,000.00.

Rule 3.0 – Stormwater Management

2. Include a storm sewer plan that includes labels for all storm structures and pipes in the plan set. It is understood that this will be included in the final construction plan set.

Rule 4.0 – Soils and Erosion Control

3. Update the SWPPP to stabilize soils and soil stockpiles within 24 hours of inactivity.

Rule 5.0 – Wetlands

4. Submittal of Wetland Bank Credit Withdrawal Verification

Rule 8.0 – Buffers

5. Provide wetland buffer monument detail.

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. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
2. Submittal of as-builts for the stormwater management practices and associated structures listed in Table 2, including volume, critical elevations and proof of installation for hydrodynamic separators.
3. Submittal of as-built (invert, pipe material, pipe size) for culvert installations within County Ditch 44-7 at 138th Ave and 137th Lane.
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.
5. Submittal of grading as-builts for the project to confirm adequate floodplain compensatory storage has been provided.

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Geotechnical Exploration Report	Haugo Geotechnical Services	02/04/2025	04/09/2025
Updated Attachment D	Kjolhaug Environmental Services, Inc.	undated	05/08/2025
Joint Application	Kjolhaug Environmental Services, Inc.	02/11/2025	03/12/2025
Wetland Delineation	Kjolhaug Environmental Services, Inc.	03/11/2025	03/11/2025
Construction Plans	Carlson Engineering	03/10/2025	04/09/2025
Flood Mitigation Exhibit	Carlson Engineering	02/05/2025	02/05/2025
Storm Sewer Map	Carlson Engineering		04/09/2025
Storm Sewer Design	Carlson Engineering	03/06/2025	04/09/2025
Stormwater Management Plan	Carlson Engineering	04/09/2025	04/06/2025

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

The applicant has submitted a \$11,350.00 application fee and deposit which corresponds with the nonrefundable application fee (\$10), base fee for a Single Family/Multifamily Residential Development project of 230 acres (\$10,000.00), and addition to base fee (\$300.00 for floodplain review and \$1040.00 for a ditch crossing). The applicant will be required to submit a performance escrow in the amount of \$117,000.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (230 acres of land 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 A. Curve Numbers have been shifted down ½ classification to account for the impacts of grading on soil structure.

Rate Control: Peak stormwater flow rate at each point of site discharge does not increase from the pre-development condition for the 24-hour precipitation event with a return frequency of 2-, 10-, 100- years as shown in Table 1. The project will impact Drainage Sensitive Use areas. The proposed 100-year peak flow rate does exceed the existing 25-year peak flow rate as shown in Table 1. This exceedance has been reviewed, and no adverse impacts are anticipated. The rate control standard is met.

Point of Discharge	2-year (cfs)		10-year (cfs)		25-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
CD 44-7	60.7	58.5	97.2	85.5	161.3	109.8	202.1	164.3

Table 1.

Volume Control: The proposed project is new development; therefore, the volume reduction requirement is equal to 1.1 inches over the area of all impervious surface. The amount of proposed impervious required to be treated is 1,347,572 ft².

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

Drainage Area	Impervious required to be treated (ft ²)	Proposed SMP	TP Removal Factor	Required Water Quality Volume (ft ³)	Water Quality Volume Provided (ft ³)
disconnected impervious	199,069	disconnected impervious	1	18,248	11,739
BP 3000	0	BP 3000	0.5	0	201,576
BP 2000	2,831	BP 2000	0.5	519	1,281,957
BP 1000	47,001	BP 1000	0.5	8,617	9,678,122
Ex Pond 4	163,960	Ex Pond 4	0.5	30,059	509,042
Pond 900	81,370	Pond 900	0.5	14,918	62,463
Pond 800	85,857	Pond 800	0.5	15,740	209,738
Pond 700	190,967	Pond 700	0.5	35,011	201,663
Pond 600	828	Pond 600	0.5	152	815,164
Pond 500	136,561	Pond 500	0.5	25,036	161,898
Pond 400	72,789	Pond 400	0.5	13,345	290,229
Pond 300	112,341	Pond 300	0.5	20,596	197,778
Pond 200	232,785	Pond 200	0.5	42,677	226,282
Pond 100	21,214	Pond 100	0.5	3,889	238,896
Totals:	1,347,572			228,807	14,086,546

Table 2.

Infiltration may not be used as a volume control practice because the practices would need to be placed in areas with 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 January 2025 has been submitted which indicates that seasonally high saturated soils are likely at an approximate elevation of 890 to 897 ft. The bottom of an infiltration system would need to be at elevation 893 to 900 ft or above. This is infeasible because existing site grades are too low. The entire site would have to be significantly raised to achieve appropriate elevations to route all water to an infiltration basin.

Because the volume reduction standard cannot be met due to these site constraints, the project

proposes the use of stormwater management practices and their corresponding TP conversion factors listed in Table 2. The volume control standard has been met as shown in Table 2.

Water Quality: The total Water Quality Volume has been provided in aggregate.

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
CD 44-7	86

Table 3.

The TSS removal standard is met at each discharge point as shown in Table 3.

Discharges to Wetlands: Stormwater from the proposed project is being discharged into wetlands. The proposed project meets bounce, discharge rate, inundation, and runoff control requirements for all wetlands receiving discharge from the site. See attached Table: Discharges to Wetlands.

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 which includes 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. See Table 4 for low floor, emergency overflow, and high water level elevations. The freeboard requirement is met.

HWL	893.9	897	900.3	896.3	898.3	898.3	898.3	898.9	899	898.3	898.9	893.9
Low Opening	NA	900.5	904	902	902.6	902	902	904	902.5	900.7	902.5	900.5
Emergency Overflow (EOF)	895	897.8	900.5	896.5	898.7	900	901	898.8	898.8	898.7	896	892

Table 4: Low Floor Freeboard

Maintenance:

Access: Sufficient maintenance access has been provided on the plans for all stormwater management practices.

Easements: Maintenance easements for all stormwater management practices are required for the proposed project.

The proposed project is a new plat or development project and includes a public ditch. Therefore, ditch maintenance easements must be provided on the plat. The Public Ditch within the project is CD 44-7, so a maintenance easement of 100 ft (50 ft on either side of the centerline) must be provided.

All required maintenance easements have been provided on the plans.

Maintenance Agreements: All proposed stormwater management practices will be maintained as part of standard municipal public work activities. Therefore, no maintenance agreement 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 Ditch 44. The soils affected by the project include Zimmerman, Lino,

Isanti, Rifle and Markey which 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 perimeter control, street sweeping, stabilized construction entrance, and inlet protection. The erosion control plan does not meet District requirements because soils and soil stockpiles are not proposed to be stabilized within 24 hours of inactivity. The site does require an NPDES permit. See attached Figure 3: Erosion and Sediment Control.

Wetlands (Rule 5.0)

Rule 5.0 applies to the proposed project because it includes activities which result in the filling, draining, excavating or other altering the hydrology of a wetland.

Wetlands were delineated under PAN W24-027. The boundary and type application was reviewed and approved. The Notice of Decision was issued on 03/12/2025.

The applicant submitted a joint application form requesting a Replacement Plan decision on 03/12/2025. The application was noticed to the TEP on 3/12/2025. Wetland impacts are proposed through fill in 8 locations (see attached Figure 4: Wetland Impacts). The applicant has provided an alternatives analysis which discusses wetland impact avoidance, minimization, and mitigation. A wetland impact summary is outlined below.

Wetland ID	Impact Type (F/D/E)	Impacts (sf)	Impact Duration (T/P)	Replacement Ratio	Required Mitigation (sf)
Wetland A-6	Fill	10,160	Permanent	2:1	20,320
Wetland A-5	Fill	2,118	Permanent	2:1	4,236
Wetland A-4	Fill	5,328	Permanent	2:1	10,656
Wetland A-3	Fill	2,080	Permanent	2:1	4,160
Wetland A-2	Fill	2,012	Permanent	2:1	4,024
Wetland A-1	Fill	482	Permanent	2:1	964
Wetland K	Fill	545	Permanent	2:1	1,090
Wetland D	Fill	2,569	Permanent	2:1	5,138

Table 5.

Impact replacement will be mitigated through the purchase of wetland bank credits from bank 1722. Bank 1722 is within the required bank service area (BSA 7).

Floodplain (Rule 6.0)

Rule 6.0 applies to the proposed project because it includes land disturbing activities within the boundary of the 100-year flood elevation as mapped and modeled by the District.

The regulatory floodplain elevation ranges from 893.4 – 900.2 ft NAVD 88. The application proposes the placement of 21,031 cubic yards of fill within the floodplain. Compensatory storage is required. The proposed project provides 296,718 cubic yards of compensatory storage, which exceeds the required 1:1 ratio and is within the relevant reach. See attached Figure 5: Floodplain Impact.

The proposed project is subject to flood damage. Low floor elevations meet the minimum floor elevation of 2 foot above the 100-year flood profile.

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 Public Ditch - CD 44-7. The banks of the waterway have been proposed

to be stabilized with permanent vegetation. The gradient of the waterway is proposed to be a slope of 0.01% through the project area, which will not result in a velocity that will cause bank erosion because size and slope of culverts have been designed to reduce velocities below erosive thresholds.

The proposed culvert crossing includes seed and erosion control blanket on the shoulder and bank to minimize soil erosion. The culvert crossing provides equivalent hydraulic capacity to existing conditions - the culverts have been modeled in XPSWMM which shows that flood elevations are maintained. Biota passage is provided by arch pipes used to ensure the hydraulic opening generally matches the bankfull width of stream. Slopes and velocities are low enough to allow some sedimentation to occur and provide a natural stream bed through the culverts, which is consistent with MnDOT's Minnesota Guide for Stream Connectivity and Aquatic Organism Passage Through Culverts.

Buffers (Rule 8.0)

Rule 8.0 applies because it includes a land disturbing activity that requires a permit under another District Rule and is on land adjacent or directly contributing to a Public Water and a High or Outstanding Ecological Value Water.

A continuous buffer is proposed on the plans; it is proposed to be established and maintained in a perennially rooted vegetation. The site has a Public Water, a Public Ditch and Outstanding Ecological Value Water. All proposed buffers meet minimum requirements for each water resource type. Total buffer area provided is 892,669 square feet, which exceeds the required amount of 820,707 square feet. Permanent monumentation at each parcel line, and every 200 ft as needed, have been proposed on the plan. A wetland buffer monument detail has not been provided.

