

Upper Rum River Watershed Management Organization
Meeting Minutes of March 19, 2020

1. Call to Order

Chair West called the meeting to order at 7:00 pm. Due to the Covid-19 pandemic, the meeting was held by conference call at phone number 425-436-6375 and access code 775820. This information was publicly posted by the URRWMO and also forwarded to member communities for them to publicly post. Chair West was present at the regular meeting location with audio capabilities.

2. Roll Call

Present: John West, Dan Denno, Lan Tornes (7:15), Tim Harrington, Matt Downing, Sandy Flaherty, Dan Breyen, Radja Lohse, Joel Greenberg, Ryan Seguin

Absent: Dan Denno, David Olsrud

Audience: Jamie Schurbon, Anoka Conservation District (ACD)
Gail Gessner, Recording Secretary was linked in for a short time then unable to reconnect.

3. Adopt Agenda

Mr. Breyen moved and Mr. Harrington seconded to approve the agenda as presented. A roll call vote was done. Motion carried unanimously.

4. Approval of Minutes

Mr. Harrington moved and Mr. Lohse seconded to approve the January 7, 2020 minutes as written. A roll call vote was done. Motion carried unanimously with Mr. Sequin abstaining.

5. Treasurer's Report

A. Financial report

\$10,262.22	December ending balance
- 5,971.99	January debits
+28,830.24	January deposits
\$28,120.47	January balance
<u>0.00</u>	February no activity
\$28,120.47	February balance

Chair West was reminded to sign the necessary paperwork at the bank.

B. Receipt of Budget Billings Update

All cities have paid the first half of their 2020 budget, with East Bethel paying their 2020 budget amount in full.

Mr. Tornes moved and Mr. Lohse seconded to accept the Treasurer's Report as presented. A roll call vote was done. Motion carried unanimously.

6. Unfinished Business

A. Agreed upon procedures engagement

Mr. Schurbon reminded the board that they had previously approved an agreed upon procedures engagement to be conducted by Smith-Schafer Associates unless a lower quote was received by Mike Pophal. Mr. Denno had agreed to contact Mr. Pophal. Mr. Schurbon and Mr. Breyen stated that they

understood Mr. Denno had contacted Mr. Pophal, who would not do an agreed upon procedures engagement, but would do an audit for an even lower cost. Mr. Schurbon asked the State Auditor if an audit could substitute for an agreed upon procedures engagement, and they stated that was acceptable. Mr. Schurbon was directed to find out what quote Mr. Pophal had provided Mr. Denno and to direct work to begin by the lowest cost firm. This is consistent with the previous board motion.

B. City local water plan approvals

Mr. Schurbon reported that East Bethel, Ham Lake and St. Francis previously had their local water plans contingently approved by the URRWMO. Revised plans to address the contingencies have not yet been received. Board members from those communities agreed to communicate the need for this to their city staffs.

C. Technical Advisory Committee (TAC) updates

TAC Topic #1: City representative to Watershed Based Implementation Funding convening meetings

Mr. Schurbon reported that the TAC recommended Mr. Chuck Schwartz of MSA for this position because he prepared the URRWMO plan and is the consulting engineer for two URRWMO cities. All six URRWMO cities were given multiple opportunities to provide input and provided no concerns. Mr. Schwartz will fill the position.

TAC Topic #2: Grant projects prioritization

Mr. Schurbon provided the TAC's recommended project prioritization for the URRWMO. This prioritization will be used when seeking grant funds or otherwise pursuing projects. He noted that if approved this list should be amended into the URRWMO plan. That amendment could be delayed in order to bundle it with other anticipated amendments. The prioritization, with bulleted reasoning, is:

1. Rum Riverbank stabilizations
 - This project to be removed from the list if ACD receives a Clean Water Grant that it applied for.
Update - ACD did receive that grant.
2. Anoka County outreach collaborative
 - Helps cities efficiently meet stormwater reporting requirements.
 - Activities of the educator are steered by a group of cities and watersheds.
3. (Tied) Stormwater retrofits for Rum River AND subwatershed assessments
 - There is a desire to install stormwater retrofits from the completed 2016 study in St. Francis.
 - Subwatershed assessments will position new projects for future grant funding.
 - Favored locations for subwatershed assessments are:
 - Pickerel Lake (high quality, under development pressure, small drainage area)
 - East Twin Lake (same reasons as for Pickerel Lake)
 - Rum River direct drainage (would primarily be in Oak Grove where there are not many stormwater conveyances)
 - City of Bethel periphery (would fit with other stormwater study and projects recently done by the city)
4. Lake George shoreline stabilizations
 - Low cost but multiple direct benefits to the lake.
 - Involves the lake group.
5. Bethel stormwater retrofits
 - Concept is still under development and approval by the city.
 - Stormwater projects could be done before, or in conjunction with, city street reconstructions.
 - Cost-benefit isn't that favorable.

