

Upper Rum River Watershed Management Organization
Regular Meeting
Tuesday, January 2, 2018 at 7:00 pm Oak Grove City Hall

1. Call to Order
2. Roll Call
 - A. Welcome Al Viall, City of Nowthen Representative
3. Adopt Agenda
4. Approval of November 8, 2017 meeting minutes
5. Treasurer's Report
 - A. Financial report
6. Unfinished Business
 - A. Revised URRWMO Engineer Update Memorandum from MSA
7. New Business
 - A. One Watershed, One Plan – consider Resolution
 - B. 2019 Budget
 - C. Set workshop date to discuss agency responses and revisions to the plan
8. Mail
9. Other
10. Invoice(s)
 - A. Anoka Conservation District Invoice #2017268 \$300 for website security installation
 - B. Recording Secretary January 2018 invoice for \$200 (\$175 + \$25 budget billing)
 - C. MSA Invoices
11. Adjourn

Upper Rum River Watershed Management Organization
Meeting Minutes of January 2, 2018

1. Call to Order The meeting was called to order at 7:05 pm.

2. Roll Call Present: Vice Chair Lan Tornes, Scott Heaton, Randy Bettinger, John West
Absent: Chair Dan Denno, Ann Arcand, Tom Ronning, Jerry Tveit, David Olsrud

A. Welcome Al Viall, City of Nowthen Representative
It was reported that the City of Nowthen received and accepted a formal resignation from Al Viall.

3. Adopt Agenda **Mr. West moved and Mr. Bettinger seconded to approve the agenda as presented. Motion carried.**

4. Approve Minutes **Mr. Bettinger moved and Vice Chair Tornes seconded to table the November 8, 2017 minutes to the March agenda. Motion carried.**

5. Treasurer's Report Vice Chair Tornes reported that the outstanding checks from East Bethel and St. Francis were both received. There is now enough money in the account to pay bills.

6. Unfinished Business A. Revised URRWMO Engineer Update Memorandum from MSA

Final Plan Approval

On behalf of the URRWMO, MSA submitted a letter to BWSR in November requesting that the 90-day plan submittal be withdrawn. BWSR then requested a meeting with MSA to discuss their concerns and how best to move forward. Meeting attendees included Amber Converse and Eric Thompson (via Skype), Dan Fabian, Kevin Bigalke, BWSR Central Region Manager, and Chuck Schwartz
Topics discussed included:
 - Plan obligations placed on member communities, ACD and URRWMO Board members. BWSR is concerned plan budget does not reflect realistic costs or time commitment. Inquired as to whether agreements from ACD have been obtained.
 - BSWR's desire for the URRWMO to have a "designated technical staff person" for a set number of hours per month.
 - Public involvement during plan development and proposed funding justification.
 - BWSR's desire for more defined project locations, costs and when the work is going to take place.
 - The need for a joint workshop with URRWMO, ACD, BWSR, and MSA.
The Lower Rum River WMO and ACD boards have passed resolutions of support, as have most upstream entities. The URRWMO was asked to consider a provided resolution. The resolution only supports upstream counties in a grant application. It does not commit the URRWMO to future participation, though the URRWMO may choose to do so.

Mr. Bettinger moved and Vice Chair Tornes seconded to pass the Resolution to support a Rum River Major Watershed One Watershed, One Plan Implementation Framework Project. Motion carried.

B. 2019 Budget

ACD provided a 2019 cost estimate for water monitoring, website, newsletter article and grant applications; it assumes no changes from the recent years. However, the amount is not the same as the previous year because water monitoring sites rotate among years.

Ms. Gessner was directed to update the 2018 budget with the information provided from ACD which will serve as a rough draft 2019 budget for budgeting purposes. Ms. Gessner will email the rough draft to board members and ACD only. This item will be on the March agenda.

C. Set workshop date to discuss agency responses and revisions to the Plan

Vice Chair Tornes moved and Mr. West seconded to set a joint workshop with URRWMO, ACD, BWSR, and MSA for Monday, January 22 @ 7:00 pm at Oak Grove City Hall. Motion carried. Board members not in attendance are asked to reply to Chair Denno and the Recording Secretary if this date works for them. If not, they are asked to consider January 18th or January 25th.

8. Mail None

9. Other No other business.

10. Invoice(s) A. Anoka Conservation District Invoice #2017268 \$300 for website security installation
B. Recording Secretary January 2018 invoice for \$200 (\$175 + \$25 budget billing)
C. MSA Invoices: #9 for \$1,798.54, #10 for \$1,296.68, #11 for \$411.15, #12 for \$147.13

Mr. Bettinger moved and Mr. West seconded to approve all invoices as presented. Motion carried.

11. Adjourn **Mr. Heaton moved and Mr. Bettinger seconded to adjourn at 7:52 pm.**

Upper Rum River Watershed Management Organization
Regular Meeting
Tuesday, March 6, 2018 at 7:00 pm Oak Grove City Hall

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes
 - A. November 8, 2017 regular meeting
 - B. January 2, 2018 regular meeting
5. Treasurer's Report
 - A. Financial report
6. Unfinished Business
 - A. 2019 Budget – approve submitting preliminary budget to member cities for ratification.
7. New Business
 - A. 2018 Work Contract with ACD
 - B. Watershed Based Funding
 1. Decision to participate
 2. Designate a representative
 3. Send email confirming participation
 4. Poll redo – who fill out
 5. MCWD letter
8. Mail
9. Other
10. Invoice(s)
 - A. Recording Secretary March 2018 invoice for \$200 (\$175 + \$25 draft budget)
11. Adjourn

The rescheduled 10-year Planning workshop will be held immediately following the adjourned regular URRWMO meeting.