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.

Wetland ID (Delineation)	Wetland Susceptibility	Identification		2-Year HWL			2-Year Discharge Rate(cfs)			10-Year HWL			10-Year Discharge Rate(cfs)			2-Year Inundation (days)			10-Year Inundation (days)			Change in Runoff Elevation	
		Wetland Classification	XP-STORM MODEL ID	EX	PRP	PRP	EX	PRP	PRP	EX	PRP	PRP	EX	PRP	PRP	EX	PRP	PRP	EX	PRP			
WL-A	SLIGHTLY	Shallow Marsh & Wet Meadow Combination	HPD3-32.6	896.6	895.8	896.6	82.7	51.8	897.6	897.6	896.5	109.2	94.5	94.5	4.0	5.3	5.4	5.3	5.4	5.4	No Change		
			HPD3-38.91	896.7	895.9	896.7	84.4	14.8	897.6	897.6	896.6	108.9	29.6	29.6	1.3	1.8	2.8	2.8	1.8	2.8	No Change		
			HPD3-47.66	896.7	896.1	896.7	10.2	11.4	897.6	897.6	896.7	12.0	16.9	16.9	0.7	1.6	2.1	2.1	1.6	2.1	No Change		
			HPD3-58.71	896.7	896.3	896.7	20.0	9.9	897.6	897.6	896.7	37.9	14.8	14.8	0.6	1.6	1.5	1.5	1.6	1.5	No Change		
			HPD5-6.96	897.8	897.7	897.7	68.4	62.3	898.3	898.3	898.2	117.5	103.2	103.2	4.5	4.4	6.1	6.1	6.1	6.1	No Change		
			HPD5-12.4	898.0	897.9	897.9	78.8	71.9	898.6	898.6	898.6	120.5	114.1	114.1	4.3	4.3	5.9	5.9	5.7	5.7	No Change		
WL-AA	SLIGHTLY	Wet Meadow	W54408	898.0	897.9	897.9	62.1	65.3	898.6	898.6	898.6	106.7	101.9	101.9	3.5	3.5	5.1	5.1	5.1	5.1	No Change		
			445-33.95	898.8	898.8	898.8	10.6	10.3	899.3	899.3	899.3	95.8	92.6	92.6	10.6	10.6	12.4	12.4	12.4	12.4	No Change		
WL-A1	LEAST	Cultivated	W40	900.2	900.4	900.2	4.7	0.0	900.3	900.3	900.6	9.5	0.0	0.0	The HWL is below the outlet for PRP Conditions. The HWL increase of 0.2/0.3 will fully inundate within 7 day/21 day requirement (2yr/10yr).						+ 0.7 ft.		No Change
WL-A2	LEAST	Cultivated	Adj. to HPD5-2.37	897.3	897.1	897.1	68.4	62.3	897.7	897.7	897.5	120.5	103.2	103.2	4.5	4.4	6.1	6.1	6.1	6.1	No Change		
WL-B	SLIGHTLY	Wet Meadow	W30	901.6	901.6	901.6	0.0	0.0	902.0	902.0	902.0	0.0	0.0	0.0	The HWL's are consistent and do not outlet in either event. Inundation periods will be unchanged.						No Change		No Change
WL-C	LEAST	Cultivated	Adj. to HPD5-9.76	898.0	897.9	897.9	68.8	62.5	898.6	898.6	898.5	117.9	103.3	103.3	4.4	4.1	5.9	5.9	5.9	5.9	No Change		
WL-D	SLIGHTLY	Wet Meadow	W30	896.7	896.0	896.0	12.6	13.6	897.6	897.6	896.7	17.4	29.9	29.9	0.7	0.6	2.2	2.2	1.6	1.6	No Change		
WL-F	LEAST	Cultivated	Adj. to HPD4-2.13	900.1	900.1	900.1	0.0	0.0	900.2	900.2	900.2	0.7	0.7	0.7	No Change Between Ex and PRP Conditions						No Change		No Change
WL-G	SLIGHTLY	Wet Meadow	W60	896.7	896.2	896.2	1.1	4.9	897.6	897.6	896.7	3.2	7.9	7.9	0.6	2.0	1.4	1.4	2.6	2.6	No Change		
WL-H	LEAST	Cultivated	HPD3-64.69	898.7	898.7	898.7	0.0	0.0	899.1	899.1	899.0	1.4	0.6	0.6	The HWL's are consistent and do not outlet in either event. Inundation periods will be essentially the same and within the required limits.						No Change		No Change
WL-I	LEAST	Cultivated	W70	898.8	898.7	898.7	0.0	0.0	899.1	899.1	899.0	1.4	0.6	0.6	The HWL's are consistent and do not outlet in either event. Inundation periods will be essentially the same and within the required limits.						No Change		No Change
WL-J	HIGHLY	Seasonally Flooded Basin	W50	899.9	899.9	899.9	3.7	2.4	900.1	900.1	900.0	11.5	8.8	8.8	1.1	1.1	1.1	1.1	1.1	1.1	No Change		
WL-K	LEAST	Cultivated	Adj. to 447-79.28	892.5	891.9	891.9	14.4	11.6	894.1	894.1	893.4	20.4	19.2	19.2	7.4	8.3	12.1	12.1	14.2	14.2	No Change		
			Adj. to 447-82.64	892.5	891.9	891.9	6.5	7.8	893.6	893.6	893.3	10.6	12.7	12.7	7.3	8.3	10.6	10.6	13.2	13.2	No Change		
			Adj. to 447-95.19	892.5	891.9	891.9	7.8	8.2	893.6	893.6	893.3	13.4	14.3	14.3	7.3	8.3	10.6	10.6	13.2	13.2	No Change		
WL-N-South	SLIGHTLY	Dredged Open Water Shallow Marsh & Wet Meadow Combination	Adj. to HPD3-17.60	892.5	891.9	891.9	76.8	11.2	894.1	894.1	893.4	67.9	49.2	49.2	7.5	8.3	12.2	12.2	14.2	14.2	No Change		
WL-N-North	SLIGHTLY	Shallow Marsh & Wet Meadow Combination	Adj. to 447-65.35	892.8	892.8	892.8	35.1	29.2	894.3	894.3	894.4	67.1	55.4	55.4	7.9	8.0	13.1	13.1	14.1	14.1	No Change		
WL-O	SLIGHTLY	Wet Meadow	W10	895.1	895.0	895.0	0.0	0.0	895.4	895.4	895.3	0.0	0.0	0.0	The HWL's are consistent and do not outlet in either event. Inundation periods will be essentially the same and within the required limits.						No Change		No Change
WL-P	LEAST	Gravel Pit	W80	900.4	895.6	895.6	0.0	0.0	901.9	901.9	898.0	0.0	0.0	0.0	The HWL's slightly decrease and do not outlet in either event. Inundation periods will be less than existing conditions.						No Change		No Change
WL-Q	HIGHLY	Seasonally Flooded Basin	W20	896.1	896.0	896.0	7.4	4.0	896.2	896.2	896.1	15.0	9.5	9.5	0.9	0.9	0.9	0.9	0.9	0.9	No Change		
Out of Boundary (East of Pond 3000)	SLIGHTLY	Shallow Marsh	Adj. to 447-40.11	891.8	891.9	891.9	60.7	58.5	892.9	892.9	892.9	106.0	85.4	85.4	6.0	8.0	10.8	10.8	13.8	13.8	No Change		

