

AGENDA

Upper Rum River Watershed Management Organization
Tuesday, January 6, 2015 at 7:00pm
Meeting will be held at Sandhill Center for the Arts in Bethel

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for November 11, 2014
5. Treasurer's Report
6. Unfinished Business
 - A. Adopt a data practices policy - update
7. New Business
 - A. 2014 work results from ACD (to be provided at meeting)
 - B. 2015 contract with ACD
 - C. Rum River WRAPP project - update
 - D. Request for Statement of Concurrence on Proposed Boundary Change between Coon Creek Watershed District and Upper Rum River and Sunrise River Watershed Management Organizations in the City of Ham Lake
8. Mail
9. Other
 - A. Discuss records retention schedule
 - B. Discuss need for audit
10. Invoice approval
 - A. Recording secretary invoice
11. Adjourn

Upper Rum River Watershed Management Organization
Meeting Minutes for January 6, 2015

1. CALL TO ORDER

Chair Denno called the meeting to order at 7:00 pm.

2. ROLL CALL

Present: Dan Denno, Chair
Lan Tornes, Vice Chair
John Wangenstein
Kevin Armstrong, Secretary
Scott Heaton
Calvin Bahr
Ann Arcand
Malcolm Vinger II
Ron Koller
Richard Orpen

Absent: Todd Miller

Audience: Jamie Schurbon, Anoka Conservation District (ACD)
Andrew Dotseth, Anoka Conservation District (ACD)
Jared Voge, St. Francis City Engineer

3. APPROVAL OF AGENDA

Tornes moved and Armstrong seconded to approve the agenda as presented. Motion carried.

4. APPROVAL OF MINUTES

Wangenstein moved and Bahr seconded to approve the November 11, 2014 minutes as written. Vote: 8 in favor, 2 abstain. Motion carried.

5. TREASURER'S REPORT

Armstrong reported a balance of \$6,497.49 as of December 2014. **Heaton moved and Bahr seconded to approve the Treasurer's report as presented. Motion carried.**

6. UNFINISHED BUSINESS

A. Adopt a data practices policy update – Reviewed a policy provided by ACD. A sub-committee of Tornes, Armstrong, and Bahr will revise the policy as needed for the URRWMO to use, and present at the March meeting.

7. NEW BUSINESS

A. 2014 work results from ACD – This is the results of the Work Contract between the URRWMO and ACD. Advantages to lake level monitoring are informed management, use for DNR permitting, and information for surrounding lakes that are not monitored. It was noted that Lake George monitoring shows a trending decline in transparency. Discussed possible reasons

for the decline, one being treatment for invasive species. It was asked whether money is being well spent if treatments are causing further problems? Earlier treatment in the year is being done in an effort to reduce transparency problems. Opinion is that it is better to have reduced transparency than to have invasive species multiply. Minard Lake and Pickerel Lake are being monitored in order to start a history. Advantages to stream water quality monitoring are to know if the water is good or bad, and if there is a 'hot spot' what is causing the poor quality. Stream water monitoring is done more as a check-up and not annually. Wetland hydrology benefits to residents are that records are used to determine if property is or is not a wetland. Out of the seven recommendations given, two were highlighted: 1) Actively participate in the MPCA Rum River WRAPP (Watershed Restoration and Protection Plan) which began in 2013, and 2) Develop a plan to diagnose declining water quality in Lake George. This effort might be paired with the Rum River WRAPP project.

B. 2015 Contract for Services with ACD – Under Exhibit A, Lake Water Quality Monitoring has no listed fee as this item will be done in a later year. **Heaton moved and Tornes seconded to approve the 2015 Contract for Services. Motion carried.**

C. Rum River WRAPP project update - WRAPP is an assessment of the entire Rum River watershed. This is an opportunity for the URRWMO to prioritize and coordinate efforts with upstream entities and state agencies. In two years when the 4th Generation Plan is written, it will need to show how WRAPP is implemented into the plan.

Recent Activity - Consultant (RESPEC) has created and is calibrating watershed computer model, public input survey was created and distributed (with 238 responses so far), and various water monitoring has been done. In the URRWMO it included lake sediment coring in Lake George to estimate nutrient releases within the lake.

