

AGENDA
Upper Rum River Watershed Management Organization
Tuesday, January 26, 2016 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 10, 2015 and December 8, 2015
5. Treasurer's Report
 - A. Financial report
 - B. Audit – comments from Board members and BWSR
6. Unfinished Business
 - A. 4th Generation Watershed Plan
 1. ACD \$10,000 incentive proposal
 2. Award bid
 3. Review comments on initiation announcement
7. New Business
 - A. 2016 Water Monitoring and Management Contract with ACD
8. Mail
9. Other
10. Invoice approval
 - A. Recording secretary December invoice \$175.00
 - B. Anoka Conservation District Invoice #2015226 for \$798.00
 - C. Michael W. Pofahl Audit Invoice \$600.00

Upper Rum River Watershed Management Organization
Meeting Minutes for January 26, 2016

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 Wangensteen
Kevin Armstrong, Secretary
Scott Heaton
Ann Arcand
Malcolm Vinger II
Randy Bettinger
Brian Mundle

Absent: Calvin Bahr
Richard Orpen

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

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES

Vinger moved and Arcand seconded to approve the November 10 and December 8, 2015 minutes as written. Motion carried. Mundle abstained.

5. TREASURER'S REPORT

A. Financial report - As of 12/31/15 total fund balance is \$6,842.78. **Vinger moved and Tornes seconded to approve the Treasurer's report as presented. Motion carried.**

B. Audit – Hard copies were distributed. Only comment received was that market value percentages used for auditing purposes need to be updated. **Heaton moved and Arcand seconded to approve the audit as presented. Motion carried.**

6. UNFINISHED BUSINESS

A. 4th Generation Watershed

1. ACD \$10,000 incentive proposal – There were no questions and no discussion.
2. Award bid – Each board member shared their thoughts and views on the bids received. **Vinger moved and Bettinger seconded to award the 4th Generation Watershed Plan bid to MSA for \$23,000 for an approved and accepted plan.** Vote: 5 yes, 4 no, 1 abstain. **Motion carried.** Denno will contact WSB regarding the bid award.
3. Review comments on initiation announcement – Denno will provide all received comments to MSA.

7. NEW BUSINESS

- A. 2016 Water Monitoring and Management Contract with ACD – **Armstrong moved and Vinger seconded to accept and approve the 2016 Water Monitoring and Management Contract with ACD for \$9,758. Motion carried.**

8. MAIL

LMCIT dividend check for \$962.

9. OTHER

Armstrong suggested scheduling a meeting in February to start working on the 4th Gen Plan. **Armstrong moved and Tornes seconded to schedule a meeting for Monday, February 15, 2016 for 7:00 pm at Sandhill Center for the Arts in Bethel. Motion carried.**

10. INVOICE APPROVAL(S)

- A. Recording secretary December invoice \$175.00
- B. Anoka Conservation District Invoice #2015226 for \$798.00
- C. Michael W. Pofahl Audit Invoice \$600.00

Vinger moved and Tornes seconded to approve the recording secretary invoice for \$175.00, Anoka Conservation District invoice for \$798.00, and Michael W. Pofahl invoice for \$600.00. Motion carried.

11. ADJOURN

Heaton moved and Armstrong seconded to adjourn at 7:53 pm. Motion carried.



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MEMO

To: Upper Rum River Watershed Management Organization (URRWMO)
From: Chuck Schwartz, Eric Thompson, Sarah Luck, and Amber Converse
Subject: URRWMO Plan Update
Date: February 15, 2016

1. Introductions / Agenda Discussion
2. Plan Update
 - a. Response to Comments Given By Regulatory Agencies
 - b. Goals and Vision
 - c. Thoughts and Comments of Existing Plan
 - i. Board
 - ii. MSA
3. Public Meeting
4. Moving Forward/Schedule

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Upper Rum River Water Management Organization
Meeting Minutes for February 15, 2016

Chair Denno called the meeting to order at 7:08 pm.

Present: Dan Denno, Chair
Todd Miller
Ann Arcand
Randy Bettinger

Lan Tornes, Vice Chair
Kevin Armstrong, Secretary
Malcolm Vinger II
Brian Mundle

Absent: John Wangenstein
Calvin Bahr

Scott Heaton
Richard Orpen

Audience: Charles Schwartz, MSA
Eric Thompson, MSA
Sarah Luck, MSA via video

No one from the public in attendance.

This was a 10-year 4th Generation Plan (Plan) topic meeting.

1. Introductions / Agenda Discussion

All attendees introduced themselves. MSA stated that they wanted dialog with the Board to find out what its visions and goals are for the Plan.

Mr. Thompson reported that only eight responses were received out of the 19 initial requests for comments sent out by Anoka Conservation District (ACD). One very clear comment in the responses received is that public involvement is very important in the writing of this Plan. MSA stated that it will work to get the public and various groups involved in the process. Mr. Armstrong agreed that being proactive in reaching out to other organizations is essential and believes that a plan of action needs to be drafted on who and how to reach out.

Mr. Denno stated that he prefers that the Plan address only what is required by statutory requirements as a WMO; thus not getting too involved in cities' business and regulations.

Discussed who to reach out to and how to contact the various entities. **Consensus of the Board was to direct MSA to draft a follow-up letter requesting input to the Plan, to direct ACD to post a notice on the URRWMO website stating it is starting the planning process for the 4th Generation Plan and that input is requested for the Plan, and to direct Ms. Gessner to contact member cities with a request to post the same notice on the city's website with a link to the URRWMO website.** MSA will write the one-page letter/notice that includes overview, topics of priority, introduction of MSA, 60 day deadlines, a request to be on association/organizations' agendas, and a list of recipients. This will be sent to Mr. Tornes and Mr. Armstrong for approval prior to distribution.

2. Plan Update

Mr. Thompson provided a presentation of the current 2007 Plan with notations of needed/suggested items to be included in the new Plan; each item was reviewed and/or discussed.

A. Board

The Board was asked to again review the suggested updates presented and to decide what is wanted in the Plan.

B. MSA

Will create a Dropbox for URRWMO that will house correspondence, presentations, and other information. Contact Jamie Schurbon at ACD to get contacts and contact information for relevant groups. Write a one-page letter/notice that includes overview, topics of priority, introduction of MSA, and list of recipients for approval before distributing. Begin dialogue with cities regarding any specific water resources issues or concerns they may have; ask about local plans, ordinances, system maps, H/H/WQ studies. Contact groups via phone to give overview, ask about their priorities for the watershed, see if they know of any other groups to involve, ask about their meeting schedule, and invite them to URRWMO meetings/offer to participate in their meetings. Get in touch with the MN Pollution Control Agency to obtain preliminary information regarding the Rum River WRAPS; specific information might be expected to include water quality findings and recommended action/implementation plans. Contact BWSR to discuss several general requirements, but also discern what constitutes the minimum plan to be approved.

3. Public Meeting

Next 4th Generation Plan topic meeting is scheduled for April 4, 2016 at 7:00 pm at Oak Grove City Hall, with MSA providing the agenda.

4. Moving Forward/Schedule

MSA's goal is to have the Plan completed by August 2016, in order to provide sufficient time for all parties to review and comment on the Plan prior to finalization.