- The directly benefiting waterbody is Sandshore Lake. Ultimately the water does reach the Rum River.
 - URRWMO may want to consider amending this project into its watershed plan for future grant eligibility.
6. Lake George iron enhanced sand filter (IESF) feasibility study
 - City would need to take an ownership and maintenance role, and the project currently has too many questions to make them comfortable with that commitment at this time.
 - County Parks would need to approve the project through committee.
 7. Ditch 19 connector dredging
 - Project is favored by local stakeholders.
 - Project not eligible for most grants because the water quality benefit is not very clear.

Mr. Tornes moved and Mr. Breyen seconded to adopt the project prioritization as presented. A roll call vote was done. Motion carried unanimously.

TAC Topic #3: Culvert inventory methods

The board reviewed the culvert inventory methodology developed by the TAC. Each member community will be required, per the URRWMO Watershed Management Plan, to conduct a culvert inventory by 2022.

Mr. Breyen asked whether a GPS will be required to collect culvert locations and elevation and about the level of effort needed to complete the work. Mr. Schurbon replied that a GPS is not required. If a GPS is used for collecting elevations, it needs to be a survey grade GPS, which most city's consulting engineering firms have. Elevations can also be collected using a survey level and existing benchmarks. Mr. Downing stated he believes the culvert inventory would not be a difficult or expensive task for consultants and that some city staff might also be comfortable doing it.

Mr. Tornes moved and Mr. Lohse seconded to adopt the culvert inventory protocol and directed it be sent to the member cities. A roll call vote was done. Motion carried unanimously.

TAC Topic #4: URRWMO stormwater standards.

The TAC has recommended that the URRWMO standards not be modified until the state issues its new MS4 (municipal stormwater) permit.

TAC Topic #5: URRWMO wetland standards

Because of the difficulty of discussing this topic during a phone conference meeting, the board wished to delay discussion to a future meeting.

TAC Topic #6: Review of shoreland management and floodplain ordinances

The URRWMO Watershed Management Plan requires that communities review these ordinances for consistency with local, state and federal rules. Mr. Schurbon sent a request to each member communities on February 13, 2020 asking that the work be completed by April 3, 2020

7. New Business

A. Great River Greening volunteer supervisor training
Informational flier was provided.

B. 2019 work results from ACD

A draft report was provided in the meeting packet. Comments may be emailed to Mr. Schurbon.

C. 2019 Work results from the Anoka Co Water Resources Outreach Collaborative

A report was provided in the meeting packet.

D. 2020 work contract with ACD

A draft contract including water monitoring, projects, administration and others was reviewed. The contract is approximately \$6,600 under the URRWMO's budget for these same tasks. **Mr. Harrington moved and Mr. Downing seconded to approve the 2020 Water Monitoring and Management, and Administrative Assistance contract with Anoka Conservation District for \$37,902. A roll call vote was done. Motion carried unanimously.**

E. Watershed based implementation funding

The first convening meeting is scheduled for April 23 at 4-6pm. The scheduled location is Ramsey City Hall; however, this may change due to the Covid-19 pandemic. Participants include Matt Downing for the URRWMO, Chuck Schwartz for cities in the URRWMO area, Debra Musgrove for the LRRWMO, Len Linton for cities in the LRRWMO area, and Chris Lord for the Anoka Conservation District.

F. 2021 budget ratifications by cities

Budget ratification notices have been received from Ham Lake and Oak Gove. Mr. Harrington reported East Bethel had also ratified. Action is needed from Nowthen, Bethel, and St. Francis.

8. Mail

None

9. Other

A. Logo

Mr. Schurbon asked if the board would like ACD to include creating a URRWMO logo as part of its contracted duties of writing newsletter articles? There were no objections and several comments in favor, provided the cost was not additional. Mr. Schurbon stated there would not be additional cost. Draft logo concepts would be provided to the board for review by email. He will check with the Recording Secretary for any logos used previously by the URRWMO.

10. Invoice(s)

A. Recording secretary January 2020 invoice for \$375

Ms. Flaherty stated that the invoice includes:

- \$175 for the March 4, 2020 meeting which did not take place due to a lack of a quorum. Ms. Gessner had communicated that per her contract she is paid her regular fees when she is present for a meeting that cannot proceed due to lack of a quorum.
- \$25 to complete an online poll to determine a date for rescheduling the March 4 meeting.
- \$175 for the present meeting, during which Ms. Gessner was intermittently connected to the conference call. It was noted that Mr. Schurbon had been taking meeting notes so that he could prepare minutes, understanding that Ms. Gessner had phone line problems.

Mr. Tornes moved and Mr. Harrington seconded to table consideration of the Recording Secretary invoice for \$375. A roll call vote was done. Motion carried unanimously.

Ms. Gessner is asked to provide a copy of her contract with the URRWMO for the next URRWMO meeting packet.

11. Adjourn

Mr. Breyen moved and Mr. Lohse seconded to adjourn at 7:45 pm. A roll call vote was done. Motion carried unanimously.

Submitted by:

Jamie Schurbon, Anoka Conservation District