

LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION

JANUARY 16, 2025

CALL TO ORDER

Weaver called the meeting to order at 8:00 a.m. in the Committee Room of Anoka City Hall.

ROLL CALL

Voting members present were: Jeff Weaver, Anoka; and Jonathan Shafto, Andover (via Zoom).

Voting member absent was: Chris Riley, Ramsey.

Also present were: Deputy Treasurer Lori Yager, Ramsey Civil Engineer IV Leonard Linton, Anoka Engineering Technician Ben Nelson, Heather Lau of Barr Engineering, Andover Natural Resources Technician Kameron Kytonen, Jamie Schurbon of Anoka Conservation District, and Becky Wozney of Anoka Conservation District

Wozney commented that because the Board has all new members with the exception of Weaver, Weaver will act as Chair for today's meeting.

APPROVE AGENDA

Motion was made by Weaver, seconded by Shafto, to approve the January 16, 2025 agenda as presented. Vote: 2 ayes, 0 nays. Motion carried.

RESIDENT'S FORUM

None.

APPROVE MINUTES

December 19, 2024, Regular Meeting

Weaver commented that he did not have any corrections to the minutes. He noted that he was the only member of the Board that was present at the meeting.

The December 19, 2024, Regular Meeting minutes were approved as presented.

NOTE: Later in the meeting, it was decided to table action on the minutes to the February 20, 2025 meeting.

FINANCE MATTERS

Treasurer's Report

Yager presented the Treasurer's Report for the period ending December 31, 2024. Account balances for the period were: Checking, \$181,692.74; less permit account balance of (\$39,637.31), less Generation Plan reserves balance of (\$32,493.43); for a total balance of \$109,562.

Motion was made by Weaver, seconded by Shafto, to accept the Treasurer's Report for the period ending December 31, 2024. Vote: 2 ayes, 0 nays. Motion carried.

Payment of Bills

Yager presented the payment of bills for Barr Engineering in the amount of \$4,356.60 (November engineering services), TimeSaver in the amount of \$803.08 (December secretarial services), RTY Consulting in the amount of \$2,739.75 (4th quarter accounting services), Anoka Conservation District in the amount of \$5,937.25 (3rd and 4th quarter admin), Town Law Center in the amount of \$507 (JPA review), League of Minnesota Cities in the amount of \$2,596 (2025 insurance premium), and Barr Engineering in the amount of \$4,022.50 (December engineering services).

Motion was made by Weaver, seconded by Shafto, to authorize payment as presented and indicated above. Vote: 2 ayes, 0 nays. Motion carried.

2025 Insurance Coverage and Waiver Form

Yager recommended that the Board approve the waiver as presented, to not waive the monetary limits on municipal tort liability. She stated that the 2025 insurance coverage information was also included in the packet.

Motion was made by Shafto, seconded by Weaver, to approve the 2025 insurance coverage and not waive the monetary limits on municipal tort liability. Vote: 2 ayes, 0 nays. Motion carried.

Proposal for Engagement of “Agreed Upon Procedures” Services

Yager stated it was determined that because of changes made in 2021, there are agreed upon procedures for joint powers organizations that have low expenditures in lieu of an audit. She stated that the proposed agreement is attached with a not to exceed cost of \$6,000.

Motion was made by Shafto, seconded by Weaver, to approve the agreed upon procedures engagement letter as proposed. Vote: 2 ayes, 0 nays. Motion carried.

Yager stated that the LRRWMO is due to send out RFPs for engineering and legal services. Schurbon stated that the statute requires the RFP process for professional services every two years.

Yager stated that she will be sending out notifications for engineering and legal services and will bring that information back to the next meeting.

NEW BUSINESS

LRRWMO Permit #2024-38 ~ Emerald Estates ~ Ramsey

Linton reviewed the January 10, 2025 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO continue its review of this item and extend the review period by 60 days until additional information is provided to address the comments provided to the applicant.

Motion was made by Weaver, seconded by Shafto, to continue the review and extend the review period by 60 days for Permit #2024-38, Emerald Estates, Ramsey, as detailed in the Barr Engineering memorandum dated January 10, 2025. Vote: 2 ayes, 0 nays. Motion carried.

CONSIDER COMMUNICATIONS ~ None

REPORT OF OFFICERS & WAC ADMINISTRATION REIMBURSEMENT

Kytonen presented the Year 2024 Fourth Quarter Report for the City of Andover.

Nelson presented the Year 2024 Fourth Quarter Report for the City of Anoka.

Weaver asked how staff has responded to the large volume of comments on social media related to the West Rum River trail project and construction vehicles. Nelson replied that staff has been responding to those comments, most of which have been positive, and continue to provide updates to the Park Board.

Linton presented the Year 2024 Fourth Quarter Report for the City of Ramsey. He also noted his upcoming retirement in April.

Motion was made by Shafto, seconded by Weaver, to approve the Year 2024 Fourth Quarter Report for the City of Anoka, City of Ramsey, and City of Andover, as presented, and to authorize the release of unused escrow for Permits #2022-17 - Kelsey Round Lake Park and #2022-19 - 161st Avenue Reconstruction. Vote: 2 ayes, 0 nays. Motion carried.

ACD QUARTERLY REPORT

2024 Fourth Quarter Report

Wozney presented the ACD Year 2024 Fourth Quarter Report.

Weaver asked for details on lake levels prior to the freeze-up and whether there are concerns for low levels without much snow yet this winter. Schurbon commented that while there is some concern with the lakes that have a history of complaints for low levels, it is difficult to manage the levels of landlocked lakes, and they will continue to watch what happens with the weather.

OLD BUSINESS ~ None

OUTSTANDING ITEMS/TASK CHECKLIST

Wozney reviewed the outstanding items and task checklist.

Schurbon provided a brief background on the WBIF process. Wozney stated that it would be nice to get the Board together outside of a regular meeting to bring the new members up to speed. Shafto agreed that would be helpful.

OTHER BUSINESS ~ None.

APPROVE MINUTES (Continued)

December 19, 2024, Regular Meeting

Schurbon asked for clarification as to whether the minutes had been approved. Weaver explained that he was the only member that was at the meeting and was unsure how members that were not on the Board at that time could approve the minutes.

Schurbon stated that he has seen it both ways, where members who were not present abstained from the vote but also where absent members did vote.

Weaver asked that the minutes be brought back to the next meeting for further consideration. Schurbon stated that staff could follow up with legal counsel for additional input.

ADJOURNMENT

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

Time of adjournment: 8:36 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