

COON CREEK WATERSHED DISTRICT BOARD OF MANAGERS' MEETING

The Board of Managers of the Coon Creek Watershed District held their regular meeting on Monday, September 14, 2026, at the Coon Creek Watershed District Office.

1. Call to Order

The meeting was called to order at 5:30 PM

Board Members Present: Jim Hafner, Jason Lund, Dwight McCullough and Nathaniel Schneider.

Board Member on Zoom: Mary Campbell (due to location conflict)

Staff Present: Jon Janke, Erin Margl, and Hattie Hillukka

Zoom Attendees: Tyler Thompson

2. Approval of the Agenda

Board Member McCullough moved to add Permit Item #11 CSAH 17 from CSAH 18 to 185th Ave, #12 Legacy Christian Academy Athletic Fields – Phase 1, #13 Minnesota Meadows Wetland Bank, #14 MSP Trucking, #15 TPC Blaine Golf Course Bunker Rehab Project, and #16 Veridian Sentinel to the Consent Items. Seconded by Board Member Schneider. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund- Aye, McCullough – Aye, Campbell – Aye, Schneider – Aye. The motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

Due to technical difficulties Member Campbell was available intermittently to vote remotely through Zoom as noted throughout the minutes.

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

3. Announcements

No Announcements

4. Open Mic/Public Comment

No one was present for comment

CONSENT ITEMS

5. Approval of Minutes August 24, 2026

6. Receive Administrator's Report

7. Advisory Committee Report

8. Bills/Accounts Payable

Claims totaling \$187,472.76 on the following disbursement list will be issued and released upon Board approval.

Vendor	Amount
V0008--US BANK	11,830.03
V0010--A1 FLOOR AND CARPET CARE	1,119.30
V0040--FRONTIER PRECISION INC	615.00
V0054--MICHELLE J ULRICH PA	4,656.25
V0096--RANDY WESP EXCAVATING LLC	2,350.00
V0096--RANDY WESP EXCAVATING LLC	11,000.00
V0096--RANDY WESP EXCAVATING LLC	1,750.00
V0102--UNITED STATES GEOLOGICAL SURVEY	38,123.00
V0103--BANKERS ADVERTISING CO	2,073.35
V0103--BANKERS ADVERTISING CO	290.81
V0111--WELL GROOMED LAWNS INC	364.00
V0128--YTS COMPANIES LLC	60,655.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	195.00
V0221--ABDO LLP	3,333.33
V0221--ABDO LLP	206.25
V0221--ABDO LLP	1,160.00
V0242--METRO I NET	7,330.00
V0249--PLAUDIT DESIGN	450.00
V0269--CENTERPOINT ENERGY-ESCROW	1,225.00
V0352--HEALTH EQUITY INC	1,227.07
V0352--HEALTH EQUITY INC	1,158.35
V0352--HEALTH EQUITY INC	172.43
V0352--HEALTH EQUITY INC	331.00
V0352--HEALTH EQUITY INC	37.10
V0352--HEALTH EQUITY INC	900.00
V0352--HEALTH EQUITY INC	1,158.35
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	9,024.76
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	9,034.30
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,365.00
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,365.00
V0415--GOPHER STATE ONE CALL	1.35
V0442--MN PAID LEAVE FUND	757.31
V0448--HANSON BUILDERS INC	1,500.00
V0450--EVERGREEN DEVELOPMENT LLC	10,714.42
	187,472.76

The following permit items were moved to the Consent Agenda.

11. P26-042 CSAH 17

The purpose of this item is road reconstruction located at County State Aid Highway (CSAH) 17 (Lexington Ave) at CSAH 18 (Broadway Ave) to 185th Ave in Blaine, Minnesota.

Anoka County is proposing the reconstruction of CSAH 17 (Lexington Ave) from just north of Broadway Avenue NE to 185th Ave NE. Only 2.23 acres of disturbance of the southern end of the project is located within the District. The area drains toward County Ditch 44. The relevant water resource concerns are Soils & Erosion Control (District Rule 4), Wetlands (District Rule 5) and Floodplain (District Rule 6).

Based on the findings and exhibits presented in the Staff Report, the staff recommendation was to Approve with two (2) Conditions and two (2) Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$8,920.00.

Rule 4.0 – Soils and Erosion Control

2. Update the SWPPP to include the following:
 - a. A note to stabilize soils and soil stockpiles within 7 days of inactivity.
 - b. Provide a standard detail for the concrete washout station.

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 grading as-builts for the project to confirm adequate floodplain compensatory storage has been provided.
2. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001).

12. P26-031 LCA Athletic Fields P1

The purpose of this item is the clearing and grubbing, site grading, ball field, utility and parking lot construction, and restoration located at 3037 Bunker Lake Blvd. NW, Andover, Minnesota.

The project is proposing the construction of new athletic fields, parking and stormwater management features at the Legacy Christian Academy in Andover. The project proposed to disturb 6.55 acres and create 0.62 acres of new/regulated impervious. A portion of the project drains north toward County Ditch 57 (Coon Creek), and a portion drains south toward County Ditch 54. The relevant water resource concerns are Stormwater Management (District Rule 3) and Soils & Erosion Control (District Rule 4).

Based on the findings and exhibits presented in the Staff Report, the staff recommendation was to Approve with three (3) Conditions and four (4) Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Provide a performance escrow in the amount of \$26,200.00 and execute a signed escrow agreement.

Rule 3.0 – Stormwater Management

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

Rule 4.0 – Soils and Erosion Control

3. Update the Erosion and Sediment Control plan to include the following:
 - a. A note to provide perimeter control around soil stockpiles.
 - b. A detail for energy dissipation at pipe outlet in infiltration basin.

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 post construction infiltration tests on Infiltration Basin 1 and 2 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.

13. P26-046 MN Meadows

The purpose of this item is construction of a wetland bank Located at: PID 11-32-23-42-0003; PID 11-32-23-41-0001; PID 11-32-23-44-0003, Durant St NE, Ham Lake Minnesota.

The applicant is proposing the construction of a new wetland bank and realignment of County Ditch 11 in the City of Ham Lake. The project will disturb 22.5 acres. The area drains to County Ditch 11. The relevant water resource concerns are Soils & Erosion Control (District Rule 4), Wetlands (District Rule 5), Floodplain (District Rule 6) and Drainage (District Rule 7).

Based on the findings and exhibits presented in the Staff Report, the staff recommendation was to Approve with two (2) Conditions and three (3) Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Provide a performance escrow in the amount of \$90,000.00 and execute a signed escrow agreement.

Rule 4.0 – Soils and Erosion Control

2. Include locations of perimeter control and construction entrances on plan set.

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

1. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
2. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.
3. Submittal of as-built plans for the re-routed portion of County Ditch 11. The as-built plans should include adequate cross sections of the ditch to verify conformance with the approved construction plans.

14. P26-043 MSP Trucking

The purpose of this item is construction of a new warehouse building with parking and stormwater management features located at 9350 Holly St NW, Coon Rapids, Minnesota.

The project is proposing the construction of a new commercial building with associated stormwater treatment features. The project will disturb 1.27 acres and create 0.84 acres of new/regulated impervious surface. The area drains toward Pleasure Creek. The relevant water resource concerns are Stormwater Management (District Rule 3) and Soils & Erosion Control (District Rule 4).

Based on the findings and exhibits presented in the Staff Report, the staff recommendation was to Approve with three (3) Conditions and five (5) Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Provide a performance escrow in the amount of \$5,080.00 and execute a signed escrow agreement.

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. Updates the soils & erosion control plan to include the following:
 - c. A note to stabilize soils and soil stockpiles within 24 hours of inactivity.
 - d. Show perimeter surrounding the infiltration basin to prevent compaction during construction.

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

1. 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 excavation (prior to rock placement) infiltration test on the Underground Infiltration System 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. Completion of post construction infiltration tests 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.
4. 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.
5. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001).

15. P26-051 TPC Blaine Golf Course Bunker Rehab Project

The purpose of this item is regrading and reshaping golf course bunkers located at holes 7, 11, 13 & 16, 11444 Tournament Players Parkway, Blaine, Minnesota.

The TPC gold course is proposing modifications (reshaping and regrading) to several sand bunkers within the TPC Golf Course. The project will disturb 3 acres. The area drains to County Ditch 41. The relevant water resource concern is Soils & Erosion Control (District Rule 4).

Based on the findings and exhibits presented in the Staff Report, the staff recommendation was to Approve with two (2) Conditions and zero (0) Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Provide a performance escrow in the amount of \$12,000.00 and execute a signed escrow agreement.

Rule 4.0 – Soils and Erosion Control

2. Update the SWPPP to provide the following:
 - a. Include temporary and permanent stabilization specifications.
 - b. Include a note to position portable toilets so they are secure.

- c. Provide a concrete washout standard detail.

Stipulations: None

16. P26-027 Viridian Sentinel

The purpose of this item is a new apartment complex and parking located at the Southwest corner of parcels containing Viridian Central Apartments, and Teamsters Local 120, 9436 Ulysses St NE, Blaine, Minnesota.

The application proposes the construction of a new apartment complex with parking and associated stormwater treatment. The regulated impervious drains to an existing stormwater pond what was constructed to treat this area. The project will disturb 1.8 acres and create 1.56 acres of regulated impervious. The overall site drains to Springbrook Creek. The relevant water resource concerns are Stormwater Management (District Rule 3) and Soils and Erosion Control (District Rule 3).

Based on the findings and exhibits presented in the Staff Report, the staff recommendation was to Approve with two (2) Conditions and (2) Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Provide a performance escrow in the amount of \$7,200.00 and execute a signed escrow agreement.

Rule 4.0 – Soils and Erosion Control

2. Update the SWPPP 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. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
2. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.

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

POLICY ITEMS

9. Election of Officers

District Administrator Jon Janke explained the purpose of this item is the election of officers to support the Board organization and administration.

District Bylaws Article VI, Section 1 provides that the Board will annually elect from among its members a President, Vice-President, Secretary, and Treasurer. The term of office is one year, commencing on the date of election. Election of officers is to be conducted at a Board meeting in the month of June. No member may hold more than one office at a time.

The Board last elected officers on June 22, 2026, while one manager position was vacant. At that time, the Board indicated that officer assignments could be revisited after the vacant manager position was filled, and on August 11, 2026, Anoka County appointed Nathaniel Schneider to fill the vacant manager position.

On the August 24, 2026, Board Meeting, Managers McCullough and Lund were absent, so it was recommended to postpone or table the election of Board officers to a future meeting when all Board members are present.

Mr. Janke offered the option for Members to make any modifications or to go through another election now that there is a full Board, or to postpone the election of the Board officers in 2027. Member McCullough discussed that the end of his appointment is in March 2027, and he is not certain at this time if he will continue therefore would like to hold the election later in 2027.

Board Member Schneider moved to retain the elected Board Officers as currently elected and reassess in June 2027. Seconded by Board Member Lund. The motion carried with four (4) yeas (Board Members Hafner, Lund, McCullough and Schneider) and no nays.

10. Hearing on 2027 Budget

The purpose of this item is to receive public comment on the proposed 2027 District budget and consider adoption of the 2027 operating budget and proposed 2027 property tax levy.

Per statute, the Board must host a public hearing to be held on behalf of the budget, secondly the Board must adopt the overall budget and lastly must adopt the resolution certifying the tax levy.

Mr. Janke recommended that the Board open a public hearing and when the hearing is concluded move to adoption of the of the levy.

Member Lund made a motion to suspend the meeting. Seconded by Board Member McCullough. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund- Aye, McCullough – Aye, Campbell – Aye, Schneider – Aye. The motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

Member Schneider made a motion to open the public hearing. Seconded by Board Member Lund. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund- Aye, McCullough – Aye,

Campbell – Aye, Schneider – Aye. The motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

Chair Hafner called for comment 3 times, hearing none; entertained a motion there were No comments on Coon Creek Watershed District 2027 budget.

Board Member Lund moved to close the public hearing. Seconded by Board Member Schneider. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund- Aye, McCullough – Aye, Campbell – Aye, Schneider – Aye. The motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

Board Member Schneider moved to reopen the regular Board Meeting. Seconded by Board Member Campbell. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund- Aye, McCullough – Aye, Campbell – Aye, Schneider – Aye. The motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

Chair Hafner called for questions from the Board. Hearing none, Mr. Janke explained that the budget establishes the planned revenues and expenditures needed to fund District programs and activities for 2027.

Proposed 2027 Budget:

Revenues		Proposed 2027 Budget
Property Taxes		\$ 6,814,581
Fees & Charges		\$ 270,223
Grants		\$ 2,575,911
Other Revenue		\$ 200,000
Fund Balances		\$ 40,225
Total Revenue		\$ 9,900,940
Expenditures		
Salaries & Benefits		\$ 2,838,729
Professional Services		\$ 501,808
Operating Expenses		\$ 442,234
Program Costs		\$ 5,417,260
Capital Costs		\$ 700,909
Total Expenditures		\$ 9,900,940

The property tax levy, which is approximately 6.8 million dollars, is one source of revenue supporting the overall budget. Other revenue sources come from external grants and joint partner funding.