5. Adjourn

Mr. Vinger moved and Mr. Armstrong seconded to adjourn at 9:06 pm. Motion carried.

Gail Gessner
Recording Secretary
Submitted: 2/18/16

AGENDA - REVISED
Upper Rum River Watershed Management Organization
Tuesday, **March 8, 2016** 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 26, 2016 and February 15, 2016
5. Treasurer's Report
 - A. Financial report
6. Unfinished Business
 - A. 4th Generation Watershed Plan Update
 1. Next meeting is scheduled for April 4th at 7:00 pm at Oak Grove City Hall
7. New Business
 - A. 2015 Work Results Report – ACD
 - B. Draft 2017 budget and approve for submission to member cities for ratification
 - C. Update Market Values – discussion
8. Mail
9. Other
 - A. Resignation of John Wangenstein
10. Invoice approval
 - A. Recording secretary invoices - February \$175 and March \$175
 - B. MSA Invoice #1 for \$5,687.50

Upper Rum River Water Management Organization
Meeting Minutes for March 8, 2016

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

Present: Dan Denno, Chair
Kevin Armstrong, Secretary
Ann Arcand
Brian Mundle
Lan Tornes, Vice Chair
Scott Heaton
Malcolm Vinger II

Absent: Todd Miller
Richard Orpen
Calvin Bahr
Randy Bettinger

Audience: Charles Schwartz, MSA
Andrew Dotseth, ACD

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Armstrong moved and Mr. Mundle seconded to approve the January 26 and February 15, 2016 minutes as written. Motion carried.

TREASURER'S REPORT

A. Financial report - As of 2/29/16 total fund balance is \$19,517.55. Mr. Armstrong noted that he has not seen a payment from Ham Lake, but will check with Mr. Miller to find out if a deposit has been made or needs to be made. **Mr. Tornes moved and Ms. Arcand seconded to approve the Treasurer's report as presented. Motion carried.**

UNFINISHED BUSINESS

A. 10-year Plan (Plan) update - Mr. Schwartz review the different letters to be sent to community groups and various agencies. The agency letter will include that the meeting will be a web meeting. **Mr. Denno moved and Mr. Mundle seconded to list Gail Gessner as the contact person in the community groups letter. Motion carried.**

The following dates were set:

April 4 – Plan meeting at 7:00 at Oak Grove City Hall
June 6 – Plan meeting at 7:00 at Oak Grove City Hall
June 22 – Open House at 7:00 at Oak Grove City Hall
July – Technical Advisory Committee (TAC) dated TBD
July – Citizen Advisory Committee (CAC) date TBD

The following actions have been or will be taken to include public involvement - Plan notification letter sent by ACD, follow-up letter sent to agencies, letter sent to community groups, MSA to meet with member cities, MSA to reach out to citizen groups, open house scheduled for citizen groups and other interested individuals to help bolster participation in the to be formed CAC/TAC, and open forum Plan meetings for individuals' input. Advertise/post public notices to garner community participation, if needed. MSA was asked to notify Board members when it plans to meet with member cities.

Mr. Schwartz noted that the Watershed Restoration and Protection Plan (WRAPP) will need to be incorporated into the Plan.

A dropbox has been set up for Plan materials.

NEW BUSINESS

A. 2015 Work Results – Mr. Dotseth distributed a Work Results Summary and gave a brief summation of lake levels, lake water quality, stream water quality – chemical monitoring, stream water quality – biological monitoring, wetland hydrology, and Lake George watershed analysis. The following recommendations were suggested: Actively participate in the MPCA Rum River WRAPP, collaborate on efforts to diagnose declining water quality in Lake George and fix it, install projects identified in the St. Francis stormwater assessment, participate with county and DNR efforts to upgrade the water control structure in Ditch 19 (the only inlet to Lake George), correct riverbank erosion issues discovered during the 2010 Rum River survey, promote groundwater conservation, and promote water quality improvement projects for lakes, streams, and rivers.

B. Draft 2017 budget and approve for submission to member cities for ratification – Reviewed the proposed draft budget provided by ACD. Decision was to increase the 10-year Plan line item \$1,000. **Mr. Armstrong moved and Mr. Tornes seconded to approve the 2017 Draft budget for \$23,300 and to send the draft budget to member cities for comment. Motion carried.** Mr. Denno will send the draft budget to member cities.

C. 2006 Market Values – Discussed the need to update the market values being used. Mr. Heaton will contact Anoka County for current values.

MAIL - None

OTHER

John Wangenstein submitted his resignation to the URRWMO.

INVOICE APPROVAL(S)

- A. Recording secretary January invoice \$175.00 and February invoice \$175
- B. MSA Invoice #1 for \$5,687.50

Mr. Tornes moved and Mr. Mundle seconded to approve the recording secretary January invoice for \$175.00, the recording secretary February invoice for \$175.00, and the MSA invoice #1 for \$5,687.50. Motion carried.

ADJOURN

Mr. Heaton moved and Mr. Mundle seconded to adjourn at 8:33 pm. Motion carried.

Gail Gessner, Recording Secretary
Submitted 3/8/16

AGENDA
Upper Rum River Watershed Management Organization Annual Meeting
Tuesday, May 3, 2016 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 8, 2016
5. Treasurer's Report
6. Special Orders
 - A. Election of officers
 - B. Confirm meeting dates – July 5, Sept. 6, *Nov. 1*, Jan. 3, 2017, Mar. 7, May 2
 - C. Hear recommended amendments to Joint Powers Agreement and/or Watershed Management Plan
7. Unfinished Business
 - A. 2017 draft budget member cities' comments - update
 - B. 10-year Watershed Plan - update
 - C. Updating of Market Values – Mr. Heaton
8. New Business
 - A. Solicit bids for professional, legal, and administrative services for 2017
9. Mail
10. Other
 - A. Approve sending invoice billings for second half of 2016 budget
11. Invoice approval
 - A. Anoka Conservation District 2016 Monitoring and Management Work Plan Invoice #2016029 1 of 3 for \$3,252.67
 - B. Recording secretary May invoice for \$175
 - C. MSA 10-year Water Management Plan Invoice #2 for \$2,957.50
12. Adjourn

Upper Rum River Water Management Organization
Annual Meeting Minutes for May 3, 2016

Chair Denno called the meeting to order at 7:05 pm.

Present: Dan Denno, Chair
Kevin Armstrong, Secretary
Ann Arcand
Todd Miller
Lan Tornes, Vice Chair
Scott Heaton
Brian Mundle
Randy Bettinger

Absent: Malcolm Vinger II
Richard Orpen
Calvin Bahr

Audience: Gretchen Sabel, League of Women Voters ABC

Ms. Sabel introduced herself as a representative of the League of Women Voters ABC. The League attended the Gov. Dayton Water Summit and is now focusing on water issues. Ms. Sabel has attended the Lower Rum River Watershed District meeting and was in attendance to gather information on water issues being addressed by local watersheds. Ms. Sabel will speak on her findings on Monday, May 9th at Andover City Hall at 6:30 pm.

3. APPROVAL OF AGENDA

Mr. Tornes moved and Mr. Miller seconded to approve the agenda with one addition under New Business - Metropolitan Council Stormwater Grant Application. Motion carried.

