

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.**