

BOARD MEETING AGENDA

Board Room
Coon Creek Watershed District Offices
Monday, May 12, 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**
- 6. Receive Administrator's Report**
- 7. Advisory Committee Report**
- 8. Bills/Accounts Payable**

POLICY ITEMS

- 9. Administrator Performance Review**
- 10. Water Education Grant – Pollinator Classroom**
- 11. Grant Agreement with BWSR for Xeon Blvd Crossing Enhancement**
- 12. Adopt Resolutions for MAW and 2026 Legislative Initiatives**

PERMIT ITEMS

- 13. 2025 Blaine Street Reconstruction**
- 14. Bank of America Blaine**
- 15. Sunrise pond Park Courts**
- 16. Blaine Town Center Phase 2**
- 17. Lot 8 Block 8 Birch View Acres**
- 18. University Avenue Townhomes**
- 19. JBR Ham Lake**

DISCUSSION ITEMS

20. Personnel Manual

21. 2026 Budget: Economic Forecast & Revenue Estimates

22. 2026 Budget: Budget Guidelines and Assumptions

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

24. 2026 Budget: Preliminary Draft Professional Services

INFORMATIONAL ITEMS

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

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, April 14, 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, Corinne Elfelt, Erin Margl, Erik Bye, and Michelle Ulrich

Guest (via Zoom): Jennifer Lattin – City of Columbus liaison

2. Approval of the Agenda

Board Member Lund moved to add Permit Item 11 – Sprague Driveway to the Consent Items. 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 Campbell moved to approve the amended agenda. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

3. Announcements: Jason Lund and Mary Campbell have been reappointed by Anoka County Commissioners to the Coon Creek Watershed District Board of Managers.

4. Open Mic/Public Comment

No one was present for comment.

CONSENT ITEMS

5. Approval of Minutes of March 24, 2025

6. Administrator's Report

7. Advisory Committee Report

8. Approval of Bills for Payment

Claims totaling \$336,281.17 on the following disbursement(s) list were issued and released upon Board approval.

Vendor	Amount
V0008--US BANK	6,210.67
V0010--A1 FLOOR AND CARPET CARE INC	1,119.30
V0014--ANOKA CONSERVATION DISTRICT	50,724.08
V0015--ANOKA COUNTY MN	10,318.59
V0015--ANOKA COUNTY MN	172.86
V0015--ANOKA COUNTY MN	2,005.00
V0015--ANOKA COUNTY MN	2,005.00
V0017--BITUMINOUS ROADWAYS INC	2,160.00
V0023--CAPSTONE HOMES INC	3,604.05
V0024--CITY OF ANDOVER	4,590.00
V0025--CITY OF BLAINE	2,005.00
V0025--CITY OF BLAINE	3,750.00
V0025--CITY OF BLAINE	2,010.00
V0026--CITY OF COON RAPIDS	28,800.00
V0028--CITY OF SPRING LAKE PARK	30,000.00
V0038--ENVIRONMENTAL SYSTEMS RESEARCH INST INC ESRI	6,300.00
V0047--AH IND SCHOOL DIST 11	2,460.00
V0054--MICHELLE J ULRICH PA	3,027.50
V0109--NATURAL ENVIRONMENTS CORPORATION	1,650.00
V0111--WELL GROOMED LAWNS INC	1,970.00
V0111--WELL GROOMED LAWNS INC	1,305.00
V0128--YTS COMPANIES LLC	3,893.75
V0137--HAUGO GEOTECHNICAL SVCS LLC	3,470.00
V0195--STANTEC CONSULTING SERVICES INC	2,346.00
V0195--STANTEC CONSULTING SERVICES INC	8,264.00
V0195--STANTEC CONSULTING SERVICES INC	380.00
V0195--STANTEC CONSULTING SERVICES INC	55,038.50
V0195--STANTEC CONSULTING SERVICES INC	25,332.30
V0221--ABDO LLP	5,466.67
V0221--ABDO LLP	5,000.00
V0221--ABDO LLP	2,600.00
V0247--POOP 911 OF MPLS STP LLC	1,181.40
V0342--PARK CONSTRUCTION COMPANY	4,500.00
V0352--HEALTH EQUITY INC	500.00
V0352--HEALTH EQUITY INC	778.06
V0352--HEALTH EQUITY INC	778.06
V0352--HEALTH EQUITY INC	29.00
V0360--PAYLOCITY	538.99
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	7,713.56
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,320.00
V0369--JAMES HAFNER	87.50
V0370--ASPHALT SURFACE TECHNOLOGIES CORP	2,950.00
V0371--CAPITAL TRUST DEVELOPMENT	12,148.81
V0372--ELDON HENTGES REV TRUST	2,538.75
V0373--NORTHDAL CONSTRUCTION CO	2,700.00
V0374--SBA COMMUNICATION CORP	2,778.50
V0375--SUMMERGATE DEVELOPMENT LLC	5,544.35
V0377--FAMILY OF CHRIST LUTHERAN CHURCH	9,063.85
V0378--LEGACY CHRISTIAN ACADEMY	3,152.07
	336,281.17

The following permit item was moved to the Consent Agenda.

11. Sprague Driveway (P-25-002)

The purpose of this project is widening of an existing driveway located at 522 134th Ave NE in Ham Lake, Minnesota.

Description: The applicant was proposing the widening of an existing driveway. The site disturbance is 0.04 acres with no new regulated impervious. The site drains toward County Ditch 23. The relevant water resource concerns are erosion and sediment control and floodplain. This corresponds to District Rules 3 and 6.

Staff recommendation was to Approve with two (2) Conditions and no stipulations as outlined in the Permitted Application Review Report dated April 9, 2025.

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,020.00.

Rule 4.0 – Soils and Erosion Control

2. Update the Erosion and Sediment Control Plan to include the following:
 - a. A note to stabilized soils and soil stockpiles within 7 days of inactivity.
 - b. A note that streets will be swept clean of sediment by the end of each workday.

Stipulations: None

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

POLICY ITEMS

9. Draft Sunrise Watershed Management (WMO) Boundary Correction

Erik Bye, CCWD Planner, has worked closely with Ham Lake and Sunrise River Watershed Management Organization (SRWMO) for their concurrence on the boundary petition to correctly identify four (4) parcels that inadvertently were not included in the 2023 Sunrise River Watershed Management Organization and Coon Creek Watershed District boundary petition. After submittal, Board of Water and Soil Resources (BWSR) will make a determination of a sufficient petition. BWSR will then give public notice of the petition by publication in the legal newspaper and mail to the county auditor and each city. After public notice, BWSR will make a decision in 30 days. This should occur in June or July of 2025.

Bye noted that he is working with SRWMO to get a corrected copy of their letter of concurrence, the original having included an error. Once that corrected document is received, the documents will be ready for submittal to BWSR.

Staff recommendation is to direct staff to submit the 2025 SRWMO x CCWD Boundary Petition and corrected letter of concurrence from SRWMO to BWSR for review, public notice and approval.

Board Member Lund moved to Approve Petition Submittal with the corrected letter of concurrence to BWSR. Seconded by Board Member McCullough. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund and McCullough) and no nays.

10. DRAFT 2024 Annual Report

The DRAFT 2024 Annual Report was presented to the Board.

Staff recommendation is to approve the Annual Report at the April 28th regular Board meeting with corrections and suggestions.

Board Member Hafner moved to Approve the 2024 Annual Report at the April 28th Board Meeting. Seconded by Board Member Lund.

Board Member Campbell asked Board Member Hafner if he would be willing to amend his motion, since there were no additions, corrections or deletions to the draft, to Approve the 2024 Annual Report for release.

Board Member Hafner moved to amend his motion and approve the 2024 Annual Report at the April 14th Board Meeting. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund and McCullough) and no nays.

PERMIT ITEMS – *(moved to Consent Agenda)*

11. Sprague Driveway (P-25-002)

DISCUSSION ITEMS

12. Review and Discussion of Fees and Fee Structure

Erin Margl, Watershed Development Coordinator, highlighted the fee and fee structure history including the Board's adoption of the current fee schedule on October 25, 2021, which is organized around project type and size. Escrow amounts were not assessed at that time. Margl noted there has not been a thorough review of the fee schedule since 2021 and escrow amounts have not been officially reviewed since 2012. The Board initiated the review of permit fees and escrows at the January 27, 2025, Board Meeting. The results of the review were included in the Board Packet.

The proposed changes include basing fees on District permitting rules. Another major change is not requiring escrows for small projects.

Staff recommendation was to adopt the proposed fee and escrow structure/schedule as summarized in the staff report provided.

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

13. Anoka County Hazard Mitigation Plan

Erik Bye, District Planner, reviewed the staff report and the purpose of the Anoka County Hazard Mitigation Plan (HMP). Bye noted the HMP is to inventory and analyze the risks of natural hazards in Anoka County and identify mitigation actions to reduce or eliminate the impact of future hazard events. Local Mitigation Surveys are used in the HMP process to help inventory hazards, highlight local vulnerabilities, and most importantly to identify local mitigation projects to reduce hazard risks. The scope of this

item is specially to review, discuss, and provide feedback on staff's responses to this Local Mitigation Survey.

Bye stated the Anoka County HMP is currently being updated. CCWD intends to participate in the plan update process to become eligible for FEMA/State grants. This could potentially be a large revenue source for future CIP projects, supported by a 2019 FEMA report that indicates every dollar spent on mitigating future hazards, saved the public 6 dollars in recovery costs. FEMA grants will help blunt impacts of large projects to local tax base. Also of note, hazards caused by changes to rainfall, flooding, and erosion are predicted to become more common in the future if the underlying risks are not mitigated

Staff requests feedback on the draft responses to the Local Mitigation Survey, included in the Board Packet.

Board Member Hafner suggested some minor changes to the response including "Board of Managers" instead of "Board" and to define abbreviations used in the responses that may not be familiar to non-technical readers.

Staff recommendation was to receive the report.

Board Member Lund 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.

14. Preliminary 2026 Budget Forecast (At Board Meeting)

Tim Kelly, District Administrator, previewed what he will be presenting at the next meeting concerning the budget forecast. Due to uncertainty and the volatility of the financial situation, Kelly said he would be reviewing multiple firms forecasting and would report on it at the next Board Meeting.

15. Preliminary Discussion on Minnesota Watersheds Resolutions

Tim Kelly discussed the timeline for submitting proposed resolutions included in the Board Packet. The resolution concerning the state permitting efficiency will be coming before the Board.

INFORMATIONAL ITEMS

ADJOURNMENT

Board Member Lund moved to adjourn at 6:12 pm. Seconded by Board Member Campbell. 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 12, 2025
AGENDA NUMBER: 6
ITEM: Administrator's Report

AGENDA: Consent

REQUESTED ACTION:
Receive report.

ADMINISTRATOR'S EVALUATION

District Capacity and Capability

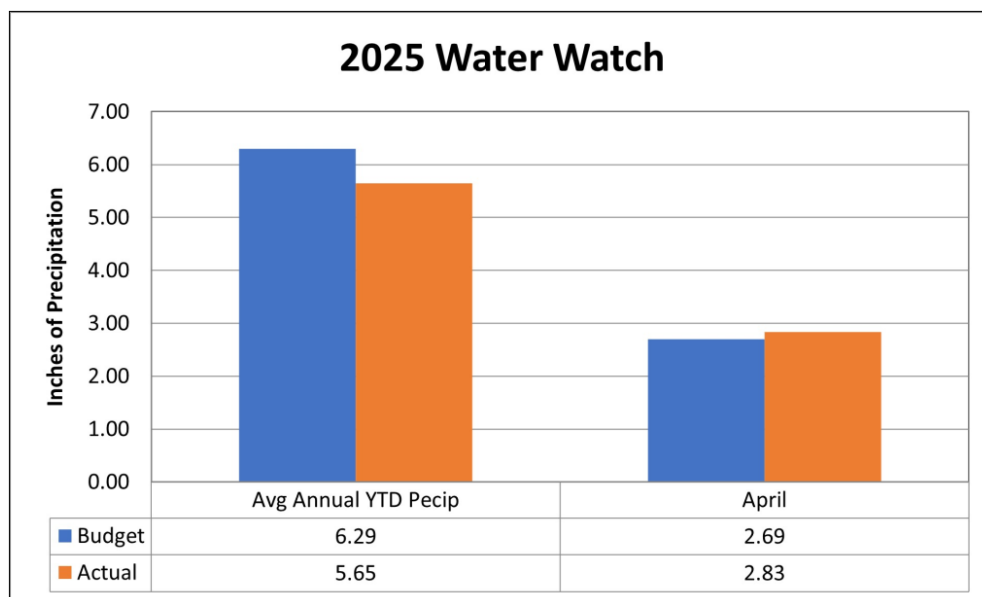
The District currently possesses the required resources and is trained to undertake most of its legislative mission for which it is organized and designed. The District can accomplish most required tasks to the required standard under most conditions. However, sustained effort may be at risk.

MANAGEMENT SITUATION

Natural Environment

The District averaged **2.83 Inches** of precipitation in the month of April. This puts the District *0.14 inches* (5%) above average for the month and *0.64 inches* (10%) below for the year.

According to the latest [US Drought Monitor](#) release (May 1st), the District has been mostly free of drought status since last November. Water levels and flows throughout the District reflect this and are in the normal range for this time of year. Surface water capacity is favorable, and the short-term precipitation forecast shows limited precipitation in the near future.



Economic Environment

Budget Forecast

No agreement on the biennium budget. The state's largest single fund is the General Fund. State collections of individual income taxes, sales taxes, corporate, and other taxes are deposited into this fund. Expenditures from the state General Fund can be made for any authorized state activity. Spending is limited by legislative appropriations. This fund receives the most attention from the Governor and the Legislature and is the fund most referenced when the state has a deficit or surplus. Current forecast shows a deficit of approximately \$2.4 million

Clean Water Fund

No change from April update. Final allocations are decided by the legislature

Management Environment

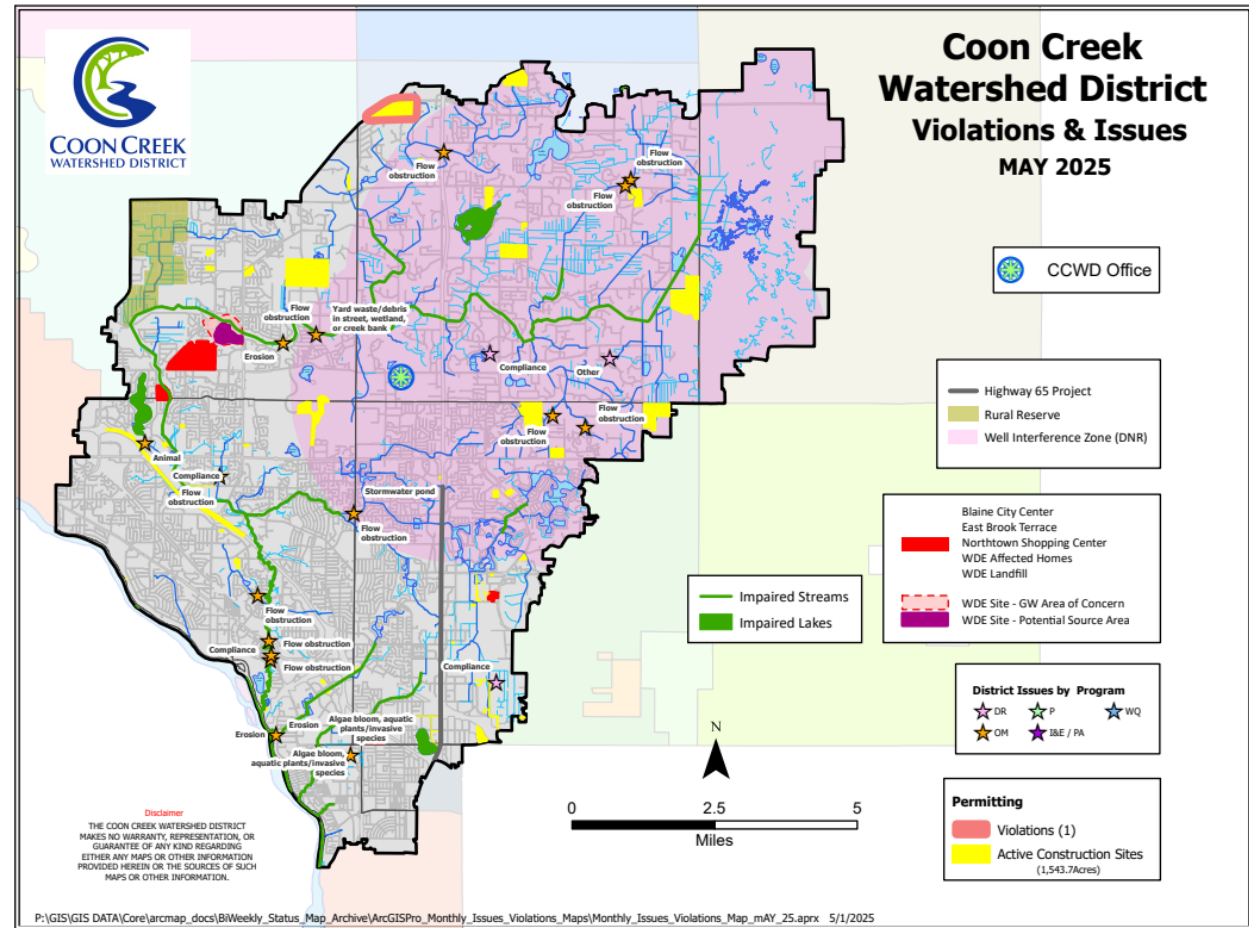
Agency	Status
Federal Government	<ul style="list-style-type: none">• The President will release his initial "skinny" proposed FY26 budget request• The full FY 2026 budget is expected to be released later this month.
FEMA	<ul style="list-style-type: none">• FEMA is receiving comments for the newly established Federal Emergency Management Agency (FEMA) Review Council• The FEMA Review Council, a bipartisan group tasked with reforming and streamlining the nation's emergency management and disaster response system.
Minnesota Legislature	<ul style="list-style-type: none">• No agreement on budget
BWSR	<ul style="list-style-type: none">• Meeting scheduled for May 28.
Clean Water Council	<ul style="list-style-type: none">• Meeting scheduled for May 19
Department of Natural Resources	<ul style="list-style-type: none">• MAWD responded to Katie Smiths update noting that nothing practical was offered and the Department's process has not been transparent
Minnesota Pollution Control Agency	<ul style="list-style-type: none">• MS4 Part 1 Permit Application is due May 20, 2025.
Minnesota Association of Watersheds (MAWD)	<ul style="list-style-type: none">• Has responded to DNR Commissioners' promise to make some changes. The DNRs letter was short on specifics and the process was not transparent as promised.• Meeting with Commissioners staff May 28

PROBLEMS, ISSUES, AND CONCERNS

Strategic

State Regulatory Inconsistency and Unevenness: MAWD has responded to DNR and the association resolution process (first step in legislation) has started. Resolutions are due June 2

Operational Problems, Issues, and Concerns



COLLABORATOR ACTIONS CAPACITY AND CAPABILITY

Collaborator	Description
ACD	<ul style="list-style-type: none"> No update
Anoka County	<ul style="list-style-type: none"> Hearing on NPDES violation is currently scheduled for early June
Andover	<ul style="list-style-type: none"> Hearing on lawsuit concerning drainage and utility easement was continued to June.
Blaine	<ul style="list-style-type: none"> No update

Columbus	• No update
Coon Rapids	• No update
Fridley	• No update
Ham Lake	• No update
Spring Lake Park	• No update
Crooked Lake Area Assoc	• No update
Ham Lake Lake Assoc	• No update

STAFF ACTIVITIES

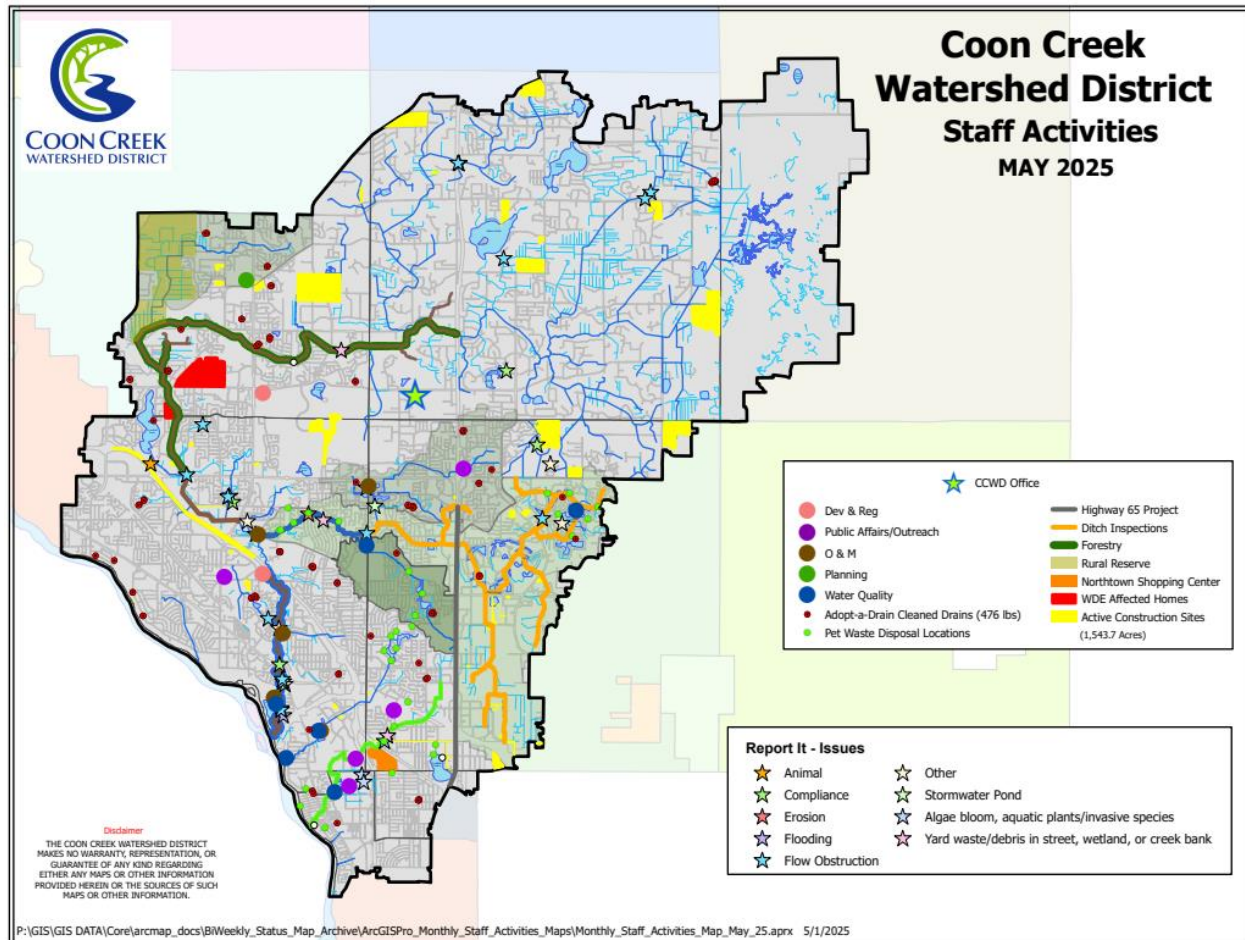
Strategic Management Activities

- 1) **Goal: Request Legislature allocates more money to achieve TMDL by 2045:** Tabled pending resolution of current financial crises. Staff shifting focus to 2045 deadline. If District implements the plan through 2027 it will be in a good position to adapt and influence any discussions or changes on that date
- 2) **Goal: To Stage TMDL deadline:** Administrator is researching approaches
- 3) **Goal: To differentiate water resources:** No report.
- 4) **Goal: To keep Comp Plan current:** Staff is updating CIP. Updates are coordinated with the development of 2026 capital budgeting.

