

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, Jerry Tveit, Tim Harrington, Matt Downing, Sandy Flaherty, Dan Breyen, Lan Tornes

Absent: Ann Arcand, Randy Bettinger, David Olsrud

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 suggested by Jamie 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

DRAFT