Planned work in 2015 - Model refinement, variety of investigative study including dissolved oxygen sampling, GIS identification of shoreland areas lacking vegetation that are subject to erosion, culvert inventories, and others, review 2014 monitoring results in detail and find out which new waterbodies MPCA will designate 'impaired'. Partners will discuss Rum River protection – what changes may occur in the watershed that affect the River and how to address them.

D. Request for Statement of Concurrence on Proposed Boundary Change between Coon Creek Watershed District and Upper Rum River and Sunrise River Watershed Management Organizations in the City of Ham Lake – Heaton gave an update on Ham Lake's request to be consolidated in the Coon Creek Watershed District (CCWD) only and to withdraw from both the URRWMO and SRWMO. This request is a result of complications in trying to comply with three different watershed plans. CCWD has agreed to take in the portions of Ham Lake that are now in the two other watersheds. Denno and Heaton attended a Ham Lake city council meeting and voiced objections to the proposed boundary change. On 1/5/15 the Ham Lake City Council approved the concurrence to merge all of Ham Lake into the CCWD. **Vinger II moved and**

Koller seconded to decline the Statement of Concurrence on Proposed Boundary Change between Coon Creek Watershed District and Upper Rum River and Sunrise River Watershed Management Organizations in the City of Ham Lake, as the merger is not in the best interests of Ham Lake residents within the URRWMO boundary. Armstrong was at the 1/5/15 Ham Lake meeting and he reported that from the city's standpoint it will be much easier to deal with one watershed entity instead of three. The mayor also noted that the additional overhead costs will be minimal by consolidating. Armstrong and Heaton both stated that as representatives of Ham Lake they will support the City's decision. Vote: 7 in favor, 3 opposed. **Motion carried.** It was suggested that Denno send a letter to the City of Ham with responses to Tom Collins' memorandum of pros and cons to the boundary change.

8. MAIL - none

9. OTHER

A. Discuss records retention schedule – Concensus was that the Treasurer's report also be posted on the URRWMO website, with the website being the source of retention.

B. Discuss need for audit – Schurbon reported that the Isanti County Watershed paid \$2,200 for an audit. If an audit is not done, the WMO will be ineligible to apply for State grants. **Heaton moved and Koller seconded to table discussion until after hearing the Sunrise River WMO's decision on doing an audit.** Vote: 9 in favor, 1 opposed. **Motion carried.**

10. INVOICE APPROVAL(S)

Heaton moved and Bahr seconded to approve the recording secretary January invoice for \$125.00. Motion carried.

11. ADJOURN

Heaton moved and Armstrong seconded to adjourn at 8:40 pm. Motion carried.

Gail E. Gessner, Recording Secretary
Submitted via email on 1/7/15

AGENDA

Upper Rum River Watershed Management Organization
Tuesday, March 3, 2015 at 7:00pm
Meeting will be held at Sandhill Center for the Arts in Bethel

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for January 6, 2015
5. Treasurer's Report
6. Unfinished Business
 - A. Adopt a data practices policy – sub-committee update
 - B. Request for Statement of Concurrence on Proposed Boundary Change between Coon Creek Watershed District and Upper Rum River and Sunrise River Watershed Management Organizations in the City of Ham Lake - update
 - C. Discuss audit – SRWMO's decision update
7. New Business
 - A. Draft 2016 budget and approve submission to member cities for review (needs to be approved by June)
 - B. Annual reports submitted to ACD – Nowthen, St. Francis, Ham Lake, and Oak Grove
 - C. RFP for writing 4th Generation Watershed Plan
 - D. Recording secretary fee increase
8. Mail
9. Other
10. Invoice approval
 - A. Recording secretary March invoice
11. Adjourn

Upper Rum River Watershed Management Organization
Meeting Minutes for March 3, 2015

1. CALL TO ORDER

Chair Denno called the meeting to order at 7:00 pm.