4. APPROVAL OF MINUTES

Mr. Armstrong moved and Mr. Tornes seconded to approve the March 8, 2016 minutes as written. Motion carried.

5. TREASURER'S REPORT

A. Financial report - Mr. Armstrong reported a total fund balance of \$20,924.91 as of 3/31/16. The only activity since the March meeting was a deposit of East Bethel's first half of the 2016 budget check. Mr. Armstrong noted that Ham Lake has not made payment of its first half of the 2016 budget and will follow up on the outstanding payment. **Mr. Tornes moved and Mr. Miller seconded to approve the Treasurer's report as presented. Motion carried.**

6. SPECIAL ORDERS

A. Election of Officers – **Mr. Heaton moved and Mr. Miller seconded to leave the slate of office as it currently stands.** Mr. Armstrong said he no longer wishes to be the treasurer. Chair Denno asked if Mr. Armstrong would continue as the Acting Treasurer until such time as treasurer is appointed. Mr. Armstrong said yes. **Mr. Heaton moved and Mr. Miller seconded to amend the motion to appoint Dan Denno as Chair, Lan Tornes as Vice Chair, and Kevin Armstrong as Acting Treasurer, with the position of Treasurer to be filled at a later date. Motion carried.**

B. Confirm meeting dates – Discussed rescheduling the July 5th and November 1st meetings. **Mr. Heaton moved and Mr. Tornes seconded to approve the following meeting dates: June 29, September**

6, November 1, 2016 and January 3, 2017, March 7th and May 2nd. The June 29, 2016 and May 2, 2017 meetings will be held at Oak Grove City Hall, with the remaining meetings held at Bethel City Hall.

C. Hear recommended amendments to Joint Powers Agreement and/or Watershed Management Plan – None.

7. UNFINISHED BUSINESS

A. 2017 draft budget member cities' comments - Ham Lake, Bethel, East Bethel, and St. Francis have ratified the budget; no response from Oak Grove or Nowthen. **Mr. Mundle moved and Mr. Tornes seconded to approve the 2017 final budget for \$23,300.00. Motion carried.**

B. 10-year Plan (Plan) update – Mr. Schwartz sent an email to the Board with the following update:

“I. Introduction - This memorandum serves as an accounting of MSA’s progress in completing tasks related to updating the Upper Rum River Watershed Management Plan (Plan).

II. Achievements

Communication

4/6/16 (emails): Jamie Schurbon with ACD

- Inquired about any comments received for WRAPP/progress report
- Notified that WRAPP meeting for April 11 was cancelled; next meeting May 24 which may affect release date of WRAPP
- Forwarded to Dan Fabian with BWSR

4/29/16 (email): Dan Fabian with BWSR

- Transmitted draft Plan schedule for review before sending to Board for review

Meetings

4/7/16: Chuck Schwartz met with City of Nowthen for a workshop with Council

4/11/16: Chuck Schwartz met with City of Oak Grove staff

Work Product

Made update to website as advised by BWSR

Continued revision of Plan

Acquisition of data for trend analysis

III. Planned Actions

Communication

URRWMO to confirm Open House date

URRWMO to schedule CAC/TAC meeting date

MSA will coordinate web meeting for Open House

MSA will follow up with citizen groups to invite them to URRWMO Open House

Meetings

6/6/16: Chuck Schwartz, Eric Thompson (remotely), and Sarah Luck (remotely) will attend regular Board meeting

Work Product

Trend analysis

- A map of where all sampling has been conducted within the watershed. This would consist of color coded dots indicating the location and type of sampling (flow, elevation, automated water quality, grab water quality).
- A table showing the sample location, type of sampling completed, and dates of operation.
- A table of collected data and a chart plotting lines demonstrating any trends.

Continued revision of Plan”

The 10-year Plan Open House was rescheduled to June 29th at 7:00 at Oak Grove City Hall.

Chair Denno will check with MSA on how to determine who should be contacted to be a part of the Technical Advisory Committee (TAC) and/or the Citizen Advisory Committee (CAC). The URRWMO will continue to work with MSA to set meeting dates for both committees.

C. Updating of Market Values – Mr. Heaton now has a contact person name for this information; he asked to table this item to the next meeting.

8. NEW BUSINESS

A. Solicit bids for professional, legal, and administrative services for 2017 – Mr. Armstrong offered to draft an RFP for Mr. Tornes to review prior to sending out to the Board for review, then to ACD and member city engineers.

B. 2016 Metropolitan Council Stormwater Grant Application - This application was brought to Mr. Miller’s attention by the Bethel City Clerk. Mr. Miller described the City of Bethel’s stormwater run-off problem and asked if the URRWMO would support this grant. Mr. Miller noted that the deadline for the application was in 11 days which he didn’t believe would allow enough time to apply. Mr. Miller noted that the Met Council would cover 75% of the cost, with the city being responsible for 25%. Chair Denno thought the URRWMO could support this project. Mr. Heaton noted that ACD usually takes care of grant requests and suggested Mr. Miller contact ACD for guidance with this application. Mr. Heaton also noted that most projects need to have studies completed with recommendations and be “shovel ready” to receive grants. Mr. Bettinger noted it is always helpful to have a letter of support from agencies/WMOs. **Mr. Tornes moved and Mr. Bettinger seconded to support the City of Bethel’s application for the 2016 Metropolitan Council Stormwater Grant Application. Motion carried.** If requested, the URRWMO will provide a letter of support.

9. MAIL

Banking statements and hard copy invoices from MSA were received.

10. OTHER

A. Approve sending invoice billings for second half of 2016 budget – **Mr. Miller moved and Mr. Tornes seconded to direct Gail Gessner to submit the second half 2016 budget invoices to member cities. Motion carried.**

B. Chair Denno noted that Oak Grove’s city administrator, Rick Juba, has resigned and taken a job with the City of White Bear. Dallas Larson will be the temporary city administrator.

11. INVOICE APPROVAL(S)

A. Anoka Conservation District 2016 Monitoring and Management Work Plan Invoice #2016029 1 of 3 for \$3,252.67

B. Recording secretary May invoice for \$175

C. MSA 10-year Water Management Plan Invoice #2 for \$2,957.50

Mr. Bettinger moved and Ms. Arcand seconded to approve the Anoka Conservation District 2016 Monitoring and Management Work Plan Invoice #2016029 1 of 3 for \$3,252.67, the recording secretary May invoice for \$175.00, and the MSA invoice #2 for \$2,957.50. Motion carried.

ADJOURN

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

Gail Gessner, Recording Secretary
Submitted 5/5/16

Upper Rum River Watershed Management Organization
10-year Watershed Plan Meeting Minutes of June 6, 2016

Present: Dan Denno, Chair Ann Arcand Malcolm Vinger, II Randy Bettinger
 Brian Mundle Lan Tornes John West

Absent: Todd Miller Scott Heaton Kevin Armstrong Calvin Bahr
 Richard Orpen

Audience: Chuck Schwartz, MSA Mike Wylie, City Council Liaison

Audience via teleconference: Eric Thompson, MSA Sarah Luck, MSA

The meeting was called to order at 7:00 pm.

