

LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION

JUNE 20, 2024

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 (via Zoom).

Voting members absent were: None.

Also present were: Deputy Treasurer Lori Yager, Ramsey Civil Engineer IV Leonard Linton, Ramsey City Engineer/Public Works Director Bruce Westby, Anoka Engineering Technician Ben Nelson, Heather Lau of Barr Engineering, Janna Kieffer of Barr Engineering, Andover Natural Resources Technician Kameron Kytonen, Cara Otto of Otto Associates, 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 June 20, 2024 agenda as presented.

Further discussion: Yager commented that she would like to recommend changes to the Joint Powers Agreement and asked if that could be moved up in the agenda. Musgrove agreed that Item M1 could be moved up to be considered following Item F3. The Board agreed with the change to the agenda.

A roll call vote was performed:

Weaver aye

Holthus aye

Musgrove aye

Motion carried.

RESIDENT'S FORUM

None.

APPROVE MINUTES

May 16, 2024 Regular Meeting

Motion was made by Holthus, seconded by Musgrove, to approve the May 16, 2024 Regular Meeting minutes as presented.

Further discussion: Musgrove noted that a high school was mentioned in the minutes and asked that "Anoka" be added for clarification as to the school. She stated that under the consideration of the data practices policy, it should state, "...addition attention..." Holthus agreed to the changes.

A roll call vote was performed:

Weaver **abstain**

Holthus **aye**

Musgrove **aye**

Motion carried.

FINANCE MATTERS

Treasurer's Report

Yager presented the Treasurer's Report for the period ending May 31, 2024. Account balances for the period were: Checking, \$153,917.50; less permit account balance of (\$32,035.92), less Generation Plan reserves balance of (\$32,493.43); for a total balance of \$89,388.15.

Motion was made by Weaver, seconded by Holthus, to accept the Treasurer's Report for the period ending May 31, 2024.

A roll call vote was performed:

Weaver **aye**

Holthus **aye**

Musgrove **aye**

Motion carried.

Payment of Bills

Yager presented the payment of bills for Safeguard in the amount of \$158.45 (laser checks), TimeSaver in the amount of \$871.40 (May secretarial services), and Barr Engineering in the amount of \$12,627.37 (April engineering services).

Motion was made by Holthus, seconded by Weaver, to authorize payment as presented and indicated above.

A roll call vote was performed:

Weaver **aye**

Holthus **aye**

Musgrove **aye**

Motion carried.

Discuss 2025 Budget ~ Administrative Permit Fees

Yager stated that a draft resolution was included in the packet for the 2025 budget. She stated that because they talked about potentially changing the administrative fees, she looked into it further and reviewed comparison data she obtained from other similar entities. She proposed an administrative fee of \$250 in order to better offset the administrative costs of the WMO. She also recommended changing the permit deposit from \$700 to \$1,000. She highlighted other proposed changes to the budget to better align with actual costs/revenue from previous years.

Musgrove commented that she likes the increase to \$1,000 for the deposit and asked if the \$250 would better assist in covering the administrative costs. Yager provided additional details on the actual administrative costs and the portion that would be recouped through the administrative fee.

Holthus asked if the funds for the audit are included in the 2025 budget, or whether that would be included in the 2026 budget. Yager highlighted the line item that would cover the audit within the 2025 budget.

Motion was made by Holthus, seconded by Weaver, to adopt the 2025 budget as proposed.

A roll call vote was performed:

Weaver aye

Holthus aye

Musgrove aye

Motion carried.

OTHER BUSINESS

JPA Update ~ Legal Review

Yager referenced page 13, subdivision 20, and clarified that the audit is not conducted annually but once every five years. She also referenced language under 3.2.A on page seven and suggested that the 30 days be extended to 60 days. She noted that she did not have time to fully review this and will review the financial section in detail prior to the next review by the Board.

Musgrove referenced page 14 and asked if a copy of the report is sent to each City Clerk. Yager replied that the report is published on the website and is not sent directly to each City Clerk. She asked if that statement should be removed or updated to better reflect the actual practice. Westby commented that perhaps that is a statutory requirement. Yager noted that if it is, they could start doing that.

Musgrove referenced language related to the duties of the Treasurer and noted that language does not give the alternate the authority to act on behalf of the Treasurer if they are not present and another member of the Board would need to act in that place. She referenced page eight which references that someone can submit something for reimbursement, which has never been done. She asked if that is also statutory language. Wozney commented that the language states that the Board must authorize that. Musgrove commented that she would like to stay with the current process where there is not compensation. Weaver commented that on some boards or commissions where Councilmembers are appointed and they have to drive a long distance, there is sometimes a request for gas reimbursement and some people will not attend without that. Yager noted that the Board would still need to vote and approve that request. Holthus suggested adding clarification on the situation, such as a Board required training or similar event that requires a distance to travel, to better clarify that the request would be related to compensation for gas in that scenario.

Musgrove commented that with these changes as discussed, the document could then go to the cities for review.

