

COON CREEK WATERSHED DISTRICT BOARD OF MANAGERS' MEETING

The Board of Managers of the Coon Creek Watershed District held their regular meeting on Monday, June 9, 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, and Dwight McCullough.

Board Member absent: Jason Lund.

Staff Present: Tim Kelly, Corinne Elfelt, Erin Margl, Michelle Ulrich, Abbey Lee, Hattie Hillukka, Erik Bye, Justine Dauphinais and Jason Hilst.

2. Approval of the Agenda

Board Member McCullough moved to move Permit Item 13 to the Consent Agenda and the 2026 Program Budget to Discussion Items number eighteen (18) on the Agenda. Seconded by Board Member Lind. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lind and McCullough) and no nays.

Board Member Campbell moved to approve the amended agenda. Seconded by Board Member McCullough. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

3. Announcements

Administrator Kelly provided the following announcements:

As result of the Grant to The City of Spring Lake Park, The City named the new street sweeper after Justine Dauphinais.

American Public Works Association made available the revisions of the Federal Emergency Management Area Agency (FEMA) Flood Insurance Program.

The 2024 Comprehensive Financial Report is published and available.

Tyler Thompson is back from paternity leave.

4. Open Mic/Public Comment

No one was present for comment.

CONSENT ITEMS

5. Approval of Minutes of May 27, 2025

6. Administrator's Report

7. Advisory Committee Report

8. Approval of Bills for Payment

Claims totaling \$230,434.15 on the following disbursement(s) list will be issued and released upon Board approval.

Vendor	Amount
V0008--US BANK	11,208.69
V0010--A1 FLOOR AND CARPET CARE INC	1,119.30
V0037--ECM PUBLISHERS INC	113.40
V0054--MICHELLE J ULRICH PA	3,193.75
V0071--SUNRAM CONSTRUCTION INC	63,510.13
V0111--WELL GROOMED LAWNS INC	700.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	1,485.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	1,485.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	165.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	144.00
V0195--STANTEC CONSULTING SERVICES INC	16,070.80
V0195--STANTEC CONSULTING SERVICES INC	26,581.20
V0195--STANTEC CONSULTING SERVICES INC	38,558.50
V0195--STANTEC CONSULTING SERVICES INC	10,021.00
V0195--STANTEC CONSULTING SERVICES INC	4,539.00
V0242--METRO I NET	6,753.00
V0249--PLAUDIT DESIGN	450.00
V0299--MP+G MARKETING SOLUTIONS LLC	22,700.00
V0352--HEALTH EQUITY INC	5,778.06
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	8,460.84
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,370.00
V0366--KRAUSE, EMMA	192.49
V0387--SHOT BY SCHULTZ LLC	5,325.00
V0387--SHOT BY SCHULTZ LLC	500.00
V0388--HATTIE HILLUKKA	9.99
	230,434.15

The following permit item was moved to the Consent Agenda.

13. Bunker Hills Regional Park Redevelopment

The purpose of this project is the reconstruction of various roadways, parking areas, boardwalk, and trails with utility work and stormwater management features. The project is located at Bunker Hills Regional Park, 550 Bunker Lake Blvd NW, Andover, MN. The project will disturb 27 acres and create 3.28 acres of regulated impervious surface. The southern portion of the project drains to County Ditch 54, the northeast portion of the project drains to County Ditch 23 and the northwest portion of the project drains to County Ditch 57. The relevant water resources concerns are stormwater management,

erosion and sediment control, and floodplain. These correspond to District Rules 3, 4, and 6.

Staff recommendation was to Approve with (two) 2 Conditions and (four) 4 Stipulations as outlined in the complete Permit Application Review Report dated June 4, 2025, and before the Board of Managers June 9, 2025.

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$15,500.00. 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.

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

1. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001).
2. Submittal of as-builts for the stormwater management practices and associated structures listed in Tables 2 and 3, including volume, critical elevations and proof of installation for hydrodynamic separators.
3. Completion of a post construction infiltration test on Infiltration Basins 1, 2, 3A, 3B, 3C, 4, 5, and 6 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.
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

Board Member Campbell moved to approve the Consent Agenda Items. Seconded by Board Member Hafner. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

POLICY ITEMS

9. Election of Officers

President Hafner called for any proposed changes to the current officer positions; none were brought forward.

Board Member McCoullough moved to nominate Jim Hafner as the president of the CCWD. Seconded by Board Member Lind.

Board Member Hafner moved to nominate Erin Lind as the vice president of the CCWD. Seconded by Board Member McCoullough.

Board Member McCoullough moved to nominate Jason Lund as secretary of the CCWD. Seconded by Board Member Campbell.

Board Member Lind moved to nominate Mary Campbell as treasurer of the CCWD. Seconded by Board Member McCoullough.

Each motion carried with 4 yeas (Board Members Hafner, Lind, Campbell, and McCoullough) and no nays.

