

# LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION

JANUARY 21, 2021

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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; Jeff Weaver, Anoka; and Todd Haas, Andover.

Voting members absent were: None.

Also present were: Deputy Treasurer Brenda Springer, Ramsey Civil Engineer IV Leonard Linton, Anoka Engineering Technician Ben Nelson, Bob Obermeyer of Barr Engineering, Andover Natural Resources Technician Kameron Kytonen, Greg Williams of Barr Engineering, and Jamie Schurbon of Anoka Conservation District.

## New Member Introductions

Haas introduced the newest member of the Board, Jeff Weaver.

## APPROVE AGENDA

Haas requested to add an item to the agenda, Rum River One Watershed One Plan Alternate, under Other Business.

**Motion was made by Musgrove, seconded by Weaver, to approve the January 21, 2021 agenda as amended. Vote: 3 ayes, 0 nays. Motion carried.**

## RESIDENT'S FORUM

None.

## APPROVE MINUTES

December 17, 2020 Regular Meeting

**Motion was made by Musgrove, seconded by Haas, to approve the December 17, 2020 Regular Meeting minutes as presented. Vote: 2 ayes, 0 nays, 1 abstain (Weaver). Motion carried.**

## FINANCE MATTERS

### Treasurer's Report

Springer presented the Treasurer's Report for the period ending December 31, 2020. Account balances for the period were: Checking, \$260,427.04; less permit account balance of (\$41,917.56); less 2018 4<sup>th</sup> Generation Plan Reserve of (\$79,828.50), for a total balance of \$138,680.98.

Musgrove asked when the budgeting occurs. Haas replied that typically occurs in the spring.

Smith reminded the group that the financial end of year was changed to align with the calendar year in 2021, therefore 2021 has 11 budgeted months.

**Motion was made by Musgrove, seconded by Weaver, to accept the Treasurer's Report for the period ending December 31, 2020. Vote: 3 ayes, 0 nays. Motion carried.**

### Payment of Bills

Springer presented the payment of bills for TimeSaver in the amount of \$743.65 (professional services) and Barr Engineering in the amount of \$6,871.00 (engineering).

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

### Legal, Engineering, and Water Monitoring RFPs

Haas stated that this process occurs every two years as required by law. He stated that one legal proposal was received from Kennedy and Graven, which is also the current legal representative.

Musgrove referenced the proposed rates and asked if acceptance of this would adopt the rates for 2021 and 2022. She asked if adopted, could the Board revisit the issue of rates in the future. She commented that it would have been nice to see additional proposals. Haas stated that there are not many firms that cover WMO's.

Weaver commented that he understands the specialty of the practice, which is probably why the group did not receive many bids.

Haas noted that the WMO typically does not use legal very often, noting the recent exception of the Rum River 1W1P.

Musgrove asked if the group pays a retainer or only the hourly charge. Haas replied that the WMO only pays an hourly charge for the services used.

Smith commented in 2019 there were zero legal expenses and \$4,000 was budgeted. She noted thus far for 2020, \$18 has been paid.

**Motion was made by Weaver, seconded by Musgrove, to accept the proposal from Kennedy and Graven for legal services. Vote: 3 ayes, 0 nays. Motion carried.**

Haas stated that the group also only received one proposal for engineering, from Barr Engineering. He stated that he did receive a few calls from other consultants, but those consultants chose not to submit proposals. He referenced the Barr proposal, noting that Obermeyer will be transitioning to retirement and therefore after the first quarter of 2021, Williams would become the main representative from Barr along with the other support staff.

Musgrove commented that there was only one proposal received and the WMO has positive experience with Barr Engineering.

**Motion was made by Musgrove, seconded by Weaver, to accept the proposal from Barr Engineering for engineering services. Vote: 3 ayes, 0 nays. Motion carried.**

Haas stated that one proposal was received from the Anoka Conservation District. He noted that he also received a few calls from other consultants that decided not to submit.

Schurbon confirmed that the RFP is identical to the amount included in the budget. He stated that this proposal is only for 2021 as water monitoring is reviewed annually.

**Motion was made by Musgrove, seconded by Weaver, to accept the proposal from Anoka Conservation District for water monitoring services. Vote: 3 ayes, 0 nays. Motion carried.**

#### TimeSaver 2021 Addendum

Haas noted that the proposal was included in the packet and provided a brief summary.

Musgrove commented that TimeSaver does a great job but she had a question related to the difference between the base rate and unit rate. She also asked if the group is being charged for attendance if the secretary is not attending. Smith commented that it appears that the meeting attendance was charged for December.

Weaver commented that the secretary still has to listen to the meeting and type the minutes, therefore it is still the same amount of work and could even be considered more difficult to do by recording.