Discharges to Wetlands

P24-064 Elwell Farms

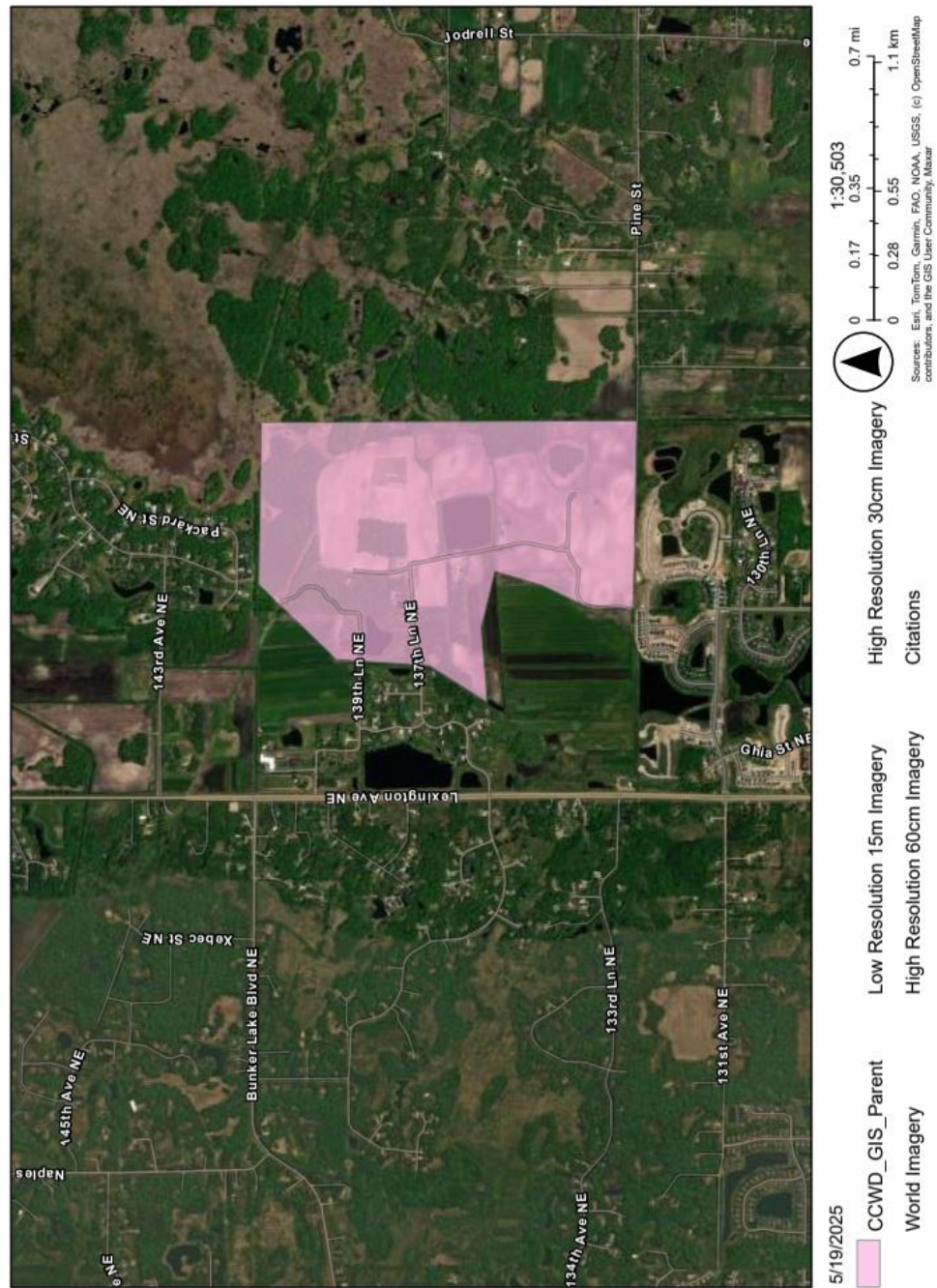


Figure 1: Project Location

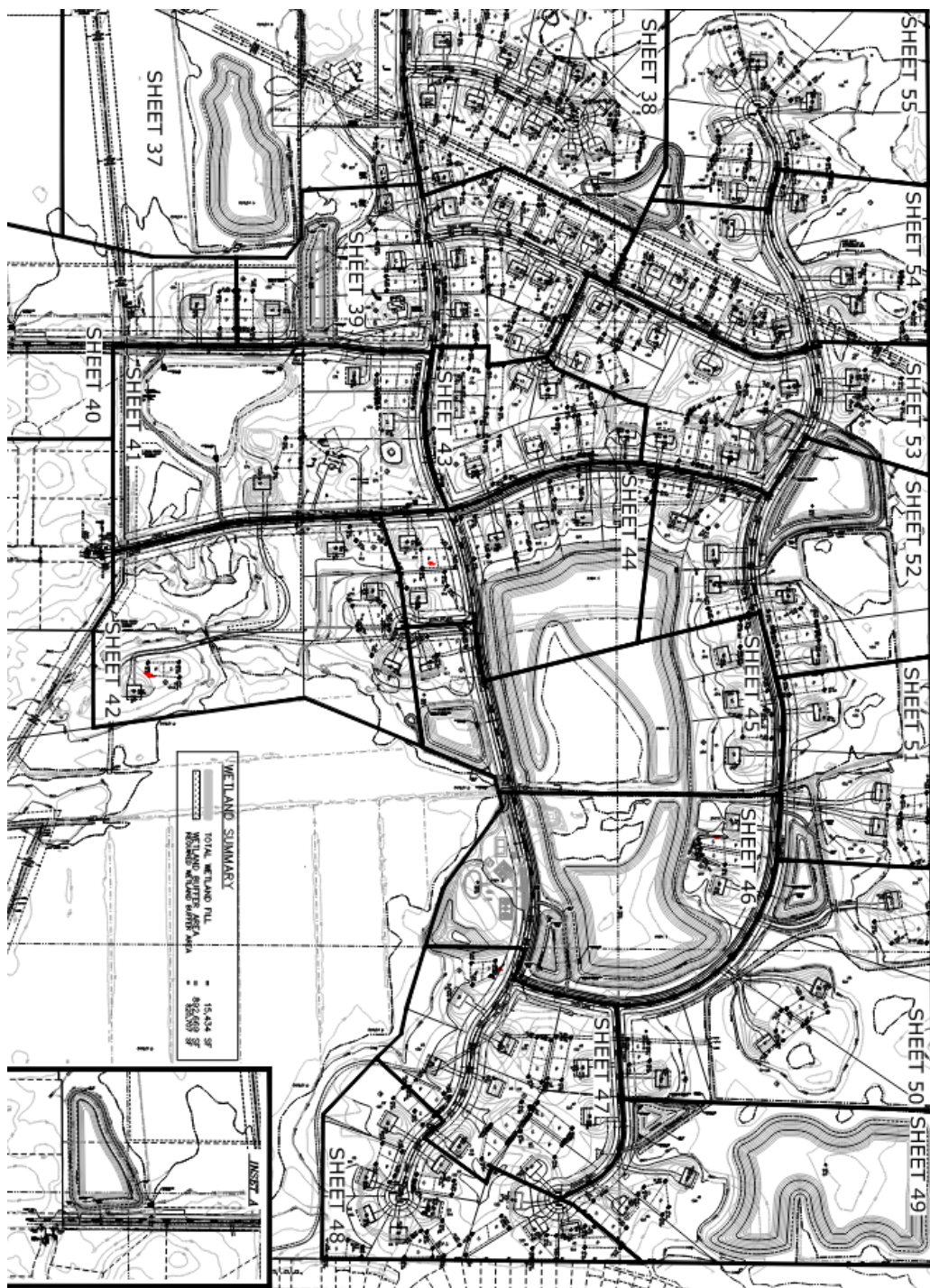