RESOLUTION 2026-06

COON CREEK WATERSHED DISTRICT BOARD OF MANAGERS

RESOLUTION TO ADOPT 2027 BUDGET AND DIRECT CERTIFICATION OF PROPERTY TAX LEVY FOR TAXES PAYABLE 2027

Manager Jason Lund offered the following resolution and moved its adoption, seconded by Manager Mary Campbell

WHEREAS, Minnesota Statutes sections 103D.911 and 103D.915 require that on or before September 15 of each year, the Coon Creek Watershed District Board of Managers (Board) adopt a budget for the next year and decide on the total amount necessary to be raised from ad valorem tax levies to meet the District budget, and that the District certify to the auditor of Anoka County the tax levy amount;

WHEREAS, pursuant to Minnesota Statutes section 103D.911, the Board held a public hearing, duly noticed, on September 14, 2026, on the proposed 2027 District budget, whereby all interested members of the public were afforded the opportunity to address the Board concerning the proposed budget and levy, and the Board is legally authorized to levy the tax described below;

THEREFORE BE IT RESOLVED, that the Coon Creek Watershed District Board of Managers adopts a 2027 operating budget totaling \$9,900,940 for the fiscal year beginning January 1, 2027 and ending December 31, 2027;

BE IT FURTHER RESOLVED, that the Coon Creek Watershed District Board of Managers hereby establishes the 2027 Coon Creek Watershed District Operating Budget as follows:

Revenues	Proposed 2027 Budget
Property Taxes	\$ 6,814,581
Fees & Charges	\$ 270,223
Grants	\$ 2,575,911
Other Revenue	\$ 200,000
Fund Balances	\$ 40,225
Total Revenue	\$ 9,900,940
Expenditures	
Salaries & Benefits	\$ 2,838,729
Professional Services	\$ 501,808
Operating Expenses	\$ 442,234
Program Costs	\$ 5,417,260
Capital Costs	\$ 700,909
Total Expenditures	\$ 9,900,940

BE IT FURTHER RESOLVED, that a levy of \$6,814,581 be certified to Anoka County and levied upon all taxable property in the Coon Creek Watershed District for the year 2027, as authorized by the Metropolitan Surface Water Management Act, Minnesota Statutes section 103B.241, to pay the costs to prepare the District's watershed management plan and for projects identified in the plan as necessary to implement the purposes of Minnesota Statutes section 103B.201.

The question was on the adoption of the Resolution and there were 5 yeas and 0 nays as follows:

Campbell	Yea	Nay__
Hafner	Yea	Nay__
Lund	Yea	Nay__
McCullough	<u>Yea</u>	Nay__
Schneider	<u>Yea</u>	Nay__

Upon vote, the President declared the Resolution 2026-06 passed.

Board Member Lund motioned to Adopt the 2027 Operating Budget. Seconded by Member Schneider. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund- Aye, McCullough – Aye, Campbell – Aye, Schneider – Aye. The motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

Board Member Lund motioned to Adopt Resolution 2026-06 Certifying the Tax Levy. Seconded by Member Campbell. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund- Aye, McCullough – Aye, Campbell – Aye, Schneider – Aye. The motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

DISCUSSION ITEMS

17. Watershed Management Videos

The Board discussed the video series that is available through the Board of Water and Soil Resources (BWSR) that helps managers understand their role on the Board. Mr. Hafner explained that as time allows the Board may view a video at a Board Meeting.

Board Member Lund motioned a video is not viewed. Seconded by Board Member Schneider. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund – Aye, McCullough – Aye, Campbell – Aye, Schneider – Aye. The

motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

INFORMATIONAL ITEMS

18. Drought Returns, Again

Mr. Janke discussed the Minnesota Department of Natural Resources (DNR) article explaining that drought returned across much of Minnesota in summer 2026, driven by long-term precipitation shortages combined with unusually dry summer weather, heat waves, and dry spells.

The 2026 drought is part of a broader pattern of recurring dryness in Minnesota during the 2020s, bringing the rain amount down by 20 inches. While individual wet periods can temporarily relieve drought—and some parts of the state have been wetter than normal—the cumulative precipitation deficit since 2020 has left Minnesota increasingly vulnerable to renewed drought.

The Minnesota Department of Natural Resources (DNR) have initiated their drought task force and will look at water appropriation permits for large water users and if the drought continues, they will issue the permits.

The expectation is that spring will start out with drought conditions.

ADJOURNMENT

Board Member McCullough moved to adjourn at 6:02 pm. Seconded by Board Member Lund. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund- Aye, McCullough – Aye, Campbell – Aye, Schneider – Aye. The motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

President

BOARD MEETING AGENDA

Board Room
Coon Creek Watershed District Offices
Monday, September 28, 2026
5:30 p.m.

Board of Managers:

Jim Hafner, President; Jason Lund, Vice President; Mary Campbell, Treasurer; Dwight McCullough, Member at Large; Nathaniel Schneider.

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
3. Announcements
4. Open Mic

*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. Bills/Accounts Payable

POLICY ITEMS

7. Water Quality Cost Share Awards
8. Request to Seek Proposals Compensation Study
9. Request to Seek Bids Lower-Level Remodel Project

PERMIT ITEMS

DISCUSSION ITEMS

10. Water Quality Model Update (ABM)
11. Watershed Management Videos

INFORMATIONAL ITEMS

12. Article Many Minnesotans Don't Value Aquatic Plants
13. We Are Water Exhibit Northtown Library

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, September 14, 2026, at the Coon Creek Watershed District Office.

1. Call to Order

The meeting was called to order at 5:30 PM

Board Members Present: Jim Hafner, Jason Lund, Dwight McCullough and Nathaniel Schneider.

Board Member on Zoom: Mary Campbell

Staff Present: Jon Janke, Erin Margl, and Hattie Hillukka

Zoom Attendees: Tyler Thompson

2. Approval of the Agenda

Board Member McCullough moved to add Permit Item #11 CSAH 17 from CSAH 18 to 185th Ave, #12 Legacy Christian Academy Athletic Fields – Phase 1, #13 Minnesota Meadows Wetland Bank, #14 MSP Trucking, #15 TPC Blaine Golf Course Bunker Rehab Project, and #16 Veridian Sentinel to the Consent Items. Seconded by Board Member Schneider. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund- Aye, McCullough – Aye, Campbell – Aye, Schneider – Aye. The motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

Due to technical difficulties Member Campbell was available intermittently to vote remotely through Zoom as noted throughout the minutes.

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

3. Announcements

No Announcements

4. Open Mic/Public Comment

No one was present for comment

CONSENT ITEMS

5. Approval of Minutes August 24, 2026

6. Receive Administrator's Report

7. Advisory Committee Report

8. Bills/Accounts Payable

Claims totaling \$187,472.76 on the following disbursement list will be issued and released upon Board approval.

Vendor	Amount
V0008--US BANK	11,830.03
V0010--A1 FLOOR AND CARPET CARE	1,119.30
V0040--FRONTIER PRECISION INC	615.00
V0054--MICHELLE J ULRICH PA	4,656.25
V0096--RANDY WESP EXCAVATING LLC	2,350.00
V0096--RANDY WESP EXCAVATING LLC	11,000.00
V0096--RANDY WESP EXCAVATING LLC	1,750.00
V0102--UNITED STATES GEOLOGICAL SURVEY	38,123.00
V0103--BANKERS ADVERTISING CO	2,073.35
V0103--BANKERS ADVERTISING CO	290.81
V0111--WELL GROOMED LAWNS INC	364.00
V0128--YTS COMPANIES LLC	60,655.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	195.00
V0221--ABDO LLP	3,333.33
V0221--ABDO LLP	206.25
V0221--ABDO LLP	1,160.00
V0242--METRO I NET	7,330.00
V0249--PLAUDIT DESIGN	450.00
V0269--CENTERPOINT ENERGY-ESCROW	1,225.00
V0352--HEALTH EQUITY INC	1,227.07
V0352--HEALTH EQUITY INC	1,158.35
V0352--HEALTH EQUITY INC	172.43
V0352--HEALTH EQUITY INC	331.00
V0352--HEALTH EQUITY INC	37.10
V0352--HEALTH EQUITY INC	900.00
V0352--HEALTH EQUITY INC	1,158.35
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	9,024.76
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	9,034.30
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,365.00
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,365.00
V0415--GOPHER STATE ONE CALL	1.35
V0442--MN PAID LEAVE FUND	757.31
V0448--HANSON BUILDERS INC	1,500.00
V0450--EVERGREEN DEVELOPMENT LLC	10,714.42
	187,472.76

The following permit items were moved to the Consent Agenda.

11. P26-042 CSAH 17

The purpose of this item is road reconstruction located at County State Aid Highway (CSAH) 17 (Lexington Ave) at CSAH 18 (Broadway Ave) to 185th Ave in Blaine, Minnesota.

Anoka County is proposing the reconstruction of CSAH 17 (Lexington Ave) from just north of Broadway Avenue NE to 185th Ave NE. Only 2.23 acres of disturbance of the southern end of the project is located within the District. The area drains toward County Ditch 44. The relevant water resource concerns are Soils & Erosion Control (District Rule 4), Wetlands (District Rule 5) and Floodplain (District Rule 6).

Based on the findings and exhibits presented in the Staff Report, the staff recommendation was to Approve with two (2) Conditions and two (2) Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$8,920.00.

Rule 4.0 – Soils and Erosion Control

2. Update the SWPPP to include the following:
 - a. A note to stabilize soils and soil stockpiles within 7 days of inactivity.
 - b. Provide a standard detail for the concrete washout station.

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 grading as-builts for the project to confirm adequate floodplain compensatory storage has been provided.
2. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001).

12. P26-031 LCA Athletic Fields P1

The purpose of this item is the clearing and grubbing, site grading, ball field, utility and parking lot construction, and restoration located at 3037 Bunker Lake Blvd. NW, Andover, Minnesota.

The project is proposing the construction of new athletic fields, parking and stormwater management features at the Legacy Christian Academy in Andover. The project proposed to disturb 6.55 acres and create 0.62 acres of new/regulated impervious. A portion of the project drains north toward County Ditch 57 (Coon Creek), and a portion drains south toward County Ditch 54. The relevant water resource concerns are Stormwater Management (District Rule 3) and Soils & Erosion Control (District Rule 4).

Based on the findings and exhibits presented in the Staff Report, the staff recommendation was to Approve with three (3) Conditions and four (4) Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Provide a performance escrow in the amount of \$26,200.00 and execute a signed escrow agreement.

Rule 3.0 – Stormwater Management

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

Rule 4.0 – Soils and Erosion Control

3. Update the Erosion and Sediment Control plan to include the following:
 - a. A note to provide perimeter control around soil stockpiles.
 - b. A detail for energy dissipation at pipe outlet in infiltration basin.

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 post construction infiltration tests on Infiltration Basin 1 and 2 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.

13. P26-046 MN Meadows

The purpose of this item is construction of a wetland bank Located at: PID 11-32-23-42-0003; PID 11-32-23-41-0001; PID 11-32-23-44-0003, Durant St NE, Ham Lake Minnesota.

The applicant is proposing the construction of a new wetland bank and realignment of County Ditch 11 in the City of Ham Lake. The project will disturb 22.5 acres. The area drains to County Ditch 11. The relevant water resource concerns are Soils & Erosion Control (District Rule 4), Wetlands (District Rule 5), Floodplain (District Rule 6) and Drainage (District Rule 7).

Based on the findings and exhibits presented in the Staff Report, the staff recommendation was to Approve with two (2) Conditions and three (3) Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Provide a performance escrow in the amount of \$90,000.00 and execute a signed escrow agreement.

Rule 4.0 – Soils and Erosion Control

2. Include locations of perimeter control and construction entrances on plan set.

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

1. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
2. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.
3. Submittal of as-built plans for the re-routed portion of County Ditch 11. The as-built plans should include adequate cross sections of the ditch to verify conformance with the approved construction plans.

14. P26-043 MSP Trucking

The purpose of this item is construction of a new warehouse building with parking and stormwater management features located at 9350 Holly St NW, Coon Rapids, Minnesota.

The project is proposing the construction of a new commercial building with associated stormwater treatment features. The project will disturb 1.27 acres and create 0.84 acres of new/regulated impervious surface. The area drains toward Pleasure Creek. The relevant water resource concerns are Stormwater Management (District Rule 3) and Soils & Erosion Control (District Rule 4).

Based on the findings and exhibits presented in the Staff Report, the staff recommendation was to Approve with three (3) Conditions and five (5) Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Provide a performance escrow in the amount of \$5,080.00 and execute a signed escrow agreement.

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. Updates the soils & erosion control plan to include the following:
 - c. A note to stabilize soils and soil stockpiles within 24 hours of inactivity.
 - d. Show perimeter surrounding the infiltration basin to prevent compaction during construction.

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

1. 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 excavation (prior to rock placement) infiltration test on the Underground Infiltration System 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. Completion of post construction infiltration tests 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.
4. 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.
5. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001).

15. P26-051 TPC Blaine Golf Course Bunker Rehab Project

The purpose of this item is regrading and reshaping golf course bunkers located at holes 7, 11, 13 & 16, 11444 Tournament Players Parkway, Blaine, Minnesota.

The TPC gold course is proposing modifications (reshaping and regrading) to several sand bunkers within the TPC Golf Course. The project will disturb 3 acres. The area drains to County Ditch 41. The relevant water resource concern is Soils & Erosion Control (District Rule 4).

Based on the findings and exhibits presented in the Staff Report, the staff recommendation was to Approve with two (2) Conditions and zero (0) Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Provide a performance escrow in the amount of \$12,000.00 and execute a signed escrow agreement.

Rule 4.0 – Soils and Erosion Control

2. Update the SWPPP to provide the following:
 - a. Include temporary and permanent stabilization specifications.
 - b. Include a note to position portable toilets so they are secure.