2. ROLL CALL

Present: Dan Denno, Chair
Lan Tornes, Vice Chair
Todd Miller
John Wangenstein
Kevin Armstrong, Secretary
Scott Heaton
Ron Koller

Absent: Calvin Bahr
Ann Arcand
Malcolm Vinger II
Richard Orpen

3. APPROVAL OF AGENDA

Miller moved and Koller seconded to approve the agenda as presented. Motion carried.

4. APPROVAL OF MINUTES

Koller moved and Tornes seconded to approve the January 6, 2015 minutes as written. Motion carried.

5. TREASURER'S REPORT

Armstrong reported a balance of \$10,248.60 as of 2/28/15. St. Francis and Nowthen payments for the first half of the 2015 budget have not been deposited. Gessner will contact each city to follow up. **Heaton moved and Tornes seconded to approve the Treasurer's report as presented. Motion carried.**

6. UNFINISHED BUSINESS

A. Adopt a data practices policy sub-committee update – Armstrong stated that neither bank statements nor RFP's should be posted to the official website, and that all official records, documents, letters, etc. should be converted to hard copy and stored in the safe at the Bethel city office. Copies of 'red-lined' documents were submitted to Board members for review. The three areas to be reviewed are data policy, records retention, and request for information procedure policy. **Heaton moved and Tornes seconded to table further discussion to the May meeting to give members adequate time to review the submitted documents and provide feedback to Armstrong and Tornes by April 15. Motion carried.**

B. Request for Statement of Concurrence on Proposed Boundary Change between Coon Creek Watershed District and Upper Rum River and Sunrise River Watershed Management Organizations in the City of Ham Lake update – Heaton reported that neither the Sunrise River WMO nor Anoka Conservation District concurred. No known decision has been made. This item to be on the May agenda.

C. Discuss audit - SRWMO's decision update – The SRWMO is preparing for an audit. Cost is expected to be \$2,000-2,300. Armstrong highly recommended as a minimum action that the URRWMO contact an accountant for professional advice on setting up charts for governmental use, rather than wait for an audit to find out the required charts. Miller will contact an accountant he knows and share the information with Armstrong. This item to be on the May agenda.

7. NEW BUSINESS

A. Draft 2016 budget and approve submission to member cities for review – Reviewed and discussed the draft budget provided by Anoka Conservation District. It was questioned how BWSR Rules could require a day-to-day WMO contact. The consensus was that this line item is unnecessary. Until the Board decides to do an audit, no monies will be budgeted for same. Before a decision could be made to include \$8,000 for the stormwater retrofit analysis for older portions of the City of St. Francis, more information on the project is needed by some members, while other members believe this should be a cost covered solely by the City of St. Francis. Miller will gather more information on the project and share with the Board for a final decision at the May meeting. **Koller moved and Tornes seconded to delete two line items from the provided 2016 draft budget: On-call administrator for \$1,825 and Audit for \$2,800, to approve the 2016 draft budget for \$30,783.00, and to direct Anoka Conservation District to submit the approved 2016 draft budget to member cities for ratification. Motion carried.**

B. Annual reports submitted to ACD – Bethel is working on its report; all other member cities have submitted reports.

C. RFP for writing 4th Generation Watershed Plan – Tabled to the May meeting.

D. Recording secretary fee increase – **Tornes moved and Koller seconded to approve increasing the recording secretary fee to a flat fee of \$175, with any other assigned duties billed for an additional amount. Motion carried.**

8. MAIL

A. Signed copies of ACD Work Contract were received.

9. OTHER

10. INVOICE APPROVAL(S)

Heaton moved and Armstrong seconded to approve the recording secretary March invoice for \$175.00. Motion carried.

11. ADJOURN

Heaton moved and Koller seconded to adjourn at 8:11 pm. Motion carried.