Upper Rum River Watershed Management Organization
Meeting Minutes of March 6, 2018, 2018

1. Call to Order The meeting was called to order at 7:00 pm.
2. Roll Call Present: Chair Dan Denno, Lan Tornes, Randy Bettinger, John West, Tim Harrington, Matt Downing

Absent: Scott Heaton, Ann Arcand, Jerry Tveit, David Olsrud, Sandy Flaherty

Audience: Chris Lord, Anoka Conservation District (ACD)
 Jared Wagner, Anoka Conservation District (ACD)
 Dan Fabian, MN Board of Water and Soil Resources (BWSR)
 Kevin Bigalke, MN Board of Water and Soil Resources (BWSR)
3. Adopt Agenda **Mr. West moved and Mr. Harrington seconded to approve the agenda with the addition of Receipt of 2017 Anoka Water Almanac under Other. Motion carried.**
4. Approve Minutes **Mr. West moved and Mr. Tornes seconded to approve both the November 8, 2017 minutes and the January 2, 2018 minutes as written. Motion carried.**
5. Treasurer's Report Chair Denno reported a starting balance of \$15,805.69, less outstanding checks for \$870.83, leaving a balance of \$14,934.86. There was a deposit from East Bethel for the 1st half of the 2018 budget. To date, a check has not been received from the City of St. Francis for the 1st half billing of 2018. Ms. Gessner was directed to resend the invoice to the City of St. Francis.
6. Unfinished Business A. 2019 Draft Budget approval to submit to member cities for ratification
Mr. West moved and Mr. Harrington seconded to direct Ms. Gessner to submit the 2019 Draft Budget to member cities for ratification no later than April 27, 2018. Motion carried.
7. New Business A. 2018 Work Contract with ACD
Mr. Tornes moved and Mr. Bettinger seconded to approve the 2018 Work Contract as written. Motion carried.

B. Watershed Based Funding
 1. Decision to participate
Mr. Tornes moved and Mr. West seconded to have the URRWMO participate in the Water Based Funding Pilot Program. Motion carried.
 2. Designate a representative
Chair Denno moved and Mr. Downing seconded to appoint Lan Tornes as the URRWMO representative and John West as the alternate representative to the Watershed Based Funding Pilot Program. Motion carried.

3. Send email confirming participation
Mr. Tornes will send an email to Jamie Schurbon, ACD confirming the URRWMO's approved participation in the Watershed Based Funding Pilot Program with Lan Tornes as the designated representative and John West as the designated alternate representative.
4. Poll redo
Mr. Tornes will fill out the poll on Basic Funding Model Tenets.
5. MCWD letter
The Minnehaha Creek Watershed District Board of Managers letter to BWSR stating concerns with the Watershed Based Funding Pilot Program was received and the concerns were noted.

8. Mail Received MSA invoices.

9. Other Mr. Lord, ACD, distributed copies of Excerpt from the 2017 Anoka Water Almanac to board members.

10. Invoice(s) A. City of Oak Grove invoice for attorney services for \$187.50.
B. Recording Secretary March 2018 invoice for \$200 (\$175 + \$25 draft budget)
C. MSA Invoices: #8 for \$2,718.93, #9 for \$1,798.54, #10 for \$1,296.68, #11 for \$411.15, #12 for \$147.13, #13 for \$870.83, #14 for \$220.83 totaling \$7,243.26.
Mr. West moved and Mr. Harrington seconded to approve and pay all invoices as presented. Motion carried.

11. Adjourn **Mr. West moved and Mr. Harrington seconded to adjourn at 7:41 pm.**

Gail Gessner, Recording Secretary
Submitted 3/6/18

Upper Rum River Watershed Management Organization
Annual Meeting
Tuesday, May 1, 2018 at 7:00 pm Oak Grove City Hall

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for March 6, 2018
5. Treasurer's Report
 - A. Financial report
 - B. Treasurer update
6. Special Orders
 - A. Election of officers
 - B. Discuss whether to meet every other month or meet quarterly
 - C. Confirm meeting dates – July 3, Sept. 4, Nov. 6, Jan. ?, 2019, Mar. 5, May 7
 - D. Hear recommended amendments to Joint Powers Agreement and/or Watershed Management Plan
7. Unfinished Business
 - A. Approved ratifications for 2019 Budget
Ham Lake and East Bethel have ratified
 - B. Watershed Based Funding
April meeting update – Mr. Tornes
 - C. Water Resources Almanac Presentation – Jared Wagner, ACD
8. New Business
 - A. Wellhead Protection Plan for the City of East Bethel, Part II
9. Mail
10. Other
11. Invoice(s)
 - A. Recording Secretary May 2018 invoice for \$200 (\$175 + \$25 draft budget ratification)
 - B. ACD Invoice #2018036 2018 Water Monitoring and Management payment 1 of 3 for \$3,663.34
12. Adjourn

Upper Rum River Watershed Management Organization
Annual Meeting Minutes of May 1, 2018

Chair Dan Denno called the Annual Meeting to order at 7:00 pm.

Present: Chair Dan Denno, Lan Tornes, Randy Bettinger, John West, Tim Harrington, Jerry Tveit, Sandy Flaherty

Absent: Scott Heaton, Ann Arcand, David Olsrud, Matt Downing

Audience: Jared Wagner, ACD, Chuck Schwartz, MSA, and Eric Thompson, MSA via video conference

3. Adopt Agenda **Mr. West moved and Mr. Tornes seconded to approve the agenda with the addition of 4A. Review Agency Comments - URRWMO Draft Plan Implementation Issues. Motion carried.**

4. Approve Minutes **Mr. Tveit moved and Mr. Tornes seconded to approve the March 6, 2018 meeting minutes as written. Motion carried.**

4A. Review Agency Comments URRWMO Draft Plan

From MSA's perspective, there are a couple of big picture items that must be addressed by the URRWMO before remaining details can be addressed. Basically, what MSA is hearing is that the URRWMO needs to be more active and to be more active requires a greater investment of time and resources, including money.

