

# LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION

MAY 27, 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, Greg Williams of Barr Engineering, Jamie Schurbon of Anoka Conservation District, Colleen Werdien of Anoka Conservation District, and Andover Natural Resources Technician Kameron Kytönen.

## APPROVE AGENDA

Haas requested to add an item to discuss a canoe trip to be Item M3.

**Motion was made by Weaver, seconded by Musgrove, to approve the May 27, 2021 agenda as amended. Vote: 3 ayes, 0 nays. Motion carried.**

## RESIDENT'S FORUM

None.

## APPROVE MINUTES

April 15, 2021 Regular Meeting

**Motion was made by Musgrove, seconded by Weaver, to approve the April 15, 2021 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 April 30, 2021. Account balances for the period were: Checking, \$185,485.65; less permit account balance of (\$41,598.54); less 2018 4<sup>th</sup> Generation Plan Reserve (\$61,520), for a total balance of \$82,367.11.

Musgrove asked for clarification on when cities would be billed. Springer commented that the decision was made to bill the cities in June.

Linton asked for the timing on the proposed budget for the next year. Springer noted the proposed budget is on the agenda today and if adopted, she could send the allocations forward to the cities. She is not proposing to change the budget from the previous year but noted that the allocations can vary.

**Motion was made by Weaver, seconded by Musgrove, to accept the Treasurer's Report for the period ending April 30, 2021. Vote: 3 ayes, 0 nays. Motion carried.**

#### Payment of Bills

Springer presented the payment of bills for TimeSaver in the amount of \$882.04 (April professional services) Barr Engineering in the amount of \$7,127 (engineering), and City of Anoka in the amount of \$2,400 (financial services August 2020 through July 2021).

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

#### 2020 Financial Statements

Springer stated that the year-end financial statements were included in the packet. She stated that an audit was not completed as that action is only required every five years and an audit was completed the previous year.

**Motion was made by Weaver, seconded by Musgrove, to accept the 2020 Financial Statements. Vote: 3 ayes, 0 nays. Motion carried.**

#### 2022 Budget

Springer stated that she received a breakdown from ACD as to what they would like to see in the budget and reviewed the proposed revenue and expenditures. She welcomed any input the Board may have.

Haas noted that this is the preliminary budget.

Musgrove asked if this budget would be 11 or 12 months. Springer explained that the 2021 budget was the shortened budget because the yearend was changed to December 31<sup>st</sup>. She stated that the 2022 budget would be a full 12-month year. She clarified that the amounts were not reduced in 2021 and therefore the organization will come in under budget in 2021. She stated that if the Board supports the budget, she would bring forward an official resolution at the next month.

Musgrove referenced increases to water quality monitoring and asked for additional input. Schurbon stated that the increased reflects the increase in monitoring as identified in the 4<sup>th</sup> Generation Plan.

Haas referenced the Watershed Coordinator and suggested a title of Water Resource Coordinator. He stated that ACD estimates a cost of \$17,200 while the budget reflects \$16,000.

Musgrove asked if there are some items that are already completed within the ACD contract and if that is the difference in the cost. Schurbon noted that those costs were kept separately in the different line

item. He stated that while he would hope the cost would not go to the full \$17,200, that is, however, the estimate and therefore would suggest budgeting conservatively at the \$17,200.

Haas suggested that the Annual Report be clarified as Annual Report to BWSR. Schurbon stated that in his review of the budget he attempted to match the line items with the 4<sup>th</sup> Generation Plan. He stated that he noticed that the CAC was missing and should have a line item of \$1,500.

Musgrove asked how those funds would be used. Schurbon provided additional details on how a CAC functions and some of the expenses that could be a part of that.

Williams noted that the \$1,500 is just a planning level cost as required by BWSR. He noted that the cost could vary from year to year and could be adjusted by the Board as actual costs are more known.

Musgrove stated that she would tend to support \$1,000 for that item and then it could be adjusted in future years if needed. Schurbon confirmed that \$1,000 should be enough to support one or two meetings if that is the intent.

**It was the consensus of the Board to have \$1,000 for CAC.**

Schurbon referenced the build fund for grant match line item and noted that could be changed to be used for applications. The Board agreed.

Springer reviewed the total expenditures with the additions made by the Board. She stated that she will bring forward the official resolution for the Board to consider at the next meeting including the changes made during this discussion.

#### Discuss Administrative Assistance Options

Haas stated that Schurbon provided additional details on this position as included in the Board packet.

Schurbon stated that he attempted to narrow the scope of what this position would do in order to provide a more accurate estimate for the position. He stated that the ACD Board discussed this and was unanimous in the support of the LRRWMO and doing what they can do keep the priorities of the LRRWMO in moving forward. He stated that ACD is also busy, and this would be taking on additional administrative duties, but if the LRRWMO supports this request he would bring it back to the ACD Board.

Werdien commented that the ACD Board did not yet approve this and would be discussing this again.