Gail Gessner, Recording Secretary
Submitted 3/4/15

AGENDA

Upper Rum River Watershed Management Organization Annual Meeting
Tuesday, May 5, 2015 at 7:00pm
Meeting will be held at Oak Grove City Hall

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for March 3, 2015
5. Treasurer's Report
6. Special Orders
 - A. Election of officers
 - B. Confirm meeting dates – July 7, Sept. 1, Nov. 3, Jan. 5, 2016, Mar. 1, May 3
 - C. Hear recommended amendments to Joint Powers Agreement and/or Watershed Management Plan
6. Unfinished Business
 - A. Adopt a data practices policy – sub-committee update
 - B. Proposed Boundary Change between Coon Creek Watershed District and Upper Rum River and Sunrise River Watershed Management Organizations in the City of Ham Lake - update
 - C. Discuss audit
 - D. 2016 draft budget ratified by member cities - update
 - E. Bethel annual report submitted to ACD - update
 - F. RFP for writing 4th Generation Watershed Plan
7. New Business
 - A. Discussion of updating website for local contact support
8. Mail
9. Other
 - A. Approve sending invoice billings for 2nd half of 2015 budget
10. Invoice approval
 - A. Anoka Conservation District invoice #1 of 3
 - B. Recording secretary May invoice

11. Adjourn

Upper Rum River Watershed Management Organization
Annual Meeting Minutes for May 5, 2015

1. CALL TO ORDER

Chair Denno called the meeting to order at 7:00 pm.

2. ROLL CALL

Present: Dan Denno, Chair
Lan Tornes, Vice Chair
John Wangenstein
Kevin Armstrong, Secretary
Scott Heaton
Ron Koller
Calvin Bahr
Ann Arcand
Malcolm Vinger II
Richard Orpen

Absent: Todd Miller

Audience: Randy Bettinger, Nowthen City Council
David Merritt, Bethel City Council

3. APPROVAL OF AGENDA

Vinger II moved and Tornes seconded to approve the agenda as presented. Motion carried.

4. APPROVAL OF MINUTES

Koller moved and Armstrong seconded to approve the March 3, 2015 minutes as written. Motion carried.

5. TREASURER'S REPORT

Armstrong reported a balance of \$14,473.66 as of 5/5/15. **Heaton moved and Tornes seconded to approve the Treasurer's report as presented. Motion carried.**

6. SPECIAL ORDERS

A. Election of officers

Koller moved and Arcand seconded to keep the slate of officers the same as 2014; Denno Chair, Tornes Vice Chair, Armstrong Secretary. Armstrong asked that the vote be tabled until after discussion of an audit.

7. UNFINISHED BUSINESS

C. Discuss Audit

Chair Denno reported that the majority of member communities prefer an audit be done. Denno noted that an accountant told him of another less costly option that could be done in lieu of an audit, however, he didn't recall what it was called but would check his notes and email the information to board members. Bahr talked of legislative letters being written asking for changes to the audit requirements for entities with minimal funds and financial activities. **Bahr moved and Vinger II seconded that the URRWMO proceed with an audit. Motion carried.** The Secretary will get audit bids.

6. SPECIAL ORDERS

A. Election of officers (continued)

Chair Denno reminded members of the motion and second to keep the slate of officers the same as 2014 and called for a vote. **Motion carried.**

B. Confirm meeting dates – July 7, Sept. 1, Nov. 3, Jan. 5, 2016, Mar. 1, May 3

Discussed changing November 3 to November 10. **Tornes moved and Bahr seconded to approve these meeting dates July 7, Sept. 1, Nov. 10, Jan. 5, 2016, Mar. 1, May 3. Motion carried.**

C. Hear recommended amendments to Joint Powers Agreement (JPA) and/or Watershed Management Plan.

Heaton shared that the City of Ham Lake believes the allocation of Administration Expenses are unfair and would like all budget expenses divided by the party's percentage share. Also, Ham Lake is discussing withdrawing from the JPA. Currently, there are two annual report line items under Administrative Expenses that are not listed in accordance with the JPA that need to be listed under the ACD Work Recommendations. Chair Denno will check with ACD as to why the two annual reports were listed under Administration Expenses and share that information with the Board.