Special Projects

- **State Permitting:** Drafted resolutions and potential legislative language.
- **2024 Audit:** Audit is complete. Exist interview is scheduled for May 14
- **Jacon Bankruptcy:** Awaiting payment request
- **MS4 Permit:** MS4 Part 1 Permit Application is complete will be submitted pursuant to approval of tonight's bills.
- **Personnel Manual:** under final review.
- **Training Support:** National Municipal Stormwater Alliance is working with PCA. No report

Operations Management Activities



DISTRICT CAPACITY AND CAPABILITY

Equipment:

- Equipment On Hand: Good condition
- Field and Hard Asset Condition:
 - Field assets are performing well
 - Natural assets, particularly channels, are seeing routine non-scheduled maintenance
- Scheduled Equipment Purchases:
 - Replacement sensors
 - Fish shocker for biological monitoring

Staffing:

- Compliment & Strength: 14.8 FTEs
- Personnel Structure: The new natural resource specialist will work across Public and Governmental Affairs, Watershed Development and Water Quality and O&M programs.
- Vacancies/New Hires: District has one vacancy.

1. The Administrative assistant position will start 5/5.
2. Natural Resource Specialist position will start 5/19

- Retention:
 - 5/9: Erik Bye – 3 yrs
 - 5/18: Abbey Lee – 5 yrs

Training:

- Technical Training:
 -
- Management Training:
 - Sustainable Land Use Coalition is presenting on Met Councils 2050 Plan
- Training Support:
 - Discussed joint training with National Municipal Stormwater Alliance. Have put on hold pending consistency by PCA

Sustaining:

- Agency Collaboration:
 - TAC Meeting: 5/8
- Budget & Funding:

Finance:**Coon Creek Watershed District
CCWD - Budget Report**

As of Date:

04/30/2025

	Year Ending 12/31/2025	Year To Date 04/30/2025			
	CCWD 2025 Budget	CCWD 2025 Budget	Actual Expenses YTD	Variance YTD	
Revenue					
Property Taxes	6,189,240.00	2,063,080.00	0.00	2,063,080.00	-100%
Fees & Charges	298,423.00	99,476.00	81,025.50	18,450.50	-19%
Grants	2,566,549.00	855,520.00	401,028.75	454,491.25	-53%
Other Revenue	115,000.00	38,332.00	48,590.38	(10,258.38)	27%
Total Revenue	9,169,212.00	3,056,408.00	530,644.63	2,525,763.37	-83%
Expense					
Salaries & Benefits	2,414,928.00	804,980.00	735,388.00	69,592.00	-9%
Professional Services	489,487.00	163,164.00	107,487.61	55,676.39	-34%
Operating Expenses	314,577.00	104,860.00	103,212.74	1,647.26	-2%
Program Expense	5,864,452.00	1,954,844.00	888,942.78	1,065,901.22	-55%
Capitalized Expenses	198,174.00	66,068.00	48,504.67	17,563.33	-27%
Total Expense	9,281,618.00	3,093,916.00	1,883,535.80	1,210,380.20	-39%

Created on : 05/07/2025 5:35 AM PST

**Coon Creek Watershed District
Cash Balance**

As of Date:

04/30/2025

	Escrow Fund	General Fund	All Funds
	Month Ending	Month Ending	Month Ending
	04/30/2025	04/30/2025	04/30/2025
Cash and Cash Equivalents			
Cash	1,631,217.62	(2,101,217.16)	(469,999.54)
Petty Cash	0.00	250.00	250.00
Investment Account	5,070.00	4,057,909.60	4,062,979.60
Total Cash and Cash Equivalents	1,636,287.62	1,956,942.44	3,593,230.06

Created on : 05/07/2025 5:35 AM PST

April started with an operational fund balance of approximately \$1,986,277.10

Change in net cash position was -\$29,334.66

Balance of the escrow trust fund is \$1,648,445.12

Four months into the fiscal year, the budget variance is -%44 less than planned

COON CREEK WATERSHED DISTRICT

Request for Board Action

MEETING DATE: May 12, 2025
AGENDA NUMBER: 7
ITEM: Advisory Committees Report

AGENDA: Policy Discussion Information

ACTION REQUESTED

Receive Report

BACKGROUND

The Citizen Advisory Committee (CAC) met on April 9th. The Technical Advisory Committee (TAC) met on April 10th.

- The next CAC meeting is scheduled: May 14th at 4:30 pm
Cleanup at Northtown Mall
- The next TAC meeting is scheduled: May 8th at 8:30 am hybrid with Zoom.

ISSUES/CONCERNS

Citizen Advisory Committee (CAC)

All but one member of the CAC was present at the meeting along with CCWD staff Jessica Lindemyer and Tim Kelly. Jason Margl was absent.

1. Open Forum

Paddy Jones inquired about past work that was completed on Ditch 11 by his home. Tim Kelly confirmed that the Minnesota Department of Transportation put in a culvert.

Barbara Goodboe-Bisschoff shared that the work on the Spring Lake Park City Council Chambers has been completed. Upgrades include the addition of bullet proof dais and glass.

2. District Update

Jessica Lindemyer gave a brief update on various District activities including the tentative dates for the 2025 District Tour (June 16th) and the joint CAC meeting with Rice Creek Watershed District (July 9th).

Tim provided a brief summary of the legislation being tracked by the District including House File 8 at the state level and the changes to FEMA at the Federal level.

3. Anoka Sand Plain & Local Topography

Tim gave a presentation on the Anoka Sand Plain and characteristics of local topography along with local threatened and endangered species. The presentation covered the formation and characteristics of the Anoka Sand Plain along with the issues and implications of managing water within the Anoka Sand Plain. The presentation also covered the background, nature, concerns, and implications of Threatened and Endangered Species in relation to water management within the Coon Creek Watershed District.

4. Clean-Up Opportunities

Jessica shared that District field staff have identified several areas within the watershed that would benefit from a volunteer clean-up. She inquired about the CAC's interest in participating in a clean-up and indicated she would be sending out a survey to determine availability.

Technical Advisory Committee (TAC)

Most members of the TAC were present at the meeting. Absent were the Board of Water & Soil Resources (BWSR), City of Columbus, City of Spring Lake Park.

1. Situation

Hydrology

Jon Janke provided the TAC with a brief update on recent weather and hydrology indicating that water levels across the District are normal for this time of year and road restrictions remain in place. The watershed is still under a Red Flag warning and we may start to see drought conditions develop.

Legislative Update

Tim Kelly summarized pertinent happenings at the state and federal levels indicating that most votes have been split along party lines. The District has been working with Senator Michael Kreun to draft language to help with permitting efficiency at the DNR and MPCA. Tim asked TAC members to share with him any examples they may have of issues related to permitting efficiency at these agencies. Mark Hansen offered to reach out to members of the American Public Works Association (APWA).

Rebecca Haug mentioned that the Minnesota Cities Stormwater Coalition (MCSC) is following a potential stormwater reuse bill. MCSC has concerns regarding the broad language in the bill that would essentially require the allowance of stormwater reuse for outdoor use.

2. Concerns

None.

3. Briefs

MS4 General Permit Coverage

Justine Dauphinais reminded the TAC that the deadline for renewal under the current MS4 permit is May 20th. There is still a chance that the new permit will be ready later this year.

Clean Water Council Funding Reductions & Future Implications

Tim Kelly discussed the potential implications of the error in the state general fund, stating that the Clean Water Council has \$6.8 million less available to spend than when the Council made its recommendations for FY 26-27. This error may result in significant funding reductions to the Clean Water Fund over the next 3-5 years.

FEMA Request for Comments

Erik Bye informed the TAC that the Federal Emergency Management Agency (FEMA) Review Council has published a request for comments regarding experiences with FEMA during disasters. Information on how to submit comments is linked on the TAC Resource Webpage.

Tim Kelly noted that this request for comments underscores the uncertainty surrounding FEMA and the potential shift of responsibilities around disaster response back to the states.

Mark Hansen shared he expects to receive information from APWA on this topic at the spring conference and will share what he learns with the TAC.

4. Other Water Management Concerns

Anoka County Hazard Mitigation Plan

Tim Himmer inquired about the District's comments on the Anoka County Hazard Mitigation Plan, particularly if there are concerns regarding the designation of "drought" being a "low concern".

Erik Bye confirmed that the District commented on this designation.

LiDAR Update

Jon Janke reminded the TAC that they can request the latest LiDAR data from the County which includes both DEM and Point Cloud data. Jon noted that they are still waiting on the 1-foot contour data from the state. This data is expected to be available in September.

Dave Krugler noted that he had tried using the data for a small project and found that the sheer amount of data provided can be overwhelming and hard to work with. Jon Janke confirmed that it is the raw data from the LiDAR collection process and that it will likely require a fair amount of editing to be usable.

5. Announcements

None.

RECOMMENDATION

Receive the report.

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: May 12, 2025
AGENDA NUMBER: 8
ITEM: Bills to Be Paid

FISCAL IMPACT: Budgeted
POLICY IMPACT: Policy

REQUEST
Approve bills

BACKGROUND

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

Item 8: Bills to be Paid Page 2 of 2

Company name:	Coon Creek Watershed District									
Created on:	6/2/2025									
0525CCWD	Vendor name	Bill number	Date	Fund name	Department name	Account	Capital Project ID	Grant ID	Transaction amount	Memo
	A1 FLOOR AND CARPET CARE INC	0525CCWD	4/29/2025	General Fund	Administration	61105			1,119.30	MAY2025 CLEANING SERVICE
Sum for 0525CCWD									1,119.30	
2003965	PLUM LAKE AND LAND MGT CORP	2003965	4/28/2025	General Fund	Water Quality	61549	PROJ25-501		550.00	SAMPLING HAM LAKE
Sum for 2003965									550.00	
202504391	PLAUDIT DESIGN	202504391	4/25/2025	General Fund	Public & Governmental Affairs	61559			77.50	WEBSITE MAINT 3.1-31.25
Sum for 202504391									77.50	
2387077	STATITEC CONSULTING SERVICES INC	2387077	4/25/2025	General Fund	Watershed Development	63246			2,182.50	PROJ27706624 WCA4/25
Sum for 2387077									2,182.50	
2387598	STATITEC CONSULTING SERVICES INC	2387598	4/25/2025	General Fund	Operations & Maintenance	63246	PROJ25-402		6,632.00	PROJ27707625 FEASIBILITY STUDIES 4/25
	STATITEC CONSULTING SERVICES INC	2387598	4/25/2025	General Fund	Operations & Maintenance	63246	PROJ25-404		3,718.00	PROJ27707625 CC 131ST MAIN 4/25
Sum for 2387598									10,350.00	
2387600	STATITEC CONSULTING SERVICES INC	2387600	4/25/2025	General Fund	Watershed Development	63246			17,745.70	PROJ27706623 PERMIT PROG 4/25
Sum for 2387600									17,745.70	
2387601	STATITEC CONSULTING SERVICES INC	2387601	4/25/2025	General Fund	Planning	63246			4,437.00	PROJ27707627 GENL ENG 4/25
	STATITEC CONSULTING SERVICES INC	2387601	4/25/2025	General Fund	Planning	63246	PROJ25-301		10,502.00	PROJ27707627 MODEL UPDATES 4/25
	STATITEC CONSULTING SERVICES INC	2387601	4/25/2025	General Fund	Planning	63246	PROJ24-305	G22-003-M	22,279.00	PROJ27707627 CDDG SNA 4/25
	STATITEC CONSULTING SERVICES INC	2387601	4/25/2025	General Fund	Planning	63246	PROJ25-302		19,935.50	PROJ27707627 MODEL PILOT UPGRADE 4/25
	STATITEC CONSULTING SERVICES INC	2387601	4/25/2025	General Fund	Planning	63246	PROJ25-305		2,431.25	PROJ27707627 CHANNEL GEOMORPHIC
	STATITEC CONSULTING SERVICES INC	2387601	4/25/2025	General Fund	Planning	63246	PROJ24-311		620.00	PROJ27707627 ACP FH 2 4/25
	STATITEC CONSULTING SERVICES INC	2387601	4/25/2025	General Fund	Planning	63246	PROJ24-303	G22-003-M	357.00	PROJ27707627 CDDG SNA 4/25
	STATITEC CONSULTING SERVICES INC	2387601	4/25/2025	General Fund	Planning	63246	PROJ24-302	G22-003-M	853.50	PROJ27707627 CDDG SNA 4/25
	STATITEC CONSULTING SERVICES INC	2387601	4/25/2025	General Fund	Planning	63246	PROJ25-300		1,147.00	PROJ27707627 WQ MODEL 4/25
Sum for 2387601									62,562.25	
2387603	STATITEC CONSULTING SERVICES INC	2387603	4/25/2025	General Fund	Water Quality	63246	PROJ24-516	G23-001-M	813.25	PROJ27706629 CRD LDCOR 4/25
	STATITEC CONSULTING SERVICES INC	2387603	4/25/2025	General Fund	Water Quality	63246	PROJ24-518		2,895.00	PROJ27706629 FC IMPL 4/25
Sum for 2387603									3,708.25	
26426	WELL GROOMED LAWNS INC	26426	4/30/2025	General Fund	Administration	61250			175.00	CCWD MOW APR 2025
Sum for 26426									175.00	
506350	AEDCO LLP	506350	4/30/2025	General Fund	Administration	63052			5,466.67	MT-HLYS SERVICES APR 2025
Sum for 506350									5,466.67	
506745	AEDCO LLP	506745	4/30/2025	General Fund	Administration	63052			1,450.00	ACCT300036 VSI PHL & HRIMPL APR 25
Sum for 506745									1,450.00	
Apr-25	MICHELLE J. JURICH P.A.	APR2025	5/2/2025	General Fund	Administration	63453			4,072.50	LEGAL APRIL 2025
Sum for APR 2025									4,072.50	
B017059	RMB ENVIRONMENTAL LABORATORIES INC	B017059	5/6/2025	General Fund	Water Quality	61549	PROJ25-504		501.00	WCB017059 MONITORING
Sum for B017059									501.00	
Charge payoffs - 1736	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			5.03	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Operations & Maintenance	20020			2,103.29	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Operations & Maintenance	20020			12.99	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Public & Governmental Affairs	20020			15.63	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Watershed Development	20020			17.82	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Water Quality	20020			20.00	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Water Quality	20020			22.27	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Watershed Development	20020			24.51	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Operations & Maintenance	20020			25.00	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Public & Governmental Affairs	20020			25.99	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Watershed Development	20020			26.06	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Water Quality	20020			27.94	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			30.93	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Water Quality	20020			32.36	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Operations & Maintenance	20020			33.13	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Operations & Maintenance	20020			33.54	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Operations & Maintenance	20020			34.07	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Water Quality	20020			36.79	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			36.97	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Water Quality	20020			39.62	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Operations & Maintenance	20020			41.82	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			42.06	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			43.98	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			45.00	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			62.99	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			64.72	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Public & Governmental Affairs	20020			70.00	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Public & Governmental Affairs	20020			74.85	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Water Quality	20020			85.24	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			86.45	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			105.50	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Public & Governmental Affairs	20020			123.48	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Watershed Development	20020			125.00	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			138.72	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			148.55	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Operations & Maintenance	20020			179.95	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Watershed Development	20020			225.00	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			248.25	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Public & Governmental Affairs	20020			260.00	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			282.59	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			295.62	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			309.94	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Administration	20020			1,331.35	
	US BANK	Charge payoffs - 1736	4/25/2025	General Fund	Water Quality	20020			7.02	
Sum for Charge payoffs - 1736									7,203.72	
GSQ1 160-P	HEALTH EQUITY INC	GSQ1 160-P	4/29/2025	General Fund	Operations & Maintenance	60713			500.00	APR25 DPC TIDE DUCTIONS
Sum for GSQ1 160-P									500.00	
INV-2025-00594	EPIC COMPANIES INC	INV-2025-00594	5/12/2025	General Fund	Operations & Maintenance	61251			484.12	5/4/2021 PLEASURE CREEK STARTUP
Sum for INV-2025-00594									484.12	
MS4 GENL PERMIT	MN POLLUTION CONTROL AGENCY	MS4 GENL PERMIT	4/30/2025	General Fund	Administration	61575			400.00	MS4 GENERAL PERMIT
Sum for MS4 GENL PERMIT									400.00	
PAN 02-032	GERHARD LARSON	PAN 02-032	5/12/2025	Escrow Fund	Administration	24210			2,679.50	P02-032 ESCROW & WETLAND REF-THE SANCTUARY 3RD-4TH
	GERHARD LARSON	PAN 02-032	5/12/2025	Escrow Fund	Administration	24210			6,700.00	P02-032 ESCROW & WETLAND REF-THE SANCTUARY 3RD-4TH
Sum for PAN 02-032									9,379.50	
PAN 04-137	GERHARD LARSON	PAN 04-137	5/12/2025	Escrow Fund	Administration	24210			3,081.75	P04-137 ESCROW REF-THE SANCTUARY 6TH
Sum for PAN 04-137									3,081.75	
PAN 12-096	DRESEL CONTRACTING INC	PAN 12-096	5/12/2025	Escrow Fund	Administration	24210			3,300.00	P12-096 ESCROW REF-CSAH 17 LEXINGTON & CROSBY AVE
Sum for PAN 12-096									3,300.00	
PAN 12-099	METROPOLITAN COUNCIL	PAN 12-099	5/12/2025	Escrow Fund	Administration	24210			1,900.00	P12-099 ESCROW REF-MCROSSBAY RIVER MAIN REPLACEMENT
Sum for PAN 12-099									1,900.00	
PAN 14-045	NORTH PINE AGGREGATE	PAN 14-045	5/12/2025	Escrow Fund	Administration	24210			3,500.00	P14-045 ESCROW REF-ANDOVER BLVD CROSBY AVE
Sum for PAN 14-045									3,500.00	
PAN 14-132	TH CONSTRUCTION INC	PAN 14-132	4/14/2025	Escrow Fund	Administration	24210			3,000.00	ESCROW REF-CARBON RIDGE STREET & UTILITIES
Sum for PAN 14-132									3,000.00	
PAN 15-064	DOMINUM	PAN 15-064	4/14/2025	Escrow Fund	Administration	24210			3,604.60	ESCROW REF-DOMINUM SENIOR
Sum for PAN 15-064									3,604.60	
PAN 15-067	ANCKA COUNTY MN	PAN 15-067	5/12/2025	Escrow Fund	Administration	24210			2,005.00	P15-067 ESCROW REF-CR132 CULVERT REPLACEMENT
Sum for PAN 15-067									2,005.00	
PAN 15-093	CENTERPOINT ENERGY ESCROW	PAN 15-093	5/12/2025	Escrow Fund	Administration	24210			15,160.00	P15-093 ESCROW & REVIEW REF-CENTERPOINT BLAINE PROJECT
	CENTERPOINT ENERGY ESCROW	PAN 15-093	5/12/2025	General Fund	Watershed Development	53191			1,367.35	P15-093 ESCROW & REVIEW REF-CENTERPOINT BLAINE PROJECT
Sum for PAN 15-093									16,527.35	
PAN 15-109	BL HOLDINGS	PAN 15-109	5/12/2025	Escrow Fund	Administration	24210			2,750.00	P15-109 ESCROW REF-WINLOW WOODS 2ND STREET & UTILITIES
Sum for PAN 15-109									2,750.00	
PAN 17-093	ANCKA COUNTY MN	PAN 17-093	5/12/2025	Escrow Fund	Administration	24210			2,050.00	P17-093 ESCROW REF-CSAH 10 CULVERT REPLACEMENT
Sum for PAN 17-093									2,050.00	
PAN 17-094	ANCKA COUNTY MN	PAN 17-094	5/12/2025	Escrow Fund	Administration	24210			2,050.00	P17-094 ESCROW REF-CSAH 17 CULVERT REPLACEMENT
Sum for PAN 17-094									2,050.00	
PAN 17-131	CENTERPOINT ENERGY ESCROW	PAN 17-131	5/12/2025	Escrow Fund	Administration	24210			2,065.00	P17-131 ESCROW REF-CENTERPOINT 105TH
	CENTERPOINT ENERGY ESCROW	PAN 17-131	5/12/2025	General Fund	Watershed Development	53191			802.50	P17-131 REVIEW REF-CENTERPOINT 105TH
Sum for PAN 17-131									2,867.50	
PAN 17-238	ANCKA COUNTY MN	PAN 17-238	5/12/2025	Escrow Fund	Administration	24210			2,005.00	P17-238 ESCROW REF-M38338PPI RIVER BANK RESTORATION AT 610
Sum for PAN 17-238									2,005.00	
PAN 19-078	IND SCHOOL DIST 16	PAN 19-078	5/12/2025	Escrow Fund	Administration	24210			5,150.00	P19-078 ESCROW REF-SLPHS ACTIVITIES IMPROVEMENTS
Sum for PAN 19-078									5,150.00	
PAN 19-093	JMCHAIL HOMES INC	PAN 19-093	5/12/2025	Escrow Fund	Administration	24210			804.78	P19-093 ESCROW REF-STONELIGHT ST 804.78
Sum for PAN 19-093									804.78	
PAN 21-021	DRESEL CONTRACTING INC	PAN 21-021	5/12/2025	Escrow Fund	Administration	24210			5,845.00	P2

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: May 12, 2025
AGENDA NUMBER: 9
ITEM: Administrator Performance Review

AGENDA: Discussion

ACTION REQUESTED

Appoint the President and one other Board Member to a committee to conduct the Administrator's performance evaluation and employment agreement review before the end of May.

