

LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION

FEBRUARY 21, 2019

CALL TO ORDER

Chairman Todd Haas called the meeting to order at 8:00 a.m. in the Committee Room of Anoka City Hall.

Election of Officers

Motion was made by Musgrove, seconded by Barnett, to elect Todd Haas as Chair, Debra Musgrove as Vice-Chair and Elizabeth Barnett as Treasurer. Vote: 3 ayes, 0 nays. Motion carried.

ROLL CALL

Voting members present were: Debra Musgrove, Ramsey; Elizabeth Barnett, Anoka; and Todd Haas, Andover.

Voting members absent were: None.

Also present were: Deputy Treasurer Brenda Smith, Ramsey Civil Engineer IV Leonard Linton, Anoka Engineering Technician Ben Nelson, and Jamie Schurbon of Anoka Conservation District.

APPROVE AGENDA

Haas requested to add Item F5, Scanning of Files, to the agenda.

Motion was made by Barnett, seconded by Musgrove, to approve the February 21, 2019 agenda as amended. Vote: 3 ayes, 0 nays. Motion carried.

RESIDENT'S FORUM

None.

APPROVE MINUTES

January 17, 2019 Regular Meeting

Motion was made by Barnett, seconded by Musgrove, to approve the January 17, 2019 Regular Meeting minutes as presented. Vote: 3 ayes, 0 nays. Motion carried.

FINANCE MATTERS

Treasurer's Report

Smith presented the Treasurer's Report for the period ending January 31, 2019. Account balances for the period were: Checking, \$252,588.68; less permit account balance of (\$60,314.56); less 2018 4th Generation Plan Reserve (\$109,400), for a total balance of \$82,874.12.

Motion was made by Musgrove, seconded by Barnett, to accept the Treasurer's Report for the period ending January 31, 2019. Vote: 3 ayes, 0 nays. Motion carried.

Payment of Bills

Smith presented the payment of bills for Barr Engineering in the amount of \$3,624.52 (services rendered December 29, 2018 – January 25, 2019), TimeSaver in the amount of \$777.35 (services rendered in December of 2018) and Anoka Conservation District in the amount of \$18,134.55 (rain garden).

Motion was made by Barnett, seconded by Musgrove, to authorize payment as presented and indicated above. Vote: 3 ayes, 0 nays. Motion carried.

ACD 2019 Work Contract

Schurbon stated that the proposed 2019 work contract was included in the packet, which has a slightly higher cost than the budgeted amount to account for development of the brochures. He stated that originally the LRRWMO believed that the monitoring of the Rum River at CR 7 was going to be cost-shared with the URRWMO but that was not the case. He stated that the URRWMO monitors every three years and therefore after this year of monitoring, the LRRWMO could time up the next monitoring in two years to align with the other organization. He reported a total contract cost of \$13,525 and highlighted some of the specific line items.

It was the consensus of the Board to pay 75 percent up front and the remaining 25 percent upon completion.

Motion was made by Barnett, seconded by Musgrove, to approve the ACD 2019 Work Contract as discussed. Vote: 3 ayes, 0 nays. Motion carried.

TimeSaver Secretarial 2019 Addendum

Haas reviewed the proposed changes. He noted that TimeSaver has done the work for the Board since the 1980's and has always done a great job.

Musgrove stated that she has been impressed with the communication and ability to share information.

Motion was made by Barnett, seconded by Musgrove, to approve the TimeSaver Secretarial 2019 Addendum. Vote: 3 ayes, 0 nays. Motion carried.

Scanning of Files

Haas stated that there is one drawer left for filing.

Smith confirmed that they are running out of storage space. She was unsure if the LRRWMO would be interested in scanning to Laserfiche.

Haas stated that perhaps outdated information could be destroyed after a certain point.

Nelson stated that the minutes must be kept and noted that the minutes were scanned into Laserfiche.

Musgrove asked if the scanned documents could then be destroyed. Nelson stated that the Board could make that determination.

Musgrove stated that perhaps a review should be done to determine possible costs for scanning the documents.

Barnett stated that additional research should be done to determine how long the actual documents should be kept on file. She asked and received confirmation that the LRRWMO would also need to pay for electronic storage space.

Haas noted that another option would be to purchase another file cabinet but stated that it would be nice to get some of the documents scanned and gone. He stated that he will speak with TimeSaver to determine the cost to scan.

Schurbon stated that perhaps there should also be a policy on file/records retention.

NEW BUSINESS

LRRWMO Permit #2018-17 ~ 1565 167th Avenue NW ~ Andover

Haas reviewed the February 15, 2019 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve the revised wetland boundaries and types as documented in the draft Notice of Decision.