Implementation Issues At the March 6, 2018 URRWMO workshop, representatives from the Board of Water and Soil Resources (BWSR) were present to participate in a discussion of comments received from review agencies regarding the URRWMO's draft 4th Generation Watershed Management Plan (Plan). The recommendation from the Metropolitan Council was to withhold approval of the plan until significant comments were addressed. At the meeting, BWSR staff presented a memorandum summarizing collective comments from review agencies; for purposes of this memo, MSA has further summarized agency concerns into three (3) simpler topics, which are listed below.

1. Administration. Review agencies are concerned that there is no active administration of URRWMO programs nor is there regular representation of the URRWMO at various meetings regarding water resources activities at the local and state level. Agencies have strongly recommended that the URRWMO engage professional staff - likely part time, and likely via a contractual arrangement – which will be invested with the power to represent (i.e. speak on behalf) of the board of managers.

A particular concern of review agencies is the apparent lack of engagement by member communities of the URRWMO. During the Plan development period, many invites were sent to member communities to attend the URRWMO meeting; however, attendance was limited. Having a designated URRWMO administrative staff would allow the URRWMO to proactively attend member community public meetings to present issues associated with the Plan revision process as well as other watershed management issues, which would facilitate cooperation between government agencies. Critical to this cooperation is establishing an understanding,

and securing a commitment from member communities, regarding their obligations in implementing the URRWMO's Plan.

Additionally, having a dedicated administrative staff would facilitate management of the URRWMO's Technical Advisory Committee (TAC) and Citizen's Advisory Committee (CAC).

The draft plan calls for several meetings of these committees early in the Plan lifespan to develop and implement new URRWMO policies.

At this time, MSA estimates that it will require approximately 120 hours per year to provide minimum administrative services to the URRWMO. The actual cost of this service will depend on staff hourly rates but could range between \$8,000 and \$20,000 per year.

2. Implementation. At the direction of the URRWMO board, the implementation of nearly all tasks identified in the draft Plan are delegated either to member communities or to the Anoka Conservation District (ACD). Of significant concern to review agencies is the lack of documentation of the understanding of these responsibilities by the member communities, as well as the lack of any kind of formal agreement with member communities (council resolutions) or ACD (contract for services).

The engagement of watershed administrative staff would provide a mechanism whereby an authorized representative could present URRWMO issues to member communities, engage in dialogue, and ultimately secure agreement for local commitments. A negotiated contract with ACD for long-term services (currently ACD operates under an annual contract) would likely alleviate regulatory concerns regarding that aspect of Plan implementation.

3. WMO Funding. At the WMO Plan revision open house on June 29, 2016, BWSR staff who were present led the audience in an activity whereby attendees could indicate the level of funding (expressed as a fraction of property value) that they felt was appropriate for operating the URRWMO. The result of this activity was an indicated average WMO 'assessment rate' of \$15/\$100,000 assessed property value. WMO funding at this level would result in an annual WMO budget of approximately \$325,000. Currently the URRWMO's annual budget is approximately \$14,000 or roughly \$0.61/\$100,000.

The URRWMO board has been steadfast in conveying its message that they wish to control costs and not raise taxes (via its member municipalities) to fund watershed activities. It is the regulator's position that the WMO has obligations that it is not satisfying. Part of the regulator's position is that current WMO funding levels are a partial cause of the watershed's inactivity. They require a financial analysis that demonstrates that there is no ability to increase WMO funding.

A review of other metro-area WMO ten-year watershed management plans identified only two WMOs that had completed any level of financial analysis. These

included the Elm Creek WMO, which indicated that their estimated 2018 assessment was approximately \$2.59/\$100,000 assessed value and the Pioneer-Sarah WMO, which indicated that their estimated 2018 assessed rate was \$10.88 /\$100,000. Regardless of rates, all other metro area WMOs have higher annual budgets than the URRWMO. This does not count activities funded by grant programs.

Mr. Schwartz was very clear that without some type of formal administration, the Plan may not get approved. He also noted that having a part-time hire could mean having an employee.

Mr. Bettinger said he believes member cities would not go for an \$8,000 to \$20,000 administration cost, as this doubles the budget.

Mr. Tornes stated it makes sense to have a person in this position to attend meetings, advocate for the URRWMO, and speak on behalf of the URRWMO. Mr. Schwartz said the position could be filled by a consultant, member community staff member, or ACD. This person would develop a scope of work and draft a contract with the cost being based on who is hired. Chair Denno has a problem with having a city staff member devoting part-time to this position. He believes someone like Mr. Tornes who has knowledge of these things would be a much better advocate. Mr. Tveit sees the advantage of having a two-way communication on grants, etc. between the URRWMO and member cities.

The Board consensus was to hire a professional staff member at the level of ACD or MSA in lieu of a layperson. Mr. Wagner noted that Jamie Schurbon, ACD does this type of work. Chair Denno requested ACD draft a proposal to the URRWMO based on 120 hours as a benchmark. **Mr. Tornes moved and Mr. West seconded to request a draft proposal from ACD for this administrative position based on 120 hours. Motion carried.** Mr. Wagner will talk with Mr. Schurbon.

BWSR has suggested a committee comprised of personnel from BWSR, ACD, MSA, and 1-2 laypersons be formed to brainstorm what will be needed. Mr. Tornes said he is tentatively able to meet with others and will try to work with his schedule; Mr. West also volunteered to be on the committee.

Regarding URRWMO funding, it was suggested that a formal analysis/comparison be done with other WMO's to see what is in their plans. Chair Denno did not agree that the URRWMO should base its budget on what other WMOs have for their budgets. He noted that member cities are not requesting projects be done, so there is no need to budget extra money for projects that do not exist.

After a draft proposal is received from ACD, a meeting will be scheduled for Mr. Tornes, Mr. West, and ACD to meet to discuss projects. MSA will resend its project list to board members and member communities to view for potential projects.