BACKGROUND

The District has employed the current Administrator since January 8, 1990. A written employment agreement has governed the relationship between the Administrator and the District Board since his hiring.

On August 12, 2024, an updated employment agreement was fully executed between Coon Creek Watershed District and Timothy J. Kelly. The employment agreement states "[e]ach year Employer will conduct an evaluation of Employee's performance using the process outlined in the Personnel Guidance Manual or a criteria mutually agreed upon between Employee and Employer and will define and prioritize goals, expectations and performance objectives for Employee for the next 12 months. It is the Employer's intent that the President and one other Board Member of the Coon Creek Watershed District Board of Managers will conduct this evaluation annually prior to the end of May of that year."

COORDINATION

Upon determining the committee that will perform the review and the criteria of the review, the committee will schedule a performance and employment agreement review with Administrator Tim Kelly prior to the end of May, 2025, per the employment agreement.

ISSUES/CONCERNS

1. **Employment Agreement:** The employment agreement should be reviewed for any proposed changes.
2. **Performance Evaluation:** Section 4 of the employment agreement provides: "Each year Employer will conduct an evaluation of Employee's performance using the process outlined in the Personnel Guidance Manual or a criteria mutually agreed upon between Employee and Employer and will define and prioritize goals, expectations and performance objectives for Employee for the next 12 months. It is the Employer's intent that the President and one other Board Member of the Coon Creek Watershed District Board of Managers will conduct this evaluation annually prior to the end of May of that year."

RECOMMENDATION

1. Appoint the President and one other Board Member to a committee to conduct the Administrator's performance evaluation and employment agreement review.

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: May 12, 2025
AGENDA NUMBER: 10
ITEM: Water Education Grant – Pollinator Classroom

POLICY IMPACT: Policy
FISCAL IMPACT: Budgeted

REQUEST

Review Water Education grant application 25-01 and award grant of \$500 for the costs associated with building a deep-rooted pollinator classroom for O'Neil Homeschool in Spring Lake Park.

BACKGROUND

In fall of 2024 the Board budgeted \$4,000 for water education grants in 2025. This is the first application received for water education grant funding in 2025.

On April 25th, Kaity O'Neil, a homeschool educator in Spring Lake Park, applied for a \$500 Water Education Grant to help fund the installation of a deep-rooted pollinator classroom for her students and the broader community.

Ms. O'Neil states in her application that the purpose of the pollinator classroom is to create a space for ongoing hands-on learning for her students, addressing the topics of native plants, their impacts on water resources, and the benefits of pollinators. The Pollinator Classroom will be located at the corner of their property and incorporate educational signage to spread awareness to the broader neighborhood. Ms. O'Neil indicates that they have already set aside funds to cover the cost of various educational materials and supplies for this project including curriculum, journals, signage, monarch raising kits, and soil. Grant funds would be used to help purchase the materials necessary for installing garden beds and purchasing native plant plugs from Minnesota Native Landscapes. 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 is the first Water Education Grant Application CCWD has received from Ms. O'Neil.

ISSUES/CONCERNS:

Available Funds	\$4,000	
Request	\$500	Balance = \$4,500
Eligibility	Public and Private Schools	Yes, Homeschool located in Spring Lake Park
Eligible Expenses	The project is eligible.	
Evaluation Criteria	<p>Priority will be given to proposals which:</p> <ol style="list-style-type: none"> 1. Information to the public and decision-makers regarding water resources 2. Opportunities for the public to participate or volunteer in water quality activities 3. Educational opportunities for K-12 children concerning water quality 	<ol style="list-style-type: none"> 1. Yes; via student designed signage around perimeter of pollinator classroom 2. Yes; Ms. O'Neil indicates that during the summer months they have several neighborhood children join them for homeschool activities. 3. Yes; this project would provide direct opportunities to Ms. O'Neil's homeschool students.

RECOMMENDATION

Approve 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.

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: May 12, 2025
AGENDA NUMBER: 11
ITEM: Grant Agreement with BWSR for Xeon Blvd Crossing Enhancement

AGENDA: Policy

ACTION REQUESTED

Execute grant agreement with BWSR for Xeon Blvd Crossing Enhancement Project

PURPOSE & SCOPE OF THE ITEM

To enter into the attached 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.

BACKGROUND

Each biennium, BWSR allocates dedicated grant funding to eligible watershed planning areas statewide through its Watershed Based Implementation Funding (WBIF) program. The purpose of these non-competitive Clean Water Fund (CWF) WBIF grants is to accelerate efforts to protect and improve water quality by supporting implementation of prioritized and targeted projects included in approved watershed management plans. The process established for awarding these funds requires eligible local government entities within each watershed planning area (i.e., Watershed Management Organizations, Soil and Watershed Conservation Districts, Cities, and Counties with approved groundwater plans) to establish a voting committee and hold a joint meeting to vote on which eligible projects to fund and who will serve as the fiscal agent(s).

On March 13, 2025, the Coon Creek Watershed Planning Area Committee voted to allocate the 2025 CWF WBIF allocation totaling \$294,100 to three projects across three fiscal agents: 1) \$146,366 to the Xeon Blvd Crossing Enhancement to be led by Coon Creek Watershed District, 2) \$76,734 to Enhanced Street Sweeping in Priority Areas to be led by City of Coon Rapids, and 3) \$71,000 for Rain Garden Revitalization to be led by the Anoka Conservation District. BWSR has deemed all of these proposed projects eligible for funding with the next step to enter into grant agreements with each grantee.

The Xeon Blvd Crossing Enhancement project 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.

This project is needed because Sand Creek was added to Minnesota's 303(d) list of impaired waters for aquatic life impairments in 2006 based on the results of macroinvertebrate and fish bioassessments. Subsequent biomonitoring in 2010 and 2020 confirmed poor biotic integrity in Sand Creek. Excess total phosphorus (TP), total suspended solids (TSS), altered hydrology, and poor habitat were identified as the primary stressors to Sand Creek's biota. Pollutant loading allocations were established for TSS and TP as part of the CCWD Total Maximum Daily Load (TMDL) study approved in 2016 with a target year of 2045. To delist Sand Creek, the non-pollutant stressors to Sand Creek's biota must also be addressed by reducing peak flows and improving habitat quality and connectivity. Extensive bank stabilization and stream corridor restoration work was completed along Lower and Middle Sand Creek in 2018-2021, but two significant barriers to aquatic organism passage exist at the Xeon Blvd and BNSF Railroad culvert crossings, preventing recolonization of these restored reaches from downstream Coon Creek.

COORDINATION

This project was forwarded for BWSR CWF WBIF grant funding via a unanimous vote from the District Technical Advisory Committee and the Coon Creek Watershed Planning Area Committee comprised of representatives from CCWD, Anoka Conservation District, Coon Rapids, and Spring Lake Park.

The landowner, City of Coon Rapids, is in support of the project and has pledged in-kind staff support to assist with a temporary road closure to allow for the culvert replacement.

ISSUES/CONCERNS

Funding: The grant agreement requires a minimum of 10% local match or \$14,637. The CCWD already has \$115,000 in budgeted 2025 funds available which meets and exceeds required match totals. These funds were budgeted for the associated stream bed grade stabilization work at the Xeon Blvd crossing site which can now be paired with the proposed culvert replacement project with the addition of state grant funds.

Public communication: A dedicated project webpage will be created and hosted on the District website to provide project background and updates.

IMPLICATIONS

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.

PRIOR DECISIONS

1. September 23, 2024: Approval of the 2025 budget including the Xeon Blvd Crossing Enhancement Project

OPTIONS

1. Execute grant agreement with BWSR for Xeon Blvd Crossing Enhancement

2. Table action until next meeting with statement of reason and need

CONCLUSIONS

Executing the attached grant agreement for implementation of the Xeon Blvd Crossing Enhancement Project allows local funds to be leveraged with state grant funds to achieve required pollutant reductions and address non-pollutant stressors for Sand Creek.

RECOMMENDATION

Execute grant agreement with BWSR for Xeon Blvd Crossing Enhancement Project

ACTION/IMPLEMENTATION STEPS

Board President Hafner to sign attached grant agreement via DocuSign

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: May 12, 2025
AGENDA NUMBER: 12
ITEM: Adopt Resolutions for Minnesota Watersheds and 2026
Legislative Initiatives

AGENDA: Policy

ACTION REQUESTED

Review and Adopt attached resolutions for the Minnesota Watersheds Organizations

PURPOSE & SCOPE OF ITEM

Make clear and establish the district's position on state agency permitting process.

BACKGROUND

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.

District and Minnesota Watersheds staff are convinced that the agencies will not fully address our concerns about delaying the permits for planned and in some cases, agency funded projects designed to address state goals without legislation.

In January 2025 staff were contacted and met with Senator Kreun to help him understand the breadth and depth of this issue. In January, February and March the District and Minnesota Watersheds staff met with the MDNR and MPCA commissioners and lead staff to review, discuss and work together on resolving this issues. The attempt to work together produced no resolutions but was beneficial in furthering understanding and identifying avenues for addressing the concern. In April 2025 the District and Minnesota Watersheds staff drafted legislation and met with Senator Kreun to review a revisors mark up.

COMPREHENSIVE PLAN RELATIONSHIP

The issue of efficiently implementing the comprehensive plan to achieve the legislative goal of 2045/2050 in as cost-effective as possible is the central concept to the plan. If the Board hopes to achieve its goals in a cost-effective manner, then being delayed and having projects pocket vetoed with no practical or legal reason stops us dead

COORDINATION

The proposals and requests included in these resolutions are coordinated with Minnesota Watersheds as well as the Red River Watershed Management Board and Shell Rock River Watershed District.

This issue has also been discussed, and staff have been working with the Anoka County Highway and Anoka County Park Departments

FACTS

1. Minnesota Watersheds Resolutions are due June 2
2. Starting Midsummer 2024 projects that were seen locally as routine encountered additional scrutiny and review times and received no explanation as to why the changes, what specifically the state water resource issue was or potential options to mitigate the concern.
3. The effect of the delay is a significant increase in the financial risk and uncertainty of pursuing mandated projects and the potential liability for the sponsoring agency.
4. The local agencies involved are all public bodies created by the state and mandated by state and federal statute to achieve a variety of water resource goals in the pursuit of public health, safety and welfare.
5. All the projects involved are publicly funded through local tax dollars and grants (usually the state Clean Water Funds)
6. Most of these projects require permits from multiple federal and state agencies

ISSUES/CONCERNS

1. **Lack of Due Process:** Applicants can not proceed with approved conservation projects with any certainty of duration of permit application review time or the submittals required to determine or gain approval under the established state standards. Some projects have received a continual request for additional data with no clear declaration of why the additional data is needed or what is the criteria that are trying to be determined.
2. **Lack of Equal Protection:** Projects that were routinely approved earlier in 2024 are now under close scrutiny. The response to the change in administration has been that prior project non-compliance is not justification. While that may be true, sudden change in administration without notice and determination of why projects are suddenly not permissible is at best unclear.

State agencies also no longer appear to provide any prior notice of changes in how they are approaching permitting or why; key or priority concerns or issues; or acceptable alternatives to either mitigate impacts or redesign the project. Neither do they say no and provide timely reasons.

3. **Project Completeness:** Minnesota Statutes 84.027, subdivisions 14, 14a; and Minnesota Statute 116.03, subdivision 2b govern the efficiency of permit reviews for both the MDNR and MPCA respectfully. Both statutes require the agencies to determine the completeness of a permit application and its compliance with established state standards. It also sets timelines for review and communication. Those timelines only commence when the application is found complete. In conversations with the agencies, it was found that the review of completeness and

compliance with the rules are done at the same time. This explains how and why projects end up in project purgatory or are pocket vetoed.

4. **Deference:** At present state agencies do not consider prior public disclosure, public need or context of a project during permit review or determination of application completeness.

While existence of a project in a plan is not of sufficient detail for permitting. However, the time and considerable public expense at the local and state levels that have gone into developing comprehensive plans, environmental review documents, coordinating funding and working with and coordinating citizen involvement and local, state and federal agencies requires and deserves more than silence, last minute demands for additional data or unspecified criteria.

All of the projects reviewed these last six months, including Anoka County Highway Department have involved work that is part of and/or supports mandated federal and state goals to local government supported by comprehensive capital improvement plans, Watershed Restoration and Protection Strategies (WRAPS), Storm Water Pollution Prevention Plans, Impaired Water restorations as well as Environmental review documents such as EAWs & EISs.

When reviewed, endorsed, approved and partially funded by state agencies the need and reasonableness of a project should not be in question and state agencies should be required to engage in practically solving both the immediate and long range water resource problem consistent with state statute.

IMPLICATIONS

Adoption of these resolutions establishes the position of the Coon Creek Watershed District on these issues. If adopted there are X implications

1. Legislative Work through 2025 to May 2026
2. Potential retribution by state agencies in grants, permits or operations. The District has already received DNR participation in the Districts' TEP to monitor and correct District, ACD and BWSR staff on wetland delineations

CONCLUSIONS

1. Slowing down state permitting without knowing clear permit application standards will adversely affect the tempo of District operations
2. The agencies have made a subtle error by combining permit application completeness and permit application compliance into the same step.

OPTIONS

1. Review and discuss resolutions tonight. Forward corrected resolutions for adoption at the May 26 meeting
2. Review, discuss and adopt resolutions tonight

3. Table item to May 26
4. Decide District has no interest in these issues

RECOMMENDATION

Review, discuss and adopt 2 resolutions tonight

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.

Permit Application Review Report
Date: 4/23/2025

Board Meeting Date: 5/12/2025
Agenda Item: 13

Applicant/Landowner:

City of Blaine
Attn: Stefan Higgins
10801 Town Square Drive NE
Blaine, MN 55449

Project Name: 2025 Blaine Street Rehabilitation Project

Project PAN: P-25-009

Project Purpose: Rehabilitation of various City streets

Project Location: The Lakes Parkway and Baltimore St, Blaine

Site Size: size of disturbed area - 0.76 acres; size of regulated impervious surface - 0.04 acres

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

Recommendation: Approve with 1 Condition and 0 Stipulations

Description: 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. See attached Figure 1: Project Locations.

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

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Construction Plans	SEH	undated	04/03/2025

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 \$2,380.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (0.76 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 41. The soils affected by the project include Zimmerman, Lino, Rifle, Isanti, and Markey and 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 inlet protection, street sweeping, and perimeter control. The erosion control plan meets District Requirements. The site does not require an NPDES permit. See attached Figure 2: 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 a land disturbing activity within the boundary of the 100-year flood elevation 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.

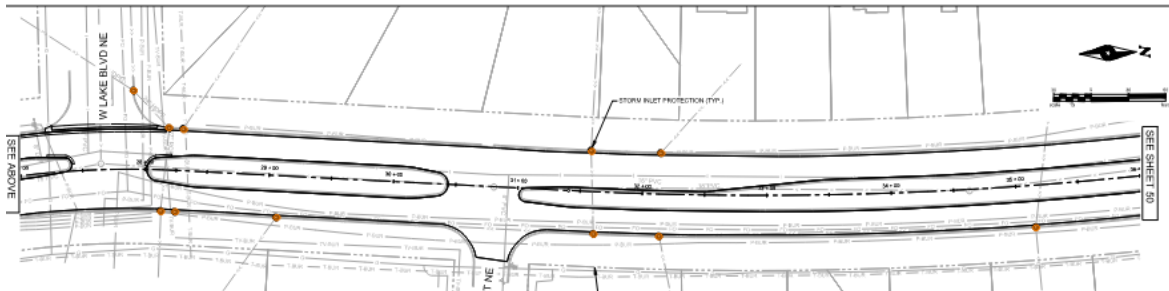
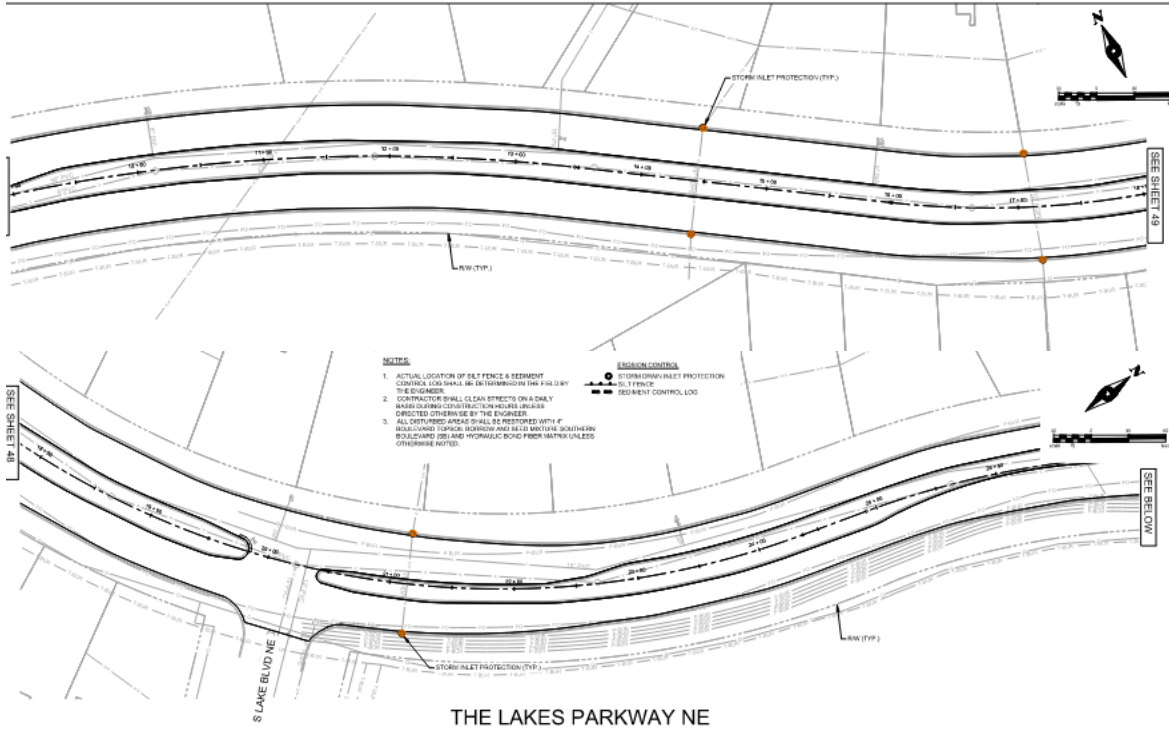
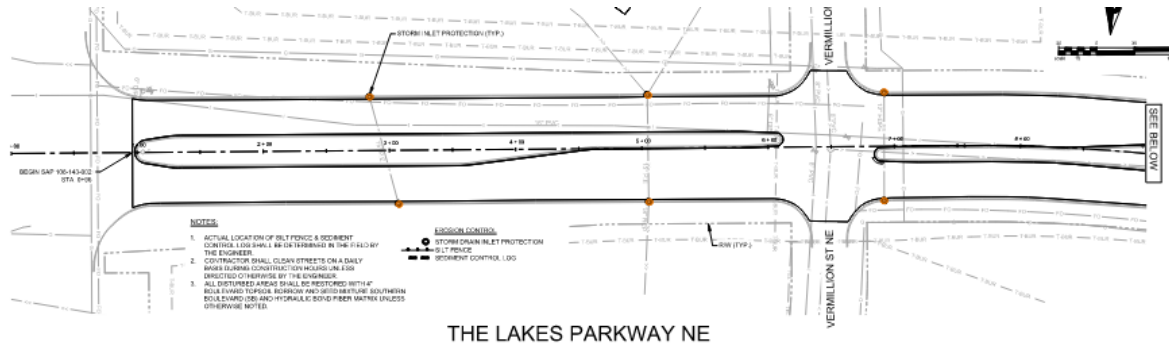
The proposed project does not include land disturbing activities which construct, improve, repair or alter the hydraulic characteristics of a conveyance system that extends across two or more parcels of record not under common ownership and has a drainage area of 200 acres or greater. Rule 7.0 does not apply.

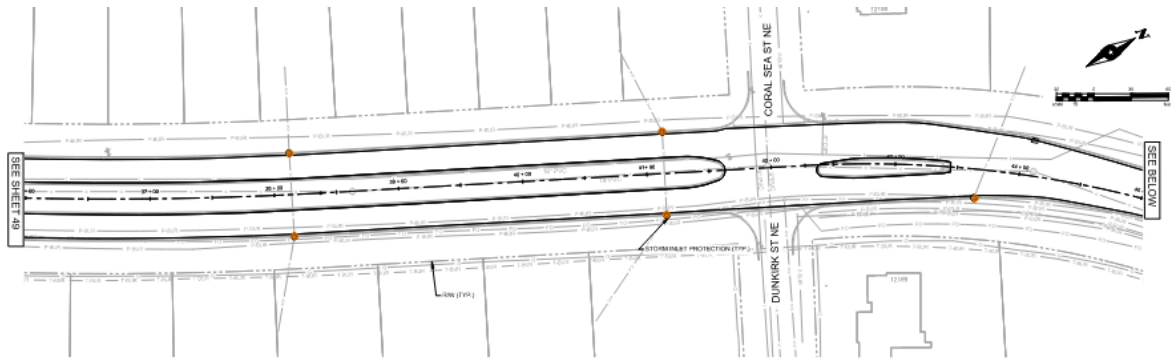
Buffers (Rule 8.0)

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.

