

Upper Rum River Watershed Management Organization
Regular Meeting Tuesday, January 8, 2019
7:00 pm Oak Grove City Hall

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for December 4, 2018
5. Treasurer's Report
 - A. Financial report
 - B. Budget Billings
 - Receipt of St. Francis payment 2 of 2 for **2018**
 - Receipt of Oak Grove payment 1 of 1 for 2019
 - Receipt of Bethel payment 1 of 1 for 2019
6. Unfinished Business
 - A. Approval of 2019 budget
7. New Business
 - A. 2019 watershed coordinator position – Review the draft RFP for the position.to use for solicitation of proposals
 - B. 2018 work results presentation from Anoka Conservation District
 - C. 2019 work contract with Anoka Conservation District
 - D. 2020 budget
 - E. Consider Rum River One Watershed One Plan participation
8. Comprehensive Plan (Plan)
 - A. December 21, 2018 TAC meeting summary
9. Mail
10. Other
11. Invoice(s)
 - A. MSA Invoice #22 for \$5,360.69
 - B. Recording secretary January invoice for \$175
12. Adjourn

Upcoming meetings

March 5, 2019 – Regular meeting

Upper Rum River Watershed Management Organization
Meeting Minutes of January 8, 2019

Chair West called the meeting to order at 7:10 pm.

Present: John West, Dan Denno, Tim Harrington, Matt Downing, Sandy Flaherty, Lan Tornes

Absent: David Olsrud, Jerry Tveit, Dan Breyen,

Audience: Chuck Schwartz and Amber Converse, MSA
Jamie Schurbon, Anoka Conservation District

3. Adopt Agenda **Mr. Denno moved and Mr. Tornes seconded to approve the agenda as presented. Motion carried.**
4. Approve Minutes **Mr. Tornes moved and Mr. Downing seconded to approve the December 4, 2018 minutes with the following corrections: Jerry Tveit was not in attendance and under New Business A. “The new position suggested by Jamie should be posted...” Motion carried.**
5. Treasurer’s Report
- A. Financial report
Ms. Flaherty reported a deposit of \$8,614.44, bring the ending balance for December 2018 to \$15,222.81. **Mr. Harrington moved and Mr. Downing seconded to accept the Treasurer’s Report as presented. Motion carried.**
- B. Budget Billings
Receipt of St. Francis payment 2 of 2 for **2018**
Receipt of Oak Grove payment 1 of 1 for 2019
Receipt of Bethel payment 1 of 1 for 2019
6. Unfinished Business
- A. Approval of 2019 budget
Mr. Downing moved and Mr. Harrington seconded to table approval to the next meeting to allow board members time to review the proposed final budget. Motion carried. Ms. Gessner will mail a copy of the proposed final 2019 budget to board members.
7. New Business
- A. 2019 watershed coordinator position - review of the draft RFP for the position to use for solicitation of proposals.
After reviewing the draft RFP the following changes were requested:
1. Change the headline date to March 6, 2019 to March 5, **2020**
 2. Article VII. Term and Termination - Set the term for one (1) year (it can be adjusted to a longer term if needed in the future)
 3. Change the wording of “Partner” to **“Applicant”**
 4. RFP needs to state “independent contractor for services” not “hiring employee”
- Mr. Schwartz will forward a revised RFP to Chair West for approval. Once approved, Mr. Schwartz will forward it to board members, member communities, and Mr. Schurbon. Mr. Downing suggested sending it to MN Assoc. of Watershed Districts (MAWD) also. This RFP should be posted on member communities’ websites and at their city halls. **Mr. Downing moved and Mr. Tornes seconded that contingent upon approval of the revised RFP by the Chair, the RFP will be distributed by Mr. Schwartz to board members, member communities, and**

Mr. Schurbon, with Mr. Downing sending it to MN Assoc. of Watershed Districts (MAWD). Motion carried.