5. Treasurer's Report A. Financial Report
 Chair Denno reported an April balance of \$14,744.36. A check was received from St. Francis for \$3,187.52 (which needs to be deposited). After checks were written, the balance to date is \$6,521.05. **Mr. West moved and Mr. Tornes seconded to accept the Treasurer's report as presented. Motion carried.**

B. Treasurer Update
 Ms. Gessner reported a verbal resignation was received from Scott Heaton. A request will be made for his resignation in writing.

Mr. Tornes moved and Mr. West seconded to approve the MSA invoice for \$220.83. Motion carried.

Mr. West moved and Mr. Tornes seconded to direct Ms. Gessner to submit the second budget invoice billing to member cities. Motion carried.

6. Special Orders A. Election of Officers

Mr. West moved and Mr. Tornes seconded to elect Mr. West as Vice Chair with the understanding that Mr. West will be Acting Chair until an official Chair is elected. Motion carried.

No nominations were made for Chair or for Secretary.

Elections will be revisited at the June 26 meeting.

B. Discuss whether to meet bi-month or meet quarterly
 With the need to finish the Plan, the decision was made to continue to meet bi-monthly.

C. Confirm meeting dates – **Mr. Tveit moved and Mr. Tornes seconded to set the meeting dates of June 26, Sept. 4, October 30, 2018 and Jan. 8, 2019, March 5, and May 7. Motion carried.**

D. Hear recommended amendments to Joint Powers Agreement and/or Watershed Management Plan – No amendments were presented.

7. Unfinished Business A. Approved ratifications for 2019 Budget
 Written verification was received that both Ham Lake and East Bethel have ratified the 2019 budget. Chair Denno confirmed that Oak Grove also ratified the budget.

B. Watershed Based Funding (WBF) April meeting update
 The WBF has \$840,000 earmarked for Anoka County, of which the URRWMO could have received \$189,000; unfortunately, the URRWMO is ineligible for any funds due to not having an approved Watershed Management Plan. Next year will be the earliest that the URRWMO can apply for funding.

Mr. Tornes reported that of that \$840,000, \$100,000 has been set up for water improvement outreach in Anoka County. A subcommittee will determine the scope of work to be considered from the Anoka County Watershed Based Funding Activity List. A majority vote decision will be made on how the \$100,000 will be spent.

There was discussion on hiring staff to coordinate an outreach project. If someone is hired, will there be funding available next year to cover employment costs? No hard decision was made whether staff will be hired and if so, will the position be full-time or part-time.

The next WBF meeting is scheduled for May 16th.

Mr. Bettinger asked why the URRWMO was not told about the WBF prior to December/January, someone should have notified the URRWMO that an approved Plan was needed to be eligible; that information would have been useful. Ms. Gessner shared that an email was sent from Mr. Schurbon to board members on 11/17/17 which introduced the WBF, which at that time was called “Fund the Plan”

Mr. Tviet asked how can the URRWMO include several projects in the Plan if funds may not be available in the future. This is a good reason for the WBF to be offered on an annual basis.

C. Water Resources Almanac Presentation

Jared Wagner, ACD, reviewed and reported on the 2017 Water Monitoring report for the URRWMO. This Almanac report can be found on the ACD website.

The main recommendations for the URRWMO are:

- Integrate the Rum River WRAPP (Watershed Restoration and Protection Plan) into the URRWMO’s activity plans. This WRAPP is an assessment of the entire Rum River watershed, including recommended management strategies, that was produced by the MPCA and local water managers.
- Update the URRWMO’s water monitoring plan, which expired in 2017. The current draft plan lacks a monitoring schedule, which should be developed. Projects identified in an approved plan are eligible for Watershed Based Funding from the State.
- Install projects identified in the St. Francis stormwater assessment that is aimed at improving Rum River water quality. The study identified numerous stormwater treatment opportunities and ranking them by cost effectiveness. It lays the groundwork for project installations.
- Collaborate in county-wide efforts to allocate Watershed Based Funding to deserving projects. This funding is a new, non-competitive way of distributing Clean Water Funds as of 2018. \$826,000 is available throughout Anoka County. Projects must be in the WMO plan.
- Collaborate on efforts to diagnose declining water quality in Lake George and fix it. The Lake George Improvement District and the Anoka Conservation District have begun study. Results are anticipated in 2018.

- Periodically monitor chlorides in streams to verify if observed baseflow conductivity increases are due to salts. Every 3 years minimum is recommended.
- Promote practices that limit road deicing salt applications while keeping roads safe. Streams throughout the URRWMO have increasing conductivity.
- Protect streams from phosphorus increases. Streams throughout the URRWMO have phosphorus that is near or exceeding State water quality thresholds. Yet none are on the State impaired waters list for this problem. Projects that reduce nutrient loads and prevent additional nutrient loading as the area develops are advised.
- Monitor Lake George water quality at least every other year. The lake has a declining trend. The Lake Improvement District has taken up monitoring every other year when the URRWMO has not funded that work but would prefer to put their dollars into projects.
- Promote groundwater conservation. Metropolitan Council models predict 3+ft drawdown of surface waters in parts of the URRWMO by 2030, and 5+ft by 2050.

8. New Business A. Wellhead Protection Plan for the City of East Bethel, Part II
 Mr. Schwartz will review this plan on behalf of the URRWMO.

9. Mail A. MSA invoice for \$220.83
 B. Check from St. Francis for \$3,187.52

10. Other None

11. Invoice Approval A. Recording Secretary May 2018 invoice for \$200 (\$175 + \$25 draft budget ratification)
 B. ACD Invoice #2018036 2018 Water Monitoring and Management payment 1 of 3 for \$3,663.34

Mr. West moved and Mr. Tornes seconded to approve the recording secretary May 2018 invoice for \$200 and the ACD Invoice #2018036 payment 1 of 3 for \$3,663.34. Motion carried.

