

# LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION

JANUARY 16, 2020

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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; Elizabeth Barnett, Anoka; and Todd Haas, Andover.

Voting members absent were: None.

Also present were: Deputy Treasurer Brenda Springer, Ramsey Civil Engineer IV Leonard Linton, Ramsey City Engineer Bruce Westby, Anoka Engineering Technician Ben Nelson, Andover Natural Resource Technician Cameron Kytonen, ACD Outreach and Engagement Coordinator Emily Johnson, and Steve Laitinen of Anoka Conversation District.

## APPROVE AGENDA

Haas requested to add an item to discuss the MS4/NPDES Permit, under Other Business.

**Motion was made by Barnett, seconded by Musgrove, to approve the January 16, 2020 agenda as amended. Vote: 3 ayes, 0 nays. Motion carried.**

## RESIDENT'S FORUM

None.

## APPROVE MINUTES

### December 12, 2019 Special Meeting

**Motion was made by Barnett, seconded by Musgrove, to approve the December 12, 2019 Special Meeting minutes as presented. Vote: 3 ayes, 0 nays. Motion carried.**

### December 19, 2019 Regular Meeting

Barnett noted on page two, it should state, "...cities are ~~invoices~~ invoiced..."

**Motion was made by Musgrove, seconded by Barnett, to approve the December 19, 2019 Regular Meeting minutes as amended. Vote: 3 ayes, 0 nays. Motion carried.**

## FINANCE MATTERS

### Treasurer's Report

Springer presented the Treasurer's Report for the period ending December 31, 2019. Account balances for the period were: Checking, \$247,515.80; less permit account balance of (\$45,737.27); less 2018 4<sup>th</sup> Generation Plan Reserve of (\$93,079.00), for a total balance of \$108,699.53.

Musgrove asked that the invoices for the City be sent directly to member city staff in the future. She referenced some items that appear over budget and asked for additional explanation.

Haas stated that he could follow up with Schurbon.

Springer stated that the LRRWMO does have \$10,000 in contingency funds available for items that may go over budget.

Musgrove referenced the interest shown on the statement and asked for additional information. She asked if the LRRWMO is able to invest to earn additional interest. Springer noted that the interest shown is bank interest from the 4M account. She noted that she can research to determine if the LRRWMO is able to invest.

**Motion was made by Barnett, seconded by Musgrove, to accept the Treasurer's Report for the period ending December 31, 2019. Vote: 3 ayes, 0 nays. Motion carried.**

### Payment of Bills

Springer presented the payment of bills for TimeSaver in the amount of \$993.14 (professional services) and Barr Engineering in the amount of \$3,554.20 (engineering services), and Barr Engineering in the amount of \$980 (4<sup>th</sup> Generation Plan).

Barnett asked if the LRRWMO goes out for bids on consulting services. Haas stated that the LRRWMO obtains bids/quotes every two years. He noted that the previous time the other consultants did not want to compete against Barr Engineering and therefore did not submit quotes/bids.

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

### Approve Resolution Adopting Fiscal Year End

Haas stated that he developed the draft resolution which will adopt December 31<sup>st</sup> as the fiscal year end. He noted that the change would begin in February 2021 and that fiscal year will run through December 31, 2021.

**Motion was made by Musgrove, seconded by Barnett, to approve the Resolution Adopting Fiscal Year End. Vote: 3 ayes, 0 nays. Motion carried.**

TOSS 2020 Addendum

Barnett referenced the base rate and unit rate. The Board asked for additional information on the two different rates.

**Motion was made by Barnett, seconded by Musgrove, to approve the TOSS 2020 Addendum. Vote: 3 ayes, 0 nays. Motion carried.**

NEW BUSINESS

Musgrove asked if the permits recommended to be tabled should be moved off the agenda until they are ready to have action taken. Nelson noted that many of the permits not ready to have action taken are development driven.

Haas explained that the agenda is sent out prior to the memorandums being received from Barr Engineering and therefore the recommendation from Barr is not known when the agenda is published.