B. 2018 work results presentation from Anoka Conservation District

Mr. Schurbon reviewed a report of 2018 work done by the ACD for the URRWMO under contract. The report also included other tasks done with other funding. This was a DRAFT report allowing for edits to be made between now and late February when it will be finalized as part of an Anoka Water Almanac report.

Notable accomplishments include:

- Lake level monitoring completed with volunteers at five (5) lakes.
- Lake George water quality monitored in collaboration with the Lake George Improvement District. Clarity was improved compared to the last few years.
- Rum River was monitored where it enters and leaves the URRWMO, as well as in Anoka (by Met Council). Phosphorus and dissolved constituents increase mildly within the URRWMO. An area of recommended focus is preventing future phosphorus increases, as the river is close to State standards for impairment. Suspended solids did not increase within the URRWMO.
- Three (3) Rum River tributaries were monitored. All three have higher phosphorus than the Rum River. Ford Brook and Seelye Brook have lower suspended solids than the river, and Cedar Creek has higher suspended solids than the river. The fact that the river water quality does not dramatically change above and below these tributaries may be due to dilution, exchanges with groundwater or other factors. Some of these pollutants, especially phosphorus in Cedar Creek, may be from “natural” wetland sources. As far as priorities, Mr. Schurbon recommended first and foremost working to ensuring there are not additional phosphorus increases as the area develops. Secondly, work to reduce phosphorus in all the tributaries.
- Five (5) reference wetlands were monitored. The data was used by wetland regulators.
- The Lake George Study is complete. The purpose of the study was to better understand why lake clarity has been decreasing, find projects to fix it, and rank those projects by cost effectiveness. While there are likely several factors contributing to poorer clarity, the largest appears to be more frequent wet years. Poorer lake water quality follows wet years, and wet years have occurred much more frequently. In 2018 precipitation was more normal and lake clarity recovered. Projects and preventative actions were identified to improve lake water quality. Most immediately, the Ditch 19 weir is scheduled for replacement in 2019. Other projects include an iron enhanced sand filter, behavioral changes, lakeshore restorations, and agricultural projects. It is very important that these projects be placed in the correct place. For example, a project upstream of Grass Lake will have lesser benefit because Grass Lake itself treats water before it reaches Lake George; that’s not to say we should sacrifice Grass Lake.
- URRWMO website was overhauled.

- Annual reports to the State were completed.
- Recommendations:
 - Ensure stormwater treatment standards for new development result in no increase, and preferably a decrease, in phosphorus. The Rum River is just below State standards for impairment and several tributaries exceed State nutrient standards. State MS4 stormwater treatment standards are aimed at maintaining water quality only, and it may be favorable to consider Minimum Impact Development Standards (MIDS) that are aimed at pollutant reductions.
 - Participate in the Rum River One Watershed One Plan process, resulting in prioritized management across the entire Rum River watershed.
 - Install projects identified in the 2018 Lake George Water Quality Improvement Assessment, St. Francis stormwater assessment and Rum River WRAPS. In the Upper Rum River WMO priorities to consider include reversing the declining transparency trend in Lake George and ensuring Rum River phosphorus does not increase because it is close to State impairment thresholds.
 - Periodically monitor chlorides in streams to verify if observed baseflow specific conductivity increases are due to salts. Monitoring every 3 years minimum is recommended.
 - Promote practices that limit road deicing salt applications while keeping roads safe. Streams throughout the URRWMO have increasing specific conductivity. Requiring municipal plow drivers to become certified through MN Pollution Control Agency deicing courses is recommended.
 - Monitor Lake George water quality at least every other year. The lake has a declining trend. The Lake Improvement District has taken up monitoring every other year when the URRWMO has not funded that work but would prefer to put their dollars into projects.
 - Promote groundwater conservation. Metropolitan Council models predict 3+ ft. drawdown of surface waters in parts of the URRWMO by 2030, and 5+ ft. by 2050.

During discussion, it was noted that Pickerel Lake is having some new development around it and it needs to be on the URRWMO's radar.