The Board reviewed the items marked in yellow.

NEW BUSINESS

LRRWMO Permit #2024-03 ~ Light Bridge Academy ~ Ramsey

Linton reviewed the June 14, 2024 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve of the permit for this project subject to 11 conditions detailed in the memorandum.

Kieffer commented that this is unique given that the proposed construction for Light Bridge would occur before the regional storm pond is constructed. She stated that the approval would be tied to construction of the stormwater pond. She provided details on the phasing of construction and the stormwater pond construction timing, noting that staff does recommend approval.

Musgrove commented that it has been great to see the two projects working together as the stormwater management will be an important element in this moving forward.

Motion was made by Weaver, seconded by Holthus, to approve Permit #2024-03, Light Bridge Academy, Ramsey, subject to eleven (11) conditions as detailed in the Barr Engineering memorandum dated June 14, 2024.

A roll call vote was performed:

Weaver aye

Holthus aye

Musgrove aye

Motion carried.

LRRWMO Permit #2024-17 ~ 15620 Armstrong Blvd NW ~ Ramsey

Linton reviewed the June 13, 2024 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve of the revised wetland boundary and type as documented in the draft Notice of Decision.

Motion was made by Holthus, seconded by Weaver, to approve the revised wetland boundary and type as documented in the Notice of Decision for Permit #2024-17, 15620 Armstrong Blvd NW, Ramsey, as detailed in the Barr Engineering memorandum dated June 13, 2024.

A roll call vote was performed:

Weaver aye

Holthus aye

Musgrove aye

Motion carried.

LRRWMO Permit #2024-18 ~ 2024 NE Street Reconstruction ~ Ramsey

Linton reviewed the June 14, 2024 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve of the permit for this project subject to seven conditions detailed in the memorandum.

Motion was made by Weaver, seconded by Holthus, to approve Permit #2024-18, 2024 NE Street Reconstruction, Ramsey, subject to seven (7) conditions as detailed in the Barr Engineering memorandum dated June 14, 2024.

A roll call vote was performed:

Weaver aye

Holthus aye

Musgrove aye

Motion carried.

LRRWMO Permit #2024-19 ~ MSA Xkimo Street Reconstruction ~ Ramsey

Linton reviewed the June 14, 2024 memo from Barr Engineering in which Barr Engineering states that no action is needed as this project meets the exemption criteria.

Lau noted that this is a mill and overlay and therefore the LRRWMO rules are not triggered.

Westby asked if the remainder of the escrow would be returned as no Board action is needed. It was confirmed that Ramsey will submit a termination letter for the permit and the escrow would then be returned.

LRRWMO Permit #2024-20 ~ Rivers Bend Regional Stormwater Management Study ~ City of Ramsey

Linton reviewed the June 14, 2024 memo from Barr Engineering in which Barr Engineering stated that this permit application will be considered incomplete until project plan sets and stormwater design calculations are provided, therefore no action will be required by the Board.

Musgrove thanked City staff, the developers and Barr Engineer for working together to find this solution. It was confirmed that this project would be removed from the agenda until there is new information to share with the Board.

Attorney Change

Wozney stated that Gilchrist has left his firm to create a new firm and staff would recommend to follow Gilchrist to his new firm. She stated that the rates will remain the same and the URRWMO is also choosing to move with Gilchrist. She acknowledged that the LRRWMO is in the middle of the JPA process and therefore there would be benefit to remaining with him.

Holthus asked if there is a noncompete contract with the existing firm. Musgrove commented that the report states the split was amicable and suspected that this request would not come forward if there were a noncompete.

Weaver commented that it would be worth checking to ensure that the LRRWMO does not have a contract with Kennedy and Graven.

Motion was made by Weaver, seconded by Holthus, to select Troy Gilchrist at Town Law Center as legal counsel for the LRRWMO, contingent that the LRRWMO does not have an active contract with Kennedy and Graven.

A roll call vote was performed:

Weaver aye

Holthus aye

Musgrove aye

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 ~ (Continued)

JPA Update ~ Legal Review

This item was considered following FINANCE MATTERS.

WBIF Update

Wozney stated that a report was provided in the packet as an informational update.

Musgrove commented that there were quite a few projects for the group to review, attempting to narrow and split the projects as equally as they could between the upper and lower Rum River areas. She stated the group discussed completing a street sweeping study and agreed that would be a benefit.

Weaver asked for more information on the agricultural practices within the Ford Brook watershed. Kytönen commented that he believed it involved cover crops for erosion control. Wozney explained it would occur on private property, with funding provided for those parties to plant cover crops in the fall to assist in erosion control. She stated that she can find out more details.

ADJOURNMENT

A motion was made by Weaver, seconded by Holthus, to adjourn the meeting.

A roll call vote was performed:

Weaver aye

Holthus aye

Musgrove aye

Motion carried.

Time of adjournment: 9:12 a.m.

Respectfully submitted,



Amanda Staple
Administrative Secretary