

# LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION

JULY 16, 2020

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## CALL TO ORDER

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

## 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 Springer, Ramsey Civil Engineer IV Leonard Linton, Ramsey City Engineer Bruce Westby, Anoka Engineering Technician Ben Nelson, John Enstrom of Enstrom Organic Dirt, Andover Natural Resource Coordinator Kameron Kytonen, Greg Williams of Barr Engineering, and Jamie Schurbon of Anoka Conservation District.

## APPROVE AGENDA

Haas requested to add Item F3, Approve Resolution #2021-01 Adopting the 2021 Budget.

**Motion was made by Musgrove, seconded by Barnett, to approve the July 16, 2020 agenda as amended. Vote: 3 ayes, 0 nays. Motion carried.**

## RESIDENT'S FORUM

None.

## APPROVE MINUTES

### June 18, 2020 Regular Meeting

**Motion was made by Barnett, seconded by Musgrove, to approve the June 18, 2020 Regular Meeting minutes as presented. Vote: 3 ayes, 0 nays. Motion carried.**

## FINANCE MATTERS

### Treasurer's Report

Springer presented the Treasurer's Report for the period ending June 30, 2020. Account balances for the period were: Checking, \$245,491.06; less permit account balance of (\$52,082.60); less 2018 4<sup>th</sup> Generation Plan Reserve (\$91,641.50), for a total balance of \$101,766.96.

Musgrove asked if the cities have been billed yet for 2020. Springer stated that the cities have not yet been billed and confirmed that the billing could occur any time during 2020. She confirmed that the Board could determine when the billing should occur.

Musgrove commented that in future years perhaps the billing should occur in the spring quarter. Springer commented that July is a good time to bill because that is when the first quarter property taxes are received.

Barnett commented that perhaps the billing occurs in August this year and in future years occur in July.

Linton referenced Permit #2020-05, Wesp, and noted that is in Andover not Ramsey.

**Motion was made by Barnett, seconded by Musgrove, to accept the Treasurer's Report for the period ending June 30, 2020. Vote: 3 ayes, 0 nays. Motion carried.**

### Payment of Bills

Springer presented the payment of bills for TimeSaver in the amount of \$999.31 (June professional services), Barr Engineering in the amount of \$3,119.50 (engineering), and Barr Engineering in the amount of \$3,445.50 (4<sup>th</sup> Generation Plan).

Musgrove asked for clarification on specific invoicing from Barr Engineering and whether the details on the invoices would be sufficient for staff to know what the actual work was. Williams provided additional details on the related work for those invoices. He stated that the information on the invoicing is enough for Barr Engineering to respond to any questions that may arise on the invoice.

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

### Adopt 2021 Budget

Springer stated that she left the information the same with the exception of the updates from Schurbon. She stated that updated valuations from the County are not yet available, therefore she used the 2019 valuations.

Musgrove asked if the budget can be adjusted, similarly to how the cities adopt a preliminary and final budget. Springer stated that this is the budget of the LRRWMO and if changes want to be made, the Board can do so during the year.

Musgrove asked if once the valuations are received, if the LRRWMO could adjust the assessments to the cities. Springer stated that she has not seen an adjustment to the assessments and would not recommend that.

Schurbon commented that the budget includes matching grant funds and if the budget is passed, he would see that as a commitment for those funds. He noted that item was not included in previous budgets.

**Motion was made by Barnett, seconded by Musgrove, to adopt Resolution #2021-01 Adopting the Budget for Year 2021. Vote: 3 ayes, 0 nays. Motion carried.**

#### NEW BUSINESS

##### LRRWMO Permit #2019-20 ~ Meadows at Peterson Farms ~ Anderson

Haas reviewed the July 10, 2020 memo from Barr Engineering in which Barr Engineering stated that the Minnesota Wetland Conservation Act Notice of Application was submitted on July 9, 2020. Barr Engineering will hold a Technical Evaluation Panel meeting and provide a recommendation after the comment period ends, which is on July 31, 2020.

**Motion was made by Musgrove, seconded by Barnett, to table Permit #2019-20, Meadows at Peterson Farms, Andover, as detailed in the Barr Engineering memorandum dated July 10, 2020. Vote: 3 ayes, 0 nays. Motion carried.**

##### LRRWMO Permit #2020-05 ~ Wesp Property ~ Andover

Haas reviewed the July 10, 2020 memo from Barr Engineering in which Barr Engineering that a Minnesota Wetland Conservation Act Notice of Application was submitted on June 19, 2020. On July 7, 2020, a Technical Evaluation Panel site review was completed and TEP members requested clarification of the wetland evaluation area and additional wetland documentation. On July 9, 2020, the applicant's agent submitted the additional information. A recommendation will be made after TEP members review the additional information. A second memorandum was provided from Barr Engineering dated July 10, 2020 in which Barr Engineering recommends that the LRRWMO continue consideration of the permit until the requested information related to grading is provided.

