

LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION

MAY 18, 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 Civil Engineer IV Leonard Linton, Anoka Engineering Technician Ben Nelson, Stephanie Johnson of Barr Engineering, Andover Natural Resources Technician Kameron Kytonen, Becky Wozney of Anoka Conservation District, and Colleen Werdien of Anoka Conservation District.

APPROVE AGENDA

Motion was made by Weaver, seconded by Holthus, to approve the May 18, 2023 agenda as presented.

Further discussion: Wozney requested to add an item under Financial Matters, titled Updated Contact Information. **The Board agreed to the addition.**

Vote: 3 ayes, 0 nays. Motion carried.

RESIDENT'S FORUM

None.

APPROVE MINUTES

April 20, 2022 Regular Meeting

Motion was made by Holthus, seconded by Weaver, to approve the April 20, 2023 Regular Meeting minutes as presented. Vote: 3 ayes, 0 nays. Motion carried.

FINANCE MATTERS

Treasurer's Report

Yager presented the Treasurer's Report for the period ending April 30, 2023. Account balances for the period were: Checking, \$93,096; less permit account balance of (\$43,584.14); less Generation Plan reserves account balance of (\$29,493.43), for a total balance of \$20,018.54.

Musgrove asked for clarification on the payment to ACD and the educational coordinator position to ensure the LRRWMO was not paying for the position when it is not filled at this time. Wozney confirmed that would be a prorated charge.

Musgrove asked for clarification on permits that show negative balances. Yager replied that those are active permits, and she will be sending invoices to them.

Motion was made by Weaver, seconded by Holthus, to accept the Treasurer's Report for the period ending April 30, 2023. Vote: 3 ayes, 0 nays. Motion carried.

Payment of Bills

Yager presented the payment of bills for TimeSaver in the amount of \$873.74 (April secretarial services), City of Anoka in the amount of \$312 (permit refunds #21-04 and #21-01), Barr Engineering in the amount of \$5,832.50 (2-25-23 through 3-24-23), Graco in the amount of \$964.50 (permit refund #22-22), and Bolton & Menk in the amount of \$122 (permit refund #20-13).

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

2024 Budget Discussion

Yager stated that she drafted a preliminary budget for 2024 and provided a brief overview.

Musgrove commented that she believed there were past discussions to raise the City contributions to cover the costs and asked why it would be proposed to decrease. Yager replied that the expenditures decreased, noting a significant decrease from ACD. Musgrove believed that there were also increases in contract costs with Barr Engineering built into the contract. Yager explained that Barr fees are essentially covered by the permit fees and noted that she did increase the administrative fees.

Weaver asked if the carryover funds could be placed into another category that could be used for other purposes such as matching grant funds for shoreline stabilization projects.

Musgrove commented that she believes there would need to be a policy in place to specify how a carryover balance is allocated at the end of the fiscal year. Weaver commented that he would be interested in pursuing that and asked staff to look into those options.

Linton commented that the Third Generation Plan was finished and there are then ten years until the next plan is due. He stated a decision was made at that time to save funds within the budget to prepare for the Fourth Generation Plan. He stated within the next couple years, they should begin to save again for the next generation plan.

Weaver acknowledged ACD for keeping their expenditures down which allows the WMO to have these discussions.

Wozney noted that there were some major updates to the Plan in the last version. She would prefer to speak with Barr to get a better concept of what the cost for the next version of the Plan may be in order to more accurately budget for that. Yager noted that there is still \$30,000 in the Plan reserve as well.

Updated Contact Information

Wozney stated that she received an email from an applicant this past week who was confused because they brought a permit application to the front desk for one of the cities. She stated that the electronic submission is listed on the website but there is an email lacking. She confirmed that Yager's name and email should be listed. She asked if the physical address should be removed.

It was the consensus of the Board to list the email address for permit submission and checks should still be submitted to the physical address.

Linton noted that prior to Yager, Anoka staff was handling the paperwork. He noted that applications and checks received by Anoka would still need to be routed to the LRRWMO mailbox or the mailbox for Yager.

Johnson commented that initial submittals are sent to both the city/WMO and Barr Engineering, while additional information is sent directly to Barr.

NEW BUSINESS

LRRWMO Permit #2021-19 ~ Trott Brook Crossing ~ Ramsey

Linton reviewed the May 9, 2023 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve of the permit for this project subject to ten conditions detailed in the memorandum.

Musgrove asked the reasoning for moving from the reuse irrigation to the stormwater pond. Linton was not sure why the applicant decided to change those plans.

Motion was made by Holthus, seconded by Weaver, to approve Permit #2021-19, Trott Brook Crossing, Ramsey, subject to ten (10) conditions as detailed in the Barr Engineering memorandum dated May 9, 2023. Vote: 3 ayes, 0 nays. Motion carried.

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

Kytonen reviewed the May 10, 2023 memo from Barr Engineering in which Barr Engineering stated that an updated plan set, and revised stormwater management report were submitted to the LRRWMO for review on May 3, 2023. The review has begun, and an update will be provided at the June meeting.