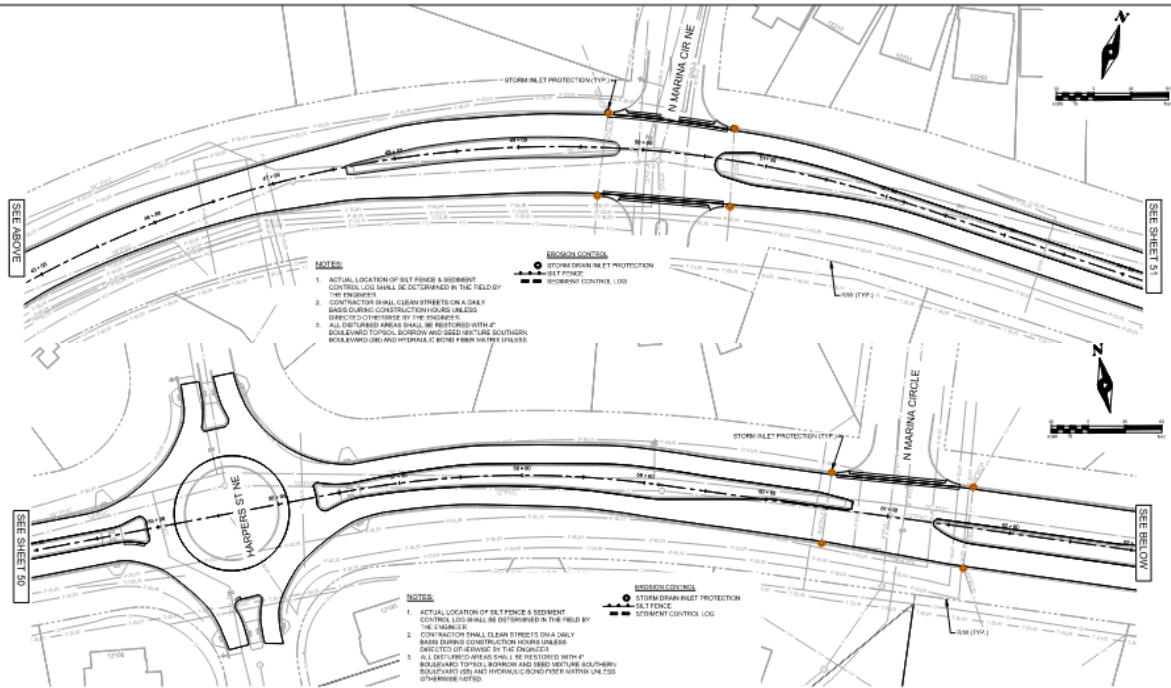
Variances (Rule 10.2)

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

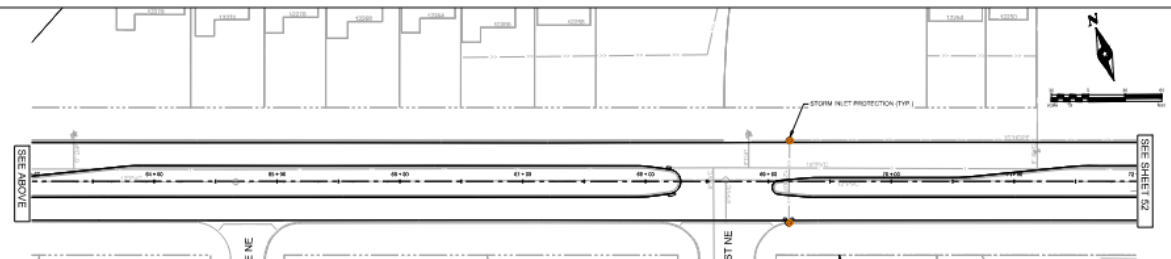


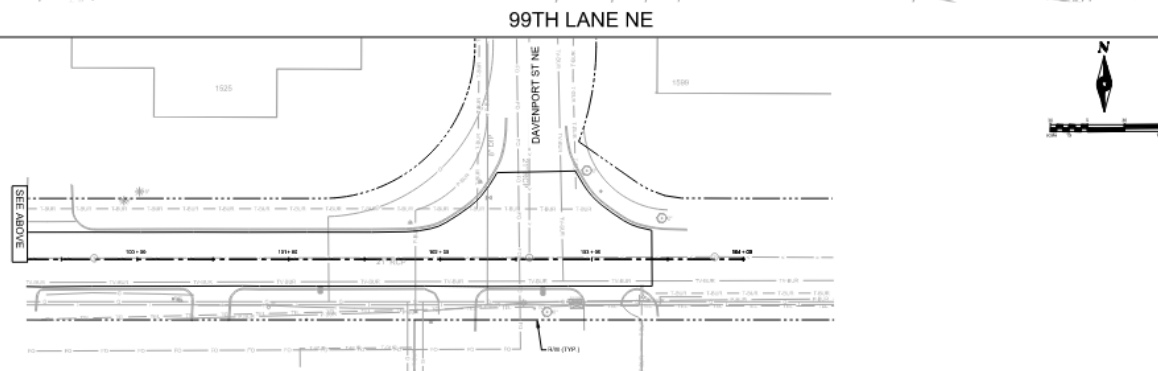
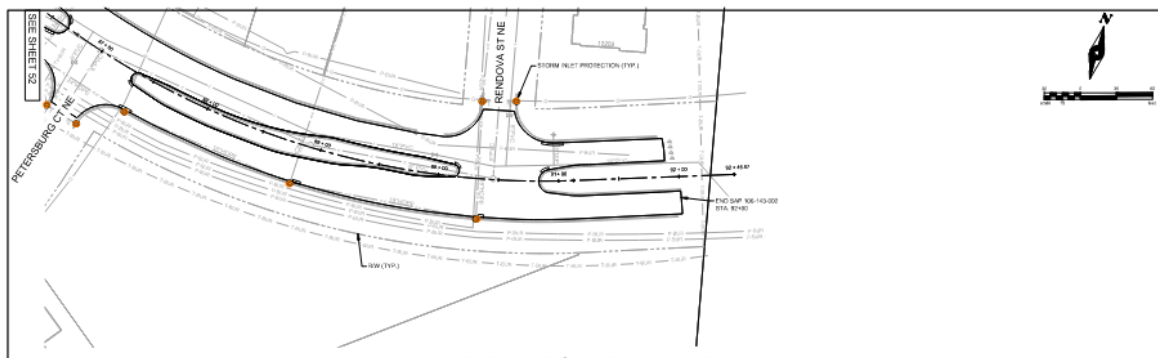
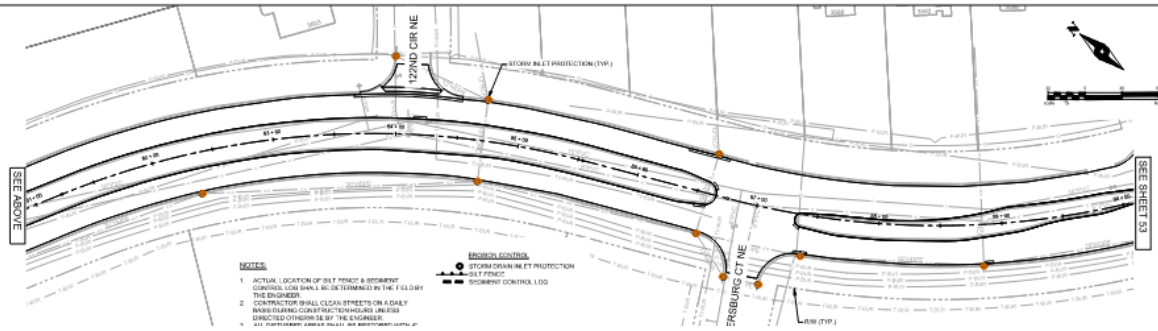


THE LAKES PARKWAY NE



THE LAKES PARKWAY NE





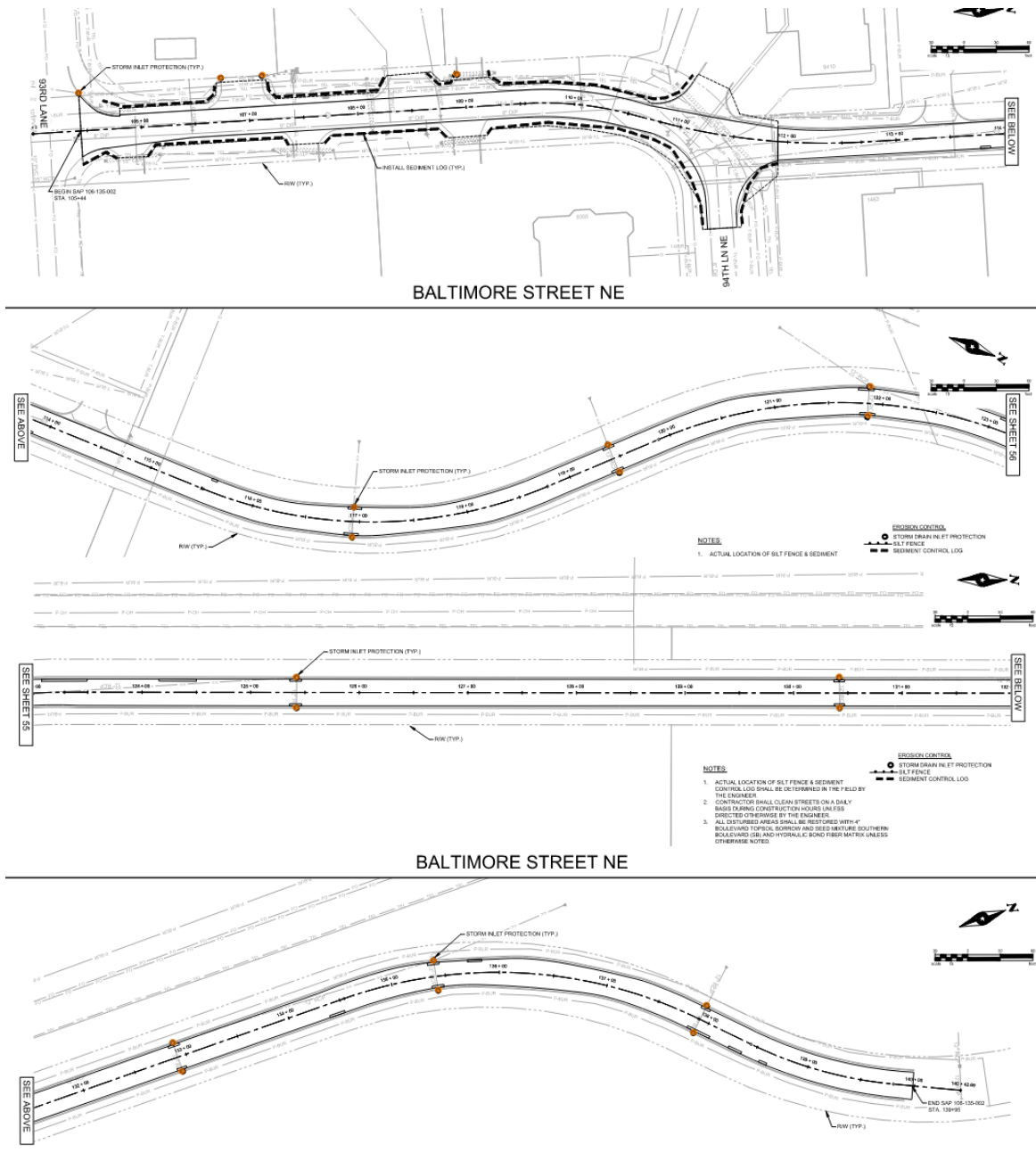


Figure 2: Erosion and Sediment Control

Permit Application Review Report
Date: 4/23/2025

Board Meeting Date: 5/12/2025
Agenda Item: 14

Applicant/Landowner:

Cushman Wakefield
Attn: Jenn Hunter
225 West Wacker Dr
Chicago, IL 60606

Project Name: Bank of America Blaine

Project PAN: P-25-011

Project Purpose: Construction of a 4,275-sf building, associated parking area and stormwater treatment modifications

Project Location: Southeast corner of 125th Ave NE & Ulysses St NE, Blaine

Site Size: size of parcel - 0.83 acres; size of disturbed area – 0.61 acres; size of regulated impervious surface - 0.52 acres

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

Recommendation: Approve with 2 Conditions and 2 Stipulations

Description: The application proposes the construction of a 4,275 square-foot building with parking and stormwater treatment system modifications. 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. 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 \$2,305.00.

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.

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Underground System Details	Contech Engineered Solutions	06/29/2021	04/07/2025
Development Plans	Kimley-Horn Associates Inc	04/04/2025	04/07/2025
Construction Plans	Kimley-Horn Associates Inc	04/04/2025	04/07/2025
Stormwater Management Memo	Kimley-Horn Associates Inc	04/04/2025	04/07/2025

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

The applicant has submitted a \$3,310.00 application fee and deposit which corresponds with the nonrefundable application fee (\$10), base fee for a Commercial/Industrial Development project of 0.83 acres (\$3,300.00). The applicant will be required to submit a performance escrow in the amount of \$2,260.00. This corresponds to a base escrow of \$2,000.00, plus an additional \$500/acre of disturbance (0.61 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.

Rate Control: Peak stormwater flow rate at each point of site discharge increases 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 not met, however, the rate increases were reviewed and approved in the overall development plan application. No adverse impacts are expected.

Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Ulysses St	0	0.7	0.7	1.4	4.8	5.3

Table 1.

Volume Control: The amount of proposed impervious required to be treated is 22,778 ft² for the project site itself. This is about 2,000 ft² less than what was originally assumed within the calculations for the overall development. The underground system provides a total of 34,107 cubic feet of treatment volume, which exceeds what is required for the total water quality volume of the overall development including this proposed project.

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)
Existing UG Retention System	22,778	UG Retention	0.5	4,179	34,107

Totals:	22,778			4,176	34,107
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Table 2.

Infiltration may not be used as a volume control practice because the practice would need to be placed in areas outside of an ERA within a DWSMA classified as high or very high vulnerability.

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 applicant is proposing to modify the existing underground retention system slightly. One section of pipe needs to be moved because it interferes with the construction of the building. The applicant will need to provide permission for this modification from the owner of the system.

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
Ulysses St	80

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 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 and 1 foot above the emergency overflow. The lowest basement floor elevation proposed is 905.05 ft NAVD 88. The applicable 100-year high water level is at 900.3 ft NAVD 88 and the applicable emergency overflow is at 904.5 ft 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. There is an existing O&M Agreement on file for this system.

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 60. The soils affected by the project includes Zimmerman which has 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 inlet protection, stabilized construction entrance, and perimeter control. 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 not 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.



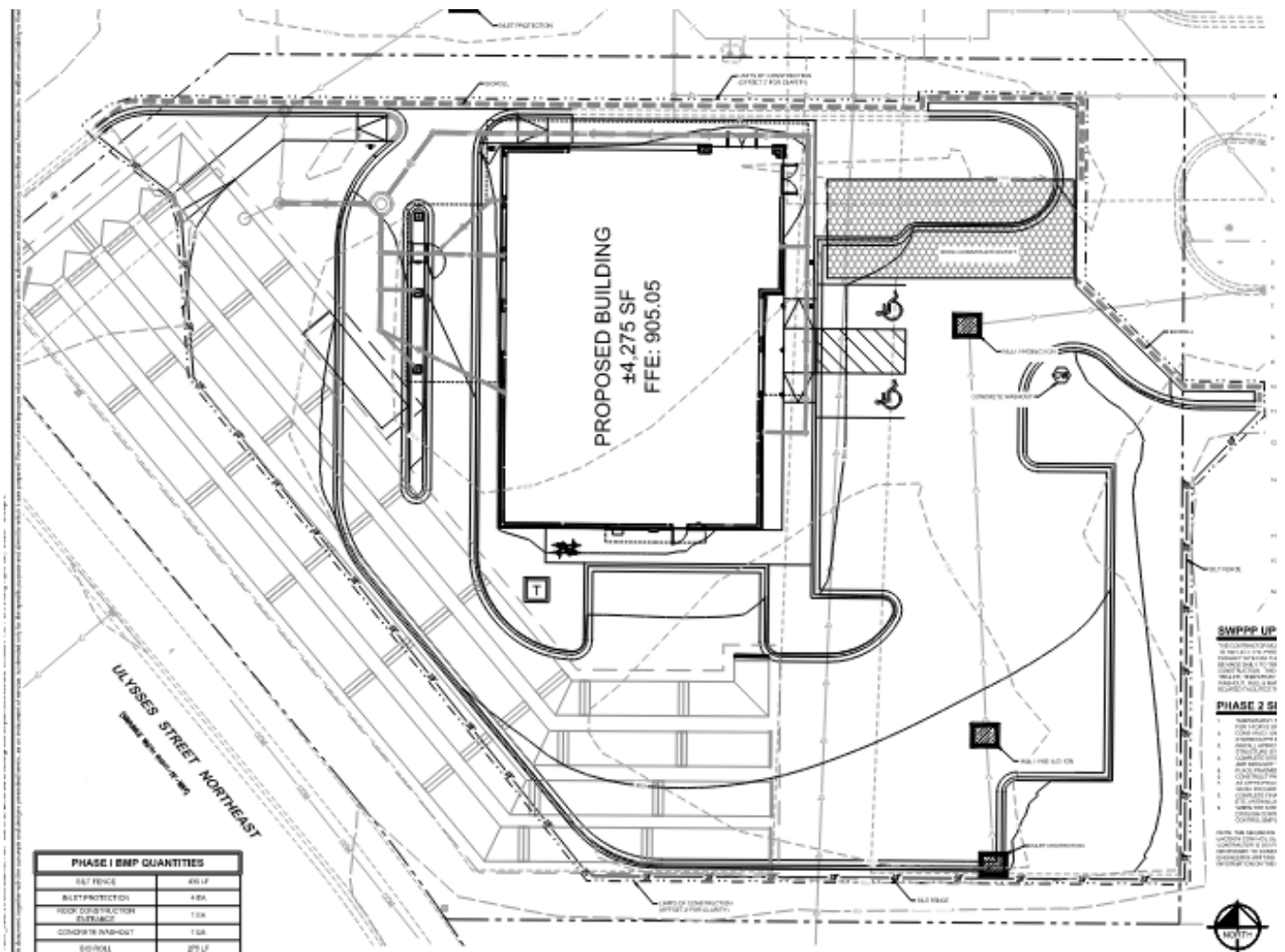


Figure 2: Site Plan

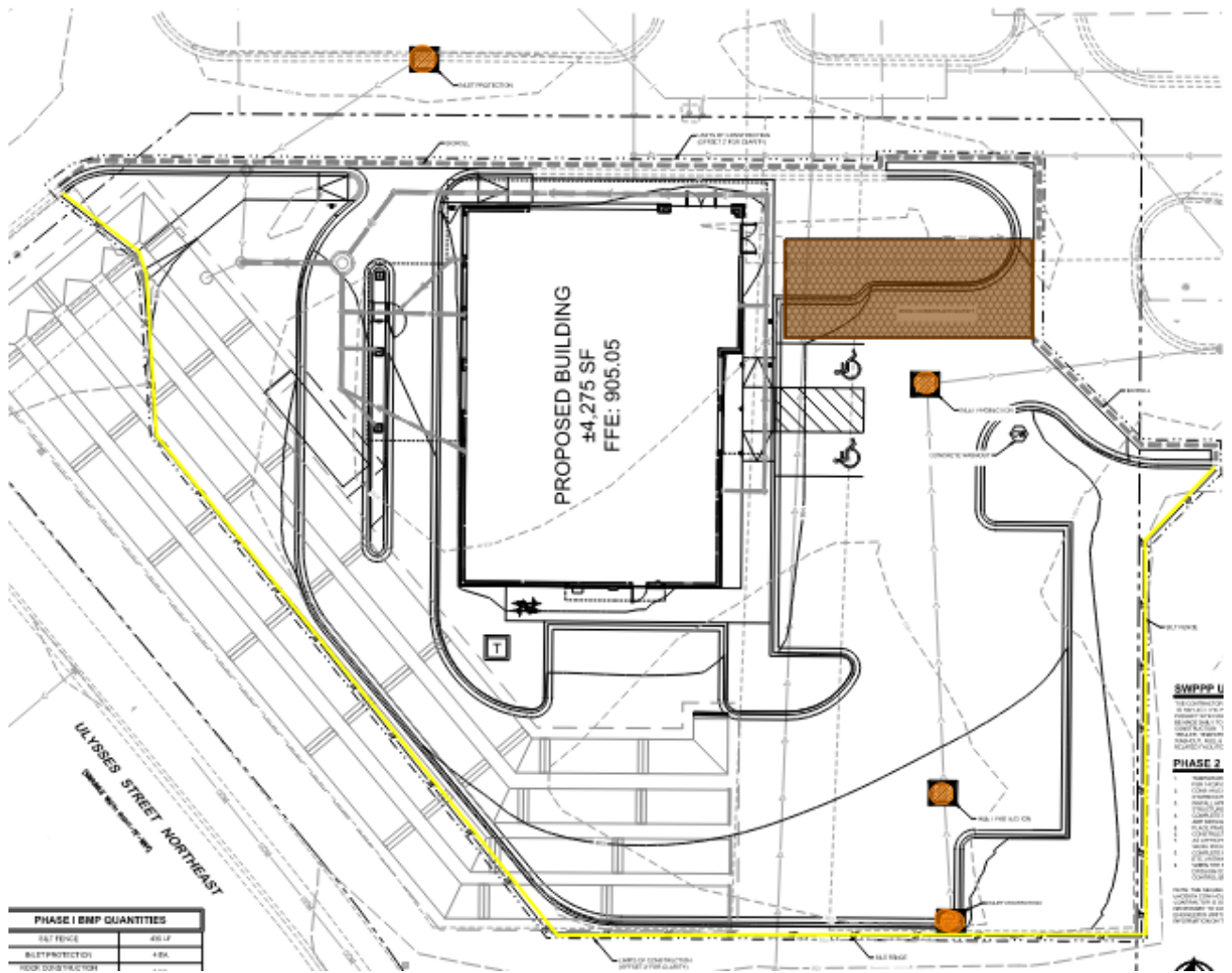


Figure 3: Erosion and Sediment Control Plan

Permit Application Review Report
Date: 4/23/2025**Board Meeting Date: 5/12/2025**
Agenda Item: 15Applicant/Landowner:

City of Blaine
Attn: Brent Larson
10801 Town Square Drive
Blaine, MN 55449

Project Name: Sunrise Pond Park - Courts Project**Project PAN:** P-25-007**Project Purpose:** Construction of new bituminous sports courts within Sunrise Pond Park**Project Location:** Sunrise Pond Park - 131st Avenue NE, Blaine**Site Size:** size of parcel - 1.82 acres; size of disturbed area - 0.96 acres; size of regulated impervious surface - 0.28 acres**Applicable District Rule(s):** Rule 2, Rule 3, Rule 4, Rule 6

Recommendation: Approve with 1 Condition and 2 Stipulations

Description: The City of Blaine is proposing the construction of sport courts and associated stormwater treatment pond at the Sunrise Pond Park. 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. 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. 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.