7. UNFINISHED BUSINESS (continued)

A. Adopt a data practices policy sub-committee update

Armstrong reviewed the proposed Data Practices Policy and Records Retention Schedule previously emailed. Two revision were requested – Records Retention Schedule remove the letter a. under CORRESPONDENCE and remove the 'yes' under Archive; Data Practices Policy page 1 of 3 remove the last sentence, 'If the requestor...upon request.' It was asked how requestors will be charged for time used to find and provide information. It was the concensus of the Board to ask for a time quote from ACD then pass that cost onto the requestor. **Heaton moved and Bahr seconded to adopt both the Data Practices Policy and Records Retention Schedule as revised. Motion carried.**

B. Request for Statement of Concurrence on Proposed Boundary Change between Coon Creek Watershed District and Upper Rum River and Sunrise River Watershed Management Organizations in the City of Ham Lake update

Heaton reported that BWSR will not make the requested change without the approval of both WMOs. Ham Lake is discussing withdrawing from the URRWMO JPA with the hope that the Coon Creek Watershed District will add Ham Lake to its district. This item to be on the July agenda.

C. Discuss audit – see page 1 of these minutes.

D. 2016 draft budget ratified by member cities update

Heaton reported that the City of Ham Lake did not ratify the 2016 draft budget. **Bahr moved and Vinger II seconded to move line items Annual Financial Report to State Auditor prepared by ACD for \$300 and Annual Report to BWSR prepared by ACD for \$700 under ACD Work Recommendations in accordance with the Joint Powers Agreement, and to approve the 2016 budget as revised. Motion carried.** Chair Denno will send the approved 2016 budget to member communities for ratification.

E. Bethel annual report submitted to ACD update

Bethel has submitted its report.

F. RFP for writing 4th Generation Watershed Plan

Chair Denno is continuing to work on securing bids.

8. New Business

A. Discussion of updating website for local contact support

Board consensus was to list both Dan Denno and Lan Tornes on the website as contacts.

9. MAIL

A. Letter from Midwest Natural Resources, Inc. available for hire as a natural resource company.

10. OTHER

A. Approve sending invoice billings for 2nd half of 2015 budget

Gessner will charge \$25 to send out the billings. **Bahr moved and Vinger II seconded to direct Gessner to send out the 2nd half of the 2015 budget billings.** Vote: 9 in favor, 1 opposed. **Motion carried.**

11. INVOICE APPROVAL(S)

A. Anoka Conservation District invoice #1 of 3

Bahr moved and Tornes seconded to approve the Anoka Conservation District invoice #1 of 3 for \$3,246.66. Motion carried.

B. Recording secretary May invoice

Heaton moved and Bahr seconded to approve the recording secretary May invoice for \$175.00. Motion carried.

12. ADJOURN

Heaton moved and Bahr seconded to adjourn at 8:49 pm. Motion carried.

Gail Gessner, Recording Secretary
Submitted 5/6/15

AGENDA

Upper Rum River Watershed Management Organization
Tuesday, July 7, 2015 at 7:00pm
Meeting will be held at Sandhill Center for the Arts in Bethel

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for May 5, 2015
5. Treasurer's Report
6. Unfinished Business
 - A. Audit bids
 - B. Proposed Boundary Change between Coon Creek Watershed District and Upper Rum River and Sunrise River Watershed Management Organizations in the City of Ham Lake - update
 - C. 2016 draft budget ratified by member cities - update
 - D. RFP for writing 4th Generation Watershed Plan - update
7. New Business
8. Mail
9. Other
10. Invoice approval
 - A. Recording secretary July invoice \$200.00
 - B. ACD invoice #2 of 3 - \$3,246.67
11. Adjourn

Upper Rum River Watershed Management Organization
Annual Meeting Minutes for July 7, 2015

1. CALL TO ORDER

Chair Denno called the meeting to order at 7:00 pm.

2. ROLL CALL

Present: Dan Denno, Chair
Todd Miller
Lan Tornes, Vice Chair
Kevin Armstrong, Secretary
Scott Heaton
Ron Koller
Calvin Bahr
Ann Arcand
Malcolm Vinger II
Richard Orpen
Randy Bettinger

Absent: John Wangenstein

3. APPROVAL OF AGENDA

Koller moved and Miller seconded to approve the agenda as presented. Motion carried.

4. APPROVAL OF MINUTES

Vinger moved and Bahr seconded to approve the May 5, 2015 minutes as written. Motion carried.