1. Progress Report

Mr. Schwartz reviewed the communications initiated and meetings attended by MSA. Currently, 80% of the Plan is complete, however, the remaining 20% will delve into the URRWMO's future goals and undertakings. Mr. Thompson stressed the importance of the Board's participation in the remaining 20% of work to be accomplished.

2. Review of Plan work schedule

Based on comments received from BWSR, Mr. Thompson believes the Board needs to do more to solicit public input. Consensus was to include in the minutes all audience attendees and input from same regarding the 10-year Plan. Board members were encouraged to share any thoughts on how to solicit public input. Ms. Luck suggested having a conduit on the URRWMO website to encourage attendance at meetings. What to include on the website was discussed. Decision was to include Board contact email addresses and contact links, along with current updates on Board actions. MSA will contact ACD with the information to be included on the website. Mr. Tornes suggested putting a meeting notice under the main Plan heading. Mr. Mundle suggested including links to other member community websites for input.

Mr. Thompson proposed the following schedule:

September 1 – Submit the draft Plan to reviewing agencies, which would start the 60 day review timeline. The Board will then have to address any issues and/or concerns in a timely manner.

November 1 – Public Hearing

December 1 – Make changes to draft Plan from comments and Public Hearing input

January 1 – Final 90 day review of draft Plan

April 1 – Adoption and implementation of Plan

Mr. Tornes moved and Mr. Bettinger seconded to accept the Plan work schedule as presented. Motion carried.

3. Draft Open House agenda for Board review

MSA will provide topic points to Chair Denno on which to provide information. Bonnie Finnerty, BWSR most likely will not attend the Open House, so MSA will ask Jamie Schurbon, ACD to cover WRAPP information and show a video that describes what the WRAPP is and its purpose.

Mr. Wylie will check with the Lake George LID to see if there is an interest in being on the agenda and will inform MSA of same. There will be open discussion at the end of the open house, but no small group breakouts. People will be able to access the meeting remotely and via live video.

4. Future meetings

10-year Plan meeting to recap Open House input – Thursday, July 7th at 7:00 pm at Oak Grove City Hall.

Technical Advisory Committee (TAC) - Wednesday, July 20th at 2:00 pm at Oak Grove City Hall. Mr. Tornes will plan to attend this meeting.

Citizens Advisory Committee (CAC) – Wednesday, July 20th at 6:30 pm at Oak Grove City Hall. A Board member will need to attend this meeting.

MSA will ask ACD to post these meetings on the URRWMO website.

5. Notice to stakeholders and agencies reminding them of Open House

Mr. Schwartz asked Board members to review the draft letter and to send any edits/suggestions to him within the next few days. This letter will be sent via email.

6. Review of Preliminary WRAPP Data Analysis and Plan Recommendations

Background Information: On May 18, 2016, Jamie Schurbon, ACD sent MSA a copy of the WRAPP first draft materials to review. Mr. Schwartz then attended the WRAPP partner meeting on May 24th where the partners continued to discuss and refine the strategies and recommendations that will be published. URRWMO board members were given a list of waterbodies, their impairments, and a list of strategies that have previously been identified and are currently proposed to remediate them. The WRAPP is not finalized and recommendations are subject to change. Mr. Thompson noted that WRAPP use of “impaired” may be different from the MPCA definition and will confirm impaired waterbodies with MPCA.

Mr. Thompson reviewed the preliminary WRAPP data analysis and Plan recommendations.

7. Review of proposed suggested/proposed edits to 10-year Plan

Mr. Thompson reviewed the following draft Plan sections that listed possible future actions and/or information to be included. He asked that the Board closely review these items and to consider the priorities of the information suggested: 1) Surface Water Quality, 2) Development Management, 3) Local (Municipal) Surface Water Management Planning, 4) Wetlands, 5) Agricultural Land Management, 6. Forest Resources, 7) Invasive Species, 8) Groundwater and 9) Funding.

Mr. Bettinger said the meetings have to be scheduled for times when Board members can attend, especially when input involves possible future cost increases.

Mr. Thompson said these items will be discussed and reviewed for whether or not to include into the Plan after the Open House, so that all input can be considered.

Mr. Vinger was frustrated that many of the suggestions equated to more money being spent by the URRWMO. As a representative of the City of Nowthen, he is tasked with the responsibility of keeping costs down. He requested MSA provide “ballpark” costs associated with each suggested additional item and that it be available for review at the Open House.

Mr. Tornes stated that the Plan as written probably meets BWSR requirements, however, the URRWMO generally does not have the financial resources to conduct most of the work items identified the Plan.

MSA will send the draft edited Plan sections to the member community City Clerks/Administrators for distribution to City Council members.

Individual comments are to be sent Mr. Schwartz by June 17th.

Meeting adjourned at 9:22 pm.

Submitted by,

Gail Gessner, Recording Secretary
6/17/16



Upper Rum River Watershed Management Organization
c/o Oak Grove City Hall
19900 Nightingale Street NW
Oak Grove, MN 55011

June 23, 2016

The Upper Rum River Watershed Management Organization (URRWMO) will be hosting an Open House/Initial Planning Meeting on **Wednesday, June 29, 2016 at 7:00 PM** in the Oak Grove City Hall. Below is the agenda:

1. Welcome and introduction of the URRWMO Board
2. Brief description of the Board and its role/authority
3. Introduction of the Plan and 10-year update purpose
4. Guest Speakers
 - Dan Fabian – speaker from Minnesota Board of Water and Soil Resources (BWSR)
 - Jamie Schurbon – speaker from Anoka Conservation District (ACD)
 - Todd Hass – speaker; Chair of the Lower Rum River Watershed Management Organization (LRRWMO) (their last Plan update was in 2011)
5. Brainstorm on ideas/issues that are of importance
6. Recruit for Technical/Citizen Advisory Boards
7. Open discussion

Upper Rum River Watershed Management Organization
Tuesday, June 29, 2016 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 May 3, 2016
5. Treasurer's Report
 - A. Financial report
6. Unfinished Business
 - A. Market Values update – Mr. Heaton
 - B. Solicitation for 2017 bids update
7. New Business
8. Mail
9. Other
10. Invoice approval
 - A. Anoka Conservation District 2016 Monitoring and Management Work Plan Invoice #2016029 2 of 3 for \$3,252.67
 - B. Recording secretary invoice \$375.00
 - C. MSA 10-year Water Management Plan Invoice #3 for \$2,957.50

Upper Rum River Watershed Management Organization
Regular Meeting Minutes of June 29, 2016

Present: Chair Dan Denno Malcolm Vinger, II Brian Mundle Kevin Armstrong
Lan Tornes

Absent: Todd Miller Ann Arcand Randy Bettinger Scott Heaton
John West Calvin Bahr Richard Orpen

Audience: Chuck Schwartz, MSA

3. Adopt **Chair Denno moved and Mr. Armstrong seconded to approve the agenda as
Agenda presented.**

4. Approve **Mr. Vinger moved and Mr. Tornes seconded to approve the 5/3/16 and
5/3/16, 6/6/16 minutes as written. Motion carried.**