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
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Construction Plans	City of Blaine	04/11/2025	04/11/2025
Project Memo	City of Blaine	03/12/2025	03/12/2025
Revised Stormwater Management Tables	City of Blaine	undated	04/11/2025
HydroCAD Proposed	City of Blaine	03/20/2025	04/11/2025
HydroCAD Existing	City of Blaine	03/20/2025	04/11/2025
Floodplain Impacts	City of Blaine	03/31/2025	04/11/2025
Permit Application	City of Blaine	03/12/2025	03/12/2025

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 \$2,480.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (0.96 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.

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 to wetland	0.39	0.39	1.1	0.95	3.39	3.04

Table 1.

Volume Control: The proposed project is a 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 12,472 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	12,472	Pond 1	0.5	2,287	4,137
Totals:	12,472			2,287	4,137

Table 2.

Infiltration may not be used as a volume control practice because the practice 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 the surrounding development indicates that seasonally high saturated soils are likely to be within 2.5 ft of the surface.

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
South to Wetland	80

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 the following wetlands. The discharges to wetlands standard is met.

Wetland ID	WL 20
Wetland Type	Slightly Susceptible
Change of Bounce 2-yr (ft)	0.09
Change of Bounce 10-yr (ft)	0.08
Change of Inflow Velocity (fps)	0
Change of Inundation on 2-yr (hrs)	6
Change of Inundation on 10-yr (hrs)	5
Change of Run out Control (ft)	0

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 not considered new development with buildings and habitable structures; therefore, this section does not apply.

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: 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 County Ditch 44. The soils affected by the project include Rifle and 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 inlet protection, perimeter control, stabilized construction exit, and street sweeping. The erosion control plan meets District Requirements. The site does not require an NPDES permit. See 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)

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 896.2 ft NAVD 88.

The application proposes the placement of 56 cubic yards of fill within the floodplain. Compensatory storage is required. The proposed project provides 411 cubic yards of compensatory storage, which exceeds the required 1:1 ratio and is within the relevant reach. See Figure 4: Floodplain Impact.

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.

P25-007 Sunrise Pond Park - Courts



Figure 1: Project Location

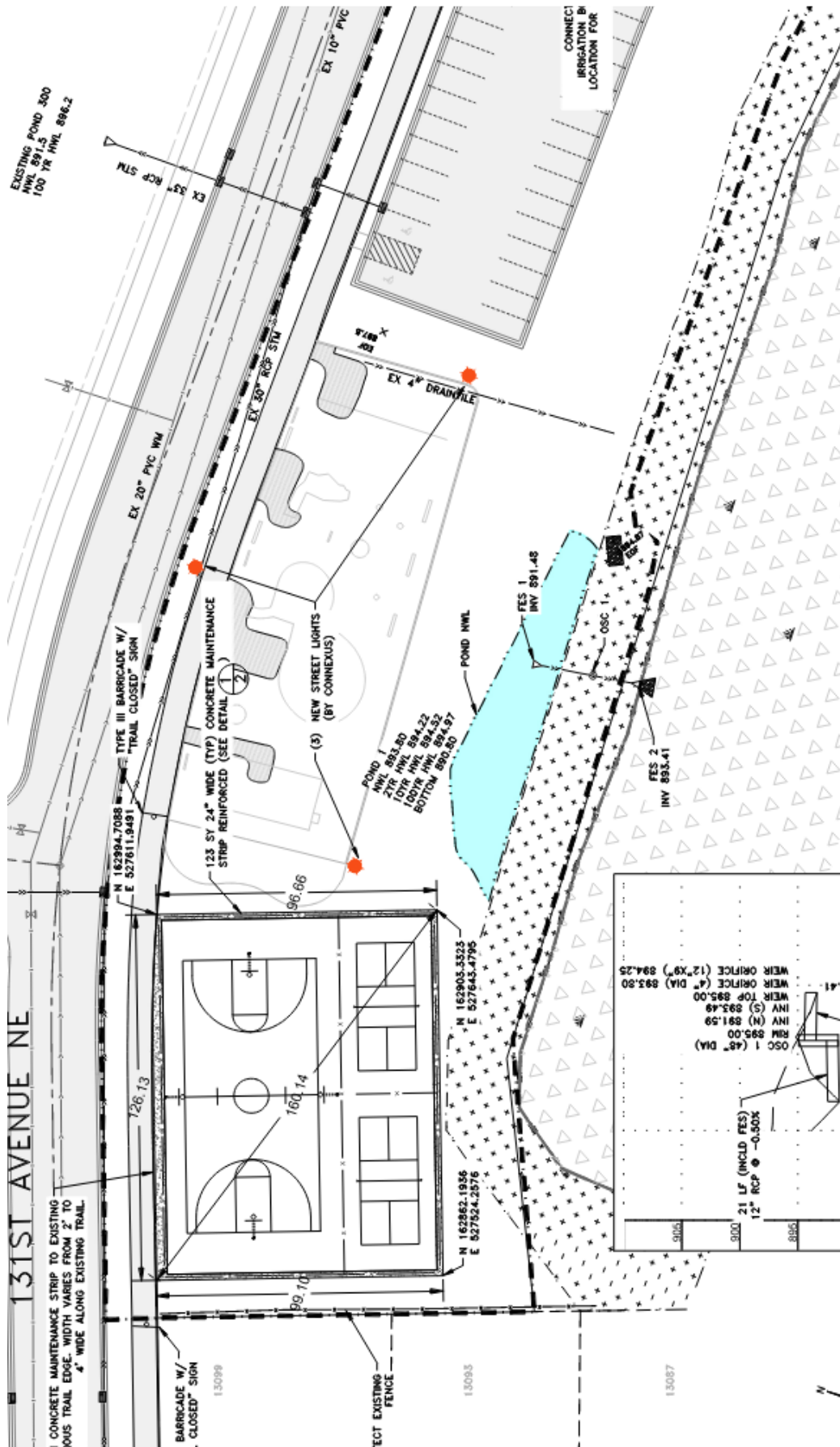


Figure 2: Site Plan

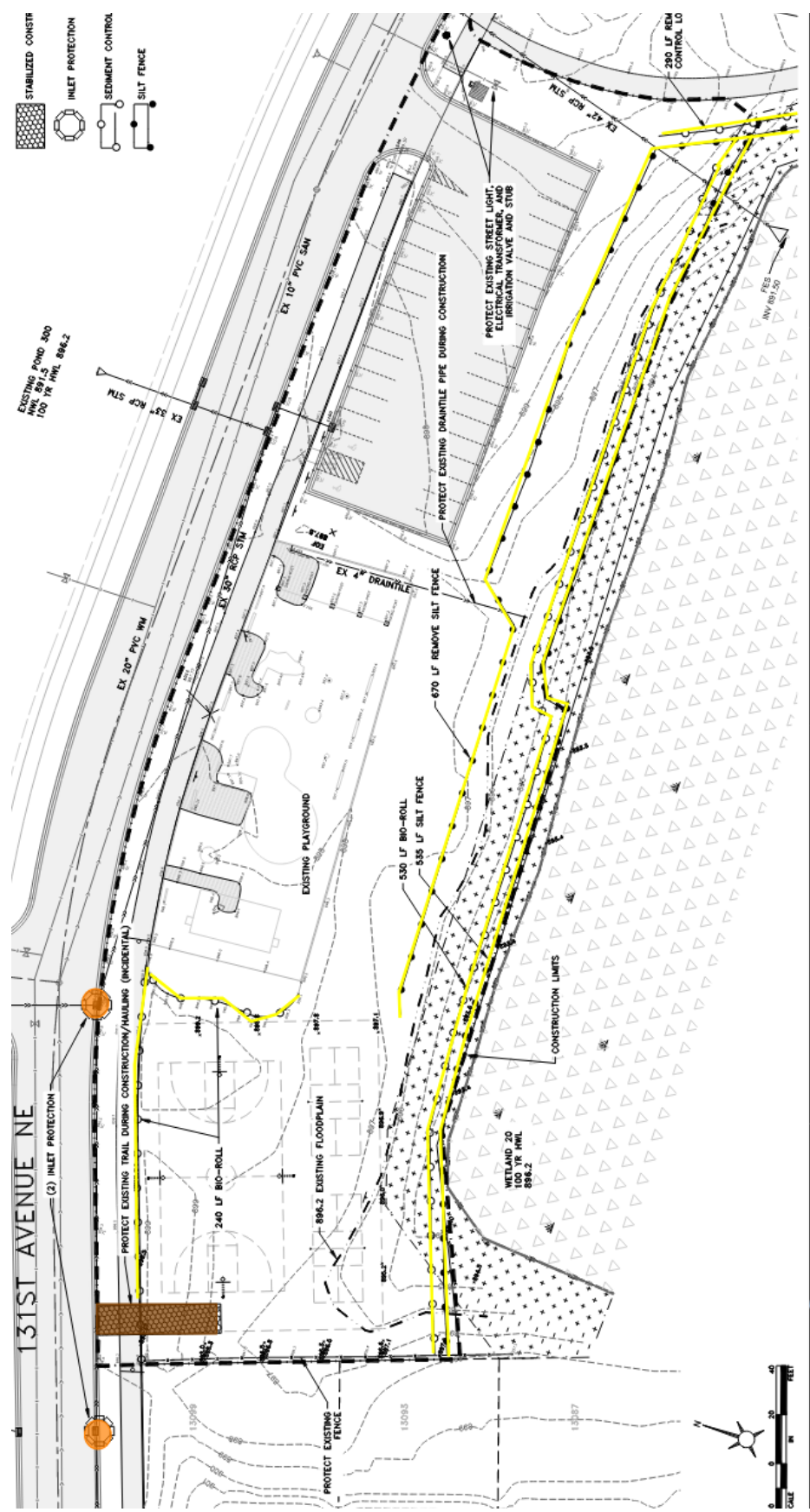


Figure 3: Erosion and Sediment Control Plan

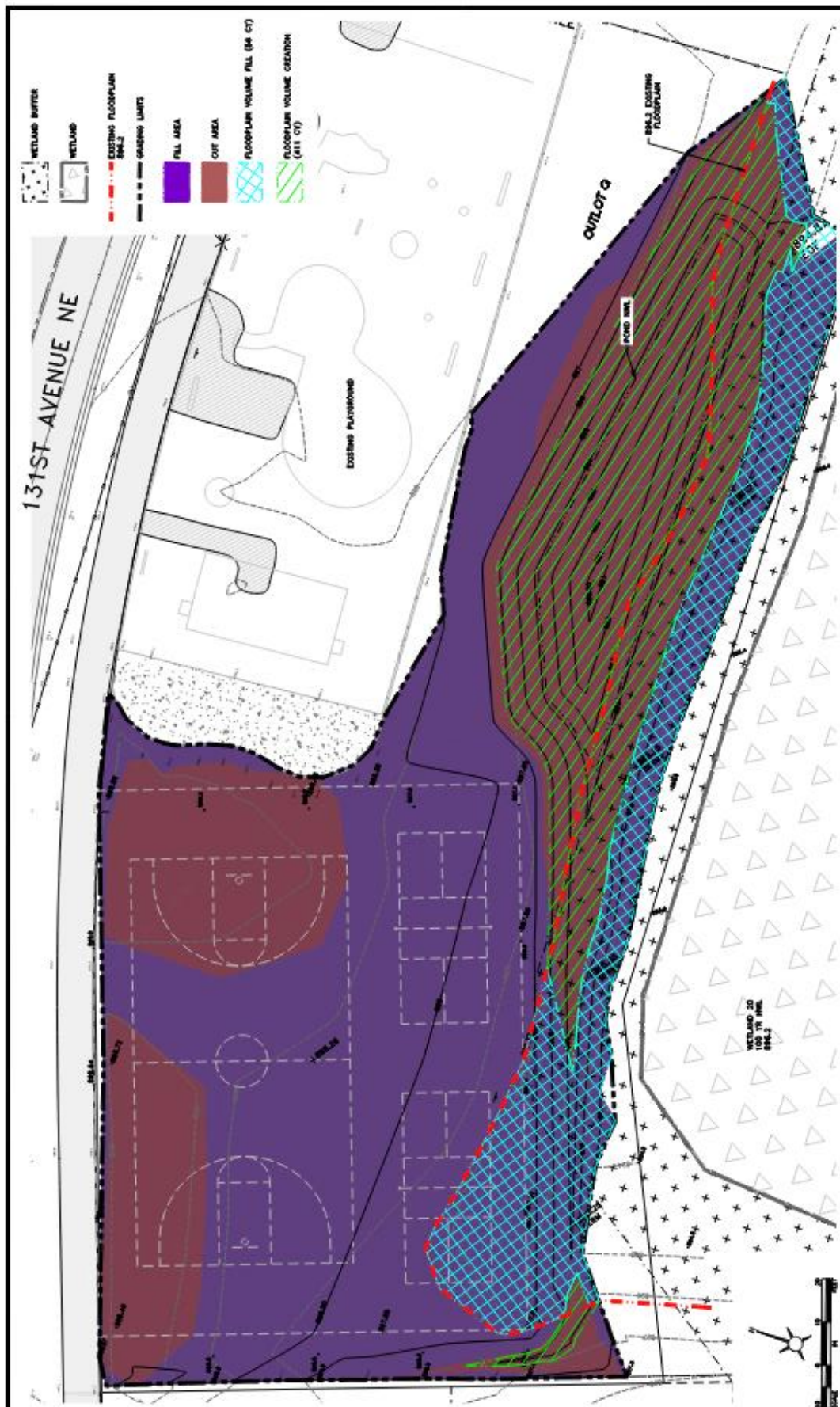


Figure 4: Floodplain Impact

Permit Application Review Report
Date: 5/7/2025

Board Meeting Date: 5/12/2025
Agenda Item: 16

Applicant/Landowner:

EB Blaine Development LLC
Attn: Corey Burstad
10901 Baltimore St NE
Blaine, MN 55449

Project Name: Blaine Town Center Redevelopment - Phase 2

Project PAN: P-24-055

Project Purpose: Phase 2 – streets, utility and stormwater infrastructure

Project Location: Between 105th and 109th, East of NSC and west of Radisson Road NE, Blaine MN

Site Size: size of parcel - 83.0 acres; size of disturbed area - 35.0 acres; size of regulated impervious surface – 3.12 acres

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

Recommendation: Approve with 3 Conditions and 4 Stipulations

Description: This application 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. 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. 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 \$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.

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Geotechnical Evaluation Report	Braun Intertec	11/07/2024	12/06/2024
Construction Plans	Loucks	04/17/2025	04/17/2025
Stormwater Management Plan	Loucks	04/16/2025	04/17/2025

Findings

Fees and Escrows (Rule 2.7):

The applicant has submitted a \$4,510.00 application fee and deposit which corresponds with the non-refundable application fee (\$10) and base fee for a Commercial/Industrial Development project of 83.0 acres (\$4,500.00). The applicant will be required to submit a performance escrow in the amount of \$19,500.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (35.0 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.

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
West Ditch (CD 41)	50.77	39.56	85.79	74.74	182.52	107.43
105th Ave	19.21	5.06	32.37	20.83	99.21	36.66
Nassau St	15.71	2.26	24.8	4.55	47.57	4.43
Radisson Road	1.03	0.04	1.55	0.19	2.94	1.33

Table 1.

Volume Control: The application proposes redevelopment which disturbs more than 50% of the site or reconstructs more than 50% of the existing impervious surface, therefore the volume reduction requirement is equal to 1.1 inches over the area of all impervious surface including existing impervious surface that is not proposed to be reconstructed. The drainage area of the project also includes some existing treatment for offsite impervious areas which is treated to 1 inch. This is existing treatment that was provided in calculations to ensure that drainage is maintained. The amount of proposed impervious required to be treated is 136,078 ft².

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

Treatment Method	TP Factor	Impervious Area Required to be Treated to 1.1" (new and reconstructed impervious) (SF)	Impervious Area Required to be Treated to 1.0" (existing impervious) (SF)	Required Treatment Volume (CF)	Provided Treatment Volume (CF)
Infiltration/Existing	1	29,644	13,481	3841	5140
Biofiltration	0.65	16,388	-	2,311	3,066
Wet Pond	0.5	67,309	-	12,340	13,990
Not Treated	1	22,737	-	2,084	0
Total	-	136,078	13,481	20,576	22,196

Table 2.

The following pretreatment has been provided:

SMP ID	Pretreatment Device/Method	Percent TSS Removal
CBMH 603 - biofiltration basin 11	catch basin sump	80
CBMH 602 - biofiltration basin 11	catch basin sump	82
CBMH 601 - biofiltration basin 11	catch basin sump	83
CB 1000	catch basin sump	84
CBMH 501 - Pond 13	catch basin sump	80
CBMH 201 - Infiltration Basin 1	catch basin sump w/ SAFL Baffle	84
CB 100 - infiltration basin 2	rain guardian	80

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 volume control standard has not been met as shown in Table 2. The untreated impervious area cannot be routed to onsite treatment features due to existing utility grades. The runoff does ultimately end up in offsite treatment ponds. The volume control standard has been met to the maximum extent practicable.

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 41	87
105th Ave	87
Nassau St	81
Radisson Rd	87

Table 4.

The TSS removal standard is met at each discharge point as shown in Table 4.

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

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

Low Floor Freeboard: The proposed project is a redevelopment; however, phase 2 does not include structures that are subject to low floor freeboard requirements.

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: 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 41. The soils affected by the project include Lino and Isanti and 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 stabilized construction entrance, perimeter control, inlet protection and street sweeping. 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 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.

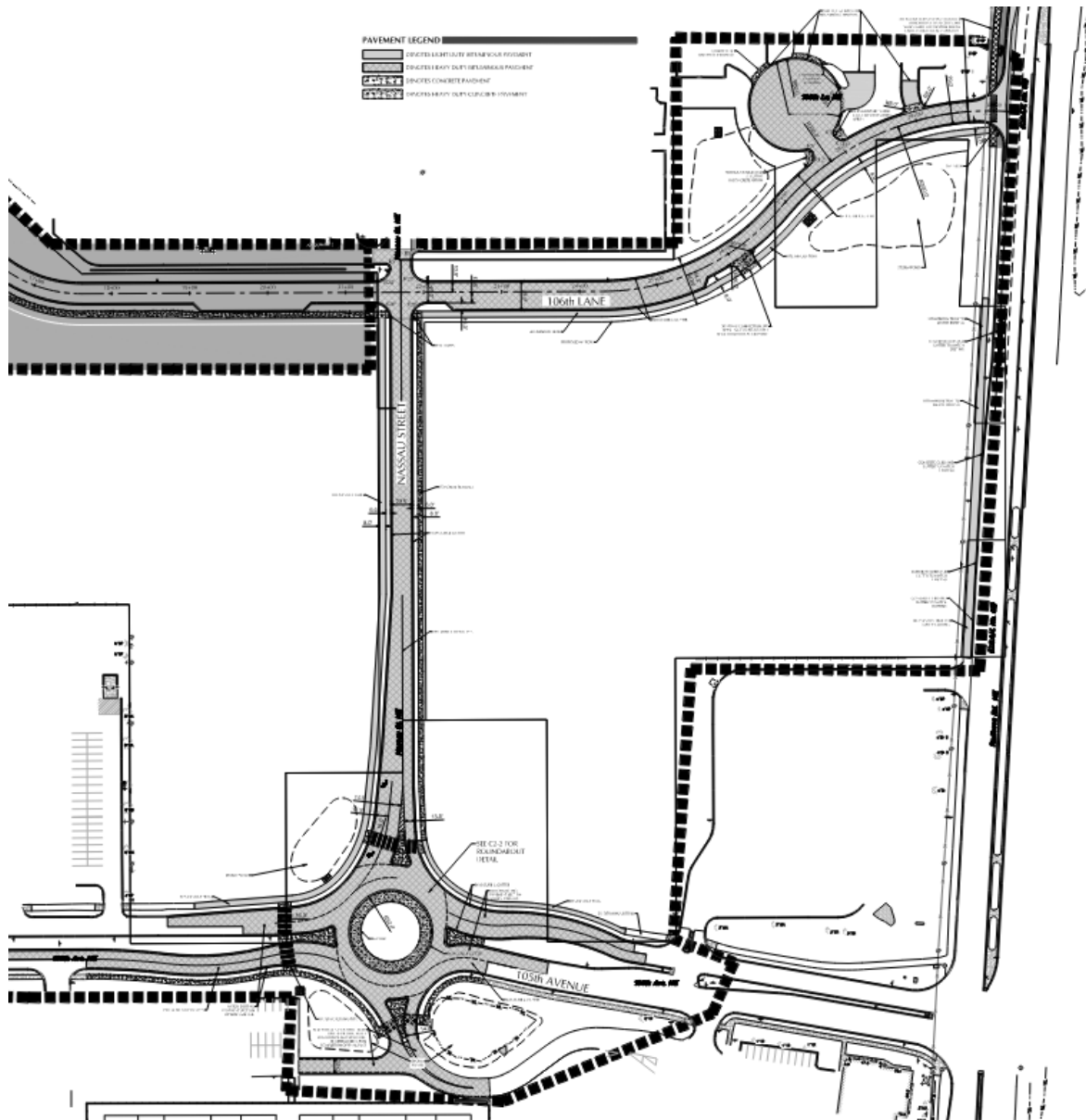


Figure 2: Site Plan



Permit Application Review Report
Date: 5/7/2025**Board Meeting Date: 5/12/2025**
Agenda Item: 17Applicant/Landowner:

Harmeet and Kulwant Bhatia
6693 Urbandale Lane N
Maple Grove, MN 55311

Project Name: Lot 8 Block 8 Birch View Acres**Project PAN:** P-25-012**Project Purpose:** Grading; house pad construction**Project Location:** Intersection of Eveleth St NE and 171st Ave NE, Ham Lake**Site Size:** size of parcel - 0.91 acres; size of disturbed area - 0.32 acres; size of regulated impervious surface - 0 acres**Applicable District Rule(s):** Rule 2, Rule 4, Rule 6, Rule 8

Recommendation: Approve with 3 Conditions and 0 Stipulations

Description: The project proposes the construction of a new home in Ham Lake. 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. See attached Figure 1: Project Location and Figure 2: Site Plan/Erosion Control Plan.

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:

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
ESC Plan	Plowe Engineering, Inc	04/12/2025	04/21/2025

Survey	E.G Rud & Sons, Inc	04/11/2025	04/28/2025
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Findings

Fees and Escrows (Rule 2.7):

The applicant has submitted a \$760 application fee and deposit which corresponds with the nonrefundable application fee (\$10), base fee for a Single Family Lot project of 0.91 acres (\$750.00). The applicant must submit an addition to base fee (\$300.00) for floodplain impact review. The applicant will be required to submit a performance escrow in the amount of \$2,160.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (0.32 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 is a land disturbing activity that requires a permit under another District rule.