Linton suggested leaving the permits on the agenda and tabling at the meeting. He explained that people watch the agenda and if something is listed as pending, residents may claim that proper notification is not given.

LRRWMO Permit #2019-15 ~ ANP Pond Excavation Project ~ City of Anoka

Haas reviewed the January 10, 2020 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO continue the request until a complete application is received.

**Motion was made by Barnett, seconded by Musgrove, to table Permit #2019-15, ANP Pond Excavation, City of Anoka, as detailed in the Barr Engineering memorandum dated January 10, 2020. Vote: 3 ayes, 0 nays. Motion carried.**

LRRWMO Permit #2019-21 ~ Green Haven Maintenance Facility ~ City of Anoka

Haas reviewed the January 8, 2020 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 Barnett, seconded by Musgrove, to approve Permit #2019-21, Green Haven Maintenance Facility, City of Anoka, subject to six (6) conditions as detailed in the Barr Engineering memorandum dated January 8, 2020. Vote: 3 ayes, 0 nays. Motion carried.**

LRRWMO Permit #2019-22 ~ The American Club ~ Anoka

Haas reviewed the January 8, 2020 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO continue the review of this item until it is determined that on-site volume retention through infiltration can be provided without the mobilization of the underlying contamination (or some other method of complying with the LRRWMO volume retention requirements).

**Motion was made by Barnett, seconded by Musgrove, to table Permit #2019-22, The American Club, Anoka, as detailed in the Barr Engineering memorandum dated January 8, 2020. Vote: 3 ayes, 0 nays. Motion carried.**

LRRWMO Permit #2019-24 ~ AHSD Washington Campus ~ Anoka

Haas reviewed the January 8, 2020 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO continue the review of this item until confirmation is received from the City regarding the feasibility of on-site compliance of the LRRWMO stormwater management requirements.

**Motion was made by Barnett, seconded by Musgrove, to table Permit #2019-24, AHSD Washington Campus, Anoka, as detailed in the Barr Engineering memorandum dated January 8, 2020. Vote: 3 ayes, 0 nays. Motion carried.**

LRRWMO Permit #2019-28 ~ AHSD Fred Moore Campus ~ Anoka

Haas reviewed the January 8, 2020 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO continue review of the item until the LRRWMO receives plans and the additional information for the submittal to be complete.

**Motion was made by Barnett, seconded by Musgrove, to table Permit #2019-28, AHSD Fred Moore Campus, Anoka as detailed in the Barr Engineering memorandum dated January 8, 2020. Vote: 3 ayes, 0 nays. Motion carried.**

LRRWMO Permit #2019-30 ~ CSAH 116 at MN TH47 ~ Anoka and Ramsey

Haas reviewed the January 10, 2020 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve of the wetland boundaries and types as described in the draft Notice of Decision.

**Motion was made by Musgrove, seconded by Barnett, to approve the wetland boundaries and types as described in the Notice of Decision for Permit #2019-30, CSAH 116 at MN TH47, Anoka and Ramsey, as detailed in the Barr Engineering memorandum dated January 10, 2020. Vote: 3 ayes, 0 nays. Motion carried.**

Anoka County Water Resource Outreach Collaborative 2019 Annual Report

Johnson stated that the report was included in the packet and asked if the Board has any questions.

Barnett asked the definition of an interaction for public events. Johnson explained that she counts an interaction as someone that she makes eye contact with and has a brief conversation with for at least 20 seconds, or someone that reads information at the booth for at least 20 seconds.

Barnett asked for information on the assistance that Jarren Cook provided and the difference in staffing that may occur this year. Johnson replied that Cook was the intern and is no longer with the ACD. She noted that he provided assistance at some events, but mostly handled the farmers market events. She stated that the previous year, she was only working 30 hours per week, while this year she is working 40 hours per week which helps to make up that difference. She noted that she will be applying for another intern this summer.

Barnett asked for information on the goal related to the percentage of residents reached per city. Johnson replied that she has a goal of two percent of the population reached. She noted that Ramsey's number was lower for 2019 and advised that she will work with Ramsey staff to increase that percentage. She noted on page three of the report, it provides a brief highlight of the outreach collaborative program for 2019. She welcomed any feedback related to additional information the Board would like to find in the report going forward. She confirmed that she has presented her report to the County and city partners, noting that she met with City staff from each member city.