- c. Provide a concrete washout standard detail.

Stipulations: None

16. P26-027 Viridian Sentinel

The purpose of this item is a new apartment complex and parking located at the Southwest corner of parcels containing Viridian Central Apartments, and Teamsters Local 120, 9436 Ulysses St NE, Blaine, Minnesota.

The application proposes the construction of a new apartment complex with parking and associated stormwater treatment. The regulated impervious drains to an existing stormwater pond what was constructed to treat this area. The project will disturb 1.8 acres and create 1.56 acres of regulated impervious. The overall site drains to Springbrook Creek. The relevant water resource concerns are Stormwater Management (District Rule 3) and Soils and Erosion Control (District Rule 3).

Based on the findings and exhibits presented in the Staff Report, the staff recommendation was to Approve with two (2) Conditions and (2) Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Provide a performance escrow in the amount of \$7,200.00 and execute a signed escrow agreement.

Rule 4.0 – Soils and Erosion Control

2. Update the SWPPP 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. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
2. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.

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

POLICY ITEMS

9. Election of Officers

District Administrator Jon Janke explained the purpose of this item is the election of officers to support the Board organization and administration.

District Bylaws Article VI, Section 1 provides that the Board will annually elect from among its members a President, Vice-President, Secretary, and Treasurer. The term of office is one year, commencing on the date of election. Election of officers is to be conducted at a Board meeting in the month of June. No member may hold more than one office at a time.

The Board last elected officers on June 22, 2026, while one manager position was vacant. At that time, the Board indicated that officer assignments could be revisited after the vacant manager position was filled, and on August 11, 2026, Anoka County appointed Nathaniel Schneider to fill the vacant manager position.

On the August 24, 2026, Board Meeting, Managers McCullough and Lund were absent, so it was recommended to postpone or table the election of Board officers to a future meeting when all Board members are present.

Mr. Janke offered the option for Members to make any modifications or to go through another election now that there is a full Board, or to postpone the election of the Board officers in 2027. Member McCullough discussed that the end of his appointment is in March 2027, and he is not certain at this time if he will continue therefore would like to hold the election later in 2027.

Board Member Schneider moved to retain the elected Board Officers as currently elected and reassess in June 2027. Seconded by Board Member Lund. The motion carried with four (4) yeas (Board Members Hafner, Lund, McCullough and Schneider) and no nays.

10. Hearing on 2027 Budget

The purpose of this item is to receive public comment on the proposed 2027 District budget and consider adoption of the 2027 operating budget and proposed 2027 property tax levy.

Per statute, the Board must host a public hearing to be held on behalf of the budget, secondly the Board must adopt the overall budget and lastly must adopt the resolution certifying the tax levy.

Mr. Janke recommended that the Board open a public hearing and when the hearing is concluded move to adoption of the of the levy.

Member Lund made a motion to suspend the meeting. Seconded by Board Member McCullough. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund- Aye, McCullough – Aye, Campbell – Aye, Schneider – Aye. The motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

Member Schneider made a motion to open the public hearing. Seconded by Board Member Lund. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund- Aye, McCullough – Aye,

Campbell – Aye, Schneider – Aye. The motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

Chair Hafner called for comment 3 times, hearing none; entertained a motion there were No comments on Coon Creek Watershed District 2027 budget.

Board Member Lund moved to close the public hearing. Seconded by Board Member Schneider. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund- Aye, McCullough – Aye, Campbell – Aye, Schneider – Aye. The motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

Board Member Schneider moved to reopen the regular Board Meeting. Seconded by Board Member Campbell. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund- Aye, McCullough – Aye, Campbell – Aye, Schneider – Aye. The motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

Chair Hafner called for questions from the Board. Hearing none, Mr. Janke explained that the budget establishes the planned revenues and expenditures needed to fund District programs and activities for 2027.

Proposed 2027 Budget:

Revenues		Proposed 2027 Budget	
Property Taxes		\$	6,814,581
Fees & Charges		\$	270,223
Grants		\$	2,575,911
Other Revenue		\$	200,000
Fund Balances		\$	40,225
Total Revenue		\$	9,900,940
Expenditures			
Salaries & Benefits		\$	2,838,729
Professional Services		\$	501,808
Operating Expenses		\$	442,234
Program Costs		\$	5,417,260
Capital Costs		\$	700,909
Total Expenditures		\$	9,900,940

The property tax levy, which is approximately 6.8 million dollars, is one source of revenue supporting the overall budget. Other revenue sources come from external grants and joint partner funding.

RESOLUTION 2026-06**COON CREEK WATERSHED DISTRICT
BOARD OF MANAGERS****RESOLUTION TO ADOPT 2027 BUDGET AND DIRECT
CERTIFICATION OF PROPERTY TAX LEVY FOR TAXES PAYABLE
2027**

Manager Jason Lund offered the following resolution and moved its adoption, seconded by Manager Mary Campbell

WHEREAS, Minnesota Statutes sections 103D.911 and 103D.915 require that on or before September 15 of each year, the Coon Creek Watershed District Board of Managers (Board) adopt a budget for the next year and decide on the total amount necessary to be raised from ad valorem tax levies to meet the District budget, and that the District certify to the auditor of Anoka County the tax levy amount;

WHEREAS, pursuant to Minnesota Statutes section 103D.911, the Board held a public hearing, duly noticed, on September 14, 2026, on the proposed 2027 District budget, whereby all interested members of the public were afforded the opportunity to address the Board concerning the proposed budget and levy, and the Board is legally authorized to levy the tax described below;

THEREFORE BE IT RESOLVED, that the Coon Creek Watershed District Board of Managers adopts a 2027 operating budget totaling \$9,900, 940.for the fiscal year beginning January 1, 2027 and ending December 31, 2027;

BE IT FURTHER RESOLVED, that the Coon Creek Watershed District Board of Managers hereby establishes the 2027 Coon Creek Watershed District Operating Budget as follows:

Revenues	Proposed 2027 Budget
Property Taxes	\$ 6,814,581
Fees & Charges	\$ 270,223
Grants	\$ 2,575,911
Other Revenue	\$ 200,000
Fund Balances	\$ 40,225
Total Revenue	\$ 9,900,940
Expenditures	
Salaries & Benefits	\$ 2,838,729
Professional Services	\$ 501,808
Operating Expenses	\$ 442,234
Program Costs	\$ 5,417,260
Capital Costs	\$ 700,909
Total Expenditures	\$ 9,900,940

BE IT FURTHER RESOLVED, that a levy of \$6,814,581 be certified to Anoka County and levied upon all taxable property in the Coon Creek Watershed District for the year 2027, as authorized by the Metropolitan Surface Water Management Act, Minnesota Statutes section 103B.241, to pay the costs to prepare the District's watershed management plan and for projects identified in the plan as necessary to implement the purposes of Minnesota Statutes section 103B.201.

The question was on the adoption of the Resolution and there were 5 yeas and 0 nays as follows:

Campbell	Yea	Nay__
Hafner	Yea	Nay__
Lund	Yea	Nay__
McCullough	<u>Yea</u>	Nay__
Schneider	<u>Yea</u>	Nay__

Upon vote, the President declared the Resolution 2026-06 passed.

Board Member Lund motioned to Adopt the 2027 Operating Budget. Seconded by Member Schneider. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund- Aye, McCullough – Aye, Campbell – Aye, Schneider – Aye. The motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

Board Member Lund motioned to Adopt Resolution 2026-06 Certifying the Tax Levy. Seconded by Member Campbell. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund- Aye, McCullough – Aye, Campbell – Aye, Schneider – Aye. The motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

DISCUSSION ITEMS

17. Watershed Management Videos

The Board discussed the video series that is available through the Board of Water and Soil Resources (BWSR) that helps managers understand their role on the Board. Mr. Hafner explained that as time allows the Board may view a video at a Board Meeting.

Board Member Lund motioned a video is not viewed. Seconded by Board Member Schneider. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund – Aye, McCullough – Aye, Campbell – Aye, Schneider – Aye. The

motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

INFORMATIONAL ITEMS

18. Drought Returns, Again

Mr. Janke discussed the Minnesota Department of Natural Resources (DNR) article explaining that drought returned across much of Minnesota in summer 2026, driven by long-term precipitation shortages combined with unusually dry summer weather, heat waves, and dry spells.

The 2026 drought is part of a broader pattern of recurring dryness in Minnesota during the 2020s, bringing the rain amount down by 20 inches. While individual wet periods can temporarily relieve drought—and some parts of the state have been wetter than normal—the cumulative precipitation deficit since 2020 has left Minnesota increasingly vulnerable to renewed drought.

The Minnesota Department of Natural Resources (DNR) have initiated their drought task force and will look at water appropriation permits for large water users and if the drought continues, they will issue the permits.

The expectation is that spring will start out with drought conditions.

ADJOURNMENT

Board Member McCullough moved to adjourn at 6:02 pm. Seconded by Board Member Lund. Roll call vote taken pursuant to Minn. Stat. 13D.02: Hafner – Aye, Lund- Aye, McCullough – Aye, Campbell – Aye, Schneider – Aye. The motion carried with five (5) yeas (Board Members Hafner, Lund, Campbell, McCullough and Schneider) and no nays.

President

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: September 28, 2026
AGENDA NUMBER: 6
ITEM: Bills to Be Paid

FISCAL IMPACT: Budgeted
POLICY IMPACT: Policy

REQUEST
Approve bills

BACKGROUND

Claims totaling \$235,226.49 on the following disbursement list will be issued and released upon Board approval.

Vendor	Amount
V0025--CITY OF BLAINE	8,910.00
V0026--CITY OF COON RAPIDS	5,220.00
V0071--SUNRAM CONSTRUCTION INC	38,495.55
V0096--RANDY WESP EXCAVATING LLC	1,100.00
V0110--RESPEC COMPANY LLC	8,537.50
V0138--RMB ENVIRONMENTAL LABORATORIES INC	1,715.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	152.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	228.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	228.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	152.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	195.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	1,715.00
V0195--STANTEC CONSULTING SERVICES INC	21,325.50
V0195--STANTEC CONSULTING SERVICES INC	67,145.00
V0195--STANTEC CONSULTING SERVICES INC	12,101.00
V0221--ABDO LLP	18,130.52
V0348--BLUE CROSS BLUE SHIELD OF MN	26,321.27
V0350--FIRST UNUM LIFE INSURANCE COMPANY	749.21
V0351--DELTA DENTAL OF MN	1,958.93
V0352--HEALTH EQUITY INC	1,158.35
V0360--PAYLOCITY	594.61
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	9,052.05
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,365.00
V0451--GORHAM DEVELOPMENT LLC	8,677.00
	235,226.49