10. Administrator's Annual Review (ABM)

Board Members Hafner and Campbell met with District Administrator Tim Kelly for his annual performance review. Mr. Hafner expressed appreciation for the work well done through out a year with difficult situations, in particular moving away from the County. Mr. Kelly will continue as the District's Administrator.

Board Member Campbell moved to receive the report regarding the Administrator's Annual Performance Review. Seconded by Manager Hafner. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCoullough) and no nays.

11. SWPPP Annual Meeting

Erik Bye, Planning Coordinator, presented the Storm Water Pollution Prevention Plan. Bye stated the purpose of the SWPPP is to reduce storm water discharges to the 'maximum extent practicable', to protect water quality and to satisfy the water quality requirements of the Clean Water Act.

Holding an annual public hearing is a requirement of the National Pollutant Discharge Elimination System (NPDES) program and requires the submittal of an Annual Report to Minnesota Pollution Control Agency (MPCA) by June 30. This year, no one from the public was present for the annual public hearing, but Planning Coordinator Erik Bye presented to the Board a summary of the six Maximum Control Measures (MCM's) required by the SWPPP.

- 1) Public Education and Outreach on Storm Water Impacts. This has been tracked the past 3 years, with minimal change. The poop bags, swag bags, rain gauges and pens have been received very well by the public.
- 2) Public Involvement/Participation which is satisfied by this meeting complying with public notice requirements when implementing public involvement and participation.
- 3) Illicit Discharge Detection and Elimination to develop, implement and enforce a program to detect and eliminate illicit discharges. There has been a slight decline in discharges this year. There were 7 reports via public complaint proving the online Issue Report system is successful. Mr. Bye mentioned the two prominent issues were the Coon Rapids Dam discharge. This was mentioned in

the newspaper and reported by several people. It was discovered to be a food grade hydraulic fluid. Secondly, there was an illicit discharge in connection with Mercy Hospital discovered by CCWD staff. Both were addressed and are no longer an issue.

- 4) Construction Site Runoff Control highlights that the number of overall plan reviews conducted has declined due to a lower demand for permits. There was however an increase in enforcement actions taken because of a marked increase in inspections conducted. Most issues were taken care of with voluntary compliance and only a few outstanding issues remain. Implementing a new inspection protocol involving a priority strategy has been useful in optimizing the time spent at priority sites. In addition, a new inspection after rainfall was implemented into protocol.
- 5) Post-construction Storm Water Management falls under the regulatory program with stipulations which our program must have and our program meets all requirements.
- 6) Pollution Prevention/Good Housekeeping for Municipal Operations requires CCWD to develop a program making sure the district owned, or operating facilities are in good working condition and not polluting any waters. This requirement is mostly geared toward the cities with material and salt storage and stockpiling techniques, and we are involved mostly with ditch repairs however, we are satisfying all requirements for storage handling. A question was raised by Board Member Hafner regarding the fluctuating number of inspections and Mr. Bye explained that is because the inspections are done mostly on a two-year cycle.

Compliance requires that TMDL implementation is reported. In 2016 the TMDL study for Aquatic Life and Recreation was completed and approved by EPA establishing required Wasteload Allocation (WLAQs) for Total Suspended Solids (TSS), Total Phosphorus (TP) and E. coli. Most recent year update shows an increase in the amount of total sediment. This jump is a result of the filters. Board member Hafner asked if we have ever been audited and Mr. Bye responded not yet, but some of the cities have been and we are on the list and expect we will be.

The Notice of the Public Hearing was posted in the official newspapers of the CCWD on May 23rd and May 30th in the Anoka County Union-Herald and on May 30th and June 6th in The Life, and on the CCWD website since May 22nd, 2025.

The staff made the recommendation to hold a public hearing to review CCWD's performance in stormwater management and to receive comments from the public.

Board Member Campbell moved to open the Public SWPPP Annual Hearing to review CCWD'S performance in storm water management. Seconded by Board Member McCoullough. The motion carried with four (4) yeas (Board Members Lind, Campbell, Hafner and McCullough) and no nays.

Board President Hafner called for comments three times. Hearing none, Board Member McCoullough moved to close the Public SWPPP Annual Hearing to review CCWD'S performance in storm water management. Seconded by Board Member Lind. The motion

carried with four (4) yeas (Board Members Lind, Campbell, Hafner and McCullough) and no nays.

Board Member Lind moved to receive the SWPPP Annual Report to review CCWD'S performance in storm water management. Seconded by Board Member McCoullough. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

12. Cost -Share Awards

Justine Dauphinais, Water Quality Coordinator, presented the cost- share awards report to the Board. Dauphinais noted the purpose of this item is to ensure progress towards achieving required pollutant reductions and addressing identified stressors to aquatic life by administering cost- share programs for water quality improvement and protection projects.

This item specifically addresses time-sensitive applications submitted as part of the open 2025 request for proposals.

Dauphinais presented information regarding the June 2025 cost-share award recommendations. Application deadlines are usually done twice yearly, but the TAC changed the policy to receive applications more frequently on a case-by-case situation primarily for time sensitive matters. This is the first time the District has received 2 applications this way and both were in the month of May 2025.