Musgrove referenced the ACD list of tasks, noting that it seems that ACD is already doing some of those items. Schurbon reviewed some of the tasks and identified who has been completing those tasks between city staff, Haas, and items that he has been assisting with. He stated that in the first year he would suggest using an up to amount, paid on an hourly rate and based on the actual hours that are spent.

Haas noted that a Watershed District has full-time staff and because the workload has increased, many WMOs are going the path of a part-time Water Resources Coordinator.

Schurbon noted that if the LRRWMO wants to proceed with ACD for this service, he could draft a similar contract that the LRRWMO has with ACD for the yearly services for the Board to review. It was noted that the services would only be used for about one quarter of 2021 and therefore could provide a more accurate projection for the next year.

#### NEW BUSINESS

##### LRRWMO Permit #2021-02 ~ Northfork Meadows ~ Ramsey

Haas reviewed the May 21, 2021 memo from Barr Engineering in which Barr Engineering stated that the City of Ramsey has indicated that the May 12<sup>th</sup> submittal did not comply with City requirements, specifically long-term maintenance, which is the responsibility of the City. Barr Engineering recommends that this item be continued by the LRRWMO until a revised submittal complying with the City requirements is provided for review.

**Motion was made by Musgrove, seconded by Weaver, to table Permit #2021-02, Northfork Meadows, Ramsey, as detailed in the Barr Engineering memorandum dated May 21, 2021. Vote: 3 ayes, 0 nays. Motion carried.**

##### LRRWMO Permit #2021-06 ~ VOA Anoka Affordable Senior Housing ~ Anoka

Haas reviewed the May 11, 2021 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve of the permit for this project subject to five conditions detailed in the memorandum with the stipulation that the permit cannot be issued until condition four is satisfied.

Nelson noted that Anoka submitted the information to satisfy condition four to Barr Engineering.

**Motion was made by Musgrove, seconded by Weaver, to approve Permit #2021-06, VOA Anoka Affordable Senior Housing, Anoka, subject to five (5) conditions as detailed in the Barr Engineering memorandum dated May 11, 2021 with the stipulation that the permit cannot be issued until condition four is satisfied. Vote: 3 ayes, 0 nays. Motion carried.**

##### LRRWMO Permit #2021-07 ~ US10 & 56 Project ~ Ramsey

Haas reviewed the May 24, 2021 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve of the wetland boundaries and types and the WCA no-loss under MN Rule 8420.0415 A verifying incidental wetland determination for Wetlands 1 through 12 as described in the draft WCA Notice of Decision.

**Motion was made by Weaver, seconded by Musgrove, to approve the wetland boundaries and types and the WCA no-loss verifying the incidental wetland determination for wetlands 1 through 12 for Permit #2021-07, US10 & 56 Project, Ramsey, as detailed in the Barr Engineering memorandum dated May 24, 2021. Vote: 3 ayes, 0 nays. Motion carried.**

#### CONSIDER COMMUNICATIONS ~ None

#### REPORT OF OFFICERS & WAC ADMINISTRATION REIMBURSEMENT ~ None

ACD QUARTERLY REPORT ~ None

OLD BUSINESS ~ None

OUTSTANDING ITEMS/TASK CHECKLIST

Haas reviewed the outstanding items and task checklist.

OTHER BUSINESS

Update on Fourth Generation Plan

Williams stated that the plan has been submitted for the 60-day review today and will expire on July 27, 2021.

Update on Rum River 1W1P JPA

Haas stated that the Policy Committee meets today at 5 p.m.

Schurbon stated that the JPA is still being reviewed by County legal counsel. He noted that there is no intention on having the JPA signed before the plan is completed.

Haas stated that one thing that has not been thoroughly discussed is that if an allocation of funds is given, there needs to be a 10 percent local match. Schurbon noted that the LRRWMO is well positioned because the 4<sup>th</sup> Generation Plan is being written with that grant match included. He noted that the match could also be provided by cities, counties, property owners, etc. Haas stated that they are getting relatively close in completing the plan.

Schurbon stated that while the implementation table is about 85 percent complete, the plan writing is about 20 percent complete which is a lot of writing for the consultant. He noted that the consultant is requesting additional funds because this has been more work than originally expected.

Discuss Canoe Trip

Musgrove commented that she would prefer a pontoon. Haas clarified that he intended to say pontoon, as that is how the Board has been completing the floats. He asked when the Board would like to complete a float, noting that there would be some scheduling coordination needed. He clarified that the Rum River should be the focus this year.

Linton suggested late August or early September.

Haas confirmed the desire to check availability for September 14<sup>th</sup> or 21<sup>st</sup>.

Nelson commented on the capacity limits on the boat and noted that the Board should consider who should be invited to participate. He reviewed those that are typically involved.

Schurbon noted that ACD could provide a presentation of water monitoring as well.

Weaver stated that at the last meeting he asked about having the agendas and packets bookmarked and thanked the person that completed that as he really appreciated it.

ADJOURNMENT

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

Time of adjournment: 9:01 a.m.

Respectfully submitted,

Amanda Staple  
Administrative Secretary