Kytonen stated that he also invited Johnson to present to the City Council in Andover.

Barnett referenced the professional training and workshops and asked for more details on the climate change session. Johnson provided additional details on that session that was held. She offered to provide the notes that were shared at that training session. She noted that she could also share the list of attendees.

Musgrove noted that she would also be interested in that information. Haas suggested that Musgrove inquire at the watershed-based funding meetings as to whether the funds can be used for education and outreach purposes, as Johnson's position is only funded for 2020.

Johnson noted that two other WMO's and one Watershed District have included an education and outreach contribution in their budgets. She explained they are also looking for outside grants and would hope that additional funds are budgeted from the County for 2021.

Haas stated that this work has been very helpful for the member cities and has helped to provide one consistent message throughout the County.

Kytonen agreed that the collaboration has been great to provide one message and work together.

CONSIDER COMMUNICATIONS

Highway 10/169 Project ~ Negative Declaration re: Need for EIS  
Wellhead Protection Plan Amendment ~ City of Ramsey

Haas noted that these items are informational and do not require action.

REPORT OF OFFICERS & WAC ADMINISTRATION REIMBURSEMENT

Nelson presented the Year 2019 Fourth Quarter Report for the City of Anoka.

**Motion was made by Musgrove, seconded by Barnett, to approve the Year 2019 Fourth Quarter Report for the City of Anoka, as presented, and to authorize release of unused escrow for Permit #2016-09 and #2017-16. Vote: 3 ayes, 0 nays. Motion carried.**

Linton presented the Year 2019 Fourth Quarter Report for the City of Ramsey.

**Motion was made by Barnett, seconded by Musgrove, to approve the Year 2019 Fourth Quarter Report for the City of Ramsey, as presented, and to authorize release of unused escrow for Permit #2018-16. Vote: 3 ayes, 0 nays. Motion carried.**

Haas presented the Year 2019 Fourth Quarter Report for the City of Andover.

**Motion was made by Barnett, seconded by Musgrove, to approve the Year 2019 Fourth Quarter Report for the City of Andover, as presented. Vote: 3 ayes, 0 nays. Vote: 3 ayes, 0 nays. Motion carried.**

ACD QUARTERLY REPORT

Fourth Quarter 2019 Report

Haas noted that the written report was included in the Board packet for review.

Musgrove stated that she noticed that the ACD website was not updated with the current LRRWMO meeting schedule/dates.

OLD BUSINESS ~ None

OUTSTANDING ITEMS/TASK CHECKLIST

Haas reviewed the outstanding items and task checklist.

OTHER BUSINESS

Update on Fourth Generation Plan ~ Williams

Haas stated that he spoke with Williams this morning and Williams is starting to work on the Plan with the information and input gathered. He stated that he will communicate the desire for the Board to review one or two chapters at a time to make the information easier to digest.

Update on Training for New Board Members ~ Schurbon

Haas reviewed the training format information provided by Schurbon. He referenced a cost of \$80 per person, which the LRRWMO would fund.

Barnett stated that the cost seems high for 90 minutes of training.

Haas noted that one of the member cities could provide a room for no charge. Haas highlighted the different elements that would be covered in the new Board Member training.

Musgrove commented that the cost does seem high, depending upon the number of people attending.

Haas stated that he would speak with Schurbon to obtain clarification.

MS4/NPDES Permit

Kytonen stated the Minnesota Cities Stormwater Coalition (MCSC) hosted a webinar the previous week related to the new MS4 permit, which is slated to begin this summer and will have new requirements for compliance.

Haas noted that the comment period for the new permit ended this past Saturday.

Kytonen and Linton highlighted some of the changes that were included in the new permit requirements.

Musgrove left the meeting.

ADJOURNMENT

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

Time of adjournment: 9:26 a.m.

Respectfully submitted,

Amanda Staple  
Administrative Secretary