6/6/16, **Mr. Vinger moved and Mr. Mundle seconded to approve the 6/29/16
6/29/16 minutes as written. Motion carried.**
Minutes

5. Treasurer's Chair Denno reminded those present that Mr. Armstrong is standing in as the
Report Acting Treasurer and that a Treasurer still needs to be appointed. Mr. Armstrong
reported all 2nd half budget billing invoices have been received. It is his
understanding that Ham Lake's 1st half payment has been mailed and is most
likely at Bethel City Hall. Current bank statement balance is \$23,885.33. **Mr.
Tornes moved and Mr. Mundle seconded to approve the Treasurer's Report
as presented. Motion carried.**

6. Unfinished A. Market Values update – no report.
Business B. Solicitation for 2017 bids update – Mr. Armstrong is working on this.
**Mr. Mundle moved and Mr. Tornes seconded to table Unfinished Business
Items A & B to the next meeting. Motion carried.**

7. New No new business.
Business

8. Mail MSA invoice #5 for \$7,735.00.

9. Other No other business.

10. Invoice **Mr. Vinger moved and Mr. Armstrong seconded to pay the following
Approval invoices Anoka Conservation District 2016 Monitoring and Management
Work Plan Invoice #2016029 2 of 3 for \$3,252.67, Recording secretary May
and June meetings invoice \$550.00, and MSA 10-year Water Management

Plan Invoices #3 for \$2,730.00, #4 for \$3,412.50, and #5 for \$7,735.00 - Total:
\$13,877.50. Motion carried.**

11. Adjourn **Mr. Mundle moved and Mr. Armstrong seconded to adjourn at 7:11 pm. Motion carried.**

Submitted by,

Gail Gessner, Recording Secretary

7/8/16

Upper Rum River Watershed Management Organization
10-year Watershed Plan Open House
Minutes of June 29, 2016

Present: URRWMO Board

Chair Dan Denno, Oak Grove	Ann Arcand, Bethel	Malcolm Vinger, II,
Nowthen Scott Heaton, Ham Lake	Brian Mundle, East Bethel	Randy Bettinger,
Nowthen	Kevin Armstrong, Ham Lake	

Absent: Todd Miller, Bethel	John West, Oak Grove	Calvin Bahr, East
Bethel Lan Tornes, St. Francis	Richard Orpen, St. Francis	

Audience: Chuck Schwartz, MSA
Eric Thompson, MSA
Sarah Luck, MSA, via teleconference
Dan Fabian, MN Board of Water and Soil Resources (BWSR)
Todd Haas, Chair Lower Rum River WMO
Jamie Schurbon, Anoka Conservation District (ACD)
Mike Wylie, Oak Grove City Council
Al Parranto, Ham Lake City Council
Jack Davis, East Bethel City Administrator
Tim Harrington, East Bethel City Council
Tom Ronning, East Bethel City Council
Karen Jensen, Met Council
Sharon LeMay, Interested Party
Larry Backlund, Lake George Lake District (LGLD)
Doug Welter, Beaverbrook Tri-County Sportsmen
Jeff Pilon, Nowthen Mayor
Mary Rainville, Nowthen City Council
Bart Biernat, Environmental Health Specialist, Anoka County

Chair Denno started the Open House with stating that the reason everyone was at tonight's Open House was because of water; everyone wants to have quality water. The URRWMO is an appointed body that is responsible for quality water, while being accountable to its member cities by keeping the impact on them to a minimum. He introduced himself and the URRWMO Board members and gave a brief presentation on the URRWMO role/authority, work it is doing, and the direction it has taken. The URRWMO is requesting input from other agencies, member cities, residents, etc. to give the Board further direction on what to prioritize and/or include in the 10-year Water Management Plan (Plan).

Both Mr. Schwartz and Mr. Thompson introduced themselves. Mr. Thompson gave a presentation on the Plan and the purpose for the 10-year update. He reviewed the URRWMO's current goals, current strategies, current policies, and re-identification of issues.

Mr. Fabian from BWSR introduced himself and gave a presentation on BWSR's role with watershed districts and WMOs. BWSR is the oversight authority over WMOs, and WMO plan approval authority. Two handouts were distributed: Overview of Watershed Districts and Watershed Management Organizations, and Key Components of Watershed District and WMO Plans. He stated that the main reason for watershed districts and WMOs is to focus on implementation and accomplishing clean/quality water goals. Mr. Fabian had each audience member write down the

three most valuable resources in the WMO, and had each audience member write down what they think is a reasonable dollar amount for the WMO to spend annually, based on a residential market value of \$100,000 within the URRWMO area. [This information will be compiled and shared by MSA at a later date.] Mr. Fabian shared that grant funds (anywhere from 75% - 90%) are available to help with project costs. To successfully apply for a grant you need to have well defined goals and strategies in the watershed plan. He noted ACD as an example of one agency that has been able to secure grant matching funds from a variety of sources.

Jamie Schurbon from ACD introduced himself and gave a brief overview of what the Anoka Conservation District is and does. The URRWMO has contracted with ACD to accomplish a variety of work including water monitoring, administrative tasks and website.

Mr. Schurbon played a short video introducing the Rum River Watershed Restoration and Protection Strategy (WRAPS). The WRAPS is a management plan for the Rum River, and all the lakes and streams in its watershed. The focus is on water quality and overall ecological health. It includes strategies for fixing impaired waters that do not meet state water quality standards, as well as protecting good quality waterbodies. Local water plans are expected to utilize the WRAPS as a guide for identifying and prioritizing projects.

Chair Denno asked Mr. Schurbon to clarify that while Lake George water quality is declining, the lake still has very good water quality. Mr. Schurbon replied it has shown a consistent downward trend of lake quality, which is primarily based on water clarity. The concern is if this downward trend continues 10-20 years down the road. ACD is doing a major three year study on nutrients in Lake George; this is being done to identify a prescription of what steps to take and put into action in order to stop the downward trend in lake quality.

Mr. Haas, Chair of the Lower Rum River WMO (LRRWMO) introduced himself and shared information about the LRRWMO which consists of three cities, Anoka, Ramsey, and Andover. He noted that the LRRWMO is very active compared to other metro WMOs. He briefly described their permitting process for construction projects over 1 acre in size, as well as other efforts. One project the LRRWMO is working on is an assessment of the benefits by having the Rum River dam (which is owned by the City of Anoka). Mr. Haas shared that there will be a BWSR discussion session on July 28 at Elk River Golf Club from 8:30-11:30 am to talk about water issues, the Clean Water Fund, plus numerous other water-related topics. All are invited - this is a good venue to share water issue concerns.

Mr. Thompson announced that the URRWMO is forming a Technical Advisory Committee (TAC) and is looking for members to serve on a Citizens Advisory Committee (CAC). On July 20th a TAC meeting is scheduled for 2:00 pm and a CAC is scheduled for 7:00 pm, both meetings will be held at Oak Grove City Hall. Mr. Fabian noted that a requirement of the WMO is to have a CAC that meets on a regular basis and gives recommendations to the WMO.