LRRWMO Permit #2023-06 ~ Highway 10 Improvements ~ Ramsey

Linton reviewed the May 10, 2023 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve of the permit for this project subject to six conditions detailed in the memorandum.

Motion was made by Weaver, seconded by Holthus, to approve Permit #2023-06, HY-10 Improvements, Ramsey, subject to six (6) conditions as detailed in the Barr Engineering memorandum dated May 10, 2023. Vote: 3 ayes, 0 nays. Motion carried.

Johnson clarified that under the WMO rules, this permit required approval for an erosion and sediment control permit. She stated that linear or road construction projects that disturb under one acre do not require a stormwater permit.

LRRWMO Permit #2023-07 ~ Parkside Townhomes ~ Ramsey

Linton reviewed the May 10, 2023 memo from Barr Engineering in which Barr Engineering stated that a request was received by the project's agent on May 9, 2023 that the permit with withdrawn and any remaining escrow funds be returned to the applicant. Barr Engineering recommends that this action be taken by the LRRWMO following payment of all outstanding fees related to the review of the permit submittal to date.

Motion was made by Weaver, seconded by Holthus, to acknowledge withdrawal of Permit #2023-07, Parkside Townhomes, Ramsey, as detailed in the Barr Engineering memorandum dated May 10, 2023. Vote: 3 ayes, 0 nays. Motion carried.

LRRWMO Permit #2023-02 ~ Water Treatment Plant ~ Ramsey ~ Revised

Linton reviewed the May 15, 2023 memo from Barr Engineering in which Barr Engineering stated that the project was previously approved for a LRRWMO permit at the April 20, 2023 meeting. Since that time, the proposed infiltration basin on the west side of the property was made larger to increase volume control capacity and a re-review of the drawings was requested. Revisions to the review, based on the May 8th submittal by the applicant were outlined in red within the memorandum. Barr Engineering recommends approval of the revisions subject to the 11 conditions noted in the revised memorandum.

Motion was made by Weaver, seconded by Holthus, to approve Permit #2023-02, Water Treatment Plant, Ramsey, Revised, subject to 11 conditions as detailed in the Barr Engineering memorandum dated May 15, 2023. 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

Wozney reviewed the outstanding items and task checklist.

OTHER BUSINESS

JPA Review ~ Pages 1-4

Wozney noted that she has not had much time to spend on this item because of the spring flooding and budgeting preparation. She noted that she was unable to easily add line-item numbering that had been discussed at the last meeting.

Musgrove noted some grammatical change suggestions. She also summarized concepts that were discussed at the last meeting. She continued to review areas that may require revision. Wozney cautioned that she would want to ensure there is still flexibility for the Board to do some of those things. She stated in the next month, she can review both the JPA and Fourth Generation Plan to better focus the direction.

Musgrove asked how the Plan of the WMO interacts with the Metropolitan Surface Water Management Act and whether that reference is outdated. Wozney stated she can look into that as well.

Nelson referenced language in the JPA which states “agreement from the member cities” but noted that when Anoka received funds, it was done through Board approval rather than approval from the member cities. Musgrove agreed that Board action would be the simpler path as the other path would require action from three City Councils. Wozney also agreed noting that project timelines would be significantly slowed if approval were required from each Council.

Zoom Recording Retention Policy

Wozney commented on the transition from tape recording to Zoom for the Board meetings which has been working well. She explained there is a limit to the number of meetings that can be stored in the system. She stated that in looking at recommendations, it would be recommended to keep the recording for three months and if the minutes from the meeting were approved, the Zoom recording could be deleted.

Nelson stated that Anoka downloads the file to store on its server, which allows the City to maintain its recordings. He acknowledged that the issue would be that currently the meetings are being stored in the ACD cloud, which would have limited storage.

Musgrove commented that she would be fine deleting the file once the minutes are approved.

Weaver stated that his only concern would be if there were a contentious item that goes to litigation and the recording was deleted. He stated that he would prefer to keep the recordings for longer.

Linton suggested asking TimeSaver what the process was for recordings prior to the use of Zoom. Wozney stated that she spoke with TimeSaver and those audio recordings were recorded over at the next meeting.

Musgrove suggested gathering information on different retention times and potentials for storage if the recordings were downloaded from the cloud and bringing this forward to the next meeting to continue discussions.

Wozney commented that she will follow whatever decision the Board makes. She noted that the audio/video recording takes up a lot of space and she would be comfortable deleting after three months as that is what is allowed by State Statute.

Nelson noted that there would also be an option to retain only the audio portion of the meeting which would take up less space.

Weaver stated that Anoka will run this by its legal counsel to get a recommendation as well.

Anoka Dam Funding

Weaver stated that the funding for the Anoka dam is still within a bill at the legislature which would cover feasibility and engineering costs.

ADJOURNMENT

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

Time of adjournment: 9:12 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Amanda Staple". The signature is fluid and cursive, with a long horizontal stroke at the end.

Amanda Staple
Administrative Secretary