The proposed project drains to County Ditch 58-2. The soils affected by the project include Markey and Isanti and have a soil erodibility factor of 0.15 or greater. Disturbed areas are not proposed to be stabilized within 24 hours, as required. The proposed erosion and sediment control plan includes perimeter control and street sweeping. The erosion control plan does not meet District Requirements. The plan does not meet requirements, because soils are not proposed to be stabilized within 24 hours of inactivity. The site does not require an NPDES permit. See attached Figure 2: Erosion and Sediment Control Plan.

Wetlands (Rule 5.0)

Wetlands exist on site, but no impacts are proposed. Wetlands were delineated under PAN 21-137. The boundary and type application was reviewed and approved. The Notice of Decision was issued on 11/23/2021. Rule 5.0 does not apply. See attached Figure 3: Wetlands.

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 904.8 ft NAVD 88. The application proposes the placement of 43 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 Figure 4: Floodplain Impact.

The proposed project is subject to flood damage. Low floor elevations are proposed at elevation 909.5 ft NAVD 88, which meets the minimum floor elevation of 2 foot above the 100-year flood profile.

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. The total buffer area provided 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

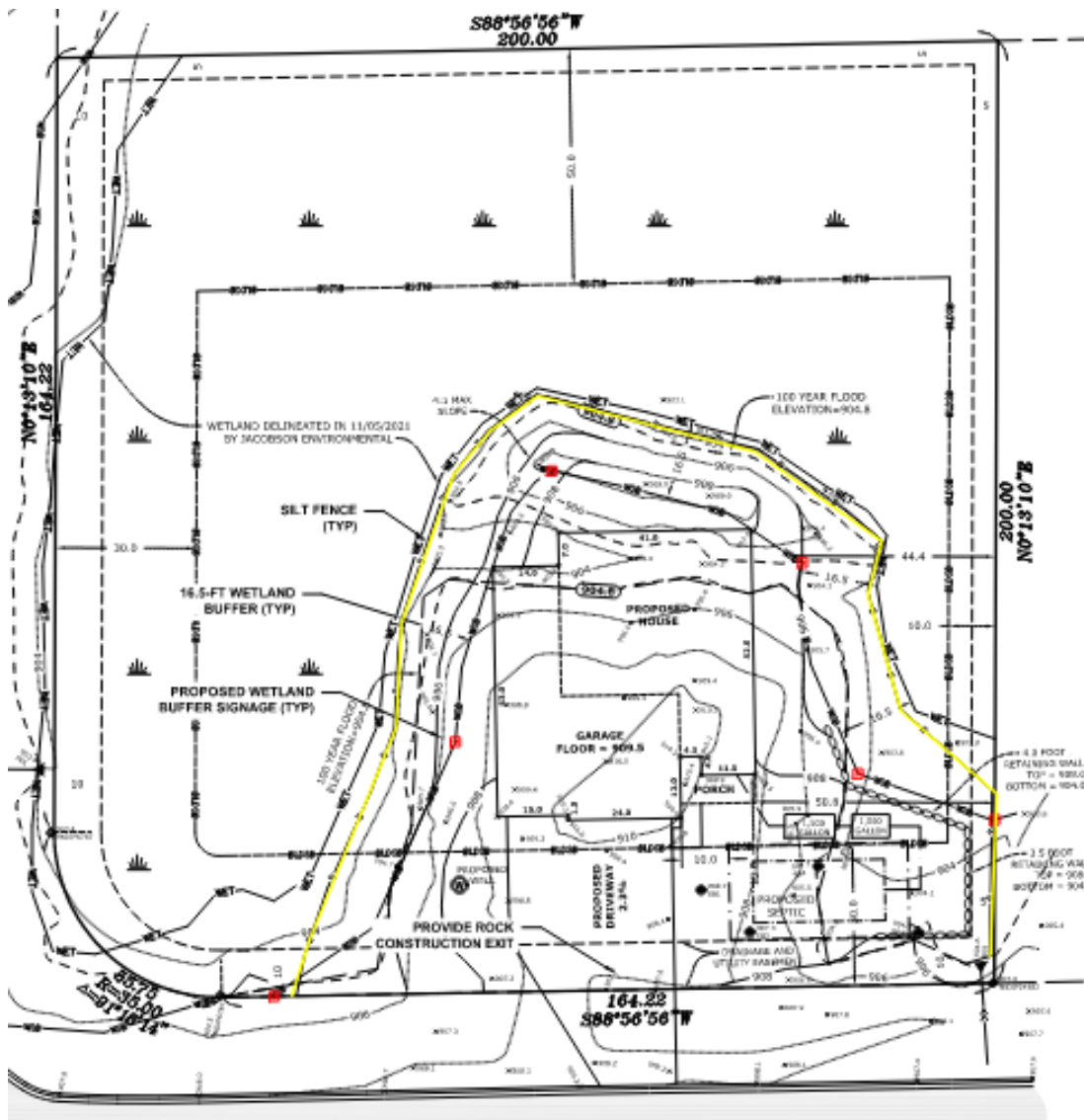


Figure 2: Site Plan/Erosion Control Plan

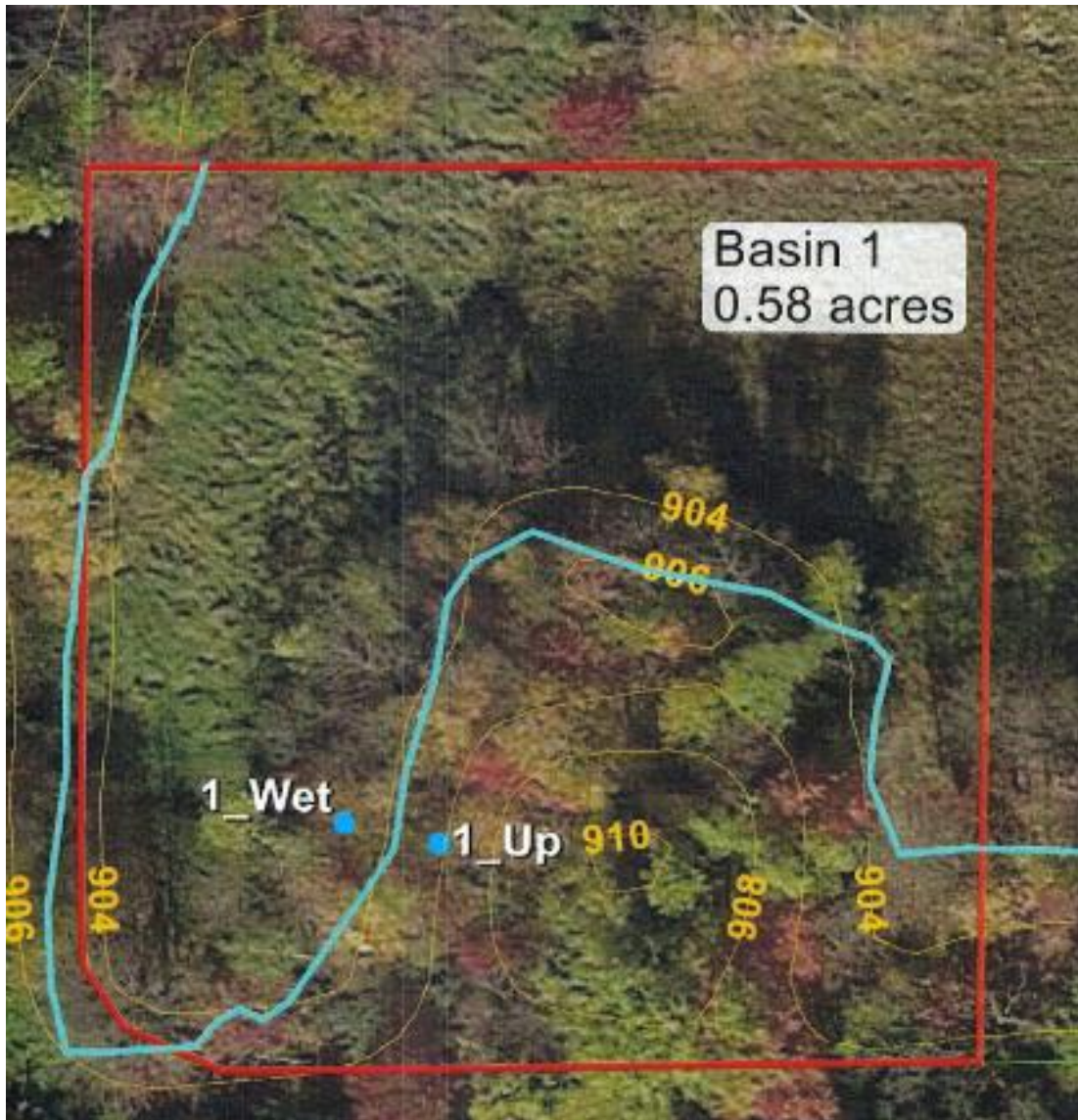


Figure 3: Wetlands

Permit Application Review Report
Date: 5/7/2025

Board Meeting Date: 5/12/2025
Agenda Item: 18

Applicant/Landowner:

New Life Properties
Attn: Daniel Carlson
1020 E 146th St, #269
Burnsville, MN 55337

Project Name: University Avenue Townhomes

Project PAN: P-24-031

Project Purpose: 6 building townhome development with parking and stormwater management

Project Location: The site is located in the NW quadrant of the intersection of University Avenue NW & Butternut St NW, Coon Rapids

Site Size: size of parcel - 3.8 acres; size of disturbed area - 3.7 acres; size of regulated impervious surface - 1.8 acres

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

Recommendation: Approve with 3 Conditions and 4 Stipulations

Description: The applicant is proposing the construction of a 6 unit townhomes development with utilities and stormwater treatment. 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. 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 \$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)

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
MIDS	Civil Site Group		04/21/2025
Geotechnical Exploration Report	Haugo Geotechnical Services	12/16/2024	01/21/2025
Construction Plans	Civil Site Group	04/21/2025	04/21/2025
Stormwater Management Report	Civil Site Group	04/21/2025	04/24/2025

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

The applicant has submitted a \$7,010.00 application fee and deposit which corresponds with the nonrefundable application fee (\$10), base fee for a Single Family/Multifamily Residential Development project of 3.8 acres (\$7,000.00). The applicant will be required to submit a performance escrow in the amount of \$3,850.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (3.7 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.

Rate Control: Peak stormwater flow rate at each point of site discharge does not increase from the pre-development condition for most of the 24-hour precipitation events with a return frequency of 2-, 10-, 100- years as shown in Table 1. The rate increase for University Ave 2-year event is within model tolerance. 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
University Ave South	2.03	2.12	3.4	3.32	6.64	5.59
Butternut St	0.47	0.11	1.18	0.25	3.13	0.6
Existing Basin	0.69	0.53	3.11	1.82	5.62	5.17

Table 1.

Volume Control: The proposed project is a 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 80,019 ft².

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

Drainage Area	Impervious required to be treated (ft²)	Proposed SMP	TP Removal Factor	Required Water Quality Volume (ft³)	Water Quality Volume Provided (ft³)
Area PR4 - exempt (sidewalk)	267	0	0	24	24
Area PR3, PR3-off, PR4-off	19070	0	0	175	0
Area PR1A	77845	infiltration basin	1	7136	10161
Totals:	80019			7335	10185

Table 2.

The following pretreatment has been provided:

SMP ID	Pretreatment Device/Method	Percent TSS Removal
CBMH 12	catch basin w/ sump	82

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 volume control standard has not been met as shown in Table 2. However, areas PR3, PR3-off, and PR4-off were evaluated for treatment and due to flat grades, routing this area to a treatment feature is not feasible. This area also picks up significant runoff from University Avenue, which is not part of the project and would overwhelm the designed system. The volume control standard has been met to the maximum extent practicable.

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
University Ave N	0
University Ave South	0
Butternut St	100
Existing Basin	81

Table 4.

The Butternut Street discharge point has no impervious directed towards it and the University Ave N and S discharge points are not treated as explained in the volume control section. The TSS removal standard is met to the maximum extent practicable as shown in Table 4.

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

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

Low Floor Freeboard: The proposed project is a 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 915.9 ft NAVD 88. The applicable 100-year high water level is at 913.5 ft NAVD 88, and the applicable emergency overflow is at 913.5 ft 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 Lower Coon Creek. The soils affected by the project include Sartell and 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, stabilized construction entrance, inlet protection and street sweeping. The erosion control plan meets District Requirements. 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.

P24-031 University Avenue Townhomes



Figure 1: Project Location

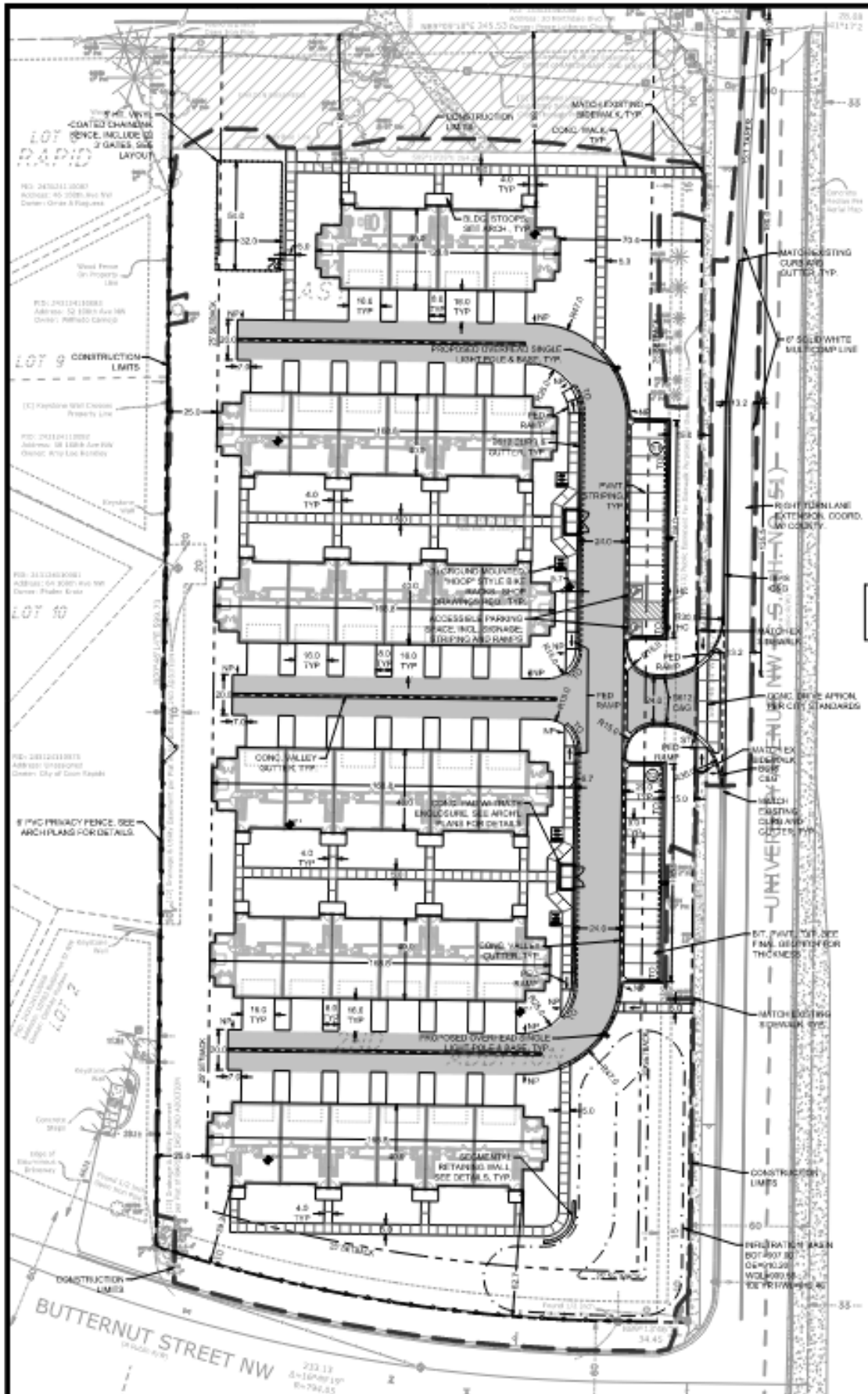


Figure 2: Site Plan

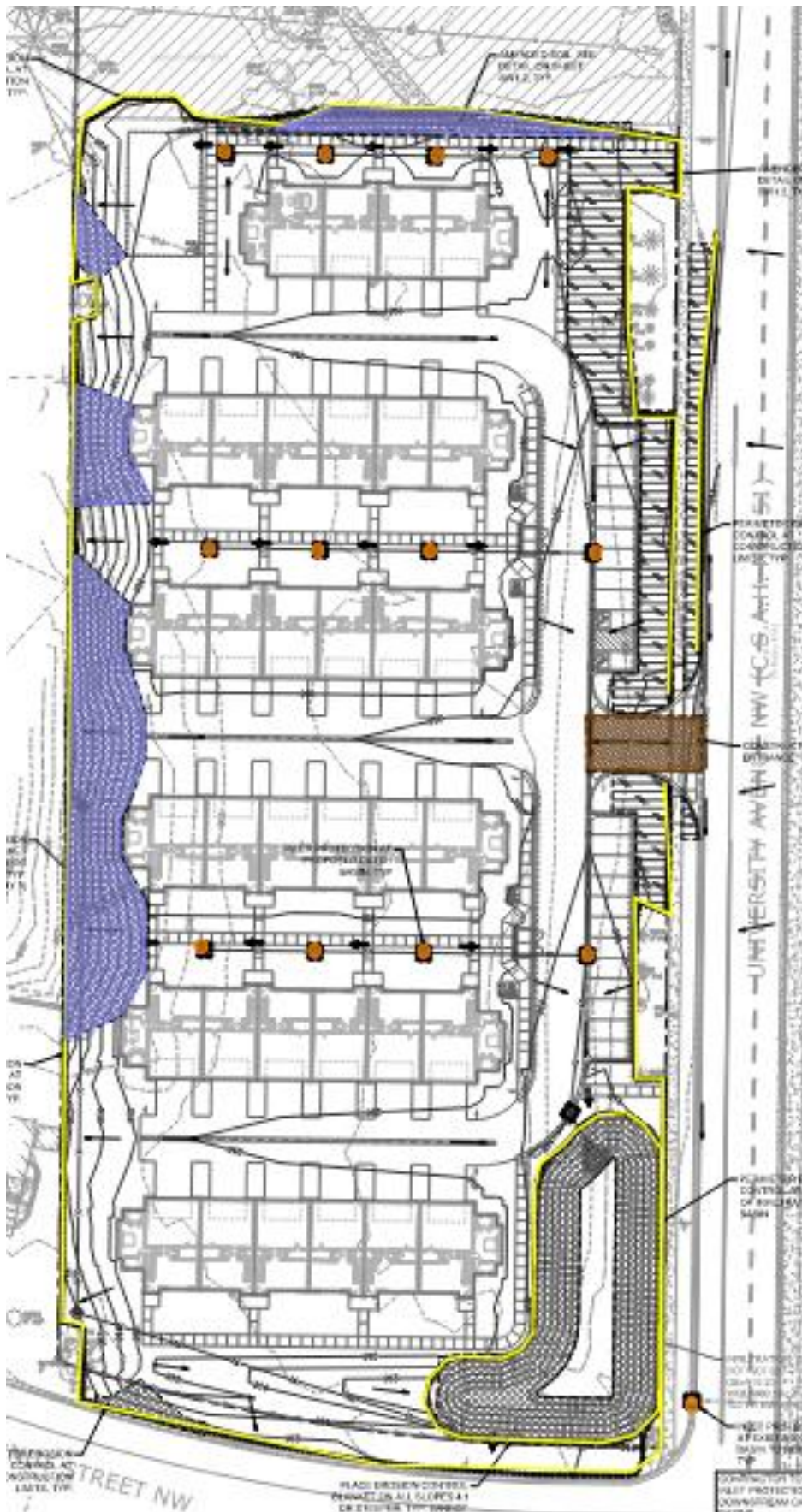


Figure 3: Erosion and Sediment Control Plan

Permit Application Review Report
Date: 5/7/2025

Board Meeting Date: 5/12/2025
Agenda Item: 19

Applicant/Landowner:

Entsminger Enterprises LLC
Attn: Jeff Entsminger
14916 Central Ave NE
Ham Lake, MN 55304

Project Name: JBR Ham Lake

Project PAN: P-24-058

Project Purpose: Addition of gravel drive surface and stormwater treatment feature

Project Location: 15035 Aberdeen St NE, Ham Lake

Site Size: size of parcel - 1.72 acres; size of disturbed area - 0.69 acres; size of regulated impervious surface - 1.28 acres

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

Recommendation: Approve with 3 Conditions and 3 Stipulations

Description: The application is for the gravel drive surfaces that were completed in 2024 and the construction of associated stormwater treatment features. 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. 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 \$2,345.00.

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.

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Stormwater Drainage Report	Plowe Engineering, Inc.	05/02/2025	05/05/2025
Construction Plans	Plowe Engineering, Inc.	05/02/2025	05/05/2025
Soil Boring Test Report	Tradewell Soil Testing	03/20/2025	03/31/2025

Findings

Fees and Escrows (Rule 2.7):

The applicant has submitted a \$3,310.00 application fee and deposit which corresponds with the non-refundable application fee (\$10) and base fee for a Commercial/Industrial Development project of 1.72 acres (\$3,300.00). The applicant will be required to submit a performance escrow in the amount of \$2,345.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (0.69 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.

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
West	2.17	0.83	4.55	2.38	10.72	10.13

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 52,849 ft². Area 2 is untreated due to existing grades, as this drive entrance cannot be routed to the infiltration basin.

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

Drainage Area	Impervious required to be treated	Proposed SMP	TP Removal Factor	Required Water Quality	Water Quality Volume
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	(ft ²)			Volume (ft ³)	Provided (ft ³)
Area 2 untreated	8,243	none	0	756	0
Area 1	44,606	infiltration basin	1	4,089	9,088
Totals:	52,849			4,845	9,088

Table 2.