Open Discussion

Mr. Schurbon shared that Mille Lacs and Isanti Counties most likely will be sending increasing amounts of drainage water south as a result of cleaning out ditches, which may have the potential to cause flooding and impact water quality at the southern end of the Rum River. Mr. Bettinger thought that the flow rates may change a bit, but not a lot due to the existing culverts which serve as control points for hydrology. Mr. Schurbon responded that lowering and increasing sizes of culverts occurs.

An inventory of culvert locations, sizes, and elevations is not present in many areas. Mr. Schurbon encouraged the URRWMO to communicate concerns of these issues to upstream entities.

Mr. Pilon noted that the draft URRWMO plan includes the words “cities will be required to” in lieu of “the URRWMO will work with member cities.” Mr. Thompson stated this is due to BWSR requiring measurable goals and firmer wording for requirements.

Mr. Schwartz noted Statute 8410 had been substantially revised in 2015 and that the challenge is to incorporate these changes into the Plan, along with how to achieve those goals.

Mr. Thompson said the biggest hurdle right now is to get as much input as possible to include in the Plan, with the second hurdle being does it meet code requirements.

It was asked how to reach out to member city residents for their input. To date, MSA has visited with member cities’ staff, sent letters and emails to member cities and various agencies requesting input, and posted requests for input on the URRWMO website. Suggestions for individual cities were to include information in its newsletter, post it on its website, include it as an agenda item for a meeting or work session, etc. Chair Denno suggested that MSA contact city public works heads to participate in the technical advisory committee.

It was noted that no one requested meeting attendance via internet live link.

The formal program of the Open House closed at 9:07 pm.

Submitted by,

Gail Gessner, Recording Secretary
7/1/16

Upper Rum River Watershed Management Organization
Thursday, July 7, 2016 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 May 3 (regular), and June 6 & 29 (Plan), 2016
5. Treasurer's Report
 - A. Financial report
6. Unfinished Business
 - A. Market Values update – Mr. Heaton
 - B. Solicitation for 2017 bids update
7. New Business
8. Mail
9. Other
10. Invoice approval
 - A. Anoka Conservation District 2016 Monitoring and Management Work Plan Invoice #2016029 2 of 3 for \$3,252.67
 - B. Recording secretary invoice \$550.00
 - C. MSA 10-year Water Management Plan Invoices #3 for \$2,730.00, #4 for \$3,412.50, and #5 for \$7,735.00 - Total: \$13,877.50

Upper Rum River Watershed Management Organization
10-year Watershed Plan Minutes of July 7, 2016

Present: Chair Dan Denno Malcolm Vinger, II Brian Mundle Kevin Armstrong
Lan Tornes

Absent: Todd Miller Ann Arcand Randy Bettinger Scott Heaton
John West Calvin Bahr Richard Orpen

Audience: Chuck Schwartz, MSA
Eric Thompson, MSA via teleconference

1. Survey Results from Open House attendees

Mr. Schwartz shared the BWSR survey results of what the Open House attendees thought was a reasonable amount to be spent by the WMO based on a \$100,000 average value. Based on the 18 responses, the average value was \$22 and the median value was \$15. According to recent tax records, the current estimated tax capacity of properties within the WMO boundary is approximately \$2.167 billion. The historic assessment rate of the WMO has been approximately \$0.60. If the WMO were to increase the assessment rate to \$15/\$100,000 assessed value the WMO's annual budget would be approximately \$325,000. At \$22/\$100,000 the annual budget would be approximately \$477,000.

It was made clear that many Board members are not in favor of increasing costs to their cities and that even doubling the budget may not pass. Mr. Thompson stated that BWSR may view the survey results as a message from the public to spend more money. Board members did not agree that 18 responses speak for the majority of residents within the WMO boundary.

MSA will send the survey results to member cities for review. Chair Denno said he plans to attend member cities' council meetings to clarify what budgeting costs could be if BWSR has what it wants put into the Plan and that he would encourage council members to send letters of opposition to Dan Fabian of BWSR.

The survey results of the top three water resources priorities will be reviewed at a later date.

2. Draft Sections of the Plan

Mr. Thompson noted that in the draft sections of the Plan, the black text is from the current Plan, red text is suggested items to be added to the Plan, blue text is from comments received, and green text is the estimated cost of the potential project cost. Board members were asked to provide feedback on these sections if they haven't done so already.

3. Estimated Program Costs broken out over 10 years

Mr. Thompson reviewed the draft costs breakout in detail.

Studies section – Mr. Thompson noted that he arbitrarily placed the dollar amounts in non-specific years, and that the amounts could be moved to different years. For line item Detailed Floodplain Studies, he thought that it could be done on a municipal basis. The Municipal Water Quality Modeling and Municipal Hydrologic Modeling could be done between the area WMOs and could possibly be pushed off for a few more years. Barnyard Feedlot Study and Cropland Management Practices Study are more rural items that could be done after urban items are completed.

Inventories/Assessments section – There are certain items, i.e. illicit discharge inspection, that can be listed in the Plan, even though they are performed by individual cities. Stormwater BMP assessments should be done on a routine basis. Discussed whether it would be more cost effective to have individual cities perform certain listed items or have the WMO budget for the cost and hire someone to do the job for all the member cities.

Project Reserves – In previous years, member cities were not in favor of the WMO having large reserves of money. Chances are they would not be in favor of an annual reserve of \$45,000. Mr. Thompson thought that if the WMO does start having project reserves, maybe those reserves could be used in future years to lower the budget.

If all items listed are included in the 2017 budget, the total would be \$163,000, which is approximately \$7.50/\$100,000. This draft 10-year budgeting plan is recommended by MSA.

The first Technical Advisory Committee (TAC) meeting is scheduled for July 20 at 2:00 pm at Oak Grove City Hall. Mr. Thompson expects specific goals and objectives to be addressed.

It was suggested that these major items be included in the Plan: Water quality monitoring, grant applications, river bank erosion, municipal water quality modeling, watershed culvert inventory, municipal regulatory review, municipal ordinance review, stormwater BMP assessments, and some type of reserve(s).

Mr. Thompson asked that the Board members prioritize the goals of the draft Plan and to email that information back to either himself or Mr. Schwartz by July 14th. When doing so, Mr. Armstrong suggested everyone consider fiscal responsibility, no duplication of work/redundancy, focus on what can be done cross-cities and cross-watersheds, and include those items required per the MN Rule Chapter 8410: Watershed Management Organization Plans Establishment of Goals (8410.0080): Water quantity, water quality, public drainage systems, groundwater and wetlands. Each goal needs to have a measurable feature.

MSA was asked to revise the Program Costs & Projected Annual Budget showing only those items designated as necessary per discussion. MSA will send the revised budget to Board members.

Plan meeting adjourned at 9:17 pm.

Submitted by,

Gail Gessner, Recording Secretary

7/12/16

Upper Rum River Watershed Management Organization
10-year Watershed Plan Minutes of July 7, 2016

Present: Chair Dan Denno Malcolm Vinger, II Brian Mundle Kevin Armstrong
Lan Tornes

Absent: Todd Miller Ann Arcand Randy Bettinger Scott Heaton
John West Calvin Bahr Richard Orpen

Audience: Chuck Schwartz, MSA
Eric Thompson, MSA via teleconference

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MSA was asked to revise the Program Costs & Projected Annual Budget showing only those items designated as necessary per discussion. MSA will send the revised budget to Board members.