Item 6: Bills to be Paid Page 2 of 2

Company name: Created on:	Coon Creek Watershed District 9/23/2026									
	Vendor name	Bill number	Date	Fund name	Department name	Account	Capital Project ID	Grant ID	Transaction amount	Memo
	9252026									
	MINNESOTA STATE RETIREMENT SYSTEM	09252026	9/25/2026	General Fund	Operations & Maintenance	60718			105.00	09252026 MRSF/PRL
	MINNESOTA STATE RETIREMENT SYSTEM	09252026	9/25/2026	General Fund	Planning	60718			200.00	09252026 MRSF/PRL
	MINNESOTA STATE RETIREMENT SYSTEM	09252026	9/25/2026	General Fund	Watershed Development	60718			150.00	09252026 MRSF/PRL
	MINNESOTA STATE RETIREMENT SYSTEM	09252026	9/25/2026	General Fund	Public & Governmental Relations	60718			25.00	09252026 MRSF/PRL
	MINNESOTA STATE RETIREMENT SYSTEM	09252026	9/25/2026	General Fund	Water Quality	60718			435.00	09252026 MRSF/PRL
	MINNESOTA STATE RETIREMENT SYSTEM	09252026	9/25/2026	General Fund	Administration	60718			450.00	09252026 MRSF/PRL
Sum for 09252026									1,365.00	
0973569-001 OCT26										
	FIRST UNUM LIFE INSURANCE COMPANY	0973569-001 OCT26	9/17/2026	General Fund	Administration	60715			95.68	OCT2026 INS LIFE ADM
	FIRST UNUM LIFE INSURANCE COMPANY	0973569-001 OCT26	9/17/2026	General Fund	Administration	21050			131.25	OCT2026 INS LIFE
	FIRST UNUM LIFE INSURANCE COMPANY	0973569-001 OCT26	9/17/2026	General Fund	Watershed Development	60715			28.39	OCT2026 INS LIFE W/D
	FIRST UNUM LIFE INSURANCE COMPANY	0973569-001 OCT26	9/17/2026	General Fund	Administration	21050			428.12	OCT2026 INS LIFE
	FIRST UNUM LIFE INSURANCE COMPANY	0973569-001 OCT26	9/17/2026	General Fund	Operations & Maintenance	60715			33.66	OCT2026 INS LIFE OM
	FIRST UNUM LIFE INSURANCE COMPANY	0973569-001 OCT26	9/17/2026	General Fund	Water Quality	60715			32.11	OCT2026 INS LIFE WQ
Sum for 0973569-001 OCT26									749.21	
2.60902E+11										
	BLUE CROSS BLUE SHIELD OF MN	260902395340	9/2/2026	General Fund	Planning	60722			15.52	OCT2026 VISION INS
	BLUE CROSS BLUE SHIELD OF MN	260902395340	9/2/2026	General Fund	Watershed Development	60722			26.28	OCT2026 VISION INS
	BLUE CROSS BLUE SHIELD OF MN	260902395340	9/2/2026	General Fund	Operations & Maintenance	60722			25.62	OCT2026 VISION INS
	BLUE CROSS BLUE SHIELD OF MN	260902395340	9/2/2026	General Fund	Administration	21050			26,207.41	OCT2026 HEALTH INS
	BLUE CROSS BLUE SHIELD OF MN	260902395340	9/2/2026	General Fund	Water Quality	60722			5.38	OCT2026 VISION INS
	BLUE CROSS BLUE SHIELD OF MN	260902395340	9/2/2026	General Fund	Administration	60722			41.06	OCT2026 VISION INS
Sum for 260902395340									26,321.27	
2613150										
	STANTEC CONSULTING SERVICES INC	2613150	9/7/2026	General Fund	Watershed Development	63246			21,325.50	PROJ227707626 PERMITS PROG 8/26
Sum for 2613150									21,325.50	
2613151										
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Water Quality	63246	PROJ25-508		957.00	PROJ227708772 PC SUB PLAN IMPL 8/26
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Planning	63246	PROJ26-315	G26-001-M	510.00	PROJ227708772 AOP ENHANCE PH II 8/26
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Planning	63246	PROJ26-316		951.50	PROJ227708772 INFILTRATION STUDY 8/26
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Planning	63246	PROJ25-303		3,192.00	PROJ227708772 SUB PLAN ASSESS 8/26
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Planning	63246	PROJ25-305		3,054.75	PROJ227708772 CHNL GEO ANALYSIS 8/26
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Planning	63246	PROJ25-304		2,279.25	PROJ227708772 D60 SUB PLAN IMPL 8/26
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Planning	63246	PROJ25-300		1,059.00	PROJ227708772 WQ MODEL 8/26
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Administration	63246			12,193.50	PROJ227708772 GENL ENGR 8/26
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Planning	63246	PROJ26-301		191.00	PROJ227708772 WQ MODEL 8/26
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Operations & Maintenance	63246	PROJ26-402		1,167.25	PROJ227708772 OK GENL ENGR 8/26
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Water Quality	63246	PROJ25-509	G24-001-M		
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Planning	63246	PROJ26-317		7,688.00	PROJ227708772 D37 PLAN IMPL 8/26
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Operations & Maintenance	63246	PROJ26-408		322.00	PROJ227708772 SOT PILOTS 8/26
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Water Quality	63246	PROJ24-517		13,320.25	PROJ227708772 WTRQTY STUDIES 8/26
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Water Quality	63246	PROJ24-524	G25-002-M	8,388.00	PROJ227708772 SAND CRK AOP CRSS 8/26
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Water Quality	63246	PROJ25-510	G25-001-M	8,111.75	PROJ227708772 BRIDGE WATER BMP 8/26
	STANTEC CONSULTING SERVICES INC	2613151	9/7/2026	General Fund	Water Quality	63246	PROJ25-507		2,770.50	PROJ227708772 WTRQTY STUDIES 8/26
Sum for 2613151									67,145.00	
2613152										
	STANTEC CONSULTING SERVICES INC	2613152	9/7/2026	General Fund	Water Quality	63246	PROJ25-510	G26-002-M	958.50	PROJ227709152 CD 39 PROJ GRANT ADM 8/26
	STANTEC CONSULTING SERVICES INC	2613152	9/7/2026	General Fund	Water Quality	63246	PROJ25-510	G26-002	11,142.50	PROJ227709152 CD39 MODEL DEV 8/26
Sum for 2613152									12,101.00	
274										
	RANDY WESP EXCAVATING LLC	274	9/9/2026	General Fund	Operations & Maintenance	61549	PROJ26-401		1,100.00	26 NON ROUT MAINT ISS 26-030 PC ROCK
Sum for 274									1,100.00	
529053										
	ABDO LLP	529053	9/10/2026	General Fund	Administration	61575			18,130.52	ACCT300036.SI ANNUAL SUBSCRIPTION RENEWAL
Sum for 529053									18,130.52	
B024690										
	RMB ENVIRONMENTAL LABORATORIES INC	B024690	9/11/2026	General Fund	Water Quality	61549	PROJ26-504		1,715.00	WOB24690 MONITORING
Sum for B024690									1,715.00	
B024955										
	RMB ENVIRONMENTAL LABORATORIES INC	B024955	9/14/2026	General Fund	Water Quality	61549	PROJ26-504		152.00	WOB24955 MONITORING
Sum for B024955									152.00	
B024956										
	RMB ENVIRONMENTAL LABORATORIES INC	B024956	9/22/2026	General Fund	Water Quality	61549	PROJ26-504		1,715.00	WOB24956 MONITORING
Sum for B024956									1,715.00	
B024958										
	RMB ENVIRONMENTAL LABORATORIES INC	B024958	9/15/2026	General Fund	Water Quality	61549	PROJ26-504		228.00	WOB24958 MONITORING
Sum for B024958									228.00	
B024960										
	RMB ENVIRONMENTAL LABORATORIES INC	B024960	9/15/2026	General Fund	Water Quality	61549	PROJ26-504		228.00	WOB24960 MONITORING
Sum for B024960									228.00	
B024961										
	RMB ENVIRONMENTAL LABORATORIES INC	B024961	9/15/2026	General Fund	Water Quality	61549	PROJ26-504		152.00	WOB24961 MONITORING
Sum for B024961									152.00	
B025046										
	RMB ENVIRONMENTAL LABORATORIES INC	B025046	9/21/2026	General Fund	Water Quality	61549	PROJ26-504		195.00	WOB25046 MONITORING
Sum for B025046									195.00	
CNS0002269909										
	DELTA DENTAL OF MN	CNS0002269909	9/24/2026	General Fund	Administration	21050			1,958.93	T04578 DENTAL INS OCT26
Sum for CNS0002269909									1,958.93	
INV08261335										
	RESPEC COMPANY LLC	INV08261335	9/17/2026	General Fund	Administration	63010			8,537.50	PROJ22735.024013 GIS AUG2026
Sum for INV08261335									8,537.50	
INW4151620										
	PAYLOCITY	INW4151620	9/21/2026	General Fund	Administration	63052			594.61	IMPL FEES HCM SOLUTION SEPT2026
Sum for INW4151620									594.61	
PAN 14-086										
	GORHAM DEVELOPMENT LLC	PAN 14-086	9/28/2026	Escrow Fund	Administration	24210			8,677.00	ESCROW REF-LAKES RADISSON 59TH ADDON
Sum for PAN 14-086									8,677.00	
PAN 24-015										
	CITY OF BLAINE	PAN 24-015	9/28/2026	Escrow Fund	Administration	24210			8,910.00	ESCROW REF-SW AREA STREET RECON
Sum for PAN 24-015									8,910.00	
PAYAPP8 LCCCR										
	SUNRAM CONSTRUCTION INC	PAYAPP8 LCCCR	8/19/2026	General Fund	Water Quality	63595	PROJ25-509	G24-001-M	38,495.55	PROJ227706629-7629 LCCCR PAYAPP8
Sum for PAYAPP8 LCCCR									38,495.55	
SOMPER000868548										
	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	SOMPER000868548	9/25/2026	General Fund	Administration	21050			9,052.05	09252026 PERA/PRL
Sum for SOMPER000868548									9,052.05	
WQCS25 FINAL										
	CITY OF COON RAPIDS	WQCS25 FINAL	9/9/2026	General Fund	Water Quality	61549	PROJ25-506		5,220.00	WQCS2025 FINAL 20% SERVER SERVICE
Sum for WQCS25 FINAL									5,220.00	
ZT66iGG										
	HEALTH EQUITY INC	ZT66iGG	9/25/2026	General Fund	Planning	60713			144.23	09252026 EE HS DEDUCTION
	HEALTH EQUITY INC	ZT66iGG	9/25/2026	General Fund	Public & Governmental Relations	60713			73.07	09252026 EE HS DEDUCTION
	HEALTH EQUITY INC	ZT66iGG	9/25/2026	General Fund	Watershed Development	60713			265.00	09252026 EE HS DEDUCTION
	HEALTH EQUITY INC	ZT66iGG	9/25/2026	General Fund	Administration	60713			134.05	09252026 EE HS DEDUCTION
	HEALTH EQUITY INC	ZT66iGG	9/25/2026	General Fund	Water Quality	60713			144.00	09252026 EE HS DEDUCTION
Sum for ZT66iGG									1,158.35	
Sum Total									235,226.49	

Sum Total	235,226.49
-----------	------------

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

MEETING DATE: September 28, 2026
AGENDA NUMBER: 7
ITEM: 2026 Q3 Water Quality Cost Share Awards

AGENDA: Policy

ACTION REQUESTED

Award cost-share funds to identified projects in accordance with Staff recommendations and authorize staff to re-open request for proposals through December 31, 2026

PURPOSE & SCOPE OF THE ITEM

To ensure progress towards achieving required pollutant reductions and addressing identified stressors to aquatic life by administering cost share program for water quality improvement and protection projects.

This item specifically addresses applications received during the request for proposals with an application deadline of September 11, 2026.

BACKGROUND

Section 303(d) of the federal Clean Water Act requires states to identify waters that do not meet water quality standards in support of designated beneficial uses. Coon, Sand, Pleasure, and Springbrook Creeks were listed as impaired for both aquatic life and recreation in 2006 and 2014, respectively. The Coon Creek Watershed TMDL and WRAPS, approved in 2016, established pollutant load allocations and implementation strategies to reduce total suspended sediments, total phosphorus, and *E. coli* and to address non-pollutant stressors in all impaired streams. As part of the 2016 Twin Cities Metropolitan Area Chloride TMDL study, Sand, Pleasure, and Springbrook Creeks were designated at high risk for chloride impairment; Pleasure Cr, Springbrook Cr, and Laddie Lake were formally listed as impaired for chlorides in 2024. All MS4s within the District including CCWD, Andover, Blaine, Coon Rapids, Fridley, Ham Lake, Spring Lake Park, Anoka County, and MnDOT are jointly responsible for meeting required pollutant loading allocations by the target date of 2045.

COORDINATION

The Technical Advisory Committee (TAC) participated in initial program development and provides annual feedback on any proposed revisions to program guidelines. Applicants often request pre-application meetings to discuss identified projects. Pre-application correspondence occurred for all seven of the applications received this round plus an additional proposal which was not submitted.

FACTS

In 2018, the Board approved establishment of a CCWD Water Quality Cost Share Program in the amount of \$100,000 and issuance of the first annual RFP for 2019.

In 2024, upon reviewing the first five years of the program, continuation and expansion of the program was approved totaling \$290,000 in available cost share funds under three categories: General Water Quality Improvement Projects and Practices, Enhanced Street Sweeping, and Water Quality Improvement Planning/Feasibility.

In 2019-2025, \$1,130,313 in requests were received and the Board awarded \$868,566 to thirty-four water quality improvement projects by seven different applicants.

In 2026, a Request for Proposals was issued seeking proposals for General Water Quality Improvement Projects and Practices (\$115,000), Enhanced Street Sweeping and Smart Salting (\$150,000), and Water Quality Improvement Planning/Feasibility (\$25,000). The first application deadline was March 6, 2026, with \$41,125 in awards approved. The RFP was re-opened with a second application deadline of September 11, 2026.

Seven applications were received by the Sept 11, 2026 deadline totaling \$130,219.50:

Title (Applicant)	Request	Description
General WQ Projects & Practices		
2027 Street Recon Outfall Retrofit (Andover)	\$16,030	Installation of a sump and baffle as part of a planned 2027 road reconstruction project for a neighborhood draining to Crooked Lake without existing stormwater treatment.
Targeted Goose Management (Coon Rapids)	\$10,000	Contracted goose control in 2027-28 in high use areas draining to impaired streams
Targeted Public-Private Sanitary Investigation (Coon Rapids)	\$20,250	Targeted sanitary inspection work (public and private) in areas planned for road reconstruction in 2027-29 to ID preventative maintenance needs and active leaks
Sum	\$46,280 of \$115,000 available	
Enhanced Street Sweeping & Smart Salting		
Fridley Low Salt Design Pilot (Fridley)	\$26,250	Hire consultant to provide training and development of customized tools to inform opportunities for integration of Low Salt Design principles into City processes/project
Anoka Co Low Salt Design Pilot (ACHD)	\$27,375	Hire consultant to provide training and develop customized products related to implementation of low salt design processes and practices across the County
Mapping for Low Salt Solutions (ACHD)	\$22,500	Hire consultant to create a GIS model and mapping products to evaluate salt demand on County roadways and inform/target future CI reduction strategies
Sum	\$76,125 of \$118,875 available	
WQ Improvement Planning/Feasibility		
Epiphany Pond Sediment Investigation (Coon Rapids)	\$7,814.50	Hire consultant to perform sediment coring and analysis to evaluate contamination levels and sediment P release to inform pond retrofit/expansion options
Sum	\$7,814.50 of \$15,000 available	
TOTAL	\$130,219.50 of \$248,875 available	

SCORING RESULTS & AWARD RECOMMENDATIONS

The District Engineer and Staff determined eligibility and scored all proposals. Funding recommendations are listed below:

Title (Applicant)	Eligible?	Average Score (out of 30)	Water Quality Benefits & Notes	Funding Recommendation (of requested amount)
General WQ Projects & Practices				
<i>Targeted Public-Private Sanitary Investigation (Coon Rapids)</i>	Y	21.9	-Prevent/reduce nutrient and pathogen loading to impaired streams -MCES reports 80% of sanitary I&I from private infrastructure	\$20,250 (of \$20,250)
<i>2027 Street Recon Outfall Retrofit (Andover)</i>	Y	20.6	-Reduce TSS, TP, and attached contaminants to Crooked Lake by 80% -19 ac catchment currently lacks stormwater treatment; CCWD Rules will not be triggered by proposed road reconstruction work	\$16,030 (of \$16,030)
<i>Targeted Goose Management (Coon Rapids)</i>	Y	18.4	-Reduce E. coli and TP loading to impaired streams (Coon, Sand, Pleasure, Springbrook)	\$10,000 (of \$10,000)
Enhanced Street Sweeping & Smart Salting				
<i>Fridley Low Salt Design Pilot (Fridley)</i>	Y	23.5	-Cl source reduction	\$26,250 (of \$26,250)
<i>Mapping for Low Salt Solutions (ACHD)</i>	Y	22.9	-Cl source reduction	\$22,500 (of \$22,500)
<i>Anoka Co Low Salt Design Pilot (ACHD)</i>	Y	22.6	-Cl source reduction	\$27,375 (of \$27,375)
WQ Improvement Planning/ Feasibility				
<i>Epiphany Pond Sediment Investigation (Coon Rapids)</i>	Y	21.7	-Facilitates future TSS/TP removals to D52 and Coon Creek	\$7,814.50 (of \$7,814.50)
TOTAL Recommended Awards				\$130,219.50

ISSUES/CONCERNS

Cost Share Program Demand

Historically, more cost share funds have been requested than available, leaving a funding shortfall. An exception occurred in 2025, when 9.6% of available funds (\$27,932 of \$290,000) were unallocated.

