

LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION

JANUARY 19, 2023

CALL TO ORDER

Chairman Debra Musgrove 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 Valerie Holthus, Andover.

Voting members absent were: None.

Also present were: Deputy Treasurer Lori Yager, Ramsey City Engineer Bruce Westby, Anoka Engineering Technician Ben Nelson, Bob Obermeyer of Barr Engineering, Janna Kieffer of Barr Engineering, Stephanie Johnson of Barr Engineering, Andover Natural Resources Technician Kameron Kytonen, Becky Wozney of Anoka Conservation District, Colleen Werdien of Anoka Conservation District, and Ramsey resident John Enstrom.

APPROVE AGENDA

Motion was made by Holthus, seconded by Weaver, to approve the January 19, 2023 agenda as presented.

Further discussion: Weaver requested to move Item G to consider prior to Item F. The Board agreed to the change.

Vote: 3 ayes, 0 nays. Motion carried.

RESIDENT'S FORUM

None.

APPROVE MINUTES

December 15, 2022 Regular Meeting

Motion was made by Holthus, seconded by Weaver, to approve the December 15, 2022 Regular Meeting minutes as presented.

Further discussion: Musgrove noted that Stephanie Johnson should be listed in attendance. She stated that a memo from Barr was also discussed that would be added to the minutes for the record for Permit #2022-23. The Board agreed to the changes.

Vote: 3 ayes, 0 nays. Motion carried.

NEW BUSINESS

LRRWMO Permit #2022-09R ~ Legacy at Peterson Farms ~ Andover

Kytonen reviewed the January 12, 2023 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO continue consideration until the revisions to the submittal have been received. He noted that no action is necessary today.

Musgrove asked if the Board should make a motion to continue. Obermeyer confirmed that the Board should make a motion to continue the request as a matter of record.

Motion was made by Weaver, seconded by Musgrove, to continue Permit #2022-09R, Legacy at Peterson Farms, Andover, as detailed in the Barr Engineering memorandum dated annuary 12, 2023. Vote: 3 ayes, 0 nays. Motion carried.

LRRWMO Permit #2022-21 ~ Ramsey COR Wetland Analysis ~ City of Ramsey

Westby reviewed the January 13, 2023 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve the wetland boundaries and revised incidental wetland determinations as described in the draft Notice of Decision.

Musgrove thanked everyone that has worked hard on this to finalize this item.

Motion was made by Holthus, seconded by Weaver, to approve the wetland boundaries and revised incidental wetland determinations as described in the Notice of Decision for Permit #2022-21, Ramsey COR Wetland Analysis, City of Ramsey, as detailed in the Barr Engineering memorandum dated January 13, 2023. Vote: 3 ayes, 0 nays. Motion carried.

FINANCE MATTERS

Treasurer's Report

Yager presented the Treasurer's Report for the period ending December 31, 2022. Account balances for the period were: Checking, \$163,942.25; less permit account balance of (\$47,371.79); less 2018 4th Generation Plan Reserve balance of (\$29,493.43), for a total balance of \$87,077.03.

Musgrove noted Permit #2022-01, which is included on Anoka's Quarterly Report for release but still shows a balance owing. Yager stated that she sent a bill but sent it to the wrong location. She commented that she will figure that out and the outstanding receivable will be collected before it is closed out. Nelson confirmed that the funds would be collected prior to termination.

Motion was made by Weaver, seconded by Holthus, to accept the Treasurer's Report for the period ending December 31, 2022. Vote: 3 ayes, 0 nays. Motion carried.

Payment of Bills

Yager presented the payment of bills for TimeSaver in the amount of \$768.67 (December secretarial services), Barr Engineering in the amount of \$4,190.50 (November 5 – December 2, 2022), Anoka Conservation District in the amount of \$2,163 (admin/water resources 4th quarter 2022), League of Minnesota Cities in the amount of \$2,606 (2023 insurance renewal), and RTY Consulting in the amount of \$2,779.50 (accounting services 4th quarter 2022).

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

Weaver left the meeting.

Update on RFPs

Yager reported that one RFP response was received for legal services and one RFP response for engineering services noting that both were from the existing providers for those services.

Musgrove thanked Barr Engineering for their nicely done RFP. She referenced a proposed increase in cost and asked for more information. Kieffer confirmed that there is a difference in the rates compared to the proposal from two years ago. She stated that in the proposal from two years ago they had increased the rates from \$85 to \$100 per hour but that reflection was not updated on the Barr Engineering side for billing and the WMO continued to be billed at the previous rate. She stated that there is also a tiered rate based on the experience level of the different staff members.

Musgrove asked if these fees are passed to the applicable developer. Wozney confirmed that the fees for permit review are billed to the appropriate applicants. She asked if the escrow amounts should be increased to ensure these costs are covered. Yager noted that they can watch how this goes as they move forward to determine if escrows should be increased. Wozney stated that when Barr staff attend meetings, that is not billed to an applicant but to the WMO. Wozney stated that perhaps she, Yager, and members from the cities meet to discuss the escrow amounts going forward.

Musgrove asked if the Barr rates would remain the same throughout the two-year period. Kieffer replied that these rates would be for 2023 as rates would change in 2024 related to the increases those staff members receive. Yager commented that they would want to know the 2024 rates in 2023 in order to appropriately budget. She asked that Barr Engineering advise the WMO of potential rate increases by June in order to fit into the budget cycle.

Motion was made by Holthus, seconded by Musgrove, to accept the proposal from Barr Engineering, with rates identified for 2023 and potential increase in 2024. Vote: 2 ayes, 0 nays. Motion carried.