The following pretreatment has been provided:

SMP ID	Pretreatment Device/Method	Percent TSS Removal
infiltration basin pretreatment cell	sediment forebay	80

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 volume control standard has not been met as shown in Table 2. However, due to the existing grades, the volume control standard has been met to the maximum extent practicable.

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
West	81

Table 4.

The TSS removal standard is met at each discharge point as shown in Table 4.

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

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

Low Floor Freeboard: The proposed project is new development 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 896.8 ft NAVD 88. The applicable 100-year high water level is at 895.7 ft NAVD 88 and the applicable emergency overflow is at 895.5 ft 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 57. The soils affected by the project include Lino and fill 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 perimeter control and street sweeping. The erosion control plan does not meet District requirements because provisions have not been made for the maintenance of erosion control practices. The site does not require a NPDES permit. See attached Figure 3: Erosion and Sediment Control.

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.

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

P24-058 JBR Ham Lake

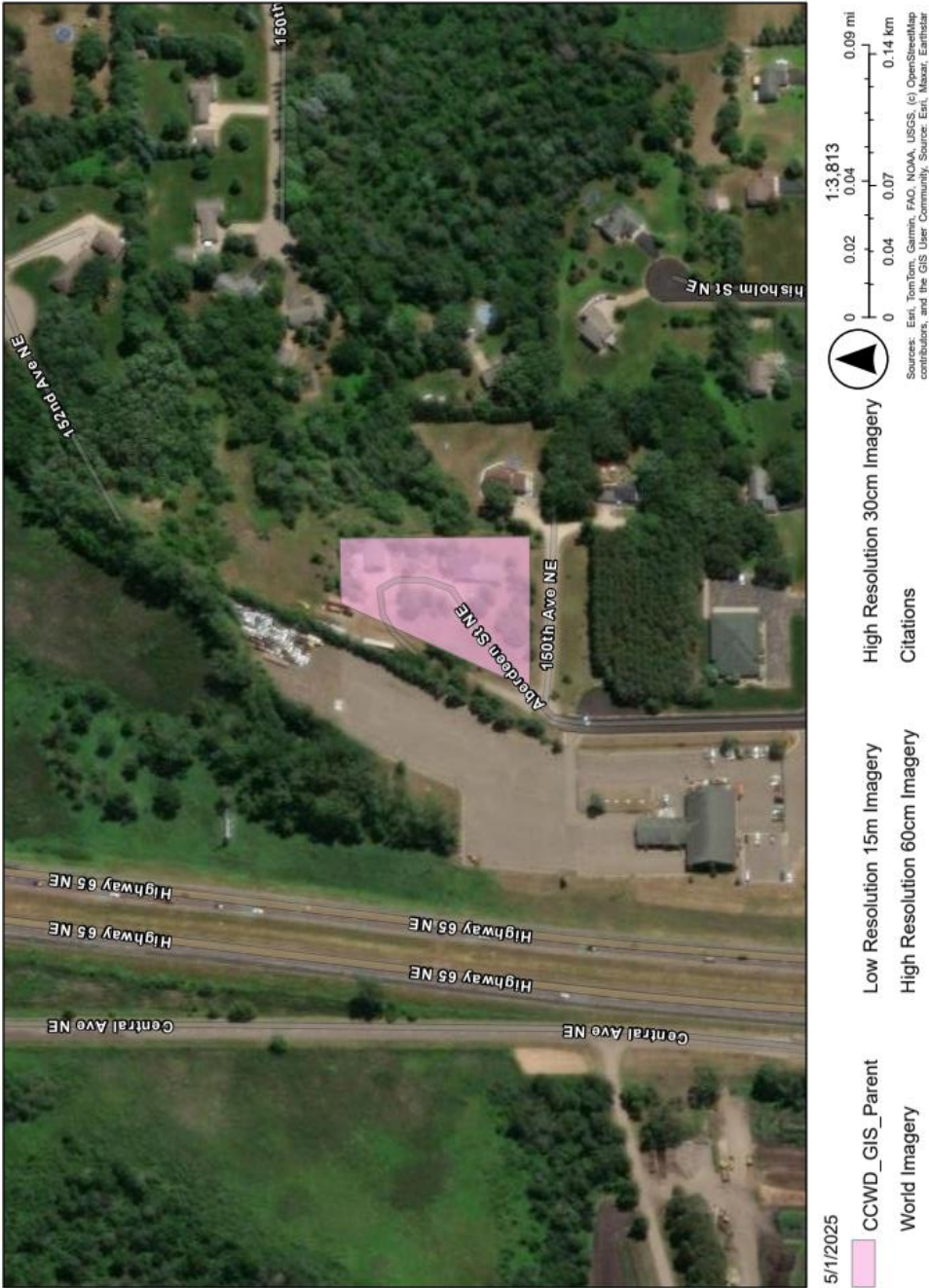


Figure 1: Project Location

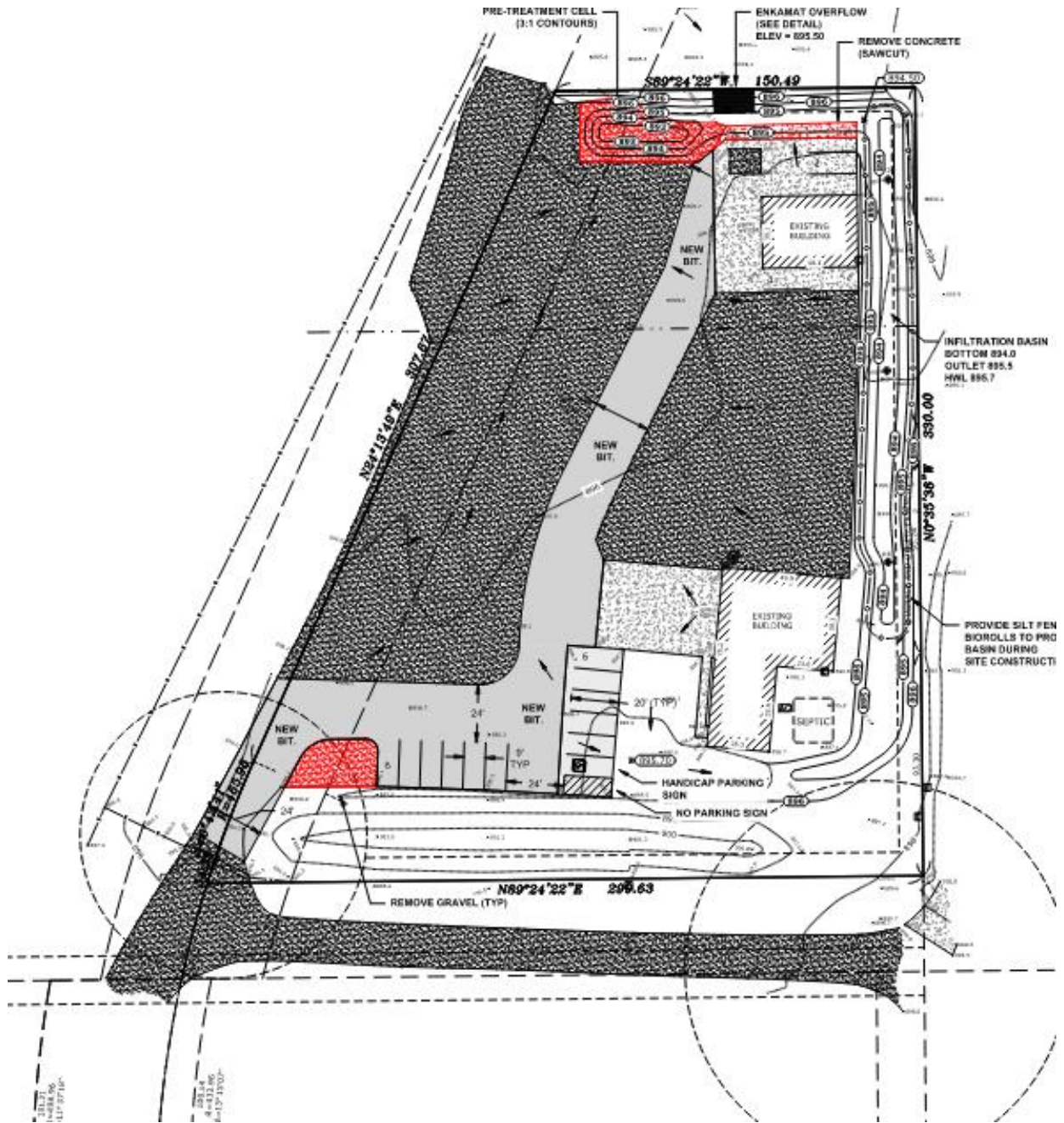


Figure 2: Site Plan

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

MEETING DATE: May 12, 2025
AGENDA NUMBER: 20
ITEM: DRAFT Personnel Guidance Manual

AGENDA: Discussion

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 withing 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.

Prior to December 14, 2024, employees of Coon Creek Watershed District were under some of the personnel policies imposed by being subject to Anoka County payroll and human resources. 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. This also gave the District an opportunity to align the Manual with the League of Minnesota Cities vetted and updated personnel manual update of October, 2024, incorporating the many changing laws that affect District personnel and policies.

ACTION REQUESTED

Review and discuss the proposed the Coon Creek Watershed District Personnel Guidance Manual. Provide comments and corrections to provided draft for discussion for adoption.

COORDINATION

Staff has based the Personnel Guidance Manual on the well-researched template provided by the League of Minnesota Cities and on the best interests of the District. The Manual will also be review by legal counsel prior to adoption.

PERTINENT FACTS/CHANGES PROPOSED

- District employees no longer accrue time toward their Extended Medical Benefit (EMB) time bank. This was a benefit provided while under Anoka County that provided income-protection insurance to regular employees. Effective December 14, 2024, EMB no longer accrues, however, employees with an EMB balance will have it carried over. Use of EMB will follow the guidelines set forth for Earned Sick and Safe Time (ESST) use and while being tracked separately, will be considered an extension of their ESST. EMB is only used after ESST has been exhausted. EMB is not paid out upon separation from the District.

- Earned Sick and Safe Time (ESST) will change to 80 hours front loaded for staff. This change will help off-set the loss of EMB. This option for ESST simplifies record keeping.
- Previously Flexible Time Off (FTO) was utilized for non-work time. This is being changed to Vacation Time. Vacation Time is not to be utilized for time away from work that qualifies as ESST.
- A more clearly defined Work From Home policy has been included.
- Tuition reimbursement guidance has been refined to meet the District's needs.
- One floating holiday (full-day) has been eliminated and Christmas Eve Day, formerly ½ day has been replace as a full-day holiday.
- Unpaid leave and continuation of benefits have been defined for District employees.
- Funeral leave has been eliminated as a “leave” as it is now covered by ESST.

CONCLUSION

Adoption of this Personnel Guidance Manual with any Board recommended changes will maintain legal compliance in accordance with changes brought about by separation from Anoka County and more clearly defines needed policies in order to provide added protection to the District.

RECOMMENDATION

Review, discuss and make recommendation and comment on the proposed Personnel Guidance Manual at the May 12, 2025, Board of Managers Meeting.

OPTIONS, ACTION & IMPLEMENTATION STEPS

- 1) Adopt the Personnel Guidance Manual as written.
- 2) Make changes to the Draft Personnel Guidance Manual and Adopt with proposed changes.
- 3) Board will hold over and staff will bring revisions to the Board and discuss at the May 27, 2025, Board of Managers Meeting.

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: May 5, 2025
AGENDA NUMBER: 21
ITEM: 2026 Economic Forecast & Revenue Estimates

AGENDA: Discussion

ACTION REQUESTED

Discuss and receive the report.

PURPOSE

To provide the Board of Managers with a projection of the District's fiscal and economic status for the current and next fiscal year.

SCOPE

The forecast is for District revenues for the period May 2025 to January 2027.

BACKGROUND/CONTEXT

The District uses a Planning, Programming, Budgeting and Execution system to organize, plan, fund and implement actions disclosed in the District's Comprehensive Plan. The forecasts and assessments are the product of eight separate efforts that all identified essentially the same three scenarios with only a small variation ($\pm 4\%$) in likelihood.

The forecasts and assessments serve as a bridge between planning, programming and budgeting by highlighting issues and concerns affecting the fiscal capacity and capability of the District. There are four parts to the forecasts and estimates

1. Economic Outlook: Alternative Scenarios for 2026 – 2027
2. The Clean Water Fund
3. April 2025 District Revenue Forecast
4. Budget Outlook

Economic Outlook: Alternative Scenarios for 2026 - 2027

Three scenarios were developed and their probability of occurrence calculated.

1. Baseline Scenario (50%): Signals a more challenging environment for the U.S., Minnesota and the District than anticipated in February. Slower growth, elevated inflation, and higher interest rates are expected to adversely affect consumer and business spending, business investment, residential investment, and labor market conditions. While a recession is not yet in the baseline forecast, the probability of economic contraction has increased, and the outlook remains sensitive to evolving financial and policy developments.
2. Pessimistic Scenario (35%): Revised upward from 25% in February, 2025. The more pessimistic scenario is characterized by minimal real GDP growth due to low growth in consumer spending and business investment in 2025 with no consumer spending

growth and investment contraction in 2026. Real GDP grows 0.8 percent in 2025 and 0.2 percent in 2026, compared to 1.3 and 1.5 percent in 2025 and 2026 in the baseline scenario.

3. Optimistic Scenario (15%): Revised downward from 25% in February 2025. The more optimistic scenario is characterized by lower tariffs, which result in lower inflation and easing of monetary policy and credit conditions. Stronger consumer spending and business investment contribute to stronger growth relative to the baseline with real GDP growing 1.8 percent in 2025 and 2.4 percent in 2026.

Clean Water Fund

Fund balances going forward will be \$0 through 2028. Revenues in the interim period can be expected to be approximately half.

March 2025 Minnesota Management and Budget forecast is as follows

Actual Resources	2025	2025	2026	2027	2028	2029
Adjusted Bal Fwd	122,362	130,638	(2,199)	152,228	311,815	476,388
Revenues						
Sales-Use Tax	145,824	291,912	152,058	157,781	162,942	167,914
Invest Income	7,439	17,844	2,367	1,804	1,629	1,637
Other Revenue	2	2	2	2	2	2
Total Revenue	275,627	440,396	152,228	311,815	476,388	645,941

The proposed 2026 reductions to available grants that may affect the District are:

Grant Program	Agency	Reduction Amount
Watershed Based Implementation Funding	BWSR	\$1,900,000
Watershed Restoration and Protection Strategies	DNR	\$250,000
Non-Point Source Restoration and Protection Activities	DNR	\$150,000
Stormwater BMP Performance & Evaluation Technology Transfer	UM	\$400,000

At present, reductions for the 2026-27 Biennium have been acted on in the Senate and forwarded to the Senate floor. As of 4/22 the House version remains in Environment and Natural Resource Committee.

April 2025 District Revenue Forecast

The District's General Fund Balance as of 3/31/25 was \$1,986,277. Revenue for 2025 are projected to be 5% (\$270,243) less than the May 2023 forecast and adopted budget. A 5% variance is within accepted limits. The adopted budget reserve balance of \$818,557 and cash flow account balance are unchanged from January levels.

Revenue Source	Adopted Budget	April Forecast	Variance	Percent Variance
Property Taxes	6,189,240	6,189,240	-	0%
Special Assessments	-	-	-	#DIV/0!
Fees	298,423	145,000	(153,423)	-51%
Grants	2,566,549	2,148,415	(418,134)	-16%
Other Revenue	115,000	185,000	70,000	61%
	\$ 9,169,212	\$ 8,667,655	\$ (501,557)	-5%

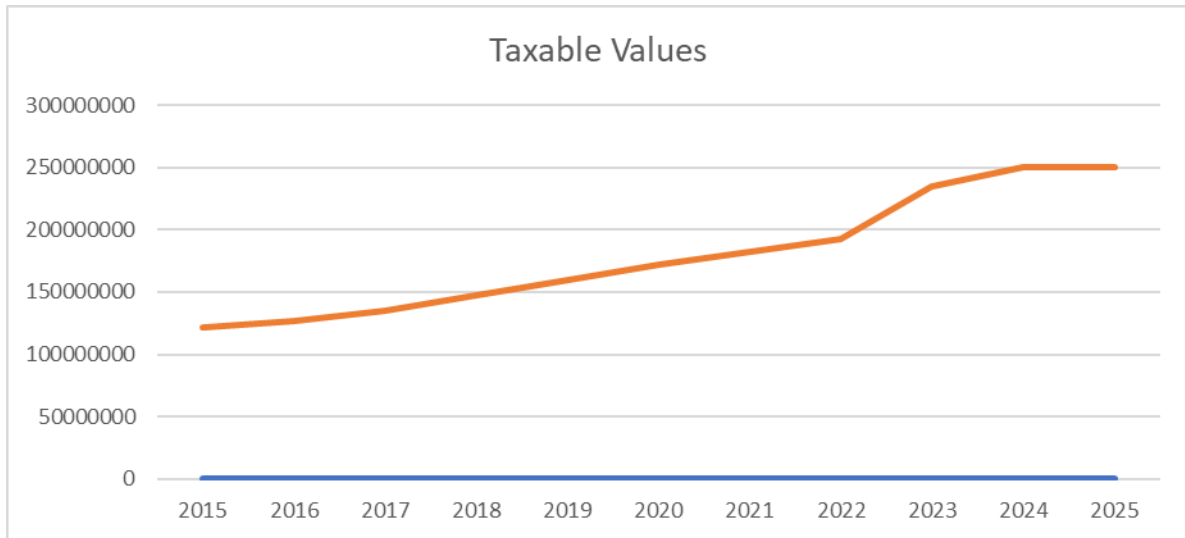
- Total general fund revenues for 2024 are now forecast to be \$8,667,655 (-5%) less than forecasted in 2024.
- The forecast for the District's largest revenue source (property tax) is expected to be as levied.
- Fees is projected to be \$145,000 (-51%) less than forecast due an outdated fee schedule and structural problems in the home building industry (This forecast does not include the fee schedule adopted 4/14/25).
- The increase in Other revenue primarily reflects "carry over" of funds from 2023 and 2022 for multi-year projects.

Budget Outlook

Local Taxable Value

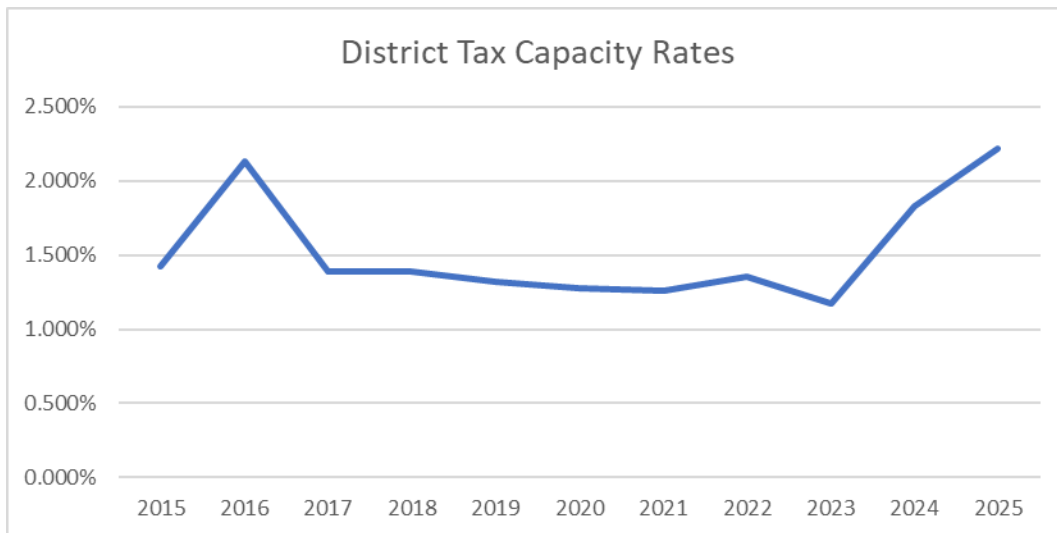
Local taxable value is defined as net tax divided by market value (i.e., tax as a percent of market value). It allows comparison of tax burdens between properties of different values, different types, and different locations.

The tax capacity rates of the District have increased -45% since 2020. Owners of the average home in the District (\$370,000) pay \$82.10.



District Tax Capacity Rate

Tax capacity rates are a percentage of each parcel's market value. Tax capacity forms the bedrock of the District's fiscal health, serving as a critical measure of its ability to generate revenue through taxation. It reflects the maximum potential amount of tax revenue that a government can collect, given its economic, demographic, and institutional framework. The District has used it to meet the needs of the organization and positioning the District for long-term effectiveness using sustainable revenue sources and operational efficiencies. Tax capacity rates have risen 74% since 2020 and the Federal and state target of achieving TMDLs by 2045.



PROBLEMS, ISSUES AND CONCERNS

1. Inflation

The April outlook projects higher levels of inflation driven by the announced tariffs. S&P expects inflation as measured by both the CPI and core PCE index to begin increasing in 2025, exceeding 4.0 percent in the third quarter of 2025 before falling back to current levels by late 2026. In February, S&P expected both measures to remain below 3.1 percent throughout the forecast horizon.

2. Interest Rates and Monetary Policy (Growing Potential for Recession)

The combination of higher inflation and slower growth puts the Federal Reserve in a difficult position. Elevated inflation readings may limit the Fed's ability to lower rates as much as they would in a typical slowdown. S&P expects one 25 bps rate cut in late 2025, followed by several additional cuts in 2026. If realized, this would reduce the target range for the federal funds rate from its current level of 4.25 to 4.5 percent to 3.0 to 3.25 percent in late- 2026.

3. Unemployment and Labor Markets

The forecast expects Minnesota to mirror the national trend. S&P currently expects the U.S unemployment rate to rise to 4.7 percent by late 2025, and to 5.1 percent by 2027, before gradually declining. In their February forecast, the unemployment rate was expected to be below 4.5 percent throughout 2029. The U.S. labor force participation rate was 62.5 percent in March, down 0.2 percentage points from one year ago. The prime-age participation rate, the rate for persons aged 25 to 54, was 80.4 percent in March, 0.3 percentage points lower than a year ago.

4. Wage and Salary Income.

We look at wages and salary as an index of the ability to pay and the potential impact of changes in property tax rates

- Steady growth in nominal wages and salaries continues to support consumer spending in this forecast.
- S&P forecasts wage and salary income to be the primary driver of personal income growth during the forecast period.
- The forecast for the annual growth rate in wage and salary income has been revised upward in 2025 and 2026 to 5.3 and 5.9 percent, respectively, in part because higher inflation, as S&P assumes, will usually lead to higher growth in nominal wages as workers receive higher cost-of-living adjustments to their wages, other things being equal.
- The annual growth rate of wage and salary income is forecasted to average 4.1 percent in the years 2027-2029 in this forecast.