In the first round of 2026, only 14% of available funds were requested and awarded. During this second round of 2026, an additional \$130,219.50 was requested; if awarded, 41% of funds (\$118,655.50) would remain unallocated. These funds could be reverted to the general fund balance or made available by issuing a third request for proposals. One additional applicant did express interest in applying for up to \$75,000 in cost share funding, but was unable to finalize proposal details by the application deadline.

PRIOR DECISIONS

1. September 8, 2025: Approval of the 2026 budget including \$290,000 to implement the cost share program to support water quality improvement projects
2. April 13, 2026: Approval of \$41,125 in 2026 cost share awards for proposals received by the initial March 6, 2026 application deadline, leaving a balance of \$248,875 in remaining 2026 funds.

OPTIONS

1. Award cost-share funds to identified projects in accordance with Staff recommendations
2. Award cost-share funds to projects in accordance with amended recommendations
3. Do not award cost-share funds to identified projects with explanation and direction for refinement of qualifications and/or allocation criteria
4. Authorize staff to re-open request for proposals through December 31, 2026
5. Do not authorize staff to re-open request for proposals through December 31, 2026

RECOMMENDATION

Award cost-share funds to identified projects in accordance with Staff recommendations and authorize staff to re-open request for proposals through December 31, 2026

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: September 28, 2026
AGENDA NUMBER: 8
ITEM: Request to Seek Proposals for Compensation Study

AGENDA: Policy
BUDGET: \$30,000

ACTION REQUESTED

Authorize staff to solicit proposals for the District Compensation Study and return to the Board with proposal results and a recommended consultant selection.

PURPOSE

To authorize staff to seek proposals for the 2027 Compensation Study.

BACKGROUND

The 2027 District budget includes \$30,000 for a Compensation Study. The study is intended to provide an independent review of the District's classification and compensation system and practical recommendations for maintaining a clear, consistent, and competitive system.

The attached draft request for proposals outlines the proposed study scope. Staff will continue refining the RFP before release.

ISSUES/CONCERNS

Budget The 2027 budget includes \$30,000 for the Compensation Study. No project costs would be incurred before 2027 funds are available.

Timing staff anticipate seeking proposals this fall, selecting a consultant by year end, beginning work when funding is available in early 2027, and completing the study by March 2027.

REQUEST FOR PROPOSALS PROCESS

Solicitation Staff will finalize and distribute the attached draft RFP to qualified firms with relevant Minnesota public-sector classification and compensation experience. The RFP may be refined based on Board direction and staff review before release.

Contract Award Authorizing solicitation of proposals does not authorize a consultant contract or commit the District to proceed. Staff will return to the Board with proposal results and a recommended consultant selection before contract award. Work would not begin before 2027 funds are available.

OPTIONS

1. Authorize staff to seek proposals for the Compensation Study.
2. Table action until future meeting with statement of reason and need.
3. Provide other direction.

RECOMMENDATION

Authorize staff to seek proposals for the Compensation Study.

REQUEST FOR PROPOSALS

FROM: Jon Janke
Coon Creek Watershed District
13632 Van Buren St NE
Ham Lake MN 55304

SUBJECT: Coon Creek Watershed District Compensation Study

DUE: **12:00 pm (Noon) on December 2, 2026**

The Coon Creek Watershed District (District) is seeking proposals from qualified firms or consultant teams to complete a Compensation Study. The study will evaluate the District's classification and compensation system, current employee base pay placement, total compensation, position descriptions, classification alignment, regional market competitiveness, wage and hour classification, and compensation administration practices. The work is intended to produce practical recommendations and a system the District can maintain and administer after the study is complete.

Please email technical questions, inquiries, and proposals to Jon Janke, District Administrator, at jjanke@cooncreekwd.org or deliver or mail to:

Coon Creek Watershed District
Attn: Jon Janke
13632 Van Buren Street NE
Ham Lake, MN 55304

RFP Timeline:

11/16/26

11/19/26

12/2/26 12:00 pm CST

12/14/26

January 2027

March 2027

Technical questions and inquiries due

District response to questions

Proposals and materials due

Estimated Board consideration of consultant selection

Estimated project kickoff

Target substantial completion

Organizational Background:

The Coon Creek Watershed District is a special purpose unit of local government governed by a five-member Board of Managers. Board members are compensated by per diem for official District service and are not salaried employees. Board compensation is not part of this study.

The District currently employs 15 employees. The organization includes professional, technical, administrative, field, supervisory, and program management positions. Staff primarily work from the District office in Ham Lake, Minnesota, with field work and remote work arrangements depending on position and District policy.

The District maintains position descriptions, grade, and step pay structure. The District will provide position descriptions, organizational information, pay schedules, incumbent base pay, benefit and tenure information, personnel policies relevant to the study, and other available records needed for the analysis.

Project Purpose:

The Compensation Study is intended to provide an independent review of the District's employee classification and compensation system and practical recommendations for maintaining it. The study will evaluate the relative value of District positions, regional market base pay and total compensation, current employee base pay placement within the recommended structure, and the District's existing grade and step pay structure.

The study will also review position description practices, exempt and non-exempt classifications, Minnesota pay equity considerations, and compensation administration.

Expected Outcomes:

The study is expected to provide the District with objective information regarding position classification, classification alignment, base pay, total compensation, current employee base pay placement, market competitiveness, wage and hour classification, and Minnesota pay equity.

The consultant should provide recommendations regarding the District's classification and pay structure, position description practices, compensation administration procedures, and appropriate methods and frequency for maintaining and periodically reviewing the system after completion of the study.

Where the analysis identifies material compensation or classification gaps, the consultant should quantify those gaps and provide estimated cost implications or reasonable cost scenarios.

Summary of Requested Services:

The requested work is described in Attachment A. The District expects the consultant to address the following core areas:

1. Project initiation and review of existing compensation, classification, position description, and other relevant District information.
2. Position description standards, validation, and exempt/non-exempt review.
3. Job evaluation, classification alignment, and Minnesota pay equity analysis.
4. Regional market base pay, total compensation analysis, and current employee base pay placement analysis.
5. Classification, pay structure, and compensation administration recommendations.

6. Implementation analysis, maintenance recommendations, and final documentation.

Proposers may recommend reasonable refinements to the work plan if they believe a different approach would better achieve the District's objectives. Any recommended refinement should clearly identify its effect on cost, schedule, deliverables, and District staff effort.

Proposal Content

Proposals should provide sufficient information for the District to understand the firm's qualifications, proposed approach, schedule, cost, and any material assumptions or limitations.

Proposals should generally address:

1. Firm or consultant team qualifications and relevant experience, including experience with Minnesota public sector classification and compensation studies, pay equity, and wage and hour matters.
2. Understanding of the project and proposed approach, including the consultant's proposed job evaluation methodology, market analysis approach, position description review, total compensation analysis, and maintenance of the resulting system.
3. Proposed project team, roles, and any subconsultants.
4. Proposed schedule and ability to achieve the District's desired March 31, 2027 substantial completion date.
5. Examples of similar work and references, preferably including Minnesota public sector clients.
6. Cost proposal, including total proposed fee to complete the scope of work, approximate cost by major scope task, hourly rates or other applicable rate information for proposed staff, and any material assumptions, exclusions, reimbursable expenses, recurring costs, or other costs not included in the proposed fee.
7. Material assumptions, exclusions, expected District staff involvement, proprietary systems or tools, and any other information the proposer believes is relevant to the District's evaluation.

The District is open to proposals from individual firms or consultant teams.

Cost Proposal Requirements

Proposers should provide a cost proposal that allows the District to compare task costs, staffing assumptions, ongoing system costs, and exclusions across proposals.

The cost proposal should include:

1. Total proposed fee to complete the scope of work.
2. Approximate cost by major scope task.
3. Hourly rates or other applicable rate information for proposed staff.
4. Any material assumptions, exclusions, reimbursable expenses, recurring costs, or other costs not included in the proposed fee.

Evaluation Criteria

The District will evaluate proposals based on qualifications, project understanding, methodology, deliverables, schedule, cost, and overall value. The District is not required to select the lowest cost proposal. Evaluation will consider:

1. Project understanding and proposed approach.
2. Relevant Minnesota public sector classification and compensation experience.
3. Experience with Minnesota pay equity and wage and hour classification.
4. Quality, objectivity, transparency, and maintainability of the proposed job evaluation methodology.
5. Quality and practicality of the proposed position description guidance.
6. Quality and usefulness of the proposed market base pay, total compensation, and employee base pay placement analysis.
7. Ability to provide a practical compensation structure and administration framework appropriate for a small public agency.
8. Ability to provide sufficient documentation, editable tools, and practical maintenance recommendations for the District to maintain the system after the study.
9. Proposed schedule and ability to substantially complete the study by March 31, 2027.
10. Cost, staffing plan, hourly rates, assumptions, ongoing costs, and exclusions.
11. References and representative work products.
12. Overall value to the District.

The evaluation criteria are intended to support staff review and recommendation to the Board. The Board retains discretion to accept, reject, or modify a recommendation, negotiate scope and cost, or decline to award a contract.

The District may conduct interviews with one or more proposers. The District may request clarification, revised scopes, or revised fee proposals before making a recommendation to the Board.

Contract Award

This RFP does not authorize a consultant contract or commit the District to proceed with the work. Staff anticipates returning to the Board by the end of 2026 with proposal results and a recommended consultant selection. Any contract award is contingent upon final adoption of the District's 2027 budget, availability of funding, and Board authorization.

The selected consultant will be required to enter into a written professional services agreement acceptable to the District. Final scope, schedule, compensation, insurance requirements, ownership and licensing of work product, and other terms will be negotiated before execution. No billable work may begin before January 1, 2027 or before a written agreement is fully executed.

Additional Terms:

Public Data and Confidentiality. Proposals submitted to the District are subject to the Minnesota Government Data Practices Act. Proposal data will be handled in accordance with applicable law. Proposers should clearly identify any information they believe qualifies as trade secret data and provide the legal basis for that designation.

Conflict of Interest. Proposers should identify any actual or potential conflicts of

interest and explain how those conflicts would be managed and mitigated to support the best interests of the District.

Reservation of Rights. This RFP does not commit the District to award a contract, pay costs incurred in preparing a proposal, or contract for services. The District reserves the right to accept or reject any or all proposals, waive minor irregularities, negotiate with qualified firms, request clarification or revised proposals, or cancel the RFP.

Technical Questions and Inquiries. Questions must be submitted in writing by the deadline shown in the RFP Timeline. Responses may be compiled and distributed to known proposers and posted with the RFP materials, as needed.

Work Product. Final reports, position description templates and guidance, job evaluation results, classification tables, compensation schedules, implementation analyses, editable documents, data summaries, and other final work products prepared under the contract will become District property, subject to final contract terms and identified proprietary limitations.

Proprietary Methodologies and Tools. Proposers must identify any proprietary job evaluation systems, tools, scoring methodologies, databases, software, or other materials that cannot become District property and explain how the District would maintain the system after project completion, including any future consultant dependency or cost.

Submission

Proposals must be received by 12:00 pm (Noon) CST on December 2, 2026. Email is preferred. Delivered or mailed proposals are also acceptable.

Questions and proposals should be directed to Jon Janke, District Administrator, at jjanke@cooncreekwd.org or 763-755-0975.

Regards,

Jon Janke
District Administrator
jjanke@cooncreekwd.org
763-755-0975

Attachment A: Scope of Work and Expected Deliverables

District Involvement

The District will provide readily available information needed for the study, including position descriptions, organizational charts, pay schedules, current employee base pay, benefit and tenure information, personnel and compensation policies relevant to the study, prior market information, and other available organizational records.