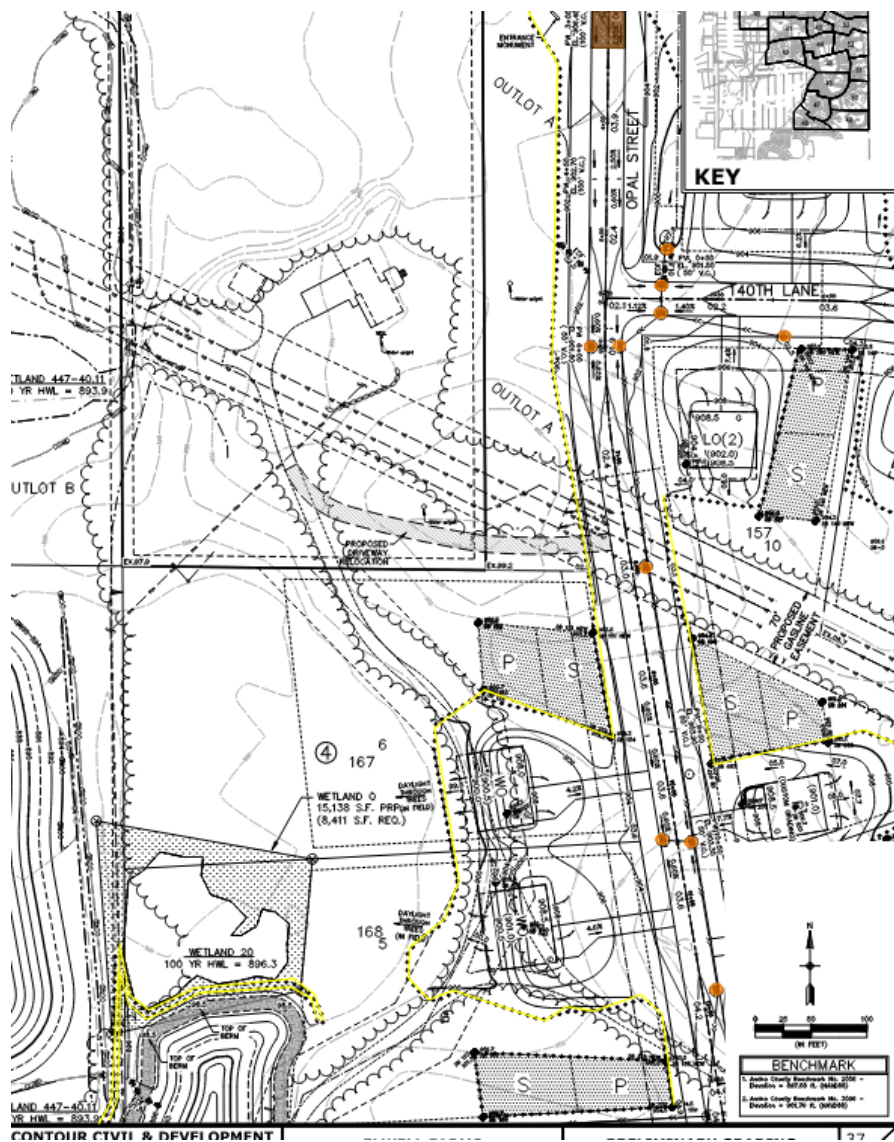
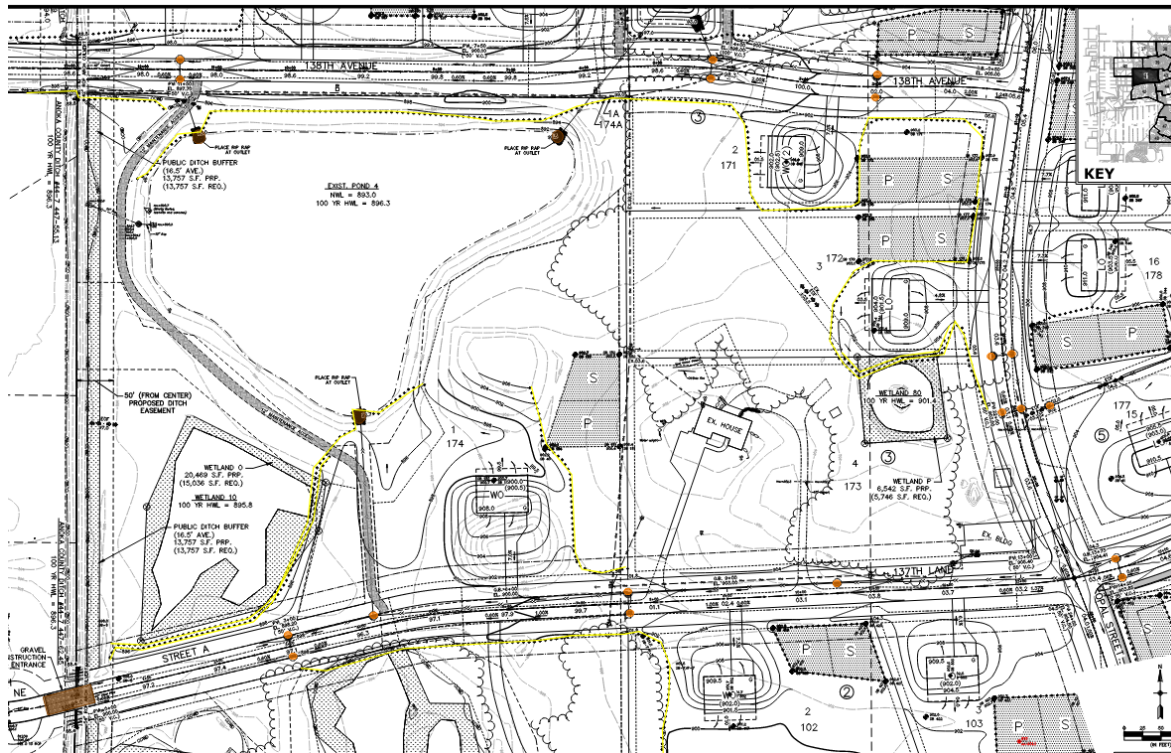
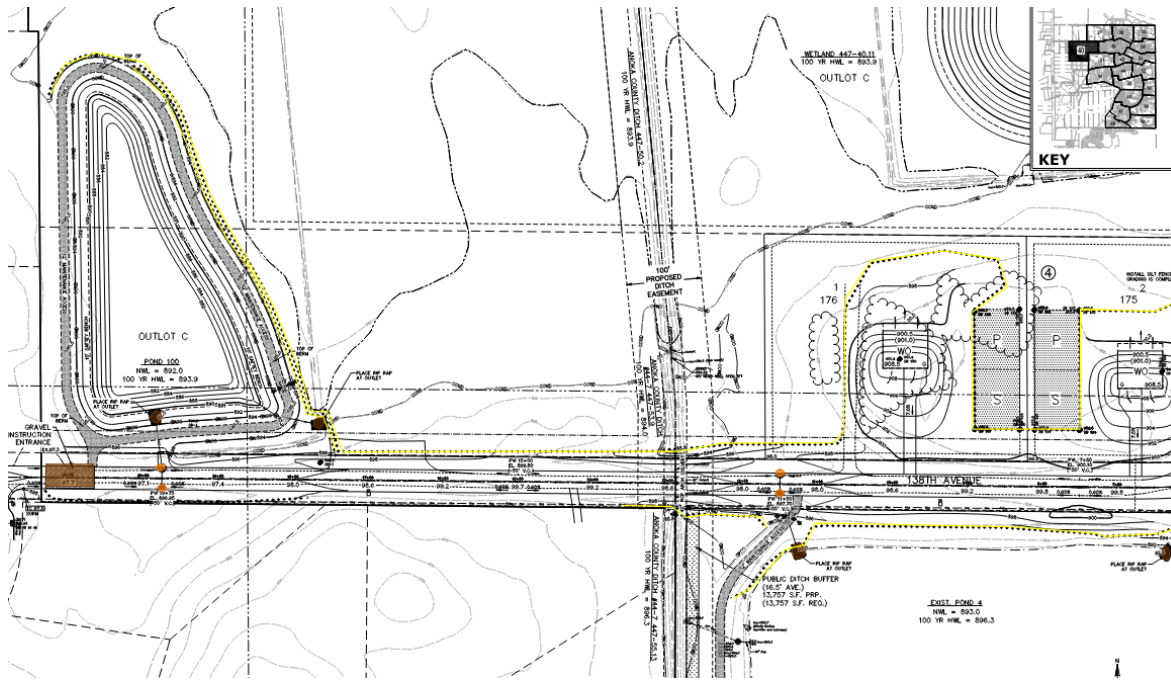
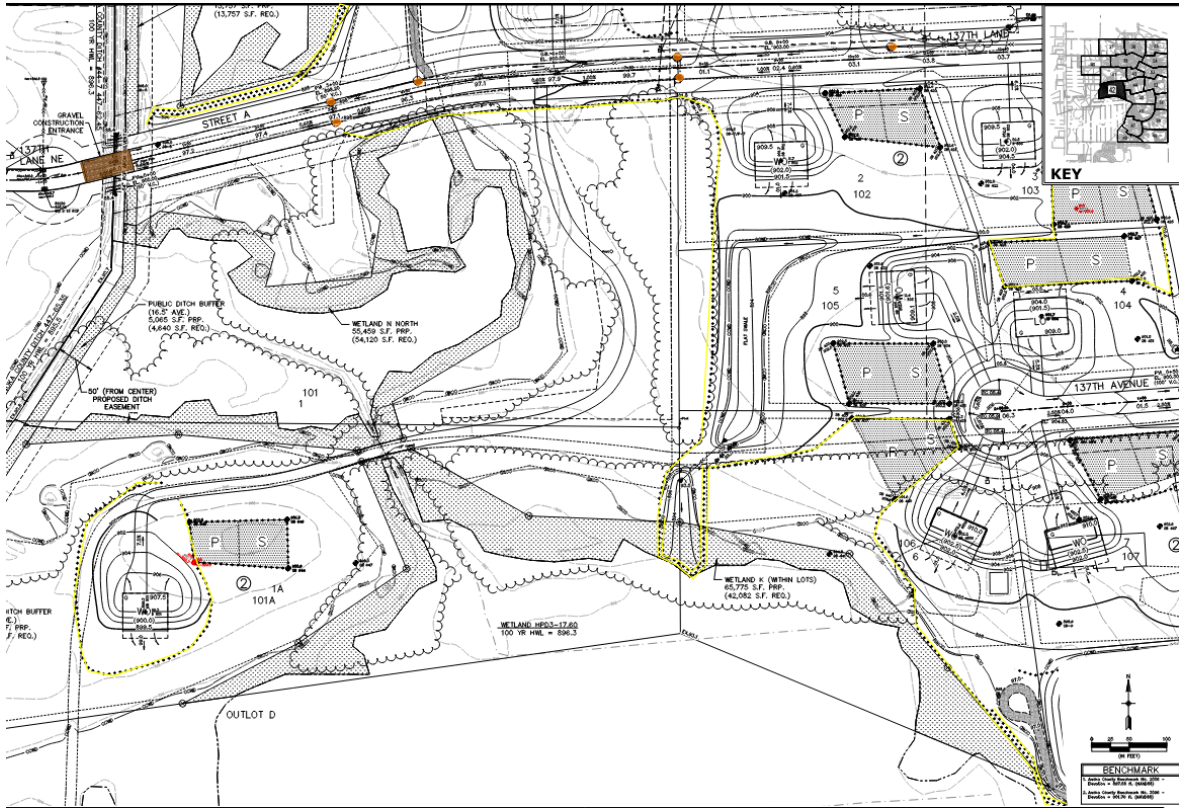


