

MINUTES

Upper Rum River Watershed Management Organization Regular Meeting Minutes of May 5, 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 Zoom. This information was publicly posted by the URRWMO and also forwarded to member communities for public posting.

2. Roll Call

Present: John West, Lan Tornes, Tim Harrington, Matt Downing, Sandy Flaherty, Dan Breyen, Joel Greenberg, Radja Lohse was connected for a short time then lost connection.

Absent: Dan Denno, David Olsrud, Ryan Seguin

Audience: Jamie Schurbon, Anoka Conservation District (ACD)
Chuck Schwartz, MSA Professional Services, Inc.

3. Approval of Agenda

Mr. Harrington moved and Mr. Breyen seconded to approve the agenda as presented. Motion carried unanimously.

4. Annual Meeting Items

A. Election of officers

Mr. Harrington moved and Mr. Downing seconded to nominate John West as Chair. Roll call vote was taken. West yes, Breyen yes, Flaherty yes, Tornes yes, Harrington yes, Downing yes, Greenberg yes, Lohse yes. Motion carried unanimously.

Chair West moved and Mr. Harrington seconded to nominate Dan Breyen as Vice Chair. Roll call vote was taken. West yes, Breyen yes, Flaherty yes, Tornes yes, Harrington yes, Downing yes, Greenberg yes, Lohse yes. Motion carried unanimously.

Mr. Breyen moved and Mr. West seconded to nominate Sandy Flaherty as Treasurer. Roll call vote was taken. West yes, Breyen yes, Flaherty yes, Tornes yes, Harrington yes, Downing yes, Greenberg yes, Lohse yes. Motion carried unanimously.

B. Hear any updates recommended to the Watershed Management Plan (Plan) or Joint Powers Agreement (JPA)

There were no recommended updates for neither the Plan nor JPA at this meeting. However, Chair West did note that the JPA is due to be updated.

Mr. Lohse's connection was lost.

C. Set meeting dates through May 2021

Mr. Greenberg moved and Mr. Harrington seconded to set the following 2020 meeting dates of June 2, September 1, November 17, and 2021 meeting dates of January 5, March 2, and May 4 with a regular meeting time of 6:30pm. Roll call vote was taken. West yes, Breyen yes, Flaherty yes, Tornes yes, Harrington yes, Downing yes, Greenberg yes. Motion carried unanimously.

5. Approval of Minutes

Mr. Harrington moved and Mr. Breyen seconded to approve the March 19, 2020 minutes as the following revisions: Strike arrival time for Lan Tornes and on Page 2 of 5 strike “Mr. Tornes arrived into the conference call at 7:15pm.” Roll call vote was taken. West yes, Breyen yes, Flaherty yes, Tornes abstain, Harrington yes, Downing yes, Greenberg yes. Motion carried.

6. Treasurer’s Report

A. Financial report

\$28,120.47	March ending balance
- 200.00	Debits
+ .00	Deposits
\$27,920.47	April beginning and ending balance

Mr. Harrington moved and Mr. Downing seconded to accept the Treasurer’s Report as presented. Roll call vote was taken. West yes, Breyen yes, Flaherty yes, Tornes yes, Harrington yes, Downing yes, Greenberg yes. Motion carried unanimously.

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.

7. Unfinished Business

A. Audit update

Mike Pofahl, CPA has agreed to do an audit for the URRWMO for \$1,100, which is higher than previously approved by this Board. The Board would like to include a June 30, 2020 deadline in a Letter of Intent with Mr. Pofahl. Mr. Breyen said he will contact Mr. Pofahl to confirm his commitment to doing an audit for the URRWMO.

Chair West moved and Mr. Downing seconded approve \$1,100 for an audit to be done by Mike Pofahl, CPA and to authorize Dan Breyen to contact Mr. Pofahl to confirm his commitment to doing an audit for the URRWMO for \$1,100.00 with a deadline of June 30, 2020. Roll call vote was taken. West yes, Breyen yes, Flaherty yes, Tornes yes, Harrington yes, Downing yes, Greenberg yes. Motion carried unanimously.

B. 2021 budget ratifications and adoption

Mr. Schurbon reported he received notice that the following cities have ratified the 2021 URRWMO budget: Ham Lake, Nowthen, East Bethel, Bethel, and Oak Grove. On April 24 he emailed St. Francis asking if the city council had ratified the budget. NOTE: Barb Held, St. Francis City Clerk had been looking for budget emails from the URRWMO, however, her emailing address had been removed from the contact list and replaced with Joe Kohlmann, City Administrator’s emailing address. Ms. Held’s emailing address has been re-added.

Mr. Tornes asked to table this item to the June 2, 2020 meeting to give him time to contact the City of St. Francis to follow up on ratification of the 2021 budget.

Once all communities have ratified, the URRWMO board needs to adopt the budget.

C. Watershed Based Implementation Funding update

The convening group that makes funding decisions for WBIF held its first meeting April 23. They heard a program summary from BWSR, decided they will move forward with proposals having the support of at least four of five participants, and began creating a candidate project list.

Mr. Schurbon reviewed the Candidate WBIF projects list with the Board. He noted the list will change and projects may be added. Mr. Downing is the representative for the URRWMO and has the authority to vote in the Convene meetings on behalf of the URRWMO. The board expressed no additional comments about the project prioritizations that have been recommended by the URRWMO's technical advisory committee and which were previously approved by the board.

Upcoming steps:

May 4 URRWMO TAC meets to add to candidate project list and rank.

May 5 URRWMO meeting to add to candidate project list and rank.