Position responsibilities are being updated in advance of the study and are intended to provide the consultant with a current description of the work performed. The consultant may recommend employee or supervisor questionnaires, interviews, or other validation methods where useful, but should avoid duplicative data collection when existing information is sufficient.

District staff will participate in project meetings, provide organizational context, assist with comparator selection, review draft recommendations, and provide feedback on deliverables. The consultant should apply independent professional judgment and identify issues that warrant review by District legal counsel rather than presenting legal opinions outside the consultant's professional scope.

Scope of Work

Task 1: Project Initiation and Document Review

1. Conduct a project kickoff meeting with District staff.
2. Confirm project goals, work plan, schedule, deliverables, roles, communication expectations, staff review periods, and decision points.
3. Prepare an initial data and document request and review existing organizational, compensation, classification, position description, pay equity, and relevant personnel policy information.
4. Identify information gaps or issues requiring additional review and confirm the process for employee, supervisor, and management participation.

Task 2: Position Descriptions and Wage and Hour Classification

1. Review the District's current position description format and recommend a standard official format that is concise, maintainable, useful to employees and supervisors, and sufficient to support recruitment, classification, pay equity, wage and hour compliance, accommodation analysis, and future job evaluation.
2. Recommend what information belongs in the official position description and what should instead be addressed in a job announcement, offer letter, personnel policy, compensation plan, onboarding material, or other employment record. Address, at minimum, pay grade or range, probationary period, FTE or work schedule, benefit information, reporting relationship, supervisory status, and incumbent-specific terms.
3. Recommend the appropriate use and level of detail for position summary, essential duties, minimum and preferred qualifications, education and experience equivalencies, licenses or certifications, knowledge/skills/abilities or similar competency information, decision authority, supervisory responsibility, budget or contract responsibility, public or regulatory responsibility, physical demands, working conditions, travel, equipment use, and other relevant factors. Provide guidance on when specific education, licensing, certification, or other credential requirements are appropriate based on the actual duties of the position.
4. Advise how shared or organization-wide responsibilities and working conditions

should be documented, including office coverage, records retention and data practices responsibilities, fleet or vehicle use, cross-program backup, in-office or remote work expectations, field work, travel, work outside regular office hours, and similar requirements.

5. Advise whether the District should maintain one authoritative position description from which recruitment materials are derived or separate versions, and recommend practical version control and employee acknowledgment practices.
6. Review current position descriptions for classification relevant accuracy and consistency and recommend targeted revisions where material gaps affect classification, compliance, or usability. The District is not seeking stylistic rewriting of every position description for its own sake.
7. Review exempt and non-exempt classifications under the Fair Labor Standards Act and other applicable wage and hour requirements. For positions recommended as exempt, identify the applicable exemption basis at a practical administrative level and flag uncertain or legally sensitive determinations for further review by District legal counsel.
8. Provide an editable District position description template and concise written guidance explaining how to prepare, update, approve, use, and maintain position descriptions and related recruitment materials.

Task 3: Job Evaluation, Classification Alignment, and Pay Equity

1. Apply a consistent job evaluation methodology to District positions and evaluate appropriate compensable factors, including skill, effort, responsibility, working conditions, and other relevant factors.
2. Establish the relative internal value of District positions and identify material classification or internal alignment concerns.
3. Review the District's current Minnesota Local Government Pay Equity methodology and documentation and recommend changes needed to maintain a defensible and compliant system.
4. Document the methodology and results sufficiently for future District administration and provide a practical method for evaluating new positions or material changes in existing positions.
5. Identify any proprietary components and explain how they affect the District's ability to maintain the system independently.

Task 4: Market Pay, Total Compensation, and Current Employee Placement

1. Work with the District to establish an appropriate comparator market. Consider relevant Twin Cities metropolitan public employers, Minnesota watershed organizations and watershed management organizations, special districts, cities, counties, and other organizations competing with the District for similar professional and technical employees.
2. Collect and analyze current base pay information for appropriate benchmark positions, including pay ranges, minimums, midpoints, maximums, actual base pay where appropriate and available, and pay structure practices. Also evaluate total compensation using measurable employer funded benefits and other material compensation elements. The consultant should recommend which components warrant inclusion in total compensation and distinguish compensable benefits from ordinary working conditions, equipment or resources, and other employment features. This may include consideration of health insurance, retirement contributions, paid leave, employer contributions, allowances, vehicle related benefits where applicable, remote work or

- workplace arrangements, and other material employment features. Normalize or age market data as needed to support a common comparison date.
3. Evaluate the District's market position for both base pay and total compensation by classification and in aggregate and identify material market alignment, recruitment, retention, compression, or inversion concerns reflected in the data.
 4. Evaluate each current employee's base pay relative to the recommended classification and pay range for the position. Clearly distinguish the value of the underlying job from the placement of an individual employee within the range.
 5. Consider relevant experience, tenure, education, certifications, specialized qualifications, demonstrated proficiency, internal relationships, and other appropriate placement factors. Identify factors that should not be used or should be used cautiously.
 6. Identify employees below a recommended minimum, above a recommended maximum, or materially misaligned within a recommended range, and quantify material gaps and associated cost implications where applicable.
 7. The study is not intended to serve as an employee performance evaluation. If performance is relevant to future pay progression, distinguish that prospective policy question from the classification and market analysis performed in this study.

Task 5: Classification, Pay Structure, and Compensation Administration

1. Recommend an appropriate classification and compensation structure for the District, including grades, ranges, steps, zones, or another structure appropriate for the organization, and assign District classifications to the recommended structure.
2. Explain the relationship between internal job evaluation and external market information and address range relationships, progression, compression, overlap, and other structural considerations.
3. Identify whether the existing grade and step structure should be maintained, modified, or replaced and provide an editable pay schedule and position allocation table.
4. Develop a concise written compensation administration plan or policy suitable for District use. Address, as appropriate, establishment and maintenance of pay structures; new hire and incumbent base pay placement; step or range progression; promotion; demotion or transfer; reclassification; market and classification alignment adjustments; general pay or cost of living adjustments; performance or merit considerations if applicable; temporary assignments or significant additional duties; new or materially changed positions; periodic market studies; Minnesota pay equity maintenance and reporting; and exceptions or circumstances requiring Board approval.
5. Recommend an appropriate division of responsibilities between the Board of Managers and District Administrator and provide a framework that supports consistent and defensible decisions while preserving reasonable administrative discretion within Board established parameters.
6. Recommend how the classification and compensation system should be maintained after the study. The recommendation should distinguish, as appropriate, annual administrative review, periodic market or total compensation benchmarking, Minnesota pay equity reporting, review triggered by material position changes, and the appropriate interval or conditions for a future comprehensive classification and compensation study. The District does not assume a predetermined review frequency.

Task 6: Implementation and Final Deliverables

1. Identify material compensation or classification gaps and provide reasonable cost scenarios associated with addressing those gaps.
2. Estimate the fiscal implications of potential adjustment scenarios and identify related administrative or policy considerations.
3. Present preliminary findings to District staff, prepare draft recommendations for District review, and incorporate appropriate revisions.
4. Prepare a final report or technical memorandum describing methodology, findings, recommendations, and implementation considerations.
5. Provide final position description guidance, job evaluation documentation, classification tables, pay schedules, total compensation findings, compensation administration plan, maintenance recommendations, and editable source files.
6. Provide a maintenance guide or administrative toolkit sufficient for the District to administer the classification and compensation system after project completion, including recommended review intervals, triggers, data sources, and responsibilities.

Expected Deliverables

1. Project kickoff meeting and refined work plan.
2. Initial document and data request and issue summary.
3. Position description review findings, editable CCWD position description template, and concise position description/recruitment material guidance.
4. Exempt/non-exempt review with recommended classification and exemption basis where applicable.
5. Documented job evaluation methodology and classification alignment / Minnesota pay equity analysis.
6. Market base pay and total compensation study and comparator documentation.
7. Current employee base pay placement analysis, including identification of material placement or market gaps.
8. Recommended classification structure, position allocations, and pay structure in editable format.
9. Written compensation administration plan or policy.
10. Compensation gap and fiscal impact analysis, including reasonable cost scenarios where applicable.
11. Classification and compensation maintenance guide or administrative toolkit, including recommended maintenance frequency and review triggers.
12. Draft and final study report suitable for staff, Board, and public review.
13. Electronic copies of final source files, including Word, Excel, PowerPoint, PDF, and other applicable project files.

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: September 28, 2026
AGENDA NUMBER: 9
ITEM: Request to Seek Bids Lower-Level Remodel Project

FISCAL IMPACT: \$249,709
POLICY IMPACT: Policy

REQUEST

Authorize staff to seek bids for the 2027 Lower-Level Remodel Project.

BACKGROUND

In spring 2026, the District completed an evaluation and concept plan for remodeling the lower level of the District office.

On June 8, 2026, the Lower-Level Remodel Project was highlighted during the District Open House.

On September 14, 2026, the Board adopted the 2027 budget, which includes funding for the Lower-Level Remodel Project.

ISSUES/CONCERNS

Funding: The 2027 budget includes funding for the Project. Final construction cost will be established through competitive bidding. Limited design work needed to complete final architectural, permit, and bid documents may be completed in 2026 using available budget authority.

Design: The attached concept plan was developed for planning and budgeting purposes and establishes the overall project direction. Staff will review the concept, determine whether additional staff input is warranted, and work with PureAlchemy Design and other appropriate design professionals to complete bid documents before advertisement.

Approvals: The remodel is expected to require building permits and related inspections or approvals. Final requirements and contractor responsibilities will be confirmed during preparation of the bid documents. Permit review, material lead times, and concealed conditions associated with remodeling an existing facility may affect the construction schedule.

Publication: Notice for bids is required to be published in official District newspapers because the estimated Project cost exceeds the statutory competitive bidding threshold. Notice for bids will also be published on the District website and Quest website.

Schedule: Staff anticipate soliciting bids in fall 2026, returning to the Board for consideration of award in December 2026, and completing construction between January and March 2027.

OPTIONS

1. Authorize staff to seek bids for the 2027 Lower-Level Remodel Project
2. Table action until future meeting with statement of reason and need

RECOMMENDATION

Authorize staff to seek bids for the 2027 Lower-Level Remodel Project.

SCOPE AT A GLANCE

What the Refresh Includes

The refresh reshapes three zones and the shared systems that tie them together. A few existing spaces stay exactly as they are. Those sit outside this package, listed at right.

IN SCOPE

Zone One — The Open Office

- Ten workstations, eight along the perimeter and two in the center, with room for potentially one more
- High-top collaboration table with four navy stools
- Glass-inset double doors at the entry

Zone Two — The Conference Room

- Table seating six
- Dedicated audiovisual and supplies closet inside the footprint

Zone Three — The Breakroom

- Kitchen with stone-look counter, dishwasher, oven tower, and full-height refrigerator
- High-top gathering table
- Three dining clusters seating twelve
- Lounge
- Wall-mounted TV (optional)

Across All Zones

- Charcoal-grey doors and trim as a unified frame
- Existing linear fixtures repurposed as art-wash strips
- Recessed and inline grid lighting
- Biophilic watershed photography
- Layered storage

OUT OF SCOPE

Shower room and restroom (remain as-is)

Artwork beyond the curated allowance
(finalized with the District team)

DESIGN DIRECTION

A Workspace That Reflects the Mission

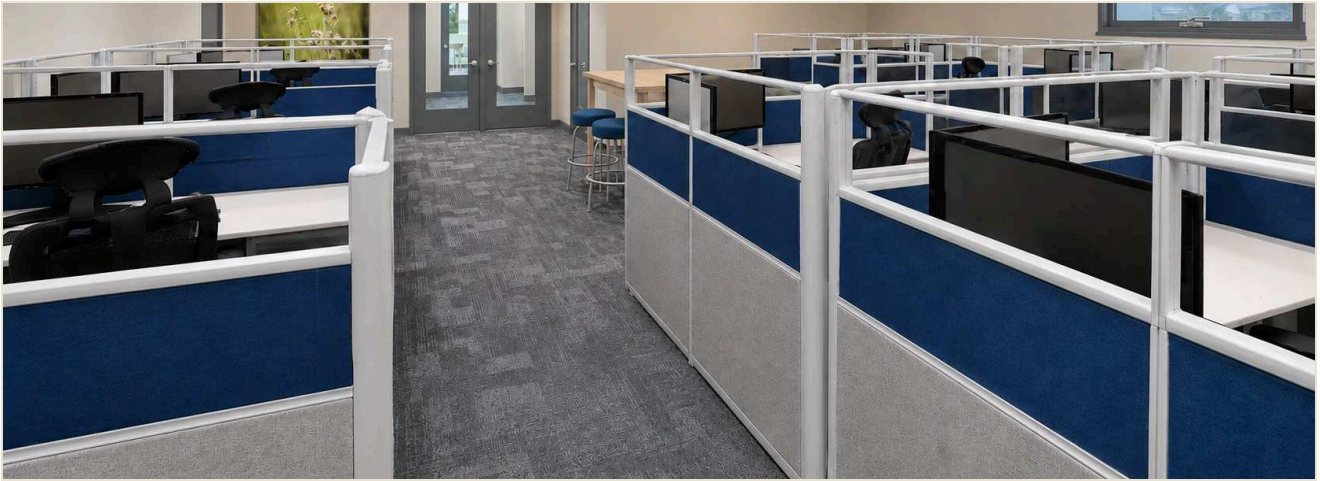
The District protects water, supports healthy habitats, and connects communities to the systems that sustain them. The lower level is shaped to carry that purpose in what you see and feel: daylight drawn deep through glass-inset doors, and the watershed's own grasses, water, and habitat made into the art of the floor — so the mission stays present in the room, not just on the wall.