Yager reviewed the details of the RFP response from Kennedy and Graven, noting that proposal does identify the rates proposed for 2023 and 2024.

Musgrove asked the current rate for legal services. Yager replied with the current rate. Musgrove noted that the WMO should keep these increases in mind when discussing the budget for 2024.

Yager confirmed that this was the only proposal received.

Motion was made by Holthus, seconded by Musgrove, to accept the proposal from Kennedy and Graven. Vote: 2 ayes, 0 nays. Motion carried.

CONSIDER COMMUNICATIONS ~ None

REPORT OF OFFICERS & WAC ADMINISTRATION REIMBURSEMENT

2022 Fourth Quarter Reports ~ Andover, Anoka, Ramsey

Kytonen presented the Year 2022 Fourth Quarter Report for the City of Andover.

Motion was made by Holthus, seconded by Musgrove, to approve the Year 2022 Fourth Quarter Report for the City of Andover, as presented. Vote: 2 ayes, 0 nays. Motion carried.

Nelson presented the Year 2022 Fourth Quarter Report for the City of Anoka.

Motion was made by Holthus, seconded by Musgrove, to approve the Year 2022 Fourth Quarter Report for the City of Anoka, as presented, and to authorize release of unused escrow for Permit #2015-18A, #2018-24, #2019-24, #2022-01, and #2021-27. Vote: 2 ayes, 0 nays. Motion carried.

Westby presented the Year 2022 Fourth Quarter Report for the City of Ramsey.

Motion was made by Holthus, seconded by Musgrove, to approve the Year 2022 Fourth Quarter Report for the City of Ramsey, as presented. Vote: 2 ayes, 0 nays. Motion carried.

ACD QUARTERLY REPORT

2022 Fourth Quarter Report

Wozney presented the 2022 Fourth Quarter Report for ACD.

Motion was made by Holthus, seconded by Musgrove, to approve the Year 2022 Fourth Quarter Report for ACD, with the note that the high school biomonitoring should be updated to 100 percent. Vote: 2 ayes, 0 nays. Motion carried.

RESIDENT'S FORUM (continued)

John Enstrom stated that he expressed concern with digging of the County ditch on his property a few months previous and has not received any response or correspondence on the issue. He stated that he has no faith in the organization. He commented that the ditches north of him have been cleaned which caused more water to come onto his property and he has been told that he would need permits to address the damage that was done to his property. He stated that perhaps he write a letter to BWSR to state how poorly the LRRWMO is run.

Musgrove stated that the WMO considers permit requests and would have to have a permit in order to take action. She stated that information was sent in November regarding the political body that would govern that ditch. Wozney stated that Anoka County Highway Department administers the ditch in that area and that representative stated that he would contact Mr. Enstrom in communication on December 7th. She stated that she can follow up with that staff member to have him reach out to Mr. Enstrom. She explained that the WMO does not have authority over the ditch. She offered the contact information to Mr. Enstrom. Mr. Enstrom refused and stated that Wozney should have the Anoka County staff person call him.

OLD BUSINESS ~ None

OUTSTANDING ITEMS/TASK CHECKLIST

Wozney reviewed the outstanding items and task checklist.

OTHER BUSINESS

JPA Review

Wozney stated that response from legal counsel was provided in the Board packet. She suggested a process of Board and staff review that could help to save funds rather than having legal counsel complete the entire review and update as that could be costly. She noted that she could also request a cost estimate from legal counsel.

Musgrove commented on another JPA review she was a part of that involved a few workshop meetings of the Board and staff that were productive. Wozney agreed that could be helpful in the process. She suggested that occur in March. Musgrove stated that perhaps before that time, sections are identified that would be of concern or that should be reviewed. Wozney confirmed that she would send information out to the Board and staff and tabulate responses for review at the next meeting.

Other

Musgrove acknowledged Wozney and the excellent work that she has been doing for the WMO. She stated that they have nominated Wozney for the BWSR award but was not chosen for the award. She did provide a letter received acknowledging the outstanding effort and work of Wozney. She requested that the letter be recorded as part of the record along with the minutes.

ADJOURNMENT

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

Time of adjournment: 9:05 a.m.

Respectfully submitted,



Amanda Staple
Administrative Secretary

January 6, 2023

Becky Wozney, LRRWMO Representee with Anoka Conservation District
Lower Rum River WMO
2015 First Avenue
Anoka, MN 55303

Dear Becky,

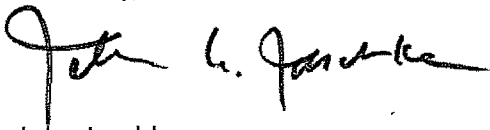
On behalf of the Board of Water and Soil Resources (BWSR), I would like to congratulate you as a nominee for the "Outstanding District Employee of the Year" for 2023.

Although you were not this year's recipient of the award, you should be very proud of your nomination.

Your outstanding efforts and excellent work have been acknowledged by your own District and its partners and we certainly concur with their assessment. Your leadership, dedication, and continued willingness to succeed have resulted in significant conservation accomplishments.

It's a pleasure to recognize you as an employee nominated for the Outstanding District Employee of the Year. BWSR appreciates your performance, commendable work ethic, and the many accomplishments you have achieved in water resource management!

Sincerely,



John Jaschke
Executive Director

cc: Mary Jo Truchon, Lower Rum River WMO Chair
Debra Musgrove, Councilmember - Ward 4 City of Ramsey