5. TREASURER'S REPORT

Armstrong reported a total assets and liabilities balance of \$10,876.99 as of 7/7/15. **Bahr moved and Heaton seconded to approve the Treasurer's report as presented. Motion carried.**

6. UNFINISHED BUSINESS

A. Audit bids – Secretary Armstrong will send out RFP's to five companies and will bring the bids to the next meeting.

B. Proposed Boundary Change between Coon Creek Watershed District and Upper Rum River and Sunrise River Watershed Management Organizations in the City of Ham Lake – No further action has been taken.

Ham Lake sent an amendment to the Joint Powers Agreement (JPA) to member cities for approval.

C. 2016 draft budget ratified by member cities – Nowthen has ratified the budget.

D. RFP for writing 4th Generation Watershed Plan – Chair Denno will send RFP's to Anoka Conservation District, MSA, and Hubmer & Associates and will bring the bids to the next meeting.

7. NEW BUSINESS

A. LMCIT Insurance – **Heaton moved and Vinger seconded to approval payment of the LMCIT insurance invoice, not to exceed \$5,000, when it is received in August. Motion carried.**

8. MAIL

A. Miller received 2nd half billing checks from member cities for deposit.

9. OTHER

A. BWSR send out an email survey due 7/8/15. Bahr volunteered to complete the survey.

B. Chair Denno reported he was contacted by an East Bethel resident regarding a ditch and flooding. He has not heard anything further.

10. INVOICE APPROVAL(S)

A. Recording secretary July invoice - **Bahr moved and Koller seconded to approve the recording secretary July invoice for \$200.00. Motion carried.**

B. Anoka Conservation District invoice #2 of 3 - **Bahr moved and Tornes seconded to approve the Anoka Conservation District invoice #2 of 3 for \$3,246.67. Motion carried.**

11. ADJOURN

Heaton moved and Bahr seconded to adjourn at 7:40 pm. Motion carried.

AGENDA

Upper Rum River Watershed Management Organization
Tuesday, September 1, 2015 at 7:00pm
Meeting will be held at Sandhill Center for the Arts in Bethel

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for July 7, 2015
5. Treasurer's Report
6. Unfinished Business
 - A. Audit bids - update
 - B. 2016 budget ratification by member cities - update
 - C. RFP for writing 4th Generation Watershed Plan - update
7. New Business
8. Mail
9. Other
10. Invoice approval
 - A. Recording secretary September invoice \$175.00
 - B. ACD invoice #3 of 3 - \$3,246.67
11. Adjourn

Upper Rum River Watershed Management Organization
Meeting Minutes for September 1, 2015

1. CALL TO ORDER

Chair Denno called the meeting to order at 7:00 pm.

2. ROLL CALL

Present: Dan Denno, Chair
John Wangenstein
Lan Tornes, Vice Chair
Scott Heaton
Ron Koller
Richard Orpen
Randy Bettinger

Absent: Todd Miller
Kevin Armstrong, Secretary
Calvin Bahr
Ann Arcand
Malcolm Vinger II

3. APPROVAL OF AGENDA

Koller moved and Tornes seconded to approve the agenda as presented. Motion carried.

4. APPROVAL OF MINUTES

Koller moved and Bettinger seconded to approve the July 7, 2015 minutes as written. Motion carried.

5. TREASURER'S REPORT

No report.

6. UNFINISHED BUSINESS

A. Audit bids – The three bids received were reviewed and discussed. **Tornes moved and Heaton seconded to accept the Michael Pofahl bid for \$600 based on price, prior experience doing audits for member cities, and the belief that the audit will meet the needs and obligations of the SRWMO, and directed Armstrong to contact Michael Pofahl with the directive to start the audit process immediately and to notify the other two companies of the Board's decision. Motion carried.**

B. 2016 budget ratification by member cities – Nowthen and Oak Grove have ratified the budget. Gessner was directed to send emails to the remaining member cities asking if they have ratified the budget.

C. RFP for writing 4th Generation Watershed Plan – Chair Denno will send RFP's to Anoka Conservation District, MSA, and Hubmer & Associates and bring the bids to the next meeting.