Color plan: finishes, material strategy, and spatial logic

01 ZONE ONE The Open Office

10 WORKSTATION PODS · 10 ERGONOMIC TASK CHAIRS · HIGH-TOP COLLABORATION TABLE · 4 NAVY STOOLS



The open office from the entry: perimeter workstations with the collaboration table at the threshold

Ten workstations fill the space, eight along the perimeter and two in the center, positioned so power comes off the wall, with room for potentially one more as the team grows. Each is fully outfitted:

- Dual monitor arms
- Sit-to-stand desking
- Seated-height privacy panels
- Integrated storage

The privacy panels do double duty: visual rhythm and real sound attenuation for heads-down work. At the center, a high-top collaboration table in natural wood with four navy stools gives the room its pivot point — close enough to pull someone in for a quick decision, set apart enough to keep focus on either side. Glass-inset double doors open the work zone to the floor while holding acoustic separation, carrying daylight deep into the lower level.

02

ZONE TWO

The Conference Room

CONFERENCE TABLE SEATS SIX · 6 UPHOLSTERED CHAIRS · DEDICATED AUDIOVISUAL & SUPPLIES CLOSET



Six at the table, with art lit by a repurposed linear fixture overhead

The conference room sits at the center of the plan beside the stair, at the crossing point between the workstations and the breakroom. A glass-inset door keeps it present and accessible while the construction holds acoustic separation for focused conversation. A dedicated closet inside the footprint takes meeting supplies and audiovisual equipment, so the table stays clear.

The footprint is sized comfortably for six. Overhead, a repurposed linear fixture doubles as art lighting, washing the wall piece so the artwork carries the room's restorative moment.

03

ZONE THREE

The Breakroom

KITCHEN · HIGH-TOP GATHERING TABLE · 3 DINING CLUSTERS / 12 SEATS · LOUNGE · WALL-MOUNTED TV (OPTIONAL)



The kitchen run (cabinetry, counter, appliances, and the gathering table), with the dining and lounge zones beyond

The breakroom is the largest single zone, and intentionally so: where the team eats, decompresses, and has the conversations that don't happen at desks. It reads as one continuous space. The kitchen runs along one wall in wood-grain cabinetry with a stone-look counter, dishwasher, and a microwave-and-convection-oven tower, a full-height refrigerator at the end, and a high-top gathering table under decorative pendants.

Three dining clusters line the wall (twelve seats, each under its own pendant), and a lounge of two sofas, two armchairs, and a signature walnut coffee table rests on a jute rug that doubles as acoustic softening, with a woven rattan pendant above and a wall-mounted TV (optional) for casual viewing.

THE LAYERED STRATEGY

Materials, Light & Biophilic Anchors

Industrial durability paired with natural warmth: polished concrete on the high-traffic path, patterned carpet tile for acoustic dampening in the work zones, and a neutral palette of soft greys, wood-grain, and stone-look. All interior doors and window trim are mid charcoal grey, giving the level a unified frame that lets the natural materials and biophilic moments do the work.



Polished concrete



Grey carpet tile



Oak wood-grain



Stone-look counter



Jute



Charcoal trim



Brand accent

LIGHTING — LAYERED, NOT FLAT

Recessed and in-line grid fixtures replace the existing overhead, lifting the level to a more consistent, daylit feel. The current linear fixtures are repurposed as art-wash strips, and decorative pendants do the social work: clear-glass over the gathering table, woven rattan over the lounge, and one over each dining cluster.

BIOPHILIC ANCHORS

The watershed's own work becomes the art: gallery-quality photography of grasses, water, habitat, and bloom, sized to give the eye somewhere restorative to land while keeping the mission visible. Pieces shown throughout are directional; final works are curated with the District team.



Biophilic anchors in context: the hallway approach and the stair landing, framed by charcoal-grey doors

COON CREEK WATERSHED DISTRICT

MEETING DATE: September 28, 2026
AGENDA NUMBER: 10
ITEM: Water Quality Model

AGENDA: Discussion

ACTION REQUESTED

None

PURPOSE

Provide update on development of a Districtwide water quality model

BACKGROUND/CONTEXT

In 2025, funds were budgeted to pursue development of a water quality model to simulate sediment and nutrient loading across the District and evaluate progress towards achieving the required pollutant total maximum daily loads (TMDLs) established in 2016. Modeling is a powerful and cost-effective tool to simulate continuous data with expanded spatial coverage compared to discrete, highly localized field-collected data.

Previously, water quality modeling efforts were conducted in a piecemeal manner as part of rotating subwatershed assessments. District staff recognized challenges with this approach including lack of agreement between disjointed models and inefficient workflows. It was determined that a comprehensive, Districtwide effort would result in more useful data products, cost-savings long-term, and better integration of monitoring data.

In early 2025, Stantec was tasked to first evaluate available water quality model methodologies and tools and to provide a recommended approach to best meet stated objectives. Six options were reviewed and compared, with a final recommendation of the Soil and Water Assessment Tool (SWAT). A strength of SWAT is that it models landscape and watershed processes to simulate pollutant transport in both surface and groundwater and can predict impacts of changing land cover and management practices across a wide range of land uses.

Development of a Districtwide SWAT model was initiated in June 2025 with completion of a calibrated, validated model by December. The model was tested against and fitted to field-collected data at 11 long term stream monitoring sites. The validated model was then used to generate a variety of data products including updated flow and pollutant loading summary figures for all impaired streams and major tributaries as well as a variety of geospatial products such as pollutant loading heatmaps. A summary report of methods, results, and major findings was finalized in September 2026. This report includes a 10-year evaluation of progress towards achieving required pollutant load reductions since approval of the CCWD TMDL study by US EPA in 2016. Overall, this work showed significant progress has been made toward pollutant load reductions and provided updated reduction benchmarks, while also laying the foundation for better targeted projects which will enable the District to achieve its TMDL goals in the most cost-effective manner.

COON CREEK WATERSHED DISTRICT

MEETING DATE: September 28, 2026
AGENDA NUMBER: 11
ITEM: Watershed Management Videos

AGENDA: Discussion

ACTION REQUESTED

None

PURPOSE

Provide Board members with accessible watershed management training resources to strengthen understanding of District roles, responsibilities, and governance and support more informed decision making.

BACKGROUND/CONTEXT

In December 2025, a video series developed by the Board of Water and Soil Resources (BWSR) for members of local government boards and commissions was shared with the Board.

At the January 12, 2026, Board meeting, the Board expressed interest in reviewing the video series at future meetings as time allows. This staff report is intended to serve as a standing reference so the Board may review the videos incrementally over time.

[Who's Who? An Overview](#) {4:29} Minnesota's water management involves multilevel partnerships—federal, tribal, state, and local governments, as well as others. (*Viewed at March 23, 2026 Board meeting*)

[Who's Who? Local Governments](#) {9:15} Minnesota's local governments for water management include municipalities, counties, soil and water conservation districts, and watershed authorities, each with unique funding, skills, relationships, and terminology.

[Who's Who? State Agencies](#) {12:00} Minnesota's state water agencies—BWSR, DNR, MDA, MDH, MPCA, and Met Council—collaborate on conservation, regulation, monitoring, grants, and planning for surface/groundwater quality and quantity, often overlapping to support local governments.

[Who's Who? BWSR](#) {5:03} The Minnesota Board of Water and Soil Resources (BWSR), with a 20-member governor-appointed board and 130 staff, partners with locals via grants, conservation easements, wetland regulation, and water plan reviews to protect Minnesota's land, water, and wetlands.

[What is a Watershed?](#) {8:06} A watershed is land that drains to a common water body. Key concepts: land-water connections, nested scales, and relationship to political units for watershed management.

[Watershed Authorities: Types and Statutes](#) {11:57} Minnesota's watershed management authorities include watershed districts, joint powers WMOs, and county-based WMOs—

each shaped by chapters 103B and 103D—to address water issues across natural boundaries.

[Watershed Authorities: Purpose and Power](#) {8:56} Watershed authorities are special purpose units of government with powers including tax levies, planning, rules, and contracts under chapters 103B and 103D.

[Watershed Authorities: Boards and Policies](#) {7:45} Boards are appointed by counties or cities and they have specific their policy-setting duties and governance responsibilities.

[Watershed Authorities: Structure and Roles](#) {10:41} Clearly defined roles for boards, administrators, are important for effective watershed operations.

[Watershed Authorities: Meetings, Committees, and Public Input](#) {11:12} Boards must follow open meeting laws, use advisory/technical committees for input, hold public hearings, and ensure data access.

[Watershed Authorities: Budgeting and Finance](#) {10:13} The budget must connect to the watershed plan and be developed with public input, implemented through a statutorily defined fund structure, and audited annually. (*Viewed at May 26, 2026 Board meeting*)

[Watershed Authorities: Planning](#) {12:54} The plan is a process with robust public involvement and a product, based on science, that clearly signals goals and intended actions.

[Watershed Authorities: Implementation](#) {9:54} Watershed authorities execute plans through projects (e.g., flood control, restorations), regulations via permits and rules under and programs like cost-share, outreach, monitoring.

Additionally, the Anoka Conservation District has produced similar videos related to general watershed management.

[ACD Our Watershed and Stormwater Connection](#) {9:56} This video explains complex concepts about watersheds and stormwater in simple terms using engaging animation. It's beneficial for all ages, from an elementary classroom to a city council chamber. Learn what watersheds are, why they are important, and some of the challenges watershed managers face. This ties into stormwater management and what public officials are doing to prevent flooding and improve water quality as well as what we all can do to become part of the solution.

Many Minnesotans don't value aquatic plants.

The state's lakes are paying a price.

Minnesotans love their lakes. But they don't always love what grows in them.

Aquatic plants — often dismissed as weeds — are common in Minnesota lakes. Some property owners remove them with machines or chemical herbicides, creating open water for swimming or boating.

But those plants are doing important work to keep the lake healthy, from preventing shoreline erosion to reducing algae blooms to providing fish habitat. And there's evidence that getting rid of native plants in a lake makes it easier for invasive species to move in.

"We know that if you plow up a prairie, there's ecological impacts," said Donna Perleberg, an aquatic plant ecologist with the Minnesota Department of Natural Resources. "The same thing is true with a lake."

In recent decades, lake advocates have urged property owners to avoid overdeveloping lakeshore and leave a natural buffer of trees and plants to protect the lake from pollution. Far less attention has been paid to plants that grow in the water.

Scientists hope that a better understanding of native lake plants and their importance will help shift public attitudes toward protection.

An underwater forest at risk

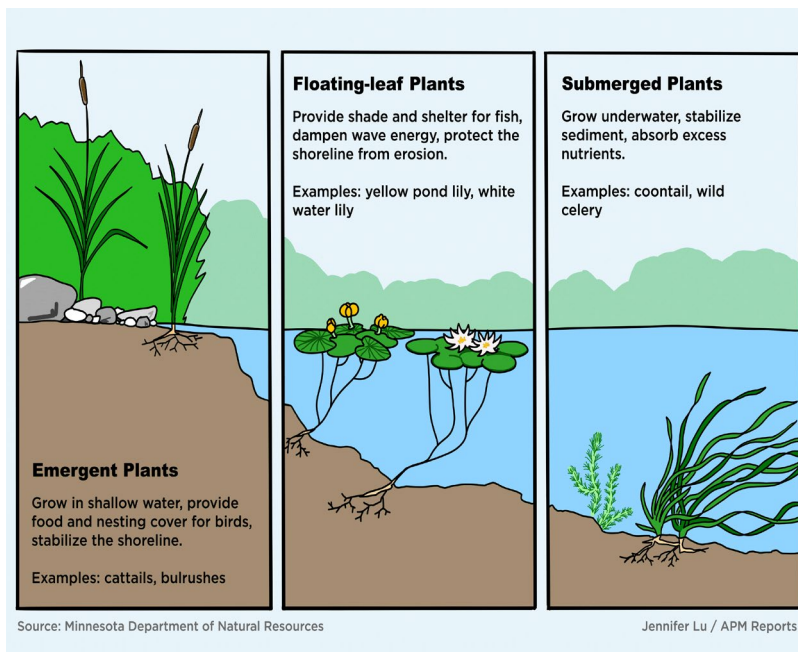
Nisswa Lake in Crow Wing County has some of the clearest water in Minnesota. A healthy population of aquatic plants is a big reason why, said Perleberg.

On a recent summer day, she stood on a city-owned dock in hip waders and pointed to nearly two dozen species of vegetation growing close to shore.

Some, like cattails and bulrushes, extend out of the water. Others, like water lilies, are rooted to the lake bottom with leaves that float on the surface. And some stay submerged, forming an underwater forest.

When she peers into the water, Perleberg sees a diverse ecosystem. But she acknowledges that for some people, there's an "ick" factor.

"If you grew up maybe going down to Florida on a sandy beach and that's what your perspective is, it's hard to realize that these are native species that are good at protecting aspects of the environment," she said.



Native aquatic vegetation benefits lakes in several ways, by helping keep the water clean, preventing shoreline erosion and providing habitat for fish and other aquatic life. Jennifer Lu | APM Reports

Those plants provide shelter for fish and other aquatic creatures. Their roots anchor the lake bottom, keeping sediment from getting stirred up and clouding the water. They take up nutrients from the bottom of the lake, which helps limit algae blooms.