12. Adjourn **Mr. West moved and Mr. Ronning seconded to adjourn at 9:28 pm. Motion carried.**

Gail Gessner
 Submitted on 5/6/18

Upper Rum River Watershed Management Organization
Regular Meeting
Tuesday, June 26, 2018 at 7:00 pm Oak Grove City Hall

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for May 1, 2018
5. Treasurer's Report
 - A. Financial report
6. Unfinished Business
 - A. Election of Chair and Secretary
 - B. Approved ratifications for 2019 Budget
Ham Lake, East Bethel, Oak Grove have ratified – St. Francis? Bethel?
 - C. Watershed Based Funding - May 16 meeting update
 - D. Comprehensive Plan update
 - E. ACD proposal for formal administration of Comprehensive Plan
 - F. Wellhead Protection Plan for the City of East Bethel, Part II – WSB update
7. New Business
8. Mail
9. Other
10. Invoice(s)
 - A. Recording Secretary June 2018 invoice for \$200 (\$175 + \$25 2nd budget invoicing)
 - B. ACD Invoice #2018036 2018 Water Monitoring and Management payment 2 of 3 for \$3,663.33
11. Adjourn

Upper Rum River Watershed Management Organization
Meeting Minutes of June 26, 2018

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

Present: John West, Dan Denno, Randy Bettinger, Tim Harrington, Jerry Tveit, Sandy Flaherty

Absent: Lan Tornes, Ann Arcand, David Olsrud, Matt Downing

Audience: Chuck Schwartz, MSA, and Dan Fabian, BWSR

3. Adopt Agenda **Mr. Bettinger moved and Mr. Denno seconded to approve the agenda with the addition of three invoices – C. MSA Invoice #15 for \$1,281.15 and Invoice #16 for \$214.50, and D. LMCIT Insurance invoice. Motion carried.**
4. Approve Minutes **Mr. Denno moved and Mr. Bettinger seconded to approve the May 1, 2018 meeting minutes as written. Motion carried.**
5. Treasurer's Report Mr. Denno reported a beginning June balance of \$14,744.36. A check from St. Francis for \$3,187.52 was deposited. The following checks were written: ACD for \$3,663.33, MSA for \$220.83, and Ms. Gessner for \$200.00, bringing the balance to \$13,847.71. **Mr. Tveit moved and Mr. Harrington seconded to accept the Treasurer's Report as presented. Motion carried.**
6. Unfinished Business
- A. Election of Officers **Ms. Flaherty volunteered to accept the position of Secretary.** No nominations were made for the Chair position. Vice Chair West said he is willing to change his elected position of Vice Chair to Chair if someone else would like to be Vice Chair. Elections will be revisited at the September 4 meeting.
- B. Approved ratifications for 2019 Budget
Ham Lake, East Bethel, Oak Grove have ratified – St. Francis? Bethel? Nowthen?
Due to the possibility of the budget being changed with the addition of administrative hours, it was the consensus of the Board to revisit the ratifications at the September 4 meeting.
- C. Watershed Based Funding(WBF) - May 16 meeting update
Neither Mr. Tornes nor Mr. Dowling were present to give an update. Mr. Schwartz will send a copy of the meeting minutes to board members. Mr. Fabian shared the following: It is being discussed if an educator needs to be hired for this project; individual groups have submitted their projects and BWSR has reviewed and commented on those submitted; and the WBF participants' group is also looking for input from entities on the implementation process for the funding. The implementation process will carry over to 2020, which is the timeline for the URRWMO to submit projects for approval for 2021 funding assistance.
- D. Comprehensive Plan update
At the request of the Board, MSA coordinated and attended a meeting with Jamie Schurbon of ACD and Board Members Tornes and West. Discussed at the meeting was:
- BSWR's desire for the URRWMO to have a "designated technical staff person.

- The level of effort for additional administrative, project related tasks, and plan implementation.
- ACD's willingness to assist in such efforts.

Based on the discussions, it was estimated that there will be a budget increase of \$18,000-\$20,000 based on a guesstimated 240 additional administrative hours. [The number of hours may be less in the future once the administrative services are put into place, which will then reduce the future dollar amount.] An administrative agreement with ACD will be on a two-year basis, due to the need to solicit bids on services bi-annually. A revised budget in two different formats was presented. The first format showed the entire 10-year planning period of the URRWMO's draft 4th Generation Watershed Management Plan (Plan). The second format indicated the 1st year only. The Plan commits the URRWMO board and member communities to a variety of activities. As a critical next step, it was discussed that each member community should be approached so they fully understand the Plan requirements. It was recommended that each City be asked to review, comment and ultimately approve the draft Plan prior to the required 90-day plan submittal. Each member community should also be informed of the opportunities resulting from this planning effort, such as including local projects into the plan for potential grant funding assistance.

Mr. Denno said he does not have a problem with the implementation of administrative hours if funding is available. Funding must be available so that member communities are not held responsible for accrued costs and increased taxes. He asked if Legacy Fund monies could be used toward the administrative cost. Mr. Fabian said the Legacy Fund monies cannot be used for administrative costs. The monies are to be used for grants and projects.

Mr. Bettinger stated that two of the three projects listed for \$5,500 (Lake George water quality project and Rum River bank stabilization project) do not benefit the City of Nowthen and Land Conservation may provide some benefit to Nowthen. Mr. Fabian noted these are regional projects and should be looked at as whole watershed project list, not individual cities. Mr. Schwartz encouraged Mr. Bettinger to get the City of Nowthen's projects i.e. land purchases/easements submitted to be reviewed and discussed for inclusion of the projects listed in the Plan.