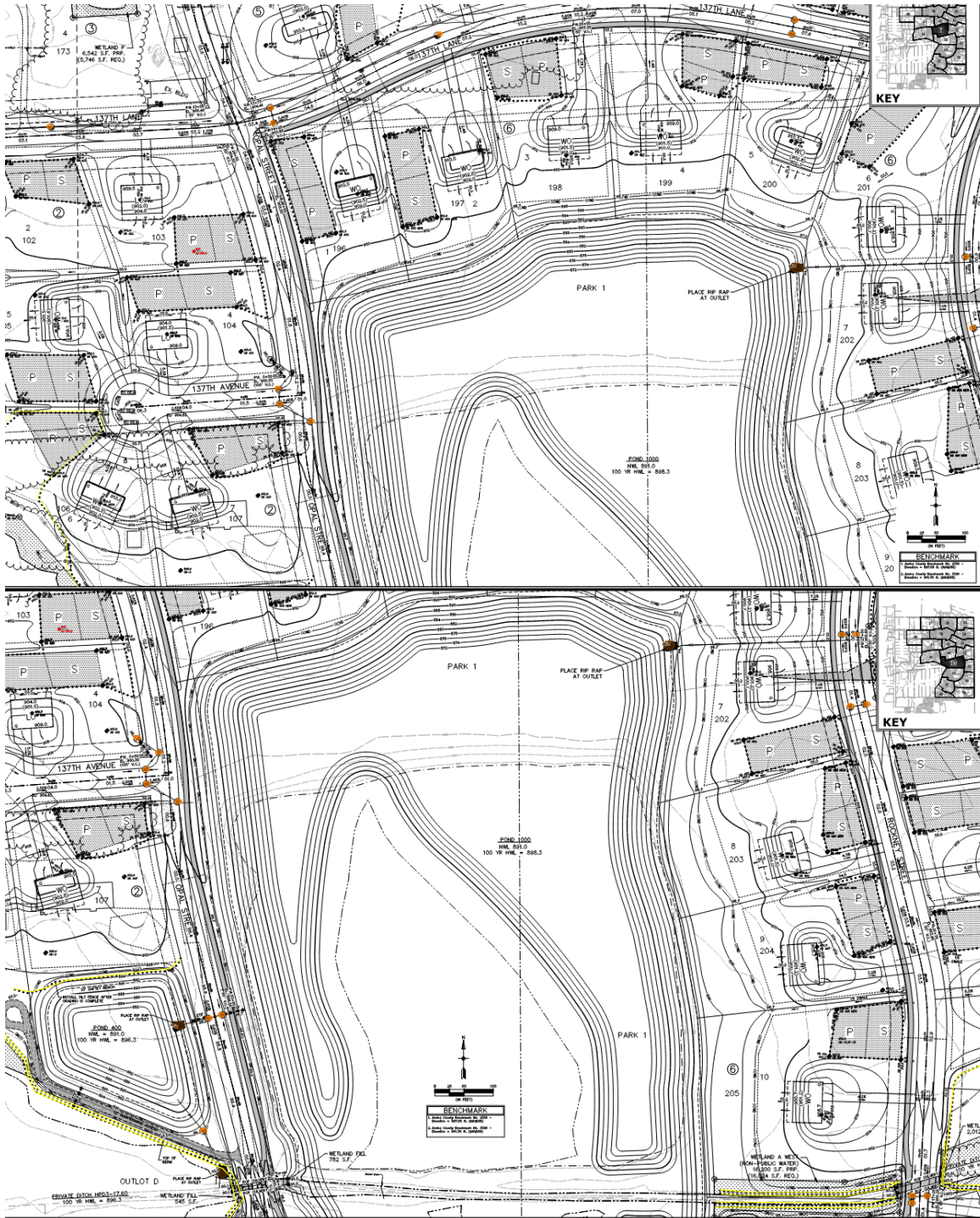
Figure 2: Site Plan

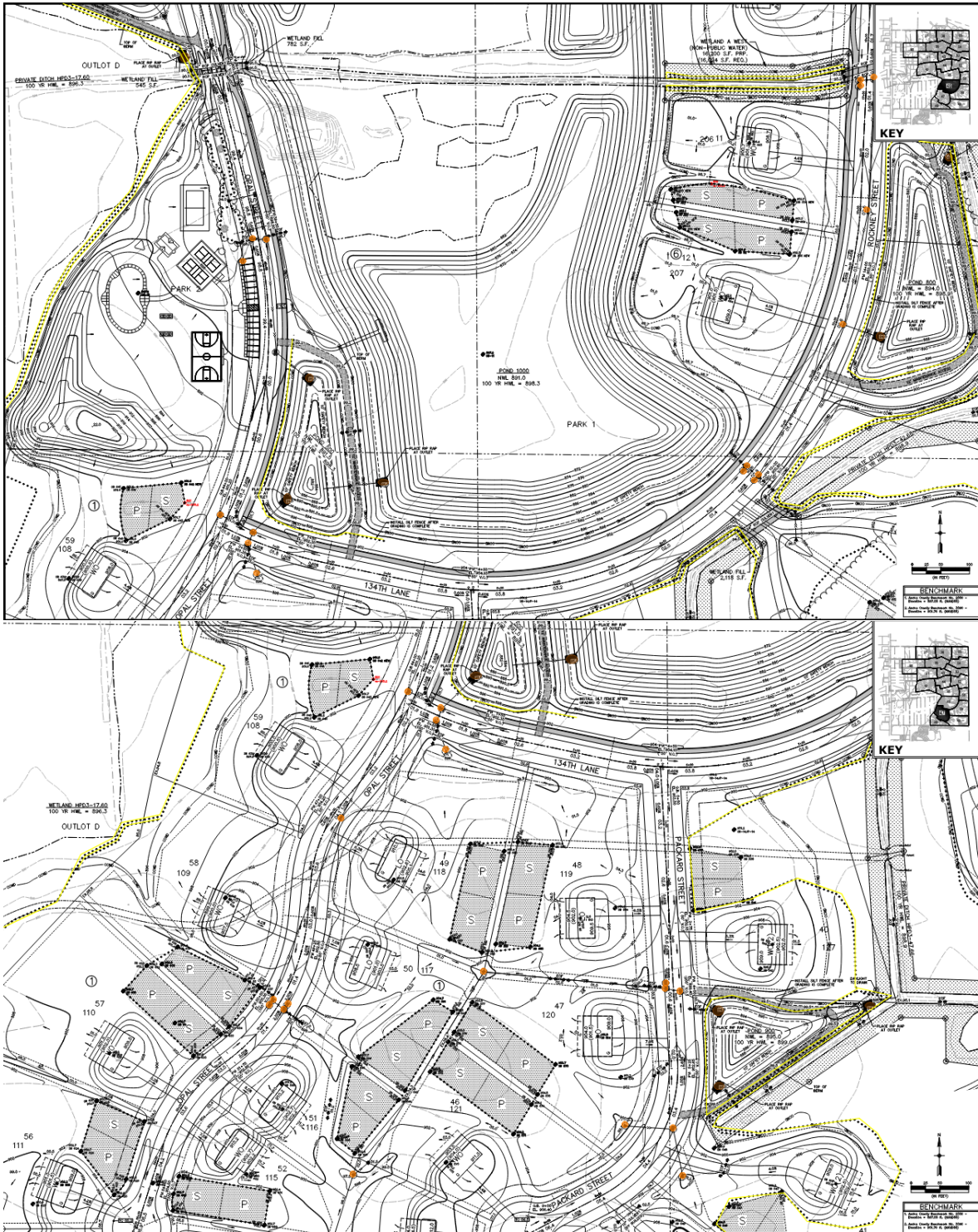




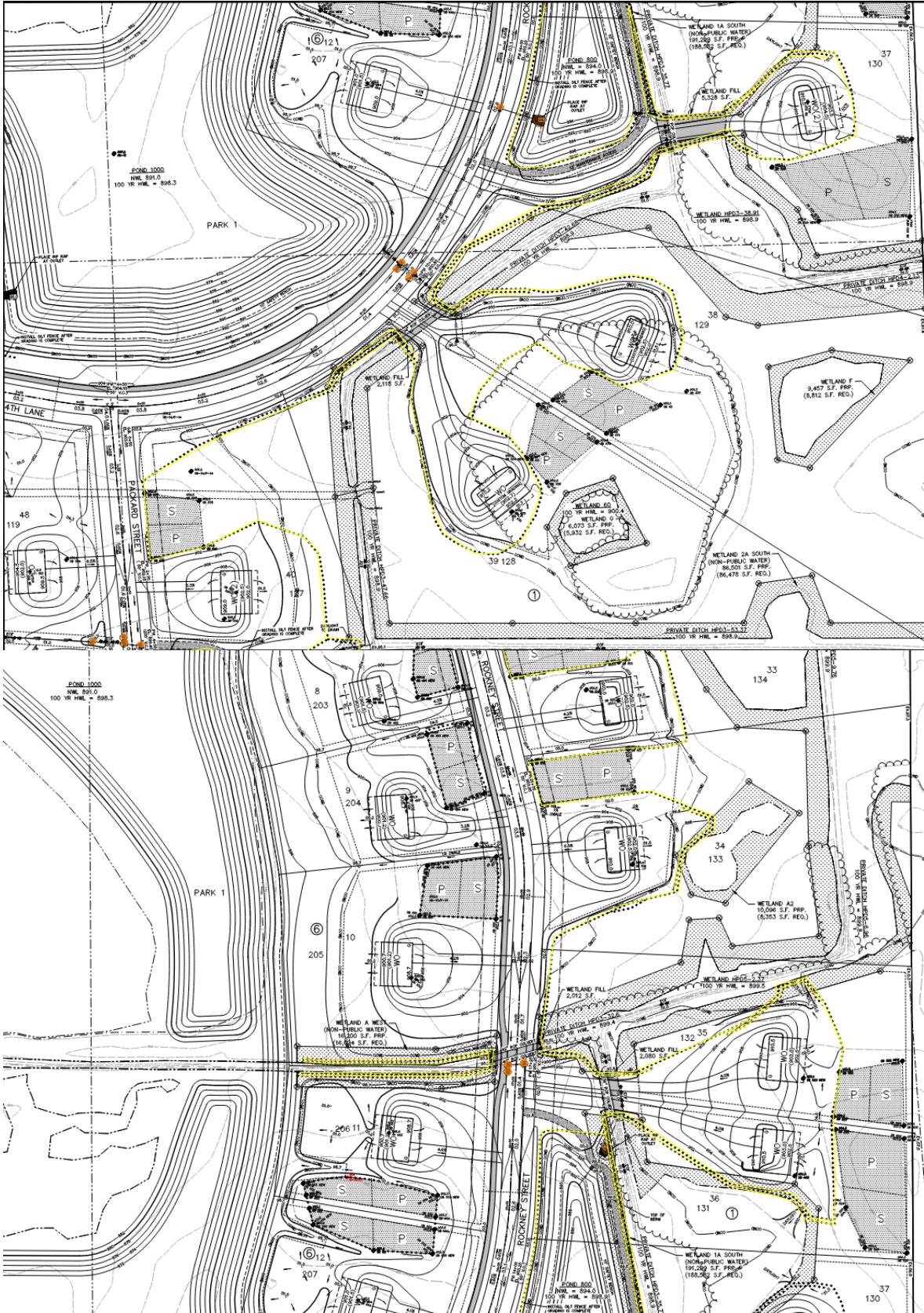














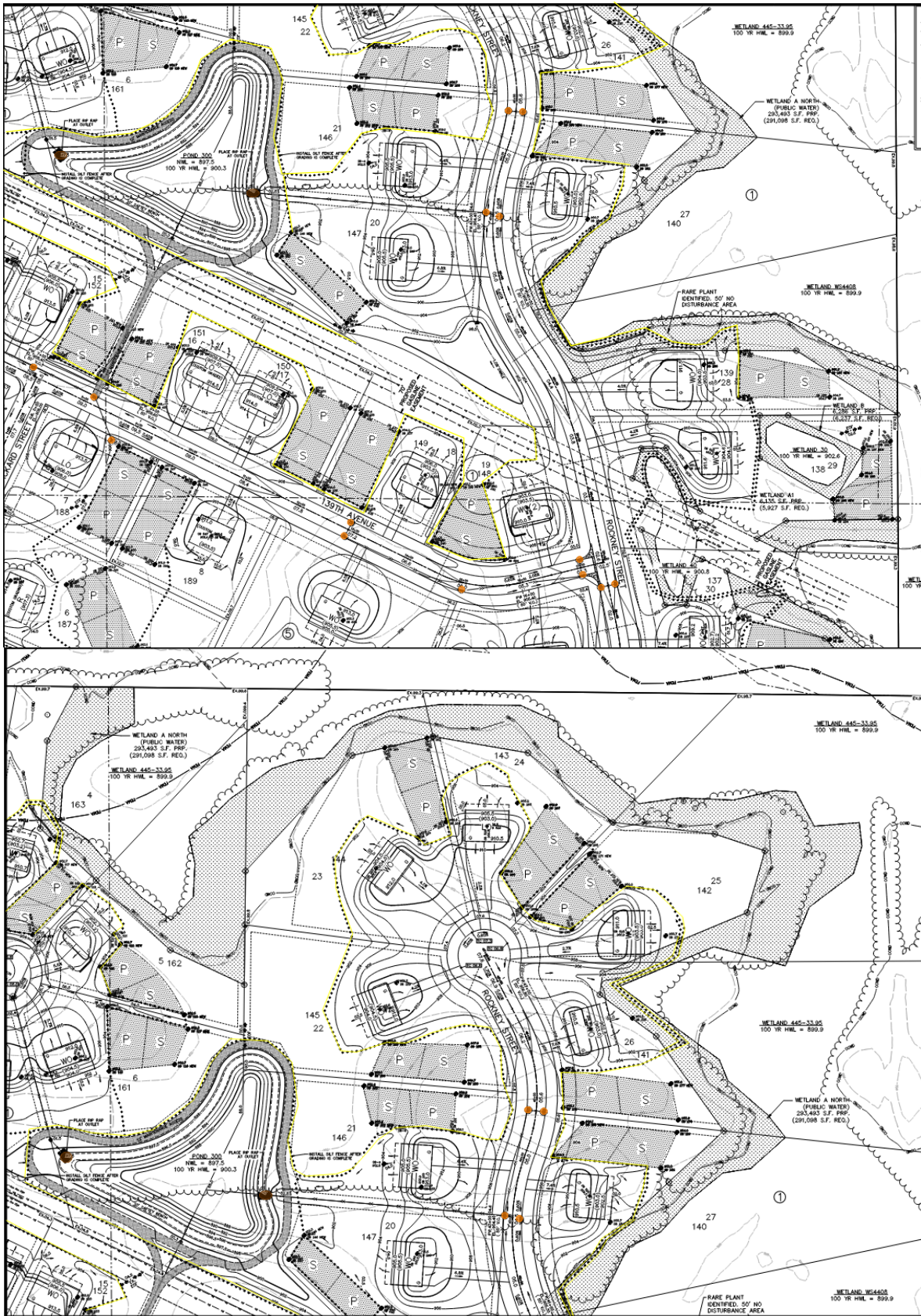


Figure 3: Erosion and Sediment Control Plan

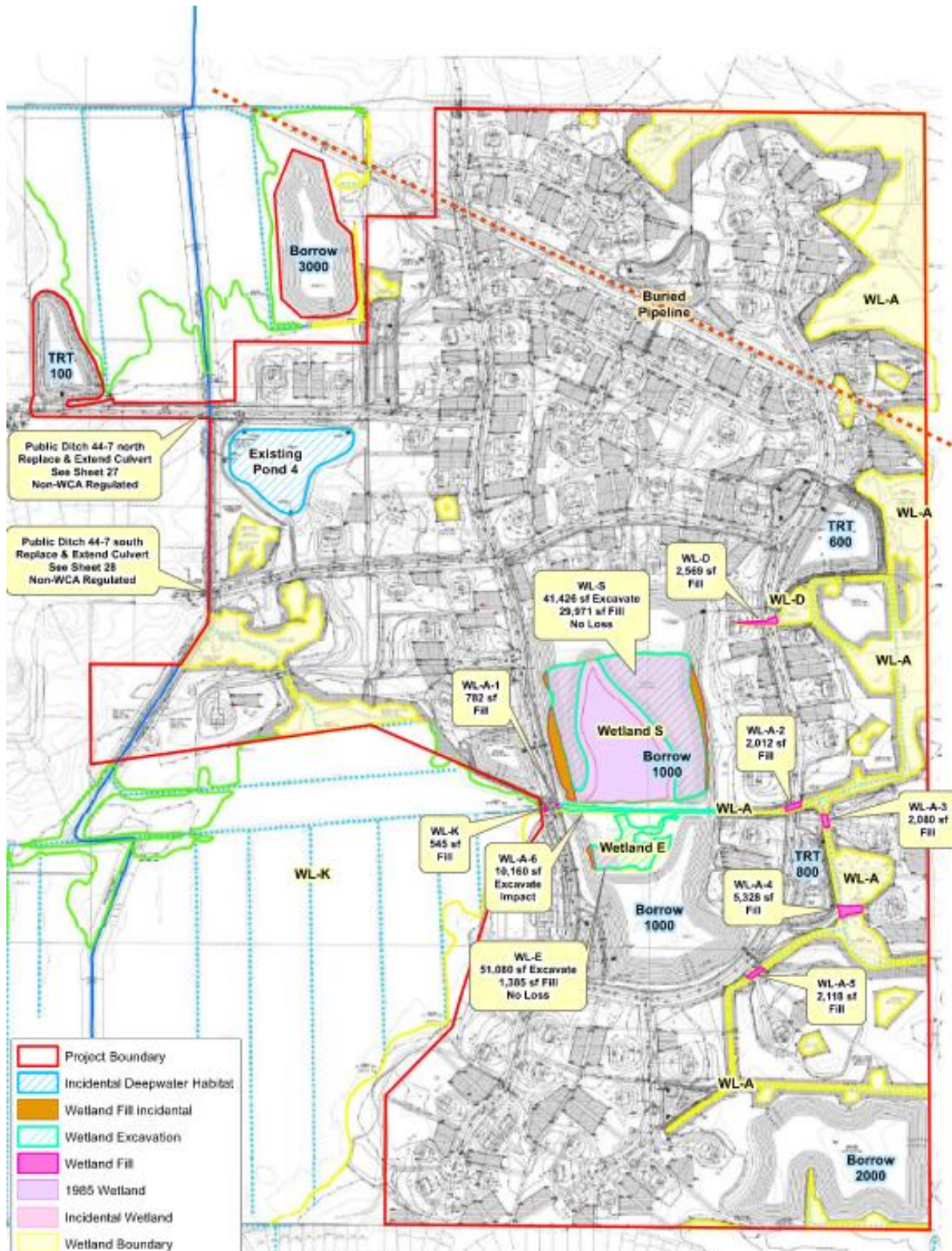


Figure 4: Wetland Impacts

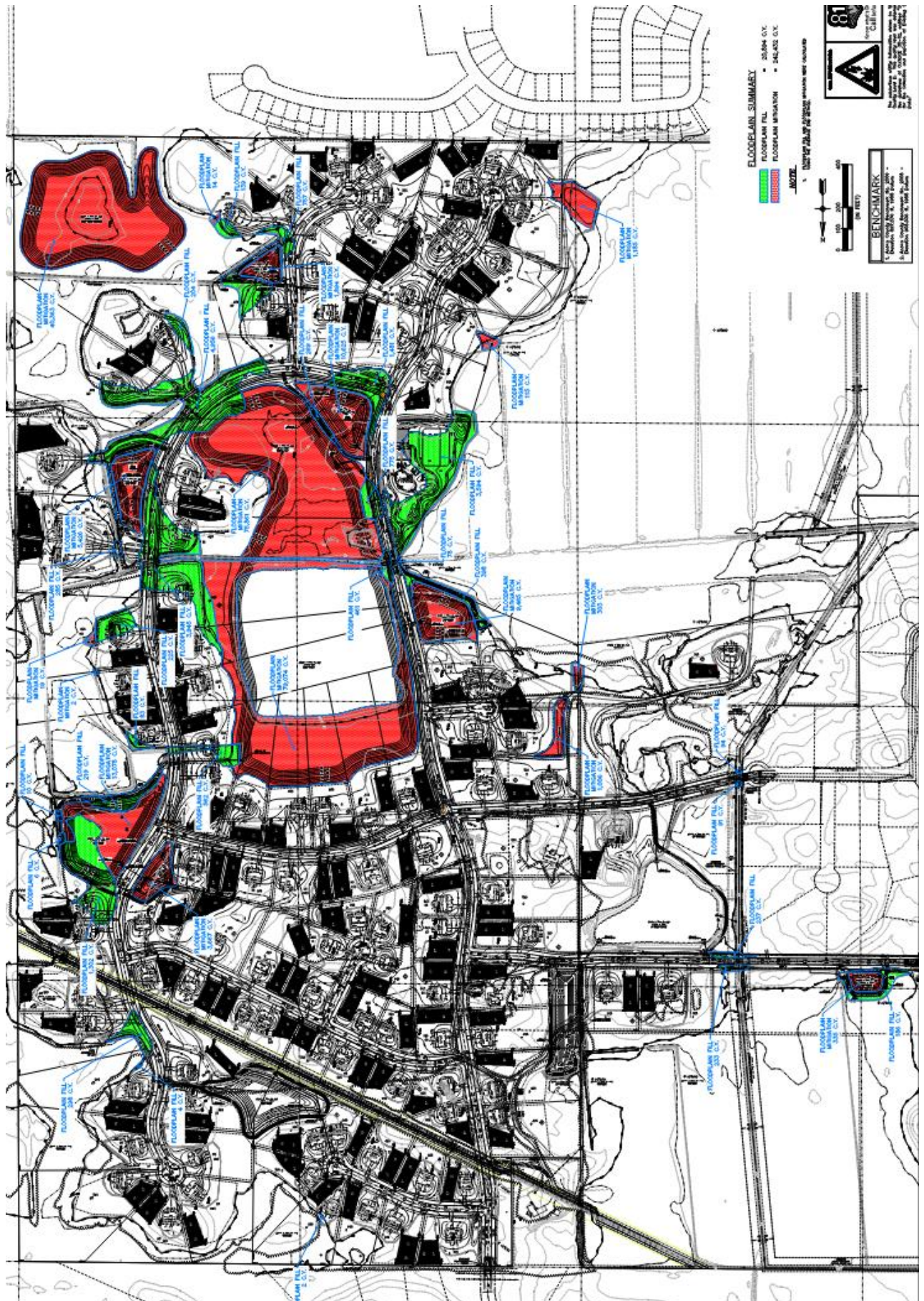


Figure 5: Floodplain Impact and Mitigation

Permit Application Review Report
Date: 5/21/2025

Board Meeting Date: 5/27/2025
Agenda Item: 12

Applicant/Landowner:

Muath Asamarai
4674 127th Ln NE
Blaine, MN 55449

Project Name: Stone Arch Dental

Project PAN: P-25-010

Project Purpose: Construction of a new commercial building, parking and associated stormwater treatment features

Project Location: 2321 124th Ct NE, Blaine

Site Size: size of parcel - 1.5 acres; size of disturbed area - 1.4 acres; size of regulated impervious surface - 0.5 acres.

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

Recommendation: Approve with 5 Conditions and 4 Stipulations

Description: The application proposes the construction of a new commercial building, parking areas, and associated stormwater treatment features. The project will disturb 1.4 acres and create 0.5 acres of new and regulated impervious. The site drains to County Ditch 41. The relevant water resource concerns are stormwater treatment and erosion and sediment control which are District Rules 3 and 4. See attached Figure 1: Project Location and Figure 2: Site Plan.

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,700.00.

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.
3. The 100-yr HWL for the infiltration basin listed on the grading plan is inconsistent with the HydroCAD model. Please update.