The first application was submitted by The City of Coon Rapids for an expansion of the City's pilot program to investigate and mitigate leaky private sanitary infrastructure to include purchase of a CCTV truck and accessories. The request is for \$48,900.

The City is seeking to purchase a CCTV truck that could evaluate infrastructure from public-private connection points. The City secured \$225,000 in State grant funding towards this \$350,000 truck and is seeking an additional \$48,900 in CCWD cost- share funds for this purchase which would max out their 2025 request to \$75,000 total towards sanitary efforts this year.

The second application from the City of Coon Rapids was for Street Sweeping Enhancements. A 3-year pilot study implementing the "Plus 1 Sweeper Districtwide" scenario from CCWD enhanced sweeping study: Sweeping priority zones 7x/yr vs 5x, increasing total sweeping effort by 323 lane miles. This would allow for the sweeping of high priority older portions of the City with higher tree canopies and that are directly connected to the storm sewer and creeks without any treatment. The sweeping would accumulate 99 pounds of phosphorus reduction. The request is for \$69,100 and is the largest water quality improvement cost-share award project the District has considered.

Coon Rapids will hire a contractor for additional sweeping but will manage the sweepings in-house requiring additional staff time, equipment, and disposal costs. The City will also improve record keeping by tracking volume by route (GPS) and weighing representative loads to allow for volume to mass conversions, thereby maximizing eligible credits towards joint TMDL Wasteload Allocation compliance.

The recommendation is to award cost-share funds to identified projects in accordance with Staff recommendations.

Board Member Hafner moved to award cost-share funds to identified projects in accordance with staff recommendations. Seconded by Board Member Lind. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

PERMIT ITEMS – *(moved to Consent Agenda)*

13. Bunker Hills Regional Park Redevelopment

DISCUSSION ITEMS

14. Cost of Cross Training/Re-training In-House Employees (At Board Meeting)

As a follow up to Board Member Campbell's question regarding cost of cross training or re-training in-house staff, Mr. Kelly stated the figure to be between \$15,000-\$30,000. Board member Campbell asked for Mr. Kelly's perspective, and he said it would still mean acquiring a new staff member with the unique skill set that is needed.

Board Member Campbell moved to receive the verbal report. Seconded by Board Member Hafner. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

15. Annual Structure Inspection

Operations and Maintenance Manager, Jason Hilst, discussed the results of the annual inspection of water control structures maintained in the District. There are currently ten structures addressed throughout the District, and all are in good condition. Five of the structures are lake outlets, two are concrete weirs in the ditch 58 system and three are earthen berms. There were only a few with some concerns. At Laddie Lake Outlet the veg is starting to creep in, Lake Netta Outlet there is minor leaf and debris accumulation, and Timberline Weir there is a small leak on the right side.

Along with these inspections, past projects were also inspected one year after construction and then will be assessed every five years after. The 2025 inventory inspections are all in good condition except a few rain gardens. All past inspections of the District BMPs passed and there were no recommendations. The CCWD bank stabilization projects since 1995 are all in good and fair condition with no maintenance recommendations. Ditch numbers 39, 41 and Lower Coon Creek were added for inspection to the six ditches from 2024. The key takeaways were that most 2025 inventory assets are in good condition and no maintenance is recommended at this time.

The staff recommendation is to receive the report and to re-inspect structures in 2026.

Board Member Campbell moved to receive the Inspection Report. Seconded by Board Member McCullough. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

16. District Tour Update

The District Tour will be held on Monday, June 16, 2025. The itinerary includes visiting the following three sites: 1. Elwell Farms – Lexington Waters, 2. Lower Coon Creek Corridor Restoration in the Coon Rapids Dam Regional Park, and 3. Fields of Andover – Rural Reserve. The bus will be arriving at the District office at 2:30 pm and snacks and beverages will be provided. The tour should take about 2 hours, with return time expected at 4:30pm. Members from the CAC and TAC have been invited as well.

17. Resolution Seeking Amendment to State Endangered Species Act (ABM)

Administrator Kelly stated this is the first draft of a resolution and has been provided for review to Minnesota Watersheds. No action is requested currently other than the Boards comments/questions.

18. 2026 Program Budget

Administrator Kelly presented the proposed draft 2026 Program Budget. The purpose of the 2026 Program Budget addresses the core costs for operating the District. The Rough Draft Budget is \$5,674,745. This is a \$115,000 decrease (2%) in expenditures on the program budgets from the 2025 budget. This budget allows the District to remain on schedule to meet its interim 2027 goal in pursuit of the Comprehensive 2034 objectives and 2045 goal of substantial achievement of the TMDLs within the watershed. These are preliminary figures, and the recommendation is to receive the report.

Board Member Lind moved to receive 2026 Program Budget. Seconded by Board Member McCullough. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lind and McCullough).

INFORMATIONAL ITEMS

None

14.

ADJOURNMENT

Board Member Campbell moved to adjourn at 6:34 pm. Seconded by Board Member Hafner. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.



President