Motion was made by Barnett, seconded by Musgrove, to approve the revised wetland boundaries and types as documented in the draft Notice of Decision for Permit #2018-17, 1565 167th Avenue NW, Andover, as detailed in the Barr Engineering memorandum dated February 15, 2019. Vote: 3 ayes, 0 nays. Motion carried.

LRRWMO Permit #2018-21 ~ Sonsteby Properties ~ Andover

Haas reviewed the February 15, 2019 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO consider the application incomplete until the aerial imagery review is received. Once the completed application is received, a Minnesota Wetland Conservation Act Notice of Application and the required 15 business day comment period will be initiated. A recommendation will then be provided following that comment period.

Motion was made by Barnett, seconded by Musgrove, to consider Permit #2018-21, Sonsteby Properties, Andover, incomplete as detailed in the Barr Engineering memorandum dated February 15, 2019. Vote: 3 ayes, 0 nays. Motion carried.

LRRWMO Permit #2018-24 ~ CSAH 116 and 7th Avenue Stormwater Management Study, City of Anoka

Haas reviewed the February 14, 2019 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve of the permit for this project subject to three conditions detailed in the memorandum.

Motion was made by Barnett, seconded by Musgrove, to approve Permit #2018-24, CSAH 116 and 7th Avenue Stormwater Management Study, City of Anoka, subject to three (3) conditions as detailed in the Barr Engineering memorandum dated February 14, 2019. Vote: 3 ayes, 0 nays. Motion carried.

Consider Contribution for Groundwater Education Video

Schurbon stated that the County-wide education coordinator is a new position and there is a proposal to create a video on groundwater. He stated that the proposal is to create an animated video. He reviewed the other organizations and municipalities that have agreed to contribute to the development of the video. He stated that if the LRRWMO donates, they will have access to the video, will receive credit in the video, and the video could be used at educational events.

Haas confirmed that there are funds available in the contingency fund.

Barnett stated that she agrees that digital format is more common now compared to just brochures. She stated that she would want to ensure that cities will be using these videos as well, rather than just the LRRWMO website.

Motion was made by Barnett, seconded by Musgrove, to approve a contribution of \$200 for the creation of a groundwater education video. Vote: 3 ayes, 0 nays. Motion carried.

CONSIDER COMMUNICATIONS

Consider City of Nowthen's 2040 Comprehensive Plan

Schurbon noted that Nowthen simply included their 2007 Local Water Management Plan. He confirmed that once the URRWMO completes their Plan, Nowthen will have two years to update their Local Water Management Plan to comply with the URRWMO Plan.

Haas stated that he did not see a sign off sheet but will follow up with TimeSaver.

Haas noted that these items are informational and do not require action.

REPORT OF OFFICERS & WAC ADMINISTRATION REIMBURSEMENT ~ None

ACD REPORT

Presentation of 2018 Work Results

Schurbon presented the draft report of the work that was accomplished in 2018. He noted that if there are any edits, he can update the draft before it becomes final. He reviewed data on lake level monitoring and the trends that can be identified through that data. He reviewed the data of lake water quality monitoring that was done in 2018, stream water quality monitoring, Anoka High School biomonitoring, wetland assessments and information, cost-share grant fund activity, Google map photos from the river view, the Anoka rain garden, and newsletter and website information. He provided additional details on possible Legacy funds that would be received for Rum River bank stabilization projects as a partnership between Anoka County Parks and the ACD.

Barnett asked if chloride sampling would occur in 2019. Schurbon stated there was some chloride monitoring in 2018, but that is not included in 2019. He noted that activity could occur every third year to provide trend information.

Request to Use Cost Share Funds for Rain Garden Plants at 4360 Rum River Drive

Schurbon stated that the construction is done, and the Metropolitan Council funds have been spent. He requested about \$500 for the plants for the rain garden, which would then be planted this spring.

Motion was made by Musgrove, seconded by Barnett, to authorize the ACD to utilize up to \$500 of the LRRWMO cost-share grant funds for the rain garden plants at 4360 Rum River Drive in Anoka. Vote: 3 ayes, 0 nays. Motion carried.

OLD BUSINESS ~ None

OUTSTANDING ITEMS/TASK CHECKLIST

Haas reviewed the outstanding items and task checklist.

OTHER BUSINESS

Update on Fourth Generation Plan

Haas stated that earlier this week he signed two letters, to be distributed to different agencies. He stated that the letters provide a comment period for those agencies to provide input on the topics the LRRWMO should consider in their planning process. He noted that the comment period is 60 days.

ADJOURNMENT

A motion was made by Barnett, seconded by Musgrove, to adjourn the meeting. Vote: 3 ayes, 0 nays. Motion carried.

Time of adjournment: 9:02 a.m.

Respectfully submitted,

Amanda Staple
Administrative Secretary