Plan meeting adjourned at 9:17 pm.

Submitted by,

Gail Gessner, Recording Secretary

7/12/16

Upper Rum River Watershed Management Organization
Tuesday, September 6, 2016 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 July 7, 2016 Minutes – Regular meeting and Plan meeting
5. Treasurer's Report
 - A. Financial report
6. Unfinished Business
 - A. Market Values – Mr. Heaton
 - B. Solicitation for 2017 bids – Mr. Armstrong
 - C. 10-year Water Management Plan – update
7. New Business
 - A. Anoka County 2017 Pictometry Flight – Mr. Tornes
 - B. ISD 15 request for certificate of liability insurance – Mr. Miller
8. Mail
9. Other
10. Invoice approval
 - A. Anoka Conservation District 2016 Monitoring and Management Work Plan Invoice
#2016029 3 of 3 for \$3,252.66
 - B. Recording secretary invoice \$175.00

Upper Rum River Watershed Management Organization
Regular Meeting Minutes of September 6, 2016

Present: Chair Dan Denno Malcolm Vinger, II Brian Mundle Lan Tornes
Todd Miller Ann Arcand Randy Bettinger Scott Heaton
John West

Absent: Kevin Armstrong Calvin Bahr Richard Orpen

Audience: Chuck Schwartz, MSA

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

4. Approve **Mr. Tornes moved and Mr. Miller seconded to approve the 7/7/16 regular**
7/7/16 **meeting minutes and the 10-year Water Management Plan (Plan) meeting**
Regular and **minutes as written. Motion carried.**
Plan Mtg.
Minutes

5. Treasurer's No report.
Report

6. Unfinished A. Market Values update – no report.
Business B. Solicitation for 2017 bids update – no report.
C. 10-year Water Management Plan update

MSA is hoping to have a draft Plan by October; the next WMO meeting is scheduled for November 1st when a public hearing on the draft Plan is scheduled. Mr. Schwartz reviewed the following items: Memo regarding Plan issues and priorities, Executive Summary, and estimated program costs and projected annual budget.

Mr. Schwartz reviewed the current water resource issues in detail. Based on the feedback MSA has received at the April, May, June, and July meeting from watershed stakeholders, WMO Board members, and MSA's own observations, MSA developed a revised draft list of issues. MSA suggested the WMO budget \$2,000 annually for grant applications. Mr. Tornes suggested the Corp of Engineers as another possible agency to work with for identifying water quality issues. Board members would like to see item (3) Local Surface Water Management Planning rewritten in a positive form, as it currently is written with a negative spin. Does the WMO want to have a set of protocols for all member communities to follow when implementing the Plan? MSA believes there is high benefit and value for having set protocols. Chair Denno asked that any protocol wording be written to apply to only those who qualify for Plan implementations, i.e. culverts, illicit discharges, etc.

(4) Water Resources Inventory – It was suggested to start documenting information since this is a developing area. The documentation could be done through GIS desktop. The Board was not in favor of this as could be a financial hardship to member communities.

(5) Shoreline Protection – It was asked why this is pushed up on the priority list. Feedback from agencies moved this item up. Mr. Vinger stated that a meandering river is natural, as is erosion. Plan expectations will be coming out of the WRAP. The Board would like to use the word usage of concerns in lieu of issues. Because baselines will continually need to be re-established over time, MSA recommends establishing protocols for future benefit and for financial sense to all communities. It was suggested that more focus be put on shoreline assessments than erosion and sedimentation issues.

Mr. Vinger supports applying for grants if the need is evident and is identified by agencies.

DRAFT BUDGET - It was noted that the 2017 budget has already been set, so this draft budget will need to be pushed out to start in 2018. The draft budget provided by MSA reflects costs associated with establishing protocols. The Board reviewed the draft.

Annual programs – Two line items were asked to be removed, Lake George Aquatic Invasive Species Management and Road Salt Application Training. MSA recommended that the Grant Applications line item be kicked out to 2019.

Studies – East Twin Lak, and Seelye Brook can be revised after the WRAP is done. Dollar amounts will be left in there for now and reviewed after the WRAP is finalized. Pickeral Lake should be removed from needing a study.

Mr. Schwartz said the Board may need to ask member communities for a modest budget increase from \$20,000 to \$22,000 on average, with the first year increase being more. Chair Denno and Mr. Tornes will look at the extended years of the revised budget to provide an agreeable budget for member communities that follows items addressed in the Plan. This revision will be put in the Executive Summary via a Google doc for all Board members review.

7. New
Business

A. Anoka County 2017 Pictometry Flight – This will be a one-time fee of \$1,500. Consensus of the Board was to pass on the 2017 Pictometry Flight.

B. ISD 15 request for certificate of liability insurance – For the URRWMO to continue to meet at the Sandhill Center, a certificate of liability insurance is needed. It was discussed holding all future meetings at Oak Grove City Hall and to discontinue meeting at the Sandhill center. Mr. Miller stated he will be meeting with ISD 15 Superintendent Troy Ferguson and will send an update from the meeting to Board members. **Mr. Vinger moved and Mr. Miller second to move all future URRWMO meetings to Oak Grove City Hall effective November 1, 2016. Motion carried.**

8. Mail Invoice from MSA that has been paid.

9. Other None.

10. Invoice **Mr. Vinger moved and Mr. Miller seconded to pay the following invoices**
Approval **Anoka Conservation District 2016 Monitoring and Management Work Plan**
Invoice #2016029 3 of 3 for \$3,252.66, and Recording Secretary September
meeting invoice \$175.00. Motion carried.

11. Adjourn **Mr. Heaton moved and Mr. Mundle seconded to adjourn at 9:24 pm.**
Motion carried.

Submitted by,

Gail Gessner, Recording Secretary

10/2/16

Upper Rum River Watershed Management Organization
Tuesday, November 1, 2016 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 September 6, 2016 Minutes
5. Treasurer's Report
 - A. Financial report
6. Unfinished Business
 - A. Market Values – Mr. Heaton
 - B. Solicitation for 2017 bids – Mr. Armstrong
 - C. 10-year Water Management Plan – update
7. New Business
8. Mail
9. Other
 - A. Invoice member communities for 1st half of budget
10. Invoice approval
 - A. Recording secretary November invoice \$175.00

Priority review of sections should be Chapter 5, 4, 3, 1, 2, then 6. Sections 5.1 and 5.2 are critical for review.

Two red flags in the Plan are no Capital Improvement Program, and no monies allocated to URRWMO programs. Mr. Tornes asked if the two red flags have been addressed in the Plan. Mr. Thompson stated not really, they are not directly covered in the Plan. There is specific paragraph on page 43 that addresses the feedback received regarding budgeting. *The URRWMO Board has been steadfast in their position regarding controlling the costs of expenses for management of water resources within URRWMO. The URRWMO Board is concerned that the URRWMO not duplicate efforts by other state agencies as well as ensuring that appropriate water management be undertaken at the level of member municipalities. A series of budgets were prepared as part of this planning process for review by URRWMO stakeholders. The initial budget presented on June 27th, 2016, with a reduced scope presented on July 7th, 2016. The budget was modified two additional times based on input from the URRWMO Board on September 1st, 2016 and September 6th, 2016. These different budgets are included in Appendix A.*

Mr. Armstrong noted that those WMOs with six figure budgets are located much closer to Minneapolis and St. Paul, and that higher budget WMOs have staff. He believes in lieu of a higher budget, the WMO can take the leadership role on projects, then apply for grants.