May 15 Convene meeting 8:30am to 10am By Zoom –see Jamie for link

May 20 Tentative Convene meeting 8:30am to 10am

July 1 Funding becomes available, pending a BWSR-approved grant work plan. The grant term is three (3) years at a 10% match. It is expected other entities will be a part of these various projects. Eligible projects must: Be in an eligible plan (WMO plan or ACD annual plan). Have a primary benefit of water quality.

8. New Business

A. Watershed Plan task checklist – informational only

A new checklist of tasks in the Plan compared to work completed was reviewed. Creation of this checklist was an action item in the Plan and in the 2020 ACD contract. There is one checklist for WMO tasks and one for member city tasks.

This task checklist should be reviewed at least annually. Additionally, it was included in the 2019 report to BWSR, and will be used in future reports to BWSR.

B. City reviews of URRWMO required ordinances update – informational only

The URRWMO Plan requires cities or the Watershed Coordinator to review current city ordinances required by the URRWMO. The review is to determine if the ordinances meet minimum federal, state, and local requirements. Mr. Schurbon has asked the cities to perform this work. East Bethel, Ham Lake, Nowthen, and St. Francis have responded in their annual report to the URRWMO that they have completed the ordinance review and have ordinances that meet the minimum requirements. No further action is needed from these communities.

Oak Grove and Bethel have not yet responded. The consulting engineer for these communities, Chuck Schwartz, noted Oak Grove's is completed but needs to be reviewed and Bethel's is a work in progress.

C. Technical Advisory Committee (TAC) – landlocked basins standards recommendation

Mr. Schurbon reported the TAC is fine tuning its recommendations and will bring those before the Board when done.

D. Technical Advisory Committee (TAC) – stormwater BMP inspection methods recommendation

An email was sent to Board members noting the recommendations by the TAC. Mr. Schurbon reviewed the three recommendations:

- Inspection methods, timing and record-keeping shall be consistent with the requirements of State MS4 permits for all URRWMO Cities.
- Utilize the visual inspection checklists within the University of MN Stormwater Treatment: Assessment and Maintenance Manual. Cities may modify UMN checklists, use similar checklists or incorporate them into mobile apps.
- URRWMO is encouraged to provide financial support for development of a single mobile platform to serve multiple communities.

Mr. Downing moved and Mr. Tornes seconded to adopt only Bullets 1 & 2 of the Technical Advisory Committee stormwater BMP inspection methods recommendations to use as guidelines for member communities. Roll call vote was taken. West yes, Breyen yes, Flaherty yes, Tornes yes, Harrington yes, Downing yes, Greenberg yes. Motion carried unanimously.

E. “Bethel stormwater study” – Chuck Schwartz

Mr. Schwartz stated the City of Bethel has an active Main Street with businesses, however, Main Street does not have stormwater systems. Mr. Schwartz reviewed report findings of a modeling study of the existing stormwater management system serving the City of Bethel. This study was completed using the WinSLAMM stormwater quality computer model.

If the URRWMO were to adopt the Bethel Study Plan as a guidance document, Bethel may be able to access funding to help with the projects. Mr. Schwartz said he could hold off on a formal adoption at this time but may come before the Board with the same request at a later date. Mr. Downing said he supports adopting this plan to help with potential funding for Bethel, but also recognized that the projects may not compete well from a cost-effectiveness standpoint.. It was noted that the Watershed Plan will need to be amended with the adoption of the Bethel Study Plan.

Mr. Downing moved and Mr. Breyen seconded to direct Jamie Schurbon to add the Bethel Study Plan to the Watershed Plan as a guidance document when the Watershed Plan is next amended. Roll call vote was taken. West yes, Breyen yes, Flaherty yes, Tornes yes, Harrington yes, Downing yes, Greenberg yes. Motion carried unanimously.

9. Mail

None

10. Other

A. URRWMO logo

No report at this time.

11. Invoice(s)

A. Recording secretary invoices for March and April 2020

Per the March 19, 2020 minutes, Ms. Gessner provided Board members with copies of her previous contracts with the URRWMO. In question was the invoice provided for the March 19, 2020 meeting. That invoice included \$175 for attendance at the 3/4/20 meeting that had no quorum, \$25 to prepare and distribute Doodle Poll, and \$175 to record and transcribe 3/19/20 minutes. Ms. Gessner noted the March 2020 invoice was submitted with the understanding she would be able to take minutes via

the internet. Because she was unable to maintain a connection, she submitted a revised invoice for tonight's meeting which does not include the March 19 meeting since she did not type the minutes.

Mr. Downing said he understands payment for a meeting attended, but not for an unattended meeting.

Mr. Harrington moved and Mr. Breyen seconded to approve the recording secretary March and May 2020 invoice for \$375. Roll call vote was taken. West yes, Breyen yes, Flaherty yes, Tornes yes, Harrington yes, Downing yes, Greenberg yes. Motion carried unanimously.

B. Anoka Conservation District invoice 1 of 3 for 2020 work contract

Mr. Harrington moved and Mr. Tornes seconded to approve the Anoka Conservation District invoice 1 of 3 for 2020 work contract for the amount of \$12,634. Roll call vote was taken. West yes, Breyen yes, Flaherty yes, Tornes yes, Harrington yes, Downing yes, Greenberg yes. Motion carried unanimously.

12. Adjourn

Mr. Harrington moved and Mr. Breyen seconded to adjourn at 8:33 pm. Roll call vote was taken. West yes, Breyen yes, Flaherty yes, Tornes yes, Harrington yes, Downing yes, Greenberg yes. Motion carried unanimously.

Submitted by:
Gail Gessner
Recording Secretary