7. NEW BUSINESS

8. MAIL

9. OTHER

A. No insurance invoice has been received. Chair Denno will follow up with Gallagher Insurance Company.

10. INVOICE APPROVAL(S)

A. Recording secretary September invoice - **Koller moved and Tornes seconded to approve the recording secretary September invoice for \$175.00. Motion carried.**

B. Anoka Conservation District invoice #3 of 3 - **Tornes moved and Koller seconded to approve the Anoka Conservation District invoice #3 of 3 for \$3,246.67. Motion carried.**

11. ADJOURN

Heaton moved and Koller seconded to adjourn at 7:18 pm. Motion carried.

Gail Gessner, Recording Secretary
Submitted 9/2/15

AGENDA

Upper Rum River Watershed Management Organization
Tuesday, November 10, 2015 at 7:00pm
Meeting will be held at Sandhill Center for the Arts in Bethel

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for September 1, 2015
5. Treasurer's Report
6. Unfinished Business
 - A. 2016 budget ratification by member cities - update
 - B. Review proposals for 4th Generation Watershed Plan
7. New Business
 - A. Reschedule March 2016 meeting date
 - B. Potential rezoning project
 - C. Directive to send 1st half of 2016 budget invoicing
8. Mail
9. Other
10. Invoice approval
 - A. Recording secretary September invoice \$175.00
11. Adjourn

Upper Rum River Watershed Management Organization
Meeting Minutes for November 10, 2015

1. CALL TO ORDER

Chair Denno called the meeting to order at 7:00 pm.

2. ROLL CALL

Present: Dan Denno, Chair
Lan Tornes, Vice Chair
Todd Miller
Kevin Armstrong, Secretary
Scott Heaton
Calvin Bahr
Ann Arcand
Ron Koller

Absent: John Wangenstein
Malcolm Vinger II
Richard Orpen
Randy Bettinger

Audience: Jamie Schurbon, Anoka Conservation District (ACD)
Dan Fabian, Minnesota Board of Water & Soil Resources (BWSR)

3. APPROVAL OF AGENDA

Koller moved and Tornes seconded to approve the agenda as presented. Motion carried.

4. APPROVAL OF MINUTES

Koller moved and Arcand seconded to approve the September 1, 2015 minutes as written. Motion carried.

5. TREASURER'S REPORT

As of 10/31/15 total assets and total liabilities are each \$7,217.78. **Heaton moved and Bahr seconded to approve the Treasurer's report as presented. Motion carried.**

Armstrong reported that the audit is underway and that he expects the 1st draft by the end of the week. Armstrong will send a copy of the draft to board members, with comments to be sent back to Armstrong who will then submit the audit to BWSR. Audit invoice will be on the January 2016 agenda.

Market value percentages used for auditing purposes was last updated in 2006. Concensus of the board was to get a current update of the market value percentages.

6. UNFINISHED BUSINESS

A. 2016 budget ratification by member cities – All member cities have ratified the 2016 budget.

B. Review proposals for writing 4th Generation Watershed Plan (Plan) – Dan Fabian distributed and reviewed useful information and guides to use during the Plan process. Bahr asked Schurbon for an overview of the Watershed Restoration and Protection Plan (WRAPP), since it will be part of the PLAN. The Board discussed the pros and cons of the WRAPP and how WMOs are affected.

Proposals were received from Anoka Conservation District, MSA Professional Services, and WSB & Associates, Inc. With so many different factors involved when reviewing proposals, Armstrong suggested using an evaluation grid for each proposal. **Armstrong moved and Arcand seconded to schedule a December 8th meeting for 7:00 pm at Sandhill Center for the Arts for proposal presentations. Motion carried.** Chair Denno will notify the three businesses of the scheduled meeting allowing 20 minute presentations with Q & A to follow each presentation.