The consensus of the Board was to direct MSA to meet with member city councils to discuss and review the URRWMO revised draft budget for 2017-2027 planning cycle. These meetings are to be completed by September 4 at an estimated cost of \$2,500-\$3,000. URRWMO representatives were asked to be present when MSA meets with their city's council. This item will be revisited at the September 4 meeting.

Mr. Fabian said the Plan needs to get resolved by June 2019 for the URRWMO to be eligible for future funding assistance. Based on the possibility of receiving more submitted projects, another meeting may need to be held in late September or early October.

E. ACD proposal for formal administration of Comprehensive Plan
Via email, Mr. Schurbon of ACD shared his thoughts on this agenda item.

“Lan, John, myself and three MSA staff had a productive meeting about administration of the WMO. We discussed some “ballpark” figures sufficient for planning that Chuck integrated into your draft Plan. To be clear, those numbers are likely solid estimates but are not an ACD proposal/quote/commitment. ACD’s position is that we would provide administration within the context of managing projects and programs. ACD is not interested in providing just administration to keep the WMO minimally afloat. We want our work to be focused on tangible outcomes for the community, not admin. I think Chuck’s revisions show a WMO that would be more engaged with its cities and neighbors, which can lead to projects. A concern is that the projects part of the work plan is unchanged, and other big Plan issues discussed at your February meeting have not been tackled.”

F. Wellhead Protection Plan for the City of East Bethel, Part II – WSB update

This plan was sent to neighboring cities as a statute requirement. Mr. Schwartz did not see anything of concern in this plan.

7. New Business None

8. Mail None

9. Other None

10. Invoice Approval A. Recording Secretary June 2018 invoice for \$200 (\$175 + \$25 2nd budget invoicing)
B. ACD Invoice #2018036 2018 Water Monitoring and Management payment 2 of 3 for \$3,663.33
C. MSA Invoice #15 for \$1,281.15 and Invoice #16 for \$214.50.

Mr. Denno moved and Mr. Bettinger seconded to approve the recording secretary June 2018 invoice for \$200, the ACD Invoice #2018036 payment 2 of 3 for \$3,663.33, and MSA Invoices #15 and #16 totaling \$1,495.65. Motion carried.

D. LMCIT Insurance invoice – Mr. Denno received notice that an invoice will be sent from LMCIT, however, it did not specify the amount of the invoice. The next meeting in September may be after the due date, so to avoid late fees **Mr. Denno moved and Mr. Tveit seconded to approve the LMCIT insurance invoice when received; not to exceed \$2,500. Motion carried.**

Mr. Denno will fill out the checks and forward them to Mr. Tornes for signatures. Chair West and Ms. Flaherty will move forward on filling out the necessary paperwork to become signers on the checking account.

11. Adjourn **Mr. Harrington moved and Mr. Tveit seconded to adjourn at 8:15 pm. Motion carried.**

Upper Rum River Watershed Management Organization
Regular Meeting Tuesday, September 4, 2018
7:00 pm Oak Grove City Hall

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for June 26, 2018
5. Treasurer's Report
 - A. Financial report
6. Unfinished Business
 - A. Election of Chair or Vice Chair
 - B. Approved ratifications for 2019 Budget
Ham Lake, East Bethel, Oak Grove have ratified – St. Francis? Bethel? Nowthen?
 - C. Comprehensive Plan discussion and update
 1. MSA City Meetings and interaction with URRWMO members update
7. New Business
 - A. City of St. Francis 2040 Comprehensive Plan review request
8. Mail
9. Other
10. Invoice(s)
 - A. Recording Secretary August 2018 invoice for \$175
 - B. ACD Invoice #2018036 2018 Water Monitoring and Management payment 3 of 3 for \$3,663.33
 - C. MSA Invoice #17 for \$1,448.58 and Invoice #18 for \$149.33
11. Adjourn

Upper Rum River Watershed Management Organization
Meeting Minutes of September 4, 2018

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

Present: John West, Dan Denno, Lan Tornes, Randy Bettinger, Tim Harrington, David Olsrud, Matt Downing, Sandy Flaherty, Dan Breyen

Absent: Jerry Tveit, Ann Arcand,

Audience: Chuck Schwartz, MSA, Jeff Pilon, Nowthen Mayor

3. Adopt Agenda **Mr. Tornes moved and Mr. Downing seconded to approve the agenda as presented. Motion carried.**

4. Approve Minutes **Mr. Tornes moved and Mr. Downing seconded to table the June 26, 2018 meeting minutes to the next meeting. Motion carried.**

5. Treasurer's Report Mr. Denno reported a balance of \$17,912.86. Two deposits totaling \$9,224.14 were made. **Mr. Breyen moved and Mr. Tornes seconded to accept the Treasurer's Report as presented. Motion carried.**

6. Unfinished Business A. Election of Chair or Vice Chair **Mr. Downing moved and Mr. Tornes seconded to appoint John West as Chair. Motion carried.**

Mr. West moved and Mr. Harrington seconded to appoint Dan Breyen as Vice Chair. Motion carried.

B. Approved ratifications for 2019 Budget

Ham Lake, East Bethel, Oak Grove have ratified – St. Francis? Bethel? Nowthen?

Mr. Bettinger reported that Nowthen is waiting for the draft 2019 budget and the proposed Comp Plan budget to match before ratifying. It was pointed out that the budget used in the MSA memo was not an actual budget. Consensus of the Board is to use the original numbers provided in the 1/2/18 draft budget for ratification purposes. Ms. Gessner will resend the 1/2/18 draft budget to members and member communities.

C. Comprehensive Plan (Plan) discussion and update

1. MSA City Meetings and interaction with URRWMO members update

Mr. Schwartz reported that he met with all member cities' staff, but not all city councils. **Mr. Schwartz requested copies of each member city minutes showing record of him having met with either staff, council, or both.**

Consensus from the meetings is not to have an "in-house" person working for the URRWMO, but to have some type of liaison to represent the URRWMO.