**Motion was made by Musgrove, seconded by Barnett, to table Permit #2020-05, Wesp Property, Andover, as detailed in the Barr Engineering memorandum dated July 10, 2020. Vote: 3 ayes, 0 nays. Motion carried.**

LRRWMO Permit #2020-07 ~ Ramsey Public Works Facility ~ City of Ramsey

Haas reviewed the July 10, 2020 memo from Barr Engineering in which Barr Engineering stated that a Minnesota Wetland Conservation Act Notice of Application was submitted on July 9, 2020 and has a comment period ending on July 31, 2020. A recommendation will be provided after the comment period.

**Motion was made by Musgrove, seconded by Barnett, to table Permit #2020-07, Ramsey Public Works Facility, City of Ramsey, as detailed in the Barr Engineering memorandum dated July 10, 2020. Vote: 3 ayes, 0 nays. Motion carried.**

CONSIDER COMMUNICATIONS ~ None

REPORT OF OFFICERS & WAC ADMINISTRATION REIMBURSEMENT

Nelson presented the Year 2020 Second Quarter Report for the City of Anoka.

**Motion was made by Barnett, seconded by Musgrove, to approve the Year 2020 Second Quarter Report for the City of Anoka, as presented, and to authorize release of unused escrow for Permit #2018-15. Vote: 3 ayes, 0 nays. Motion carried.**

Linton presented the Year 2020 Second Quarter Report for the City of Ramsey.

Musgrove asked when the CR 116 and TH 47 project will begin. Westby commented that will be a 2021 project.

Nelson commented that the project will begin in the spring as it needs to be completed prior to the Highway 10 project in 2022.

**Motion was made by Musgrove, seconded by Barnett, to approve the Year 2020 Second Quarter Report for the City of Ramsey, as presented. Vote: 3 ayes, 0 nays. Motion carried.**

Haas presented the Year 2020 Second Quarter Report for the City of Andover.

**Motion was made by Musgrove, seconded by Barnett, to approve the Year 2020 Second Quarter Report for the City of Andover, as presented. Vote: 3 ayes, 0 nays. Motion carried.**

ACD QUARTERLY REPORT

Second Quarter 2020 Report

Schurbon noted that all of the scheduled work is on track with the exception of the high school.

OLD BUSINESS

### Watershed Based Implementation Funding Update

Musgrove stated that the group met once since the last Board meeting to discuss the projects. She stated it seems that this group is ahead of others in terms of project identified and designation. She commented that they are waiting to hear back from the State to find out if there will be any changes to the funding.

Schurbon reviewed the proposed projects that would occur locally.

Musgrove asked how the LRRWMO would ensure that the projects discussed would be included in the plan for the LRRWMO. Schurbon stated that the projects should be listed in the LRRWMO plan in order to be eligible for grant funding.

Williams confirmed that those projects should be included in the implementation schedule, regardless of when they think those would be completed. He stated that Schurbon has sent him information on the projects that should be included in that list. He noted that there will be additional opportunities for cities to include projects that may be eligible for watershed based implementation funding.

### OUTSTANDING ITEMS/TASK CHECKLIST

Haas reviewed the outstanding items and task checklist.

### OTHER BUSINESS

#### Update on Fourth Generation Plan

Williams stated that a summary of comments from the second Citizens Advisory Committee meeting were included and briefly reviewed those comments with the Board. He stated there are some motivated folks that he believes would remain as a part of the CAC in the future. He stated that he will have some draft plan sections available for the Board to review at the next meeting before they get into developing the implementation table.

Barnett left the meeting.

#### Discuss Wetland Monitoring Requirements

Haas stated that Barr Engineering provided a memorandum regarding wetland monitoring requirements.

Linton stated that he has begun looking for a consultant to complete the work for Ramsey. He noted that one of the projects mentioned for Ramsey was the Wesp permit that he mentioned earlier in the meeting that is actually located in Andover.

Musgrove asked what Ramsey is behind on. Linton stated that a checkup was supposed to occur annually, but the checkups got lost due to staff turnover, consultant turnover, and a surplus of new projects. He confirmed that Ramsey would get the work completed.

1W1P

Haas stated that a meeting will take place the following week.

Schurbon commented that the purpose of the meeting is to discuss strategies and projects that could be done to accomplish the goals that have been set.

ADJOURNMENT

A motion was made by Musgrove, seconded by Haas, to adjourn the meeting. Vote: 2 ayes, 0 nays. Motion carried.

Time of adjournment: 9:07 a.m.

Respectfully submitted,

Amanda Staple  
Administrative Secretary