Rule 4.0 – Soils and Erosion Control

4. Update the erosion control plan to stabilize soils within 7 days of inactivity.
5. After initial grading, completely surround the infiltration basin with perimeter control to

prevent compaction during construction.

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. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
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.

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Geotechnical Engineering Services Report	Kilo Engineering	04/08/2025	04/18/2025
Construction Plans	Sunde Engineering, PLLC	05/14/2025	05/14/2025
Site Survey	Sunde Engineering, PLLC	03/11/2025	04/30/2025
Stormwater Management Calculations	Sunde Engineering, PLLC	undated	05/14/2025

Findings

Fees and Escrows (Rule 2.7):

The applicant has submitted a \$3,610.00 application fee and deposit which corresponds with the nonrefundable application fee (\$10), base fee for a Commercial/Industrial Development project of 1.5 acres (\$3,300.00), and addition to base fee (\$300.00). The applicant will be required to submit a performance escrow in the amount of \$2,700.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (1.4 acres of land 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 A. The proposed project incorporates soil amendments in accordance with District guidelines.

Rate Control: Peak stormwater flow rate at each point of site discharge does not increase from the pre-development condition for the 24-hour precipitation event with a return frequency of 2-, 10-, 100- years as shown in Table 1. The project will not impact Drainage Sensitive Use areas. The rate control standard is met.

Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
South	0	0	0.003	0.003	0.222	0.208

East	0	0	0.003	0.001	0.22	0.045
West	0	0	0.001	0	0.084	0
North	0	0	0.014	0.001	0.996	0.143

Table 1.

Volume Control: The proposed project is new development; therefore, the volume reduction requirement is equal to 1.1 inches over the area of all impervious surface. The amount of proposed impervious required to be treated is 22,044 ft².

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

Drainage Area	Impervious required to be treated (ft ²)	Proposed SMP	TP Removal Factor	Required Water Quality Volume (ft ³)	Water Quality Volume Provided (ft ³)
untreated	484	none	0	44	0
10P	21,560	Infiltration Basin	1	1,976	8,449
Totals:	22,044			2,020	8,449

Table 2.

The following pretreatment has been provided:

SMP ID	Pretreatment Device/Method	Percent TSS Removal
CB 9	Sump w/ SCX-6 Separator	80
vegetated swale	vegetated swale	89

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 meets pretreatment requirements as shown in Table 3.

The untreated drainage area is a portion of the new drive entrance which cannot be routed to stormwater treatment features because of the existing site grades. The volume control standard has been met to the maximum extent practicable as shown in Table 2.

Water Quality: The total Water Quality Volume has been provided in aggregate.

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	0
East	100
West	no discharge in proposed conditions
North	100

Table 4.

The TSS removal standard is met to the maximum extent practicable at each discharge point as shown in Table 4. The south discharge point includes the untreatable drive entrance area.

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 which includes 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 or 1 foot above the emergency overflow. The lowest basement floor elevation proposed is 905.5 NAVD 88. The applicable 100-year high water level is at 900.6 NAVD 88 and the applicable emergency overflow is at 901.5 NAVD 88. The freeboard requirement is met.

Maintenance:

Access: Sufficient maintenance access has been provided on the plans for all stormwater management practices.

Easements: All required maintenance easements 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 County Ditch 41. The soils affected by the project include Rifle and do not have a soil erodibility factor of 0.15 or greater. Disturbed areas are not proposed to be stabilized within 7 days, as required. The proposed erosion and sediment control plan includes perimeter control, street sweeping, stabilized construction entrance, and inlet protection. The erosion control plan does not meet District requirements because exposed soils are not proposed to be stabilized within 7 days of inactivity and the infiltration basin does not have perimeter control. The site does require an NPDES permit.

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.

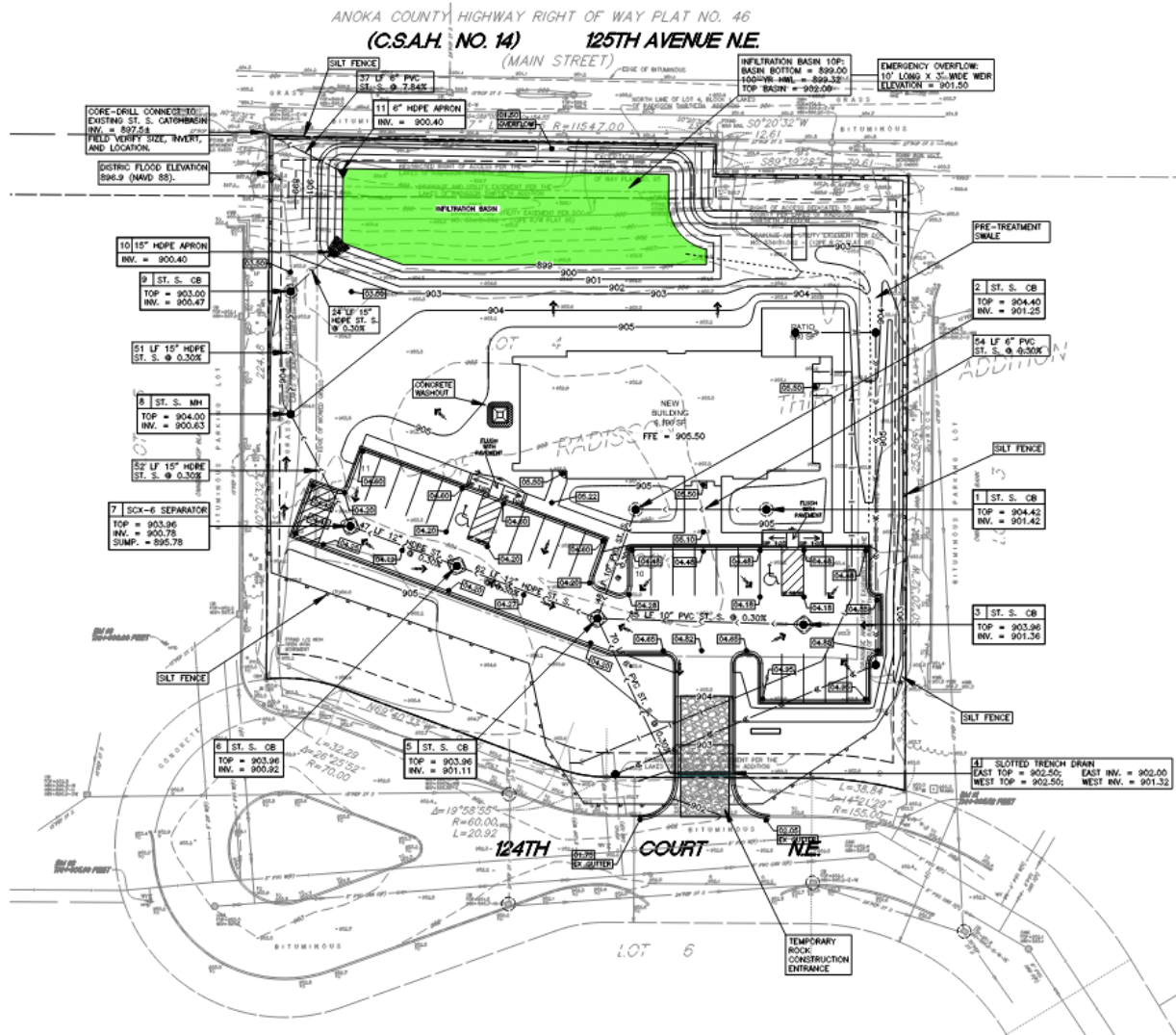
Variances (Rule 10.2)

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

P25-010 Stone Arch Dental



Figure 1: Project Location



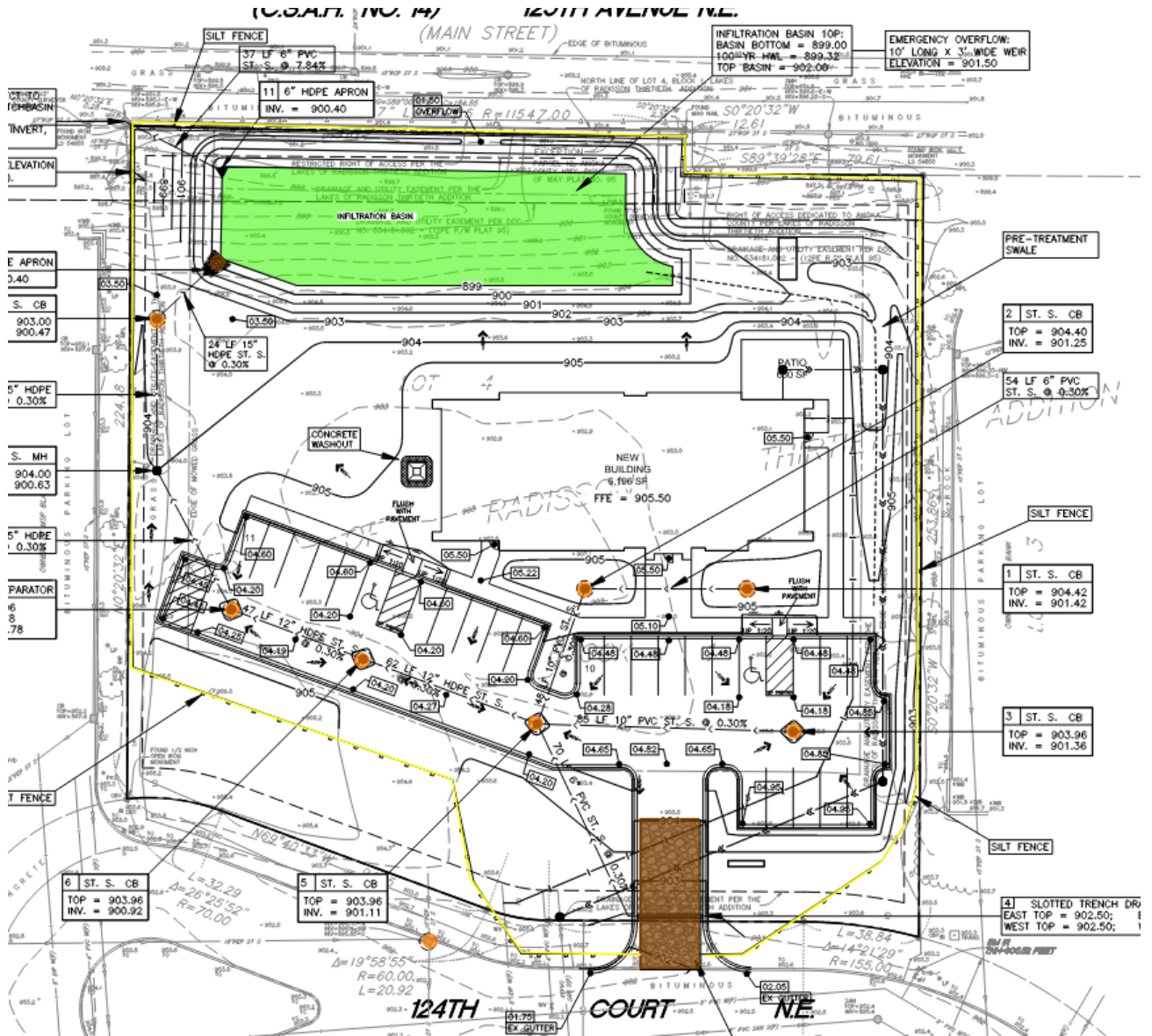


Figure 3: Erosion and Sediment Control Plan

MEETING DATE: May 27, 2025
AGENDA NUMBER: 14
ITEM: 2026 Capital Equipment Budget

AGENDA: Discussion

ACTION REQUESTED

Receive the budget report with any directions for staff.