East Bethel requested more time to consider possible projects. Some ideas were Crooked Brooke which is impaired, Cedar Creek for invasive species, and the joint road project between East Bethel and Ham Lake. East Bethel understands the need for

a URRWMO liaison for representation. East Bethel will contact Mr. Schwartz with projects.

Nowthen believes individual cities should pay the 10% matching amount (not the URRWMO) for projects that affect their city. As for communal projects that affect all member cities, the URRWMO should pay the 10% matching funds. Jeff Pilon, Nowthen Mayor, said people must see the need for projects to justify putting money into them.

St. Francis was a good meeting. St. Francis provided an excellent study Stormwater Retrofit Analysis, done by Anoka Conservation District (ACD), showing a format of projects that could be included in the Plan. Projects in the study were ranked from 1-17 according to “most bang for the buck”. Mr. Tornes noted that those projects listed are actual projects to be included in the Plan. The Stormwater Retrofit Analysis needs to be included in the Plan for St. Francis to receive 90% funding assistance. St. Francis is in favor of a liaison representing the URRWMO in lieu of a current board member representing. Mr. Schwartz said the outreach effort to St. Francis paid off.

Bethel discussed the need for stormwater drains to eliminate standing water on Main Street. This could be a tricky project as there are very limited areas for drains and water to flow into.

Ham Lake agreed on the joint road project with East Bethel.

Oak Grove had no projects from City Council. Discussion was that there will be more push back on spending money. Council talked about the URRWMO being dissolved and/or absorbed by another WMO or watershed district. Lake George projects are being taken care of by the lake associations.

Mr. Schwartz recommended a work session be scheduled with BWSR and board members to review the Capital Improvement Projects (CIPs) requested by the member cities. He will resend the 3/6/18 memo from BWSR re: Review Agency 90-day comments on URRWMO 10-yr. Plan Update for review before the work session.

Mr. Schwartz stated the need for two representatives from each member community to be able to continually share URRWMO information with city councils and to bring information to the URRWMO meetings.

Does the board want to send the St. Francis Stormwater Retrofit Analysis to BWSR stating the URRWMO will include some of the projects in its Plan? Mr. Tornes said the analysis would have to be repackaged and have the title changed from St. Francis to the URRWMO.

Does the board want to tell BWSR that they want to do a format like the one presented by St. Francis with all member communities doing one individually or do one study for all five-member communities? Mr. Denno believes there will be more push back if more money is spent on studies. It does not make sense to have a study done to come up with projects that may be rejected by the cities.

Board members were asked to return to their respective cities for at least one (1) specific project to be put into the Plan. The compiled projects can be tied together in a comprehensive format to present to BWSR as the URRWO project.

Mr. Schwartz will find out what St. Francis considers the highest priority projects. He will then share this information with Mr. Schurbon and Mr. Tornes for their opinions on what might be priority projects and then present the recommendations to the board for its final decision. This feedback will be shared at the BWSR and URRWMO work session.

Chair West moved and Mr. Tornes seconded to schedule a joint work session with BWSR on Tuesday, September 25th at 8:00 am at Oak Grove City Hall. Motion carried.

- 7. New Business A. City of Saint Francis 2040 Comprehensive Plan review request
Responses are due October 1st. All board members are asked to submit their comments to Chair West by September 25th.
- 8. Mail None
- 9. Other None
- 10. Invoice Approval A. Recording Secretary August 2018 invoice for \$175
B. ACD Invoice #2018036 2018 Water Monitoring and Management payment 3 of 3 for \$3,663.33
C. MSA Invoice #17 for \$1,448.58 and Invoice #18 for \$149.33

Mr. Denno moved and Mr. Bettinger seconded to approve the recording secretary August 2018 invoice for \$175, the ACD Invoice #2018036 payment 3 of 3 for \$3,663.33, and MSA Invoices #17 and #18 totaling \$1,597.91. Motion carried.

- 11. Adjourn **Mr. Denno moved and Mr. Downing seconded to adjourn at 8:35 pm. Motion carried.**

Gail Gessner
Submitted on 9/9/18

Upper Rum River Watershed Management Organization
Regular Meeting Tuesday, October 30, 2018
7:00 pm Oak Grove City Hall

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for September 4, 2018
5. Treasurer's Report
6. Unfinished Business
7. New Business
8. Comprehensive Plan
 - A. Draft revisions discussion
9. Mail
10. Other
 - A. Approve invoicing mailing of 1st half of 2019 budget
11. Invoice(s)
 - A. Recording Secretary October 2018 invoice for \$175
 - B. MSA Invoice #19 for \$542.83 and #20 for \$2,526.08
12. Adjourn

Upper Rum River Watershed Management Organization
Meeting Minutes of October 30, 2018

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

Present: John West, Dan Denno, Ann Arcand, Tim Harrington, Matt Downing, Sandy Flaherty, Dan Breyen

