

**COON CREEK WATERSHED DISTRICT  
BOARD OF MANAGERS' MEETING**

The Board of Managers of the Coon Creek Watershed District held their regular meeting on Monday, May 12, 2025, at the Coon Creek Watershed District Office.

**1. Call to Order**

The meeting was called to order at 5:30 PM

Board Members Present: Mary Campbell, Jim Hafner, Erin Lind, Jason Lund, and Dwight McCullough.

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

Staff via video conference: Erik Bye, Tyler Thompson

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

**2. Approval of the Agenda**

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

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

**3. Announcements**

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

**4. Open Mic/Public Comment**

No one was present for comment.

**CONSENT ITEMS**

**5. Approval of Minutes of April 14, 2025**

**6. Administrator's Report**

**7. Advisory Committee Report**

**8. Approval of Bills for Payment**

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

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

*The following permit items were moved to the Consent Agenda.*

### 13. 2025 Blaine Street Reconstruction

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

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

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

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

Rule 2.7 – Procedural Requirements

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

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

None

**14. Bank of America Blaine**

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

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

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

Rule 2.7 – Procedural Requirements

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

Rule 4.0 – Soils and Erosion Control

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

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

1. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.
2. Submittal of photographic proof of modification of 25 linear feet of existing underground treatment system.

### **15. Sunrise Pond Park Courts**

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

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

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

##### Rule 2.7 – Procedural Requirements

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

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

1. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.
2. Submittal of as-builts for the stormwater management practices and associated structures listed in Table 2, including volume, critical elevations and proof of installation for hydrodynamic separators.

### **16. Blaine Town Center Phase 2**

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

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

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

Rule 2.7 – Procedural Requirements

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

Rule 3.0 – Stormwater Management

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

Rule 4.0 – Soils and Erosion Control

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

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

1. Submittal of as-builts for the stormwater management practices and associated structures listed in Tables 2 and 3, including volume, critical elevations and proof of installation for hydrodynamic separators.
2. Completion of post construction infiltration tests on Infiltration Basin 1, Infiltration Basin 2, and Biofiltration Basin 11 by filling the basin to a minimum depth of 6 inches with water and monitoring the time necessary to drain, or multiple double ring infiltration tests to ASTM standards. The Coon Creek Watershed District shall be notified prior to the test to witness the results.
3. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
4. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.

**17. Lot 8 Block 8 Birch View Acres**

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

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

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

Rule 2.7 – Procedural Requirements

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

Rule 4.0 – Soils and Erosion Control

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

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

None

**18. University Avenue Townhomes**

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

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

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

Rule 2.7 – Procedural Requirements

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

Rule 3.0 – Stormwater Management

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

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

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

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

1. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.
2. Completion of a post construction infiltration test on the Infiltration Basin by filling the basin to a minimum depth of 6 inches with water and monitoring the time necessary to drain, or multiple double ring infiltration tests to ASTM standards. The Coon Creek Watershed District shall be notified prior to the test to witness the results.
3. Submittal of as-builts for the stormwater management practices and associated structures listed in Tables 2 and 3, including volume, critical elevations and proof of installation for hydrodynamic separators.
4. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)

## **19. JBR Ham Lake**

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

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

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

#### Rule 2.7 – Procedural Requirements

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

#### Rule 3.0 – Stormwater Management

2. Provide proof of recording of a fully executed Operations and Maintenance

Agreement for the perpetual inspection and maintenance of all proposed stormwater management practices after review and approval by the District.

Rule 4.0 – Soils and Erosion Control

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

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

1. Submittal of as-builts for the stormwater management practices and associated structures listed in Tables 2 and 3, including volume, critical elevations and proof of installation for hydrodynamic separators.
2. Completion of a post construction infiltration test on the Infiltration Basin by filling the basin to a minimum depth of 6 inches with water and monitoring the time necessary to drain, or multiple double ring infiltration tests to ASTM standards. The Coon Creek Watershed District shall be notified prior to the test to witness the results.
3. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.

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

**POLICY ITEMS**

**9. Administrator Performance Review**

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

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

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

### **10. Water Education Grant – Pollinator Classroom**

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

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

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

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

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

### **11. Grant Agreement with BWSR for Xeon Blvd Crossing Enhancement**

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

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

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

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

## **12. Adopt Resolutions for MAW and 2026 Legislative Initiatives**

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

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

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

### **DRAFT RESOLUTION 1**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**NOW THEREFORE BE IT RESOLVED THAT**

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

**BE IT FURTHER RESOLVED THAT**

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

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

**BE IT FURTHER RESOLVED THAT**

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

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

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

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

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

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

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

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

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

**NOW THEREFORE BE IT RESOLVED THAT**

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

**BE IT FURTHER RESOLVED THAT**

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

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

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

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

**PERMIT ITEMS** – *(moved to Consent Agenda)*

## **DISCUSSION ITEMS**

### **20. Personnel Manual**

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

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

### **21. 2026 Budget: Economic Forecast & Revenue Estimates**

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

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

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

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

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

## **22. 2026 Budget: Budget Guidelines and Assumptions**

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

### **Budget Guidelines**

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

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

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

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

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

Tim Kelly discussed the following items with the Board:

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

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

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

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

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

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

**24. 2026 Budget: Preliminary Draft Professional Services**

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

The services addressed in this category are:

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

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

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

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

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

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

**INFORMATIONAL ITEMS**

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

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

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

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

#### **ADJOURNMENT**

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

  
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President