**Motion was made by Weaver, seconded by Musgrove, to approve the TimeSaver 2021 addendum. Vote: 3 ayes, 0 nays. Motion carried.**

#### Liability Waiver

Smith recommended that the Board not waive the monetary limits for tort liability.

**Motion was made by Musgrove, seconded by Weaver, to not waive the monetary limits on municipal tort liability. Vote: 3 ayes, 0 nays. Motion carried.**

#### NEW BUSINESS

LRRWMO Permit #2018-21~ Sonstebly Properties ~ Andover

Haas reviewed the January 15, 2021 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve the wetland boundaries and types as described in the draft WCA Notice of Decision.

**Motion was made by Weaver, seconded by Musgrove, to approve the wetland boundaries and types as described in the WCA Notice of Decision for Permit #2018-21, Sonstebly Properties, Andover, as detailed in the Barr Engineering memorandum dated January 15, 2021. Vote: 3 ayes, 0 nays. Motion carried.**

LRRWMO Permit #2020-14~ Greg Bauer Wetland Delineation ~ Ramsey

Haas reviewed the January 15, 2021 memo from Barr Engineering in which Barr Engineering states that they will provide a recommendation to the Board prior to the February meeting, after the comment period ends on February 8, 2021.

Haas noted that this item does not require action.

CONSIDER COMMUNICATIONS ~ None

REPORT OF OFFICERS & WAC ADMINISTRATION REIMBURSEMENT

Kytonen presented the Year 2020 Fourth Quarter Report for the City of Andover.

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

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

**Motion was made by Weaver, seconded by Musgrove, to approve the Year 2020 Fourth Quarter Report for the City of Anoka, as presented, and to authorize release of unused escrow for Permit #2019-26 and #2020-03. Vote: 3 ayes, 0 nays. Motion carried.**

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

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

ACD QUARTERLY REPORT

2020 Fourth Quarter Report

Schurbon stated that the reporting, outreach and education, and monitoring work from 2020 is at least 90 percent complete along with only final reporting remaining. He noted that the biomonitoring at Anoka High School was not able to be completed in 2020 and hoped that could occur in 2021.

## OLD BUSINESS

### Update on Watershed Based Implementation Funding

Musgrove commented that the grant work by the State was approved and ACD signed the grant agreement. She highlighted the projects included as proposed for 2021 through 2023.

Schurbon provided a brief overview of the metro Rum River 1W1P funding as well as the larger Rum River 1W1P group and funding.

## OUTSTANDING ITEMS/TASK CHECKLIST

Haas and the Board reviewed the outstanding items and task checklist.

## OTHER BUSINESS

### Update on Fourth Generation Plan

Williams stated that the draft text of the implementation section was included in the packet, noting that the Board reviewed the implementation table at the previous meeting. He provided a brief overview of that information. He asked if the permit review fund is funded entirely through permit fees and escrow or whether the general fund is also used for that purpose.

Haas clarified that the Board does not supplement the permit review through the general fund and explained that permit review is funding by the applicant.

Williams asked the Board to review this section and provide any comments or corrections. He stated that he will provide PDF versions of the plan in order for the members to share with their City and/or City Council prior to the submittal for the 60-day review. He stated that he would intend to bring forward the draft plan at the next meeting for the Board to review and authorize submittal for the 60-day review, pending comments from the cities.

Haas stated that perhaps each of the members could include this review on a Council work session once available.

Williams confirmed that he could provide the PDF's by the end of the week.

Weaver asked when the input of the member councils would be needed. Haas replied that the input is not necessary.

Williams confirmed that the review by the councils is just a courtesy. He noted that once submitted for the 60-day review, written comments and responses are required. He reviewed the potential timeline moving forward.

Linton referenced heading 6.4.6, suggesting it read, "...grand grant funding..."

a. Consider Permit Application Forms/Process

Haas noted the updated draft that was included and the comments that had been received.

Nelson noted a missing email on the wetland application form. Williams confirmed he would make that change and also convert the document to allow applicants could type within the boxes.

Haas stated if acceptable, the Board should approve the application forms so that they could begin to be available before the busier spring application permit.

**Motion was made by Musgrove, seconded by Weaver, to approve the permit application forms with the change noted by Nelson. Vote: 3 ayes, 0 nays. Motion carried.**

Update on Past Wetland Mitigation Sites within LRRWMO

No comments.

Rum River 1W1P Alternate

Haas stated that he has been serving as the LRRWMO representative and Barnett was the alternate.

Schurbon provided a brief background on the purpose of the group.

**Motion was made by Weaver, seconded by Haas, to appoint Musgrove as the alternate for the Rum River 1W1P. Vote: 3 ayes, 0 nays. Motion carried.**

ADJOURNMENT

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

Time of adjournment: 9:18 a.m.

Respectfully submitted,

Amanda Staple  
Administrative Secretary