Absent: Jerry Tveit, Lan Tornes, Randy Bettinger, David Olsrud

Audience: Chuck Schwartz, Amber Converse and Eric Thompson, MSA

Bart Biernat, Anoka County Health Board

Dan Fabian, BWSR

Jamie Schurbon, ACD

3. Adopt Agenda **Mr. Breyen moved and Mr. Downing seconded to approve the agenda as presented. Motion carried.**
4. Approve Minutes **Mr. Downing moved and Mr. Harrington seconded to approve the June 26, 2018 minutes as written. Motion carried.**
Mr. Harrington moved and Mr. Breyen seconded to approve the September 4, 2018 meeting minutes as written. Motion carried.
5. Treasurer's Report Ms. Flaherty reported a beginning balance of \$17,912.86. Two checks totaling \$7,911.24 were written, bringing the ending balance to \$10,001.62.
Mr. Breyen moved and Mr. Harrington seconded to accept the Treasurer's Report as presented. Motion carried.
- Ms. Flaherty and Ms. Gessner will work on verifying receipt of previous budget payments from East Bethel and St. Francis.
6. Unfinished Business None
7. New Business Bart Biernat gave a presentation on "Know the Flow" for Anoka County. To ensure a comprehensive assessment of the County's water resources was performed, the Community Health and Environmental Services (CHES) Department established the Anoka County Water Resources and Supply Management Task Force. The Task Force provides community participation in the preparation of the Water Resources Report. Mr. Biernat reviewed the recommendations for water quality and sustainable drinking water and invited URRWMO board members to submit any environmental health hazard concerns or recommendations to the Task Force.
8. Comprehensive Plan (Plan) A. Draft revisions discussion
Regarding water quality monitoring, it was decided Mr. Schurbon, Chair West, Mr. Schwartz and Mr. Downing will meet to decide on recommendations to bring back to the Board for approval. Mr. Schurbon will coordinate the meeting.

The Plan timeline needs to be moved up 2-3 weeks in order to meet deadlines.

Draft budget suggestions/changes were reviewed. It was decided to leave the 2019 draft budget as written for member ratification. Years 2020 and 2021 will show a heavy increase with a reduction in later years. In 2020 there will be a cost from ACD for local Water Management Plan review; this cost is biennial only.

Board members were asked to be representatives at other agency meetings for both participation purposes and cost savings.

Mr. Schurbon, as the representative of ACD, was asked if he would be willing to take on the duties of Watershed Management Coordinator. Mr. Schurbon will take this request back to ACD for discussion.

The TAC and review agencies will meet in November with more meetings to be scheduled for future dates. December 4th will be the next URRWMO meeting.

8. Mail None

9. Other **Mr. Breyen moved and Mr. Denno seconded to direct the first half budget billing to member cities for the 2019 budget. Motion carried.**

10. Invoice Approval
A. Recording Secretary October 2018 invoice for \$175
B. MSA Invoices #19 and #20 for \$692.16

Mr. Harrington moved and Mr. Breyen seconded to approve the recording secretary October 2018 invoice for \$175 and MSA Invoices #19 for \$692.16 and #20 for \$2,526.08 totaling \$3,218.24. Motion carried.

11. Adjourn **Mr. Breyen moved and Mr. Denno seconded to adjourn at 9:19 pm. Motion carried.**

Gail Gessner
Submitted on 11/27/18

Upper Rum River Watershed Management Organization
Regular Meeting Tuesday, December 4, 2018
7:00 pm Oak Grove City Hall

1. Call to Order
 - A. Delegate meeting minute recording duties for tonight's meeting
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for October 30, 2018
5. Treasurer's Report
6. Unfinished Business
 - A. Approval of draft 2019 budget
7. New Business
 - A. 2019 watershed coordinator position – consider soliciting proposals for consideration at the Jan. 8, 2019 meeting using the draft watershed plan contents as a list of duties
8. Comprehensive Plan (Plan)
 - A. November 20, 2018 TAC meeting summary
 - B. Water monitoring subcommittee recommendations
 - C. Disposition of additional Plan content needed – city annual reporting template, other? D. Consider advancing the draft plan to state review agencies for final review
9. Mail
10. Other
11. Invoice(s)
 - A. MSA Invoice #21 for \$6,728.45
12. Adjourn

Upcoming meetings

January 8, 2019 – Begin 2020 budget discussions

Upper Rum River Watershed Management Organization
Meeting Minutes of December 4, 2018

Chair West called the meeting to order at 7:00 pm. **Mr. Breyen offered to take notes for the evening.**

Present: John West, Dan Denno, Tim Harrington, Matt Downing, Sandy Flaherty, Dan Breyen, Lan Tornes

Absent: Ann Arcand, Randy Bettinger, David Olsrud, Jerry Tveit

Audience: Tom Eich, East Bethel
Chuck Schwartz, Amber Converse, MSA
Dan Fabian, BWSR

3. Adopt Agenda **Mr. Tornes moved and Mr. Harrington seconded to approve the agenda as presented. Motion carried.**
4. Approve Minutes **Mr. Breyen moved and Mr. Downing seconded to approve the October 30, 2018 minutes as written. Motion carried.**
5. Treasurer's Report Ms. Flaherty reported that East Bethel had paid their full amount in one payment. St. Francis has not made the 2nd half balance. She also reported a beginning balance of \$10,001.62. After paying the approved invoices, the current balance is \$6608.38. **Mr. Breyen moved and Mr. Harrington seconded to accept the Treasurer's Report as presented. Motion carried.**
6. Unfinished Business None
7. New Business The new position should be posted to help out with the Administrative tasks. We requested bids in the past. The budgeted position for 2019 is estimated at a total of \$13,500. The text in the Comp Plan can be used to draft a job description. Mr. Schwartz from MSA can put together a draft RFP for the position. **Mr. Downing motioned and Mr. Tornes seconded to approve the preparation of the job description.**
8. Comprehensive Plan (Plan) The Watershed Management Plan was presented to the TAC. They gave feedback on updates. Working backwards from when the plan needs approval for grant funding, the plan needs to be approved by the end of December. Ms. Converse summarized the meeting with TAC. The TAC concerns were discussed and the plan updated accordingly. **Mr. Downing motioned and Mr. Tornes seconded to approve the submittal of the updated plan with the approved changes after a final review by Chair West.**
9. Mail None
10. Other Committee members who no longer wish to serve will need to submit a letter of resignation to their representative cities.

Next meeting is January 8, 2019.

11. Invoice Approval A. MSA Invoices #21 for \$6,728.45.

Mr. Denno moved and Mr. West seconded to approve MSA Invoices #21 for \$6728.45. Motion carried.

12. Adjourn **Mr. Denno moved and Mr. Breyen seconded to adjourn at 9:19 pm. Motion carried.**

Dan Breyen

Submitted on 12/14/18