The first step to start the Plan process is to request upfront input. Taking the Plan timeline into consideration with no proposal awarded as of yet, Schurbon offered that ACD could send plan update notifications and gather information from agencies for a fee of \$798.00 (with gathered information to be given to the business awarded the proposal). **Heaton moved and Bahr seconded to direct Anoka Conservation District to provide notice that the URRWMO is beginning the Plan update process to the member cities, state review agencies, neighboring water planners and others, and request priority concerns, applicable data, official controls and other information per MN Rules 8410.0045, with Anoka Conservation District to be paid \$798.00 for these services. Motion carried.**

7. NEW BUSINESS

A. Reschedule March 2016 meeting date – **Bahr moved and Armstrong seconded to reschedule the March meeting to March 8, 2016. Motion carried.**

B. Potential rezoning project – FYI, no action needed.

C. Directive to send 1st half of 2016 budget invoicing – **Heaton moved and Bahr seconded to direct Gessner to invoice member cities for the 1st half of the 2016 budget. Motion carried.**

8. MAIL

9. OTHER

10. INVOICE APPROVAL(S)

A. Recording secretary November invoice - **Heaton moved and Bahr seconded to approve the recording secretary November invoice for \$175.00. Motion carried.**

11. ADJOURN

Heaton moved and Armstrong seconded to adjourn at 8:52 pm. Motion carried.

AGENDA

Upper Rum River Watershed Management Organization
Tuesday, December 8, 2015 at 7:00 pm
Meeting will be held at Sandhill Center for the Arts in Bethel

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. New Business
 - A. 4th Generation Plan Proposal Presentations
 1. WSB & Associates, Inc.
 2. Anoka Conservation District
 3. MSA Professional Services
 - B. Reschedule January 2016 meeting for after January 22
5. Invoice approval
 - A. Recording secretary December invoice \$200.00
6. Adjourn

Upper Rum River Watershed Management Organization
Special Meeting Minutes for December 8, 2015

1. CALL TO ORDER

Chair Denno called the meeting to order at 7:00 pm.

2. ROLL CALL

Present: Dan Denno, Chair
Lan Tornes, Vice Chair
Todd Miller
John Wangenstein
Kevin Armstrong, Secretary
Scott Heaton
Ann Arcand
Ron Koller

Absent: Calvin Bahr
Malcolm Vinger II
Richard Orpen
Randy Bettinger

3. APPROVAL OF AGENDA

Miller moved and Tornes seconded to approve the agenda as presented. Motion carried.

4. NEW BUSINESS

A. 4th Generation Plan Proposal Presentations – WSB & Associates, Inc., Anoka Conservation District (ACD), and MSA Professional Services presented their proposals. Discussion followed on the pros and cons of each proposal, along with the value, quality, content, working knowledge of the URRWMO in each proposal.

The Board unanimously agreed that the WSB proposal is not cost effective for the WMO.

MSA's proposal is less than half the cost of the other two proposals. MSA will provide a complete plan, however, some thought that 'revising the existing plan' will not be sufficient to serve the needs of the WMO for the next 10 years. The Board did not think that five (5) meetings would be sufficient and that additional meetings will be needed, thus significantly increasing the actual cost.

A major plus with ACD is the knowledge and continuous contact and work interactions with the WMO, along with working knowledge of neighboring WMOs. The concern with ACD being awarded the proposal is that even though it has been made clear that the WMO wants to keep costs down for member cities, ACD will want the WMO to be more involved in projects/tasks, and that that may cost member cities more money in the long run. It was questioned if less meetings could be scheduled or done electronically, and if costs could be lowered since ACD already has a lot of the information needed for the plan. Miller said he thought ACD might be willing to revisit the costs in its proposal in order to reduce the final total.

The Board consensus was to have Miller contact Jamie Schurbon of ACD to see if the proposal cost could be reduced by lowering the number of suggested meetings and possibly reducing some costs.

B. Reschedule January 2016 meeting for after January 22 - Armstrong moved and Tornes seconded to reschedule the January 5th meeting to the 26th so that ACD will be able to provide feedback received from the agencies, member cities, surrounding water planners, the county, and ACD on the URRWMO Planning initiation. Motion carried.

5. INVOICE APPROVAL

A. Recording secretary December invoice \$200.00 – Koller moved and Miller seconded to approve the recording secretary December invoice for \$200.00. Motion carried.

6. ADJOURN

Heaton moved and Arcand seconded to adjourn at 9:25 pm. Motion carried.

Gail Gessner
Recording Secretary
Submitted 12/9/15