Aquatic plants also help slow boat waves before they reach the shore, protecting it from erosion. On hot days, floating plants such as lily pads act like an umbrella for lake critters.

“They provide shade, so fish and invertebrates and other organisms get a little bit of break from that hot water and the sun,” Perleberg said.

Despite those benefits, Minnesota law allows property owners to remove some aquatic plants to create access for swimming or boating.

Another key reason for the loss of native aquatic plants is excess nutrients from urban storm drains and lawn fertilizers running off property that doesn’t have a buffer along the shore. Those nutrients can fuel algae blooms, which block sunlight and kill submerged plants.



Donna Perleberg, an aquatic plant ecologist with the Minnesota Department of Natural Resources, holds a native aquatic plant at a city-owned dock on Nisswa Lake on July 28. Kirsti Marohn | MPR News

“It wasn’t that long ago where our sewage went directly into the lakes. We thought of them as sort of the dumping grounds,” Perleberg said. “Now we’re paying the price for some of those things that we didn’t know a lot about.”

A [2021 study](#) highlighted the loss of native plant diversity in Minnesota lakes over the past century. Perleberg and her colleagues looked at data collected from lake surveys in the 1920s and 1930s, then resurveyed the same lakes.

In more than half of the lakes, they couldn’t locate at least one of the species that was common a century ago.

Leech Lake: A changing ecosystem

About 50 miles north of Nisswa, researchers on Leech Lake are studying whether an invasive plant, Eurasian water milfoil, is out-competing wild rice — and whether the loss of native vegetation has made the problem worse.

Leanna Goose, a researcher with the Leech Lake Tribal College and the Leech Lake Band of Ojibwe, remembers harvesting wild rice as a child when the rice beds seemed to stretch on forever.

“I used to lose my parents on it when I was a kid, and I would just wait at the edge of the rice bed because that's how big it was,” she said.

Now, Goose said, some of those wild rice beds are small enough to see across. In places, they've been replaced by invasive Eurasian water milfoil, which has been in Leech Lake for more than two decades.

“We saw areas where there should have been manoomin, but there was just fields of Eurasian water milfoil instead,” she said. “So that was really concerning to see.”

Goose is working on a project to restore wild rice in Leech Lake. On a warm August day, she and a team of researchers headed out by boat to a spot marked by a buoy. They pulled on snorkel masks and fins and dove beneath the surface.

Then, they resurfaced with armfuls of muddy Eurasian water milfoil, which they stuffed into mesh bags.

Raining White, deputy director of plant resources for the Leech Lake Band's resource management division, hauled the waterlogged bags into his boat.

Tribal members have told White about native plants including water cabbage and lily pads that once grew in places where they fished. Some have disappeared.

White worries that removing native vegetation has helped create an opportunity for invasive plants to thrive.



Claire Arvig (from left), Ellie Isakson and Leanna Goose harvest invasive water milfoil from a plot on Leech Lake in northern Minnesota on Aug. 19. Ben Hovland | MPR News

“When people start removing things left and right because they want a sandy swim area or they want access to the lake, it kind of throws off the whole balance of the ecosystem,” he said. “Then you get things like invasive species moving in.”

White said aquatic plants often get a bad rap. In Indigenous teachings, everything in the natural world has value, he said.

“They help clean the water,” he said. “They provide fish habitat, waterfowl, food for humans — wild rice and other plants, food and medicines — and then food for our nonhuman relatives too.”

‘They just want to swim without any plants’

The DNR discourages the destruction of aquatic vegetation. But it also recognizes “that excessive plant growth may interfere with a homeowner’s reasonable need to access the water and recreate,” according to the agency’s [website](#).

“We really want to protect that resource,” said Dean Paron, habitat program manager for the DNR’s fisheries section.

But at the same time, Paron said, lakeshore owners have the right to recreate on their property.

“So it’s a very delicate balance, but we’re doing the best we can,” he said.

Under Minnesota rules, a lakeshore property owner can cut or pull submerged vegetation in an area smaller than 2,500 square feet without a permit to create access for swimming or docking a boat. Property owners also can cut a channel up to 15 feet wide through floating vegetation to reach open water.

Larger clearing projects and using chemical herbicides require a DNR permit. Property owners often hire commercial companies to do that work, or do it themselves.

DNR staff review permit applications, visit the sites and work with property owners to make sure the removal is appropriate, Paron said. The DNR tries to steer people toward mechanical removal, but they often prefer chemical herbicides, he said.

“We try to make sure they’re using the right chemical in the right amount and in the right place,” Paron said.

When used carefully, chemical herbicides can be an effective tool to manage lake vegetation and reduce invasive species, said Jeff Forester, executive director of Minnesota Lakes and Rivers Advocates, which represents lake associations and property owners.

Today’s products are more targeted and used at much lower doses than in the past, Forester said.

“A lot of them are applied in parts per billion rather than parts per million,” he said. “That’s literally the difference between an applicator showing up with a couple of gallon jugs of product versus a tanker truck.”

But they can be overused, Forester said. One problem is people buying an aquatic herbicide at a local store and applying it illegally without a permit, making it harder to track and control.

Most people don’t understand the consequences of killing native aquatic plants, said Heather Baird, the DNR’s lake habitat supervisor based in Brainerd.

Aquatic vegetation can protect shorelines from costly erosion problems. The loss of those plants can be a strong indicator of where a shoreline is likely to crumble away, Baird said.

“We can basically look at an aerial photo and we can tell where the erosion is going to happen in the next few years,” she said.

Most anglers know the importance of aquatic vegetation for fish habitat. They often target patches of coontail or lily pads to catch that elusive bass or crappie.

But as Minnesota’s lakes get more heavily developed, some property owners only spend a few weeks at the lake every year, Baird said, and “don’t really respect and understand the importance of vegetation.”

“They just want to swim without any plants,” she said. “So that’s where the disconnect happens.”

Baird said if more people were aware of how many chemical pesticides are applied to Minnesota lakes every year, there likely would be more pushback.

Under a recently expanded Minnesota law, some aquatic pesticides are now considered to [contain PFAS](#), a class of persistent human-made “forever chemicals” that don’t break down easily in the environment.

The DNR seeks to balance conservation of native plants with public recreation and access, Katie Smith, an assistant DNR commissioner, said in a statement responding to questions about how the agency regulates aquatic pesticides and plant life in lakes.

The agency recognizes that the same aquatic plants that may limit access from shore to open water also provide vital habitat that supports the lake’s overall health, she stated.

“It regulates activities that could harm aquatic vegetation and ensures removal is limited to what is necessary and sustainable,” Smith stated.

If the DNR finds clear evidence that aquatic plant removal is harming ecosystems, it can limit those activities, Smith stated. But she said currently, it doesn’t have evidence to support changing state laws or rules.

Chemical concerns

Some lake residents have raised concerns about the potential effects of chemicals on fish, other aquatic life, even humans. They’re seeking more natural alternatives.

Waterfront Restoration, a company based in the Twin Cities suburb of Long Lake, removes lake plants for homeowners, usually to clear a swimming area or make it easier to navigate a boat. Instead of chemicals, scuba divers remove invasive or native vegetation by hand.

“Especially if their kids are swimming, there's just uncertainty I think for a lot of people around the chemicals,” said Tom Suerth, the company’s founder and president. “Whether it’s kids, pets, their lawn or whatever, they kind of prefer the peace of mind of not using them.”



Invasive water milfoil floats in the waters of Headquarters Bay on Leech Lake in northern Minnesota on Aug. 19. Ben Hovland | MPR News

There's an educational aspect to the work they do, Suerth said. Some homeowners want the company to make their lakefront into a pool, with a perfect sandy bottom and nothing growing.

"Ninety-nine percent of the time, that's not possible," Suerth said.

Instead, his company encourages homeowners to leave some native plants to help prevent invasive species from moving in.

"As soon as you clear the space, nature's going to fill it with something probably a lot worse," Suerth said.

Hoping for change

The research team from the Leech Lake Band of Ojibwe will continue its work this fall, after the wild rice harvest.

They'll return to the spots where they removed Eurasian water milfoil and plant locally harvested wild rice seeds. Next year, they'll survey the areas again next year to see if there's been a resurgence of wild rice, and a decline of invasive milfoil.

White is also launching a project to map the aquatic vegetation across Leech Lake, and compare it with maps from 20 years ago. He hopes that will show how much the lake's plant communities have changed, and provide clues about what's driving those changes.

With what they learn, White hopes to raise people's awareness and understanding of aquatic plants as vital to a lake's health, rather than a nuisance.

"If this water is here for all of us and it's supposed to benefit Minnesota and the Leech Lake Reservation, then why are we letting individuals go in and remove things that belong to all of us, that benefit all of us?" he asked. "It's really something I can't wrap my head around. Hopefully it's changing."



WE ARE WATER

Exhibit hosted by



Anoka County
LIBRARY

Local stories from community members.
Learn about the role water plays in their lives, from work to recreation.

Interactive exhibits for all ages. Explore what makes the waters of this area unique, and find out what we can do to keep our waters healthy.

Events that explore various water themes.
How can we protect it? What can we learn from one another about water?

Explore the science, history, story, culture, and relationships of water in Minnesota.

October 8 - November 30, 2026

NORTHTOWN LIBRARY

711 County Road 10 NW
Blaine, MN, 55434

Exhibit available for viewing during library hours

Request a class or group visit tinyurl.com/aclOutreach



Water: The Fabric of Our Lives

A complementary art exhibit by local artist Juanita Tatum will be on display 8/20 – 10/26. Featuring abstract paintings, mixed media, and fabric collages, Tatum's work embraces sustainability through the use of recycled and repurposed materials—proving that anything can be an art supply.



Minnesota
Humanities
Center



Scan the QR code for more details
tinyurl.com/aclWeAreWater

MINNESOTA BOARD OF WATER AND SOIL RESOURCES
MINNESOTA DEPARTMENT OF AGRICULTURE
MINNESOTA DEPARTMENT OF HEALTH
MINNESOTA DEPARTMENT OF NATURAL RESOURCES



We Are Water MN is a project of the Minnesota Pollution Control Agency and the Minnesota Humanities Center in partnership with the Minnesota Historical Society; the Board of Water and Soil Resources; the Minnesota Departments of Agriculture, Health, and Natural Resources; and University of Minnesota Extension.

We are Water MN is paid for by the Clean Water Fund, part of the Clean Water, Land, & Legacy Amendment that was created with the vote of the people of Minnesota on November 4, 2008.

WE ARE WATER



Events at Northtown Library

711 County Road 10 NW, Blaine, MN 55434

September 10 - November 30, 2026

Exhibit Opening Celebration

Saturday, October 10 from 10:30 AM - 1:30 PM

Explore the exhibit, visit the water tasting bar, learn about local water issues from community partners, & experience water related stories & activities.

- **10:30 AM Keynote from award-winning MN author Kao Kalia Yang**
- **11 AM -1:30 PM Nitrate Well Water Testing**
Run the water for at least 5 minutes. Bring a 1 cup cold sample in a solid sealed container
- **11:30 AM Story Explorers: Water Stories**
- **12 PM - 1 PM Pond Dipping** - Identify tiny creatures that live in the pond with a magnifying glass



Water & Pollinator Mosaic Workshop Series

(adult) Thursday, 5 PM - 7 PM

September 10

September 17

September 24

October 1

Series sponsored by



Minnesota Fish Habitats with 4H

(children) Saturday, September 19, 2 PM - 3 PM

Rainwater Gardens with Anoka County Master Gardeners

(adult) Saturday, September 26, 2 PM - 3 PM

Draw Your Own Federal Duck Stamp

(adult) Monday, October 12, 5:30 PM - 6:30 PM

Youth Yoga & Mindfulness Workshop

(children) Thursday, October 15, 5 PM - 6 PM

Adaptive Adult Storytime: We Are Water!

(adult) Friday, October 16, 10 AM - 10:45 AM

Flow Together: A Mixed Media Experience

(adult) Saturday, October 17, 2 PM - 4 PM

Water: The Fabric of Our Lives Art Reception and Live Demonstration (all ages)

Monday, October 19, 5:30 PM - 6:30 PM

Painting Fish with Ink & Watercolor

(school age - teen)

Saturday, October 24, 2 PM - 4 PM

Let's Celebrate Minnesota Water/ Celebremos el agua de Minnesota (children)

Thursday, October 29, 5 PM - 5:45 PM

Grounded in History: How Geology Informs Today's Water Challenges

(adult) Monday, November 2, 6 PM - 7 PM

Among the Mermaids: Fascinating Facts and Fictions About the Sirens of the Sea

(adult) Saturday, November 7, 2 PM - 3 PM

Water Fun Assembly with the Minnesota Science Museum

(children) Tuesday, November 17, 4 PM - 4:45 PM

The Incredible Journey

(children) Saturday, November 21, 3 PM - 4 PM

Northtown Book Club for Adults

Where Rivers Part: A Story of My Mother's Life by Kao Kalia Yang

Thursday, September 24, 1 PM - 2:30 PM

Thursday, October 8, 1 PM - 2:30 PM

Wild Dark Shore by Charlotte McConaghy

Thursday, October 22, 1 PM - 2:30 PM

Thursday, November 12, 1 PM - 2:30 PM

Is a River Alive? by Robert Macfarlane

Thursday, November 19, 1 PM - 2:30 PM

Thursday, December 10, 1 PM - 2:30 PM