We look at real disposable income as one an index of consumer spending capacity and indicator of sales tax receipts, the ultimate source for Clean Water Funds

- S&P forecasts real disposable personal income per capita to increase by 2.2 percent in 2025, followed by an average 2.8 percent growth in 2026 through 2029.

5. Consumer Spending

Consumer spending is the direct measure of sales receipts and contribution to the Clean Water Fund

- S&P predicts nominal consumer spending on durable goods (excluding automobiles and medical devices) to increase 6.7 percent in 2025 and 5.6 percent in 2026,
- S&P predicts consumer spending on durable goods (excluding automobiles and medical devices) to increase 7.0 percent in 2025 and 6.2 percent in 2026,
- Spending on Other Services is predicted to increase by 2.7 percent in 2025 and 3.6 percent in 2026

6. Residential Investment

Residential investment (mortgage rates, housing starts) provide one measure of potential review and inspection fee revenue

- S&P now forecasts the 30-year conventional mortgage rate to remain above 6.0 percent until late 2026.
- The February forecast indicated mortgage rates falling below 6.0 percent in early 2027.
- Elevated interest rates continue to place downward pressure on business and residential investment, as well as purchases of durable goods and new vehicles by households.

7. Homebuilding Activity

- High mortgage rates and rising new and existing home prices have increased home ownership costs for households entering the housing market.
- The forecast anticipates that the Federal Reserve will keep the federal funds rate targets higher than in the November forecast.
- S&P now forecasts that the interest rate on 30-year fixed-rate mortgages (FRM), the most common U.S. home loan, will remain above 6.0 percent until 2027. In S&P's November forecast, they predicted that rates would fall below 6.0 percent in mid-2025.
- High mortgage rates have discouraged buyers of both new and existing homes and have "locked in" current homeowners, who are reluctant to sell and give up lower mortgage rates in a high-rate environment.

8. District Performance and Trajectory:

- The District is on course with implementing the Comprehensive Plan and achieving the 2027 base foundation.
- The District and our collaborators are positioned to begin to gain an advantage over our major problems, issues and concerns
- The District influences and provides leadership in key water resource and information environments

IMPLICATIONS

The volatility, complexity and uncertainty make it difficult to deduce a single path forward

1. If inflation increases
 - a. Material and project costs will increase more than they already have due to the tariffs
 - b. Lower income brackets are disproportionately impacted
 - c. Interest rates rise
 - d. Can cause recession
2. If federal interest rate increase:
 - a. Decreased review and inspection fee revenue due to increased borrowing costs for mortgages, widening the home ownership gap and extending the building slump and inflating real estate values.
3. If unemployment increases
 - a. Decrease in sale tax revenues extending recovery of the Clean Water Fund
 - b. Reduced Consumer Outlays
4. With home investment and building starts already down any of the above assumptions will exacerbate and prolong this situation.

CONCLUSIONS

The Comprehensive plan largely anticipated the volatility and uncertainty we are experiencing but could not forecast the degree of risk we face

1. The economic and budget estimates carry a higher degree of uncertainty.
2. Estimates for FY 2025-26, provide an outlook of longer run spending and revenue growth that will assist in budget planning when setting the FY 2026 budget.

The 2025 Budget

3. **Budget is generally fine as adopted but will need some adjustment**
 - a. Although permit application revenues are down, the new fee schedule will address future structural short comings.
 - b. With applications down Watershed Development staff may**
4. It remains economically important to retain existing staff but adjustments need to be made
5. We need to continue to increase investment in training.
- 6.
7. The District will continue to grow and become slightly more diverse, but at a slower rate than forecast in 2022 & 2023.
8. Most citizens within the District should experience rises in household income and a significantly decreased chance of layoffs. Such conditions typically translate into increased demand for the full breadth of beneficial water uses.
9. Home values will increase significantly.
10. To implement the comprehensive plan will require significant increases in the District levy for 2025, 26 and 27.

OPTIONS POSSIBLE COURSES OF ACTION:

1. **Stay the Course:** Implement the plan as approved. The goal is to achieve the TMDL by 2045. The intent is to establish a solid financial base by 2028 to continue addressing the fundamental problems of the watershed by creating alternative courses of action. To do this the Board would need to continue to increase its investment in maintaining, protecting, and restoring the District's water resources through 2027. By 2028 the financial base of the District would provide for continued maintenance of existing and new infrastructure and the ability to seek alternative treatments methods

Domain	Implication/Outcome
Physical Resource	<ul style="list-style-type: none"> • Existing functions and services (such as drainage and flood mitigation) continue. • Obvious water quality improvements and restoration are put in place with measurable results 6-10 years in the future.
Social Setting	<ul style="list-style-type: none"> • Increasing number of people are aware and generally supportive of explainable efforts and goals • Probable increase in complaints about cost and government overreach
Political/Economic/Managerial	<ul style="list-style-type: none"> • Potential amnesia by appointing authority and discomfort with rising tax levy. • Expressed discomfort with cost and rising property taxes.

2. **Change the Course, Reduce the Level of Effort:** Slow the implementation of the plan. The goal would remain to achieve the TMDL. The intent would be to reduce the levy to a size that lessens the impact on tax payers should the worst case economic scenario occur. To achieve this the Board would plan, program and budget for 2026 in a manner that discreet blocks could be removed from the budget to achieve an acceptable level. In the end we would extend the interim objective of building a solid financial base from 2028 to 2030 or 2031.

Domain	Implication/Outcome
Physical Resource	<ul style="list-style-type: none"> • Existing functions and services (such as drainage and flood mitigation) continue. • Water quality improvements and restoration occur but are influenced by cost and convenience of location.
Social Setting	<ul style="list-style-type: none"> • May draw attention and make an issue out of a general

	<p>concern at present</p> <ul style="list-style-type: none"> • Increasing number of people are aware and generally supportive of explainable efforts and goals • Probable increase in complaints about cost and government overreach
Political/Economic/Managerial	<ul style="list-style-type: none"> • Reduced potential for political amnesia and discomfort with rising tax levy. • Expressed discomfort with cost and rising property taxes.

3. **Low Effort:** Goal is to minimize and/or pace investment. Budget reflects changes in consumer price index and responsive investments to immediate tangible problems. Budget growth varies. Administration involves reaction to well defined problems.

Domain	Implication/Outcome
Physical Resource	<ul style="list-style-type: none"> • Tangible utilitarian uses and services such as drainage and flood control would thrive. • Intangible uses and threats to public health (such as water quality and wildlife) would suffer and probably get worse.
Social Setting	<ul style="list-style-type: none"> • Public willingness to pay would thrive until a tangible or mega problem or issue occurred. • District could become focus of growing broader environmental concern detracting from focused water resource management.
Political/Economic/Managerial	<ul style="list-style-type: none"> • Short term political satisfaction • Ultimately increased political volatility

Reductions In Risk To The Public Health, Safety And Welfare:

Staff believes that “Staying the course” provides the best risk management option available to the District. Included in the option is an annual assessment of performance and the operating environment which provide a rational and evidenced based approach to projecting costs and the public’s willing-to-pay

RECOMMENDATION

1. Discuss report, Findings and Conclusions
 - a. Are we doing the right things to fulfill our legislative and social responsibilities?
 - i. If so why.
 - ii. If not, why not?
 - b. Are we being efficient and effective in the conduct of our business?
 - i. If so why.
 - ii. If not, why not?
2. Receive report.

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: May 12, 2025
AGENDA NUMBER: 22
ITEM: Review Budget Guidelines

AGENDA: Discussion

ACTION REQUESTED

Adopt Budget Guidelines.

BACKGROUND

The following are District's General Budget Development guidelines established by the Board of Manager in the Comprehensive Plan and used by District Staff while preparing the rough draft operating budgets. The guidelines are presented with a brief description of the outcome of each guideline as part of the budget process:

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.

RECOMMENDATION

Discuss and adopt budget guidelines with any clarification, additions or subtractions

COON CREEK WATERSHED DISTRICT Request for Board Action

MEETING DATE: May 12, 2025
AGENDA NUMBER: 23
ITEM: 2026 Budget: Draft Salaries & Benefits

AGENDA: Discussion

ACTION REQUESTED

Provide direction to staff on budgeting for additional staff.

PURPOSE & SCOPE OF ITEM

Potential 2026 expenditures for staff Salaries & Benefits

BACKGROUND

At present the District budgets for 14.8 Full Time Equivalent (FTE) people.

Program	2024	2025	2026	Requested Change	2026	Positions
Administration						
					3.8	Administrator, Administrative Services Coordinator, Financial Management Coordinator, Administrative Assitant
FT	3.8	3.8	3.8			
PT	0.0	0.0	0.0		0.0	
Operations & Maintenance						
					4.0	Director of Operations, O&M Coordinator, Chief Inspector/Field Specialist, Program Project Coordinator
FT	3.0	3.0	3.0	1.0		
PT	0.0	0.0	0.0		0.0	
Planning						
					1.0	Planner
FT	1.0	1.0	1.0			
PT	0.0	0.0	0.0		0.0	
Public and Governmental Relations						
					1.0	I & E Coordinator
FT	2.0	1.0	1.0			
PT	0.0	0.25	0.25		0.25	Natural Resource Specialist
Water Quality & Monitoring						
					2.0	WQ Coordinator, WQ Professional
FT	2.0	2.0	2.0			
PT	0.0	0.25	0.25		0.25	Natural Resource Specialist
Watershed Development						
					3.0	WD Coordinator, WD Manager, Inspection & Enforcement Specialist
FT	3.0	3.0	3.0			
PT	0.0	0.5	0.5		0.5	Natural Resource Specialist
Totals	2024	2025	2026	Request	2026	Positions Requested
FT	14.8	13.8	13.8	1.0	14.8	
PT	0.0	1.0	1.0	0.0	1.0	
Total	14.8	14.8	14.8	1.0	15.8	

Title	Salaries, Permanent Employees									
Object	60110									
Description										
Minnesota Statute 103D.325 authorizes the Board of Managers to employ professionals and provide for their qualifications, duties and compensation. The distribution of full and part time employees and their payroll classifications is shown below										
Salaries & Benefits	2022 Actual	2023 Actual	2024 Actual	2025 Budget Projected		Current	2026 Change	Request	Pct Chng	
Salaries	\$ 1,164,379	\$ 1,330,378	\$ 1,448,994	\$ 1,608,391	\$ 1,608,391	\$ 1,672,727	\$ 205,968	\$ 1,878,695	17%	
Temporary Salaries - Students	\$ 17,129	\$ -	\$ 39,000	\$ 42,349	\$ 42,349	\$ 44,043	\$ 490	\$ 44,533	5%	
HSA payment	\$ 6,762	\$ 14,466	\$ 15,117	\$ 162,600	\$ 162,600	\$ 169,104	\$ (78,859)	\$ 90,245	-44%	
Health Insurance	\$ 121,640	\$ 208,094	\$ 235,020	\$ 314,000	\$ 314,000	\$ 326,560	\$ 39,560	\$ 366,120	17%	
Life Insurance	\$ 300	\$ 512	\$ 526	\$ 2,760	\$ 2,760	\$ 2,870	\$ 74	\$ 2,944	7%	
Social Security (FICA)	\$ 89,075	\$ 102,845	\$ 114,673	\$ 127,200	\$ 127,200	\$ 132,288	\$ 15,757	\$ 148,045	16%	
Retirement (PERA)	\$ 84,418	\$ 96,674	\$ 107,880	\$ 119,679	\$ 119,679	\$ 124,466	\$ 14,968	\$ 139,434	17%	
Dental Insurance	\$ 5,580	\$ 7,605	\$ 7,605	\$ 13,950	\$ 13,950	\$ 14,508	\$ 372	\$ 14,880	7%	
LTD Insurance	\$ 1,048	\$ 1,422	\$ 1,790	\$ 12,000	\$ 12,000	\$ 12,480	\$ 320	\$ 12,800	7%	
Board & Advisory Committee	\$ 9,617	\$ 10,950	\$ 11,000	\$ 12,000	\$ 12,000	\$ 12,480	\$ (480)	\$ 12,000	0%	
Total Salaries & Benefits	\$ 1,499,948	\$ 1,772,946	\$ 1,981,605	\$ 2,414,929	\$ 2,414,929	\$ 2,511,526	\$ 198,169	\$ 2,709,696	12%	

There are four issues and concerns that will affect salary and benefit costs in 2025.

1. Salary adjustments & reclassifications due to county transition of services
2. Revised benefit package and changes in health insurance costs
3. Administrator's Contract
4. Staff Succession and or turnover.

ISSUES/CONCERNS

- 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 is attached to this report.

CONCLUSIONS

1. Salary adjustments are needed to ensure that
 - We stay current in the Twin Cities market and
 - Retain experienced staff during the transition away from Anoka County services.

The current team of employees were selected not only for their qualifications, but for their fit and dedication to the District mission.

RECOMMENDATION

Discuss, provide directions, and receive the report.

IDENTIFICATION AND GENERAL INFORMATION	
Proposed Position Title:	Project Program Coordinator
Proposed Position grade:	
Program Name:	Project
Supervisor's Name & Position Title:	Tim Kelly, District Administrator
Supervisor's Phone:	763-755-0975
Supervisors Email:	tkelly@cooncreekwd.org
Starting Salary Rance	-
Annual Salary Range Min	-
Annual Salary Range Max	-
AUTHORIZATION PROBLEM AND NEED FOR POSITION	
Authorization & Direction	The duties and responsibilities of this position are intended to fulfill the requirements described in Minnesota Statute 103A, 103B, 103D, 103E and the Federal NPDES Program with which the District is required to comply.
Situation	The CCWD is an MS4 that manages water resources across an approximately 107 square mile area which includes portions of Anoka County and seven cities, of which seven are regulated MS4s. The area has transformed from predominantly undeveloped wetlands in the 1800s to an urbanizing suburban area experiencing ongoing development, resulting in increased flooding and water management challenges. Formed by public petition in 1959, the CCWD has progressively expanded its responsibilities from coordinating ditch maintenance and flood mitigation to regulating development and now managing complex water quantity and water quality issues.
Work Focus: Areas of Interest & Concern	The CCWD Comprehensive Management Plan, TMDL, SWPPP, and Capital Improvement Plan (CIP) schedule over \$100 million in capital investments over the next ten years to make reasonable headway toward achieving federal and state water quality goals while balancing competing uses of development, drainage, flood prevention, groundwater, and habitat. The position handles the implementation of those capital investments.

Need	The District is experiencing a significant increase in the volatility, uncertainty, complexity, and ambiguity of capital improvement projects required to fulfill its water management responsibilities. Historically, large capital projects were implemented with contributions from staff across various departments; however, the growing demand now exceeds the District's existing capacity. As a result, projects are frequently delayed, staff are overextended, and essential duties in other areas are compromised. The Project Program Coordinator position is needed to provide dedicated project management capacity, serving as a central point of accountability for capital projects.
BRIEF DESCRIPTION OF NEW POSITION	
Basic Purposes of Position	The Project Program Coordinator exists 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.
Basis of Position	In response to an increasing number and complexity of capital improvement projects required under the District's Comprehensive Management Plan and Capital Improvement Plan, there is a critical need for a position solely focused on managing these projects from inception through completion. Historically, project responsibilities were distributed among existing staff whose primary duties lie in other functional areas such as monitoring, operations and maintenance, planning, and administration. This distributed approach is no longer sustainable given the volume and scale of current and upcoming projects.
	The Project Program Coordinator position will centralize project management efforts, streamline communication, and improve the coordination and delivery of large-scale infrastructure projects. This dedicated role better enables the District to meet regulatory obligations, address infrastructure needs proactively, and maintain organizational effectiveness without compromising the cost, quality or timeliness of other ongoing responsibilities.
ESSENTIAL FUNCTIONS OF THE NEW POSITION	
Purpose of the Position	Manage and coordinate complex capital projects that repair, maintain, and improve surface water resources in support of the District's mission and Comprehensive Management Plan goals and objectives.

	Serve as the primary point of contact for project-related communication among internal departments, external partners, contractors, and regulatory agencies.
	Collaborate with professional engineers, legal counsel, and technical specialists to ensure projects are technically sound, legally compliant, and aligned with District policies.
	Guide projects through all phases—from feasibility and concept through design, permitting, construction, and closeout—while maintaining adaptability to evolving conditions, priorities, and resources.
	Coordinate funding strategies, budgets, and grant opportunities to ensure financial accountability and cost-effective project implementation.
	Manage permitting processes and regulatory compliance by working with relevant agencies and stakeholders, including landowners, and developing or supporting agreements such as MOUs and JPAs.
	Support or oversee consultant and contractor activities, including engineering design, bidding, contract administration, and construction oversight.
	Provide leadership and coordination across internal teams by organizing staff efforts, aligning schedules, and leveraging available resources to meet project deadlines and objectives.
	Facilitate and enhance interagency and partner collaborations to align efforts, share knowledge, and collectively improve regional water management outcomes.
	Maintain strong team leadership and communication skills to promote collaboration, ensure accountability, and respond effectively to internal and external project needs.
This is Accomplished By	Applying strong project management principles, fostering collaboration among multidisciplinary teams, and maintaining effective communication with internal staff, partners, consultants, and contractors. Use a combination of planning tools, project tracking systems, and budgeting processes to ensure accountability, manage resources efficiently, and meet deadlines. The position requires coordination with professional engineers, attorneys, technical specialists, and regulatory agencies. Success in the role depends on the ability to lead cross-functional teams, adapt to changing conditions, proactively address challenges, and build cooperative relationships with partner organizations, landowners and stakeholders. Flexibility, organization, initiative, and a thorough understanding of water resource management and infrastructure project delivery are key to carrying out this role effectively.

COON CREEK WATERSHED DISTRICT

Request for Board Action

MEETING DATE: May 12, 2025
AGENDA NUMBER: 24
ITEM: 2026 Budget: Professional Services Forecast

AGENDA: Discussion

ACTION REQUESTED

Receive the budget report with any directions to staff.

PURPOSE & SCOPE OF ITEM

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

BACKGROUND

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%

ISSUES/CONCERNS

1. **Computer (IT) services:** IT services are proposed to be 1% higher due to organizational revision as a public enterprise.
2. **Engineering:** Budgeted costs are a 17% increase due to additional general engineering cost.

3. **Accounting**: Service costs are expected to increase significantly due to the transition away from Anoka County services and the need to hire an accounting firm, purchase software, and transition payroll to a new provider.
4. **Total Professional Services Costs**: Currently expecting to increase budget 19% for 2026.

IMPLICATIONS FOR DISTRICT BUDGET

Total impact unknown until July

CONCLUSIONS

1. These are initial figures

RECOMMENDATION

Receive report.

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: May 12, 2025
AGENDA NUMBER: 25
ITEM: Comp Plan: CIP Update – Operating Environment

AGENDA: Information

ACTION REQUESTED

- Receive presentation

PURPOSE

- To continue implementation of the 2024-2033 Comprehensive Plan (Plan) by updating the Capital Improvement Plan (CIP) to identify, prioritize, and address the watershed management needs through capital planning and balanced public investment in supporting physical infrastructure.

SCOPE

- 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:
 - o An analysis of the current operating environment
 - o Needs assessment
 - o Cost estimates
 - o Funding source assessment
 - o Operating cost analysis
 - o 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.
-

BACKGROUND/CONTEXT

- The Plan was created to be adaptive to address risks and concerns as the management situation changes. To do this, the District will conduct minor plan amendments every 3-5 years.
- This minor plan amendment is to update the CIP for the remaining years of the Plan (2027-2033).
- The Board directed staff to begin this minor plan amendment to update the CIP at the January 27th, 2025 Board meeting.
-

COMPREHENSIVE PLAN RELATIONSHIP

- The intention to update the Plan every 3-5 years was articulated in the Plan. This CIP update is a step to continue successful implementation of the Plan.
- This CIP update will ensure watershed priorities are reflected in the CIP for each CCWD program.

ISSUES/CONCERNS/OPPORTUNITIES

- Current District Facilities may need replacement or major repair before 2033 to maintain their designed level of service.
- Facilities anticipated to require major repair or replacement before 2033 include:
 - o Sand Creek Rain Gardens
 - o Woodcrest Rain Gardens
 - o Xeon Pond
 - o Epiphany Creek Biochar/Iron Enhance Sand Filter (BIESF)
 - o Pleasure Creek South BIESF
- Additional investment is needed for impaired waters in the watershed with TMDL reductions needed by 2045 and non-pollutant stressors like habitat and altered hydrology that also need to be addressed.
- More investment is needed to make progress on goals to manage and restore shallow groundwater-dependent resources.
- More investment is also needed to mitigate risks of flooding to the health, safety, and welfare of the watershed.
-

IMPLICATIONS FOR RESOURCE/ORGANIZATION

- District Facilities will need to be replaced as they reach the end of their design life.
- A more accurate forecast of the needed capital improvements to address the needs of impaired waters and TMDLs, groundwater, and flooding is necessary to understand the potential financial impact to the CCWD and will be provided in this CIP update.
- These resource issues become more expensive and more difficult to fix if they aren't dealt with as soon as possible.
-

CONCLUSIONS

- 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:
 - o Sand Creek Rain Gardens
 - o Woodcrest Rain Gardens
 - o Xeon Pond
 - o Epiphany Creek Biochar/Iron Enhance Sand Filter (BIESF)
 - o Pleasure Creek South BIESF
- Table 1 shows the draft timeline and cost for these expenditures.

Table 1: District Facilities Repair and Replacement CIP

Asset	2027	2028	2029	2030	2031	2032	2033
Office Pond							
Xeon Pond						\$108,000	
Epiphany Creek BIESF					\$124,000		
Pleasure Creek South BIESF				\$413,000			
University Ave Pond							
Lake Andover Outlet							
Crooked Lake Outlet							
Crooked Lake Dam							
Ham Lake Outlet							
Laddie Lake Outlet							
Lake Netta Outlet							
D58 Timberline Weir							
D58 Prairie Creek Weir							
D58-7-2 Pringer's Plaza							
D58-6 Structure							
D58-7 Structure							
Sand Creek Rain Gardens	\$ 76,000						
Woodcrest Rain Gardens		\$ 79,000					

RECOMMENDATION

- Receive presentation