Chair Denno believes administrative costs of approx. \$4,000 need to be added to the Implementation Program and Budget. He asked MSA to manipulate the current costs in order to lower the presented implementation budget to \$21,500 including administrative costs. **Board consensus was to have MSA adjust the implementation budget to include administrative costs and be at \$21,500.**

Next step is for the Board to review the Plan and give feedback to Mr. Schwartz by November 15. MSA will then edit the Plan and send back to the Board for review.

The Board discussed if member cities need to bear the cost for landlocked basins inventory or to push the cost on to a developer. Either way, a statement should be included in the Plan on the Board's decision. Mr. Vinger thought it best to state that cities be mindful of the requirement, rather than requiring them to do it. Ms. Arcand would rather spend some money upfront to address the landlocked basins, rather than wait to see what happens when the land is developed. Mr. Thompson said for the Plan, the Board either needs to commit to a landlocked basin process or leave it out entirely. This item to be reviewed at the Special Session meeting.

Mr. Bettinger suggested Board members review the entire draft Plan first, then meet to discuss it further. **Mr. Vinger moved and Mr. West seconded to call a Special Session of the URRWMO on November 29, 2016 at 7:00 pm at Oak Grove City Hall to review the revised draft Plan. Motion carried.**

7. New Business
- A. Anoka Conservation District (ACD) Cost Share Grant Policy Updates – ACD is in the process of updating its cost share grant policies for landowners. These grants are available to landowners who wish to do projects that provide benefit to the entire community. Presently, ACD administers the URRWMO’s cost share grant funds. The URRWMO has not contributed new funds since 2012, but a balance of \$1,598.67 remains. Any policy revisions made by ACD will affect use of these funds. ACD provided the Board with its proposed revisions and invited suggestions. Suggestions are to be given to Jamie Schurbon by Monday, November 14.
- B. Hydro-Geologic Atlas – Mr. Tornes plans to attend an upcoming workshop to release the NEW Anoka County Geologic Atlas, Part B – Hydrology and teach people how to use it. These detailed maps of aquifers, groundwater flow directions, pollution sensitivity and more will be a valuable new tool. The workshop will be November 30 8:30-11:30 at Blaine City Hall.
- C. Ham Lake request for W9 tax form – Ham Lake’s accountant has requested a W9 tax form from the URRWMO for the budget money paid. Mr. Armstrong will look for the WMO EIN number. This item will be reviewed at the next regular meeting.
8. Mail
- A. Bank statement
- B. MN Campaign Finance and Public Disclosure Board request for update on public official information – Ms. Gessner was directed to provide the required information.
- C. Insurance Invoice – Chair Denno was notified of a 10% late payment penalty added to the invoice amount of \$2,275. Chair Denno had not received an insurance invoice prior to this notification. This has happened in the past with the insurance carrier not understanding that this Board only meets bi-monthly and not receiving an invoice. **Board consensus was to pay the invoice amount for \$2,275 and not to include a late payment fee.** Mr. West offered to look into other insurance coverage and will report his findings at the next regular meeting.
9. Other
- A. Invoice member communities for 1st half of 2017 budget – **Mr. West moved and Mr. Armstrong seconded to direct Ms. Gessner to send out the 1st half invoicing to member communities for the 2017 budget. Motion carried.**
10. Invoice Approval
- Mr. Vinger moved and Mr. Tornes seconded to pay the Recording Secretary November meeting invoice for \$175.00. Motion carried.**
11. Adjourn
- Mr. West moved and Mr. Armstrong seconded to adjourn at 8:55 pm. Motion carried.**

Upper Rum River Watershed Management Organization
SPECIAL SESSION Meeting
Tuesday, November 29, 2016 at 7:00pm at **Oak Grove** City Hall

1. Call to Order
2. Roll Call
3. 10-year Water Management Plan
 - A. Landlocked Basin Inventory decision
 - B. Review of revised draft Plan
4. Adjourn

Upper Rum River Watershed Management Organization
Special Session Meeting Minutes of November 29, 2016

Present: Chair Dan Denno Malcolm Vinger, II Brian Mundle Scott Heaton
Ann Arcand Randy Bettinger Kevin Armstrong John West

Absent: Lan Tornes Todd Miller Calvin Bahr Richard Orpen

Audience: Chuck Schwartz, MSA
Eric Thompson, MSA via video conference
Dan Fabian, BWSR

3. 10-year Water Management Plan A. Landlocked Basin Inventory decision

Mr. Schwartz noted that Jamie Schurbon, Anoka Conservation District, communicated to him the latest WRAP update. Mr. Schurbon referenced the need to keep water in the land, which is done by identifying landlocked basins.

The two main questions discussed were 1) if the landlocked basins inventory is necessary and if so, 2) who should pay for the cost of the inventory.

Currently, this inventory is not required by the State. It was discussed that if it were to become a requirement, it could be added to the Plan at a later date. The cost of an inventory could range anywhere from \$1,000 and up. Either each member community will be responsible for the cost its own inventory, or the cost could be passed onto developers as a property is developed. The Board does not want to push the cost on neither member cities nor developers.

Consensus of the Board was to omit Landlocked Basin Inventory from the Plan, with the \$6,000-line item cost to be removed from the budget. 7 votes to leave out, 1 vote to leave in.

Mr. Schwartz noted that the PCA may reclassify Roger Lake to a wetland and that he language in the Plan will be modified to represent this possible reclassification.

B. Review of revised draft Plan

Mr. Schwartz did a quick review of the requested revisions from the previous meeting and submitted Board comments. The budget has been changed to show \$21,500 per year.

What is included in the “watershed culvert inventory” to be done by cities? Discussed the County having the information on county road culverts, leaving the need for each city to keep an inventory/record if/when culverts are installed or changed within its city limits. Mr. Thompson suggested this item be rolled into **the requirements of individual member cities**. The Board was in agreement with Mr. Thompson’s suggestion and directed that the watershed culvert inventory be removed from the Plan and table of content, and that the \$10,000 budget amount be spread out over the next 10 years of the budget.

Mr. Mundle moved and Mr. West seconded to approve the draft 10-year Water Management Plan with the Plan language modified to represent the possible reclassification of Rogers Lake to a wetland, the omission of Landlocked Basin Inventory and Watershed Culvert Inventory, and that the Landlocked Basin Inventory cost of \$6,000 be removed from the budget and the Watershed Culvert Inventory cost of \$10,000 be spread out over the 10-year budget. Motion carried.

4. Other In response to the City of Ham Lake's request for a W9, Mr. Armstrong prepared W9 forms for all member cities.

5. Adjourn **Mr. Heaton moved and Ms. Arcand seconded to adjourn at 8:09 pm. Motion carried.**

Submitted by,

Gail Gessner, Recording Secretary
on 11/29/16