PURPOSE & SCOPE OF ITEM

To familiarize the Board with the capital equipment that either needs replacement or is being requested by staff.

BACKGROUND

This portion budget category addresses capital equipment (equipment costing more than \$5,000) that is either needing replacement or is being requested by staff.

CAPITAL EQUIPMENT BUDGET

Code	Prepared 5/21/2025 13:10	2022	2023	2024	2025			2026			Change 25-26
		Actual	Actual	Actual	Budget	Projected	Var.	Current	Change	Request	
	Capital Equipment										
65180	Building Improvements	0	8,000	97,350	74,846	65,846	-12%	9,000	-	9,000	-88%
	Blinds	0	0	-	0	-		-	-		
	Landscaping	0	8,000	-	10,000	-		-	-		
	Keyless Entry-Rekey			20,900	0	-		-	-		
	Handicap Doors			11,100	0	-		-	-		
	Hex Pave/Auxiliary parking			21,000	45,000	-		-	-		
	Rear Parking Paving			35,000	0	-		-	-		
	Parking Lot Netting			9,350	10,846	-		-	-		
	3 bathroom fixtures/counters				9,000	-		9,000	-		
65230	Monitoring & Field	0	13,795	14,000	54,828	54,828	0%	-	-	-	-100%
	Portable Velocity/Depth Sensor			14,000	0	-		-	-		
	Backpack Electrofisher				14,828	-		-	-		
	GNSS Receiver				40,000	-		-	-		
65250	Vehicle	55,000	0	0	41,500	41,500	0%	47,000	-	47,000	100%
	SUV - Truck(s)	55,000	0	-	41,500	-		47,000	-		
65270	Telecommunications	0	0	-	0	-	#DIV/0!	-	-	-	#DIV/0!
								-	-		
65340	Office Equipment/Furniture	0	0	16,000	0	-	#DIV/0!	-	-	-	0%
	Training Tables & Chairs			16,000	0	-		-	-		
65380	Computers & Equipment	11,100	0	-	12,000	21,000	75%	-	-	-	100%
	Monitors/computers	11,100	0	-		-		-	-		
	Sharpboard				12,000			-	-		
65390	Software	0	0	29,358	15,000	22,500	50%	15,000	-	15,000	0%
	MS4 Modules			-	15,000			15,000	-		
	Sage IntAcct			14,358	0			-	-		
	Asset Software							-	-		
	Website Migration			15,000	0			-	-		
	Total Capital Equipment	66,100	21,795	156,708	198,174	143,174	-28%	71,000	-	71,000	-64%

ISSUES/CONCERNS

1. Initial Preliminary Rough Draft Budget

The budget shown is driven by:

- a. Staff requests for equipment needed to conduct work and/or enhance efficiency of work performed or
- b. Replacement of equipment.

IMPLICATIONS FOR DISTRICT BUDGET

1. Total impact on 2026 budget will not be known until July when the 2026 budget is brought together and reviewed in its entirety.

CONCLUSIONS

These are initial figures.

RECOMMENDATION

Receive report.

COON CREEK WATERSHED DISTRICT

Request for Board Action

MEETING DATE: May 27, 2025
AGENDA NUMBER: 15
ITEM: 2026 Operating Expenses Budget

AGENDA: Discussion

ACTION REQUESTED

Receive the budget report with any directions for staff.

PURPOSE & SCOPE OF ITEM

Addresses the costs and services for which the District expenses on an ongoing basis.

BACKGROUND

This budget category addresses general operating expenses required or needed for day-to-day functions of the District.

	Prepared	2022	2023	2024	2025			2025			Change
Code	5/21/2025 13:22	Actual	Actual	Actual	Budget	Projected	Var.	Current	Change	Request	25-26
Operating Expenses											
61558	Advertising	4,003	1,637	1,650	1,000	600	-40%	1,040	(390)	650	-35%
61552	Bank Charges	411	761	799	1,118	1,118	0%	1,163	11	1,174	5%
61575	Books & Software	9,008	19,398	33,558	41,784	41,784	0%	43,455	30,995	74,450	78%
62273	Cable	-	7,285	7,649	7,020	6,800	-3%	7,301	(297)	7,004	0%
61105	Cleaning & Janitorial Supp	805	15,487	16,222	16,867	16,867	0%	17,542	(169)	17,373	3%
61557	Dues & Memberships	9,827	15,650	17,000	28,155	28,295	0%	29,281	2,834	32,115	14%
61110	Gas, Oil, License	14,500	15,025	16,377	17,377	16,377	-6%	18,072	(2,072)	17,000	-2%
61149	Gen'l Supplies (office)	9,043	19,031	20,033	10,632	10,632	0%	11,057	-	11,057	4%
62370	Insurance-Liability	15,110	9,500	19,425	15,272	12,667	-17%	15,883	(2,709)	13,174	-14%
62372	Insurance-Property	921	4,700	4,935	9,304	9,133	-2%	9,676	(269)	9,407	1%
62374	Insurance-Vehicles	852	1,135	1,192	1,277	1,190	-7%	1,328	(102)	1,226	-4%
62373	Insurance-Work Comp	6,009	5,437	5,709	10,409	10,056	-3%	10,825	(367)	10,458	0%
62124	Leases & Rentals	19,251	5,818	8,292	8,347	4,747	-43%	8,681	(3,877)	4,804	-42%
61477	Meals & Staff Enrichment	2,501	1,750	2,965	4,300	4,150	-3%	4,472	(722)	3,750	-13%
61475	Mileage	2,814	2,827	683	630	630	0%	655	6	662	5%
61810	Misc & Contingencies	-	0	0	0	-	0%	-	1,750	1,750	#DIV/0!
61476	Other Travel Exp. Parking	79	40	40	40	40	0%	42	(2)	40	0%
62229	Phones	17,540	17,884	18,778	18,360	17,000	-7%	19,094	(1,244)	17,850	-3%
62231	Postage	300	1,027	975	526	500	-5%	547	(13)	535	2%
61102	Printing	-	0	0	4,040	4,040	0%	4,202	(202)	3,708	-8%
61250	R&M Buildings	37,015	15,166	22,412	24,480	24,480	0%	25,459	234	25,693	5%
61251	R&M Office Machine & Equip	2,991	3,588	5,900	13,480	13,480	0%	14,019	4,126	18,145	35%
61249	R&M Phone Hardware	-	2,350	3,450	3,050	2,750	-10%	3,172	228	3,400	11%
61263	R&M Security	897	1,071	1,125	2,665	2,665	0%	2,772	(31)	2,741	3%
61101	Small Equipment (fum/off/comp/misc)	1,414	18,020	37,203	39,500	39,500	0%	41,080	10,720	51,800	31%
61559	Subscriptions & Publications	-	2,744	4,243	9,335	9,335	0%	9,708	1,715	11,423	22%
61354	Training & Conferences-Board/Other	250	2,000	500	300	300	0%	312	38	350	17%
61355	Training & Conferences-Staff Dev	5,049	13,214	10,620	18,956	16,525	-13%	19,714	(3,909)	15,805	-17%
62226	Utilities-Electric	3,122	6,258	5,696	5,808	5,808	0%	6,040	66	6,106	5%
62225	Utilities-Heat/Natural Gas	1,743	2,501	2,626	2,916	2,916	0%	3,033	58	3,091	6%
62228	Utilities-Waste/Recycle Disposal	319	1,300	1,418	1,674	1,674	0%	1,741	33	1,774	6%
62119	Web Site Server	800	1,000	1,995	1,890	1,890	0%	1,966	19	1,985	5%
Total Operating Expenses		166,574	213,604	273,470	320,512	307,949	-4%	333,333	36,458	370,499	16%

ISSUES/CONCERNS

1. **Dues & Memberships**: costs are proposed to be **14% higher** due to added memberships to include MN Stormwater Research Council of \$10,000 & MSCS \$3500.
2. **Small Equipment**: costs will be **increasing 31%** due to additional water quality equipment and administrative computer equipment.
3. **R&M Machines & Equip**: Service costs are expected to **increase** significantly due to on-going building maintenance and equipment repairs/maintenance of project filters.
4. **Subscriptions/Publications**: costs are proposed to be **22% higher** due to website maintenance fees, data fees associated with monitoring needs, and additional subscriptions for program activities.
5. **Leases & Rentals**: costs are proposed to **decrease 42%** due to a set lease agreement for copier and plotter and minimal maintenance needs.
6. **Training-Staff**: costs are proposed to **decrease 17%** due to less training needs for staff since they are recertifications vs new on-board training.
7. **Total Operating Expenses**: Currently expecting to increase budget 16% for 2026.

IMPLICATIONS FOR DISTRICT BUDGET

Total impact unknown until July

CONCLUSIONS

These are initial figures.

RECOMMENDATION

Receive report.