After review, these revisions were suggested:

- Highlight the OHW line on lake level graphs
- Update the graph on page 6 to include 2018 results
- Page 8 - Check to ensure the correct numbers are used on the Lake George graph. On the graph comparing tributary and Rum River water quality, use either plus or minus symbols or greater than or less than symbols.
- Page 45, Project #2 is a good project to be listed in the Comp Plan, this is also a good list to be used by the TAC to look at for project suggestions.
- URRWMO Website – All data needs to be correct and list meeting dates in an additional location.
- Under Recommendations - Add tributary determination and revise the statement on Chlorides to read: “Periodically monitor chlorides in streams to verify if

Upper Rum River Watershed Management Organization
Special Meeting Wednesday, February 20, 2019
Oak Grove City Hall at 7:00 pm

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for January 8, 2019
5. Treasurer's Report
 - A. Financial report
 - B. Receipt of Budget Billings update
6. Unfinished Business
 - A. 2019 Final budget approval
 - B. 2020 budget
 - C. Watershed Coordinator role proposals
 - D. Consider participation in Rum River One Watershed One Plan (1W1P)
 - E. Annual Activity Report template
7. New Business
 - A. Consider 2019 Water Monitoring and Management Work Contract with Anoka Conservation District (ACD)
 - B. Consider spring meeting with stakeholders to discuss Lake George study and possible future project options
 - C. Review of Nowthen Comprehensive Plan
 - D. Consider membership in MN Association of Watershed Districts
8. Comprehensive Plan (Plan)
 - A. Review and discuss agency responses and revision to Plan
 1. Anoka County
 2. Met Council
 3. BWSR
 4. ACD
9. Mail
10. Other
11. Invoice(s)
 - A. MSA Invoice #23 for \$4,107.57
 - B. Recording secretary February invoice for \$175
12. Adjourn

Upcoming meetings

March 5, 2019 – Regular meeting

Upper Rum River Watershed Management Organization
Special Meeting Minutes of February 20, 2019

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

Present: John West, Dan Denno, Tim Harrington, Matt Downing, Sandy Flaherty, Dan Breyen

Absent: Lan Tornes, David Olsrud, Jerry Tveit, Jessica Rieland

Audience: Chuck Schwartz and Amber Converse, MSA
Jamie Schurbon, Anoka Conservation District
Radja Lohse, Community member

3. Adopt
Agenda

Mr. Breyen moved and Mr. Harrington seconded to approve the agenda with the addition of Groundwater Educational Video under agenda item 10. Other and to move agenda item 8. Comp Plan Review to after agenda item 4. Approve Minutes. Motion carried.

4. Approve
Minutes

Mr. Breyen moved and Mr. Harrington seconded to approve the January 8, 2019 minutes as written. Motion carried.

8.
Comprehensive
Plan (Plan)

A. Review and discuss agency responses and revision to Plan

1. Anoka County
2. Met Council
3. BWSR
4. ACD

Mr. Schwartz presented a compilation of 60-day Plan review comments from the above entities for review. Comments:

- #2 need to be clearer cut numbers for pollution reduction for new development. Mr. Schurbon believes it should be left as is since it is not a problem. BWSR's comment was "*Appendix "D" URRWMO Regulations and Operations*" contains a table of policies that appear to be from the 2007 plan that relate to regulations and another table of policies from the 2007 plan that relate to URRWMO operations. Both contain good information but it is not clear how they apply to the new plan. Provide some further clarification on this appendix and how it is used for implementation of the 2019 WMO plan.
- #9 consensus was Option #1
- #19 Talks about NOAA Atlas 14 – reference more clearly in plan. Revise Goal A and update and revise Option #2.
- #20 consensus was Option #1
- #21 consensus was Option #2
- #22 State Buffer Law must be mentioned. Wetland Buffer Law to state must stay with State guidelines. The Wetland Standards are not in the appendices. Nothing will be changed in the Plan if the Technical Advisory Committee (TAC) believes differently.
- #24 consensus was Option #1
- #30 consensus was Option #2 with member cities being encouraged to adopt, but not required.

- #37 consensus was Option #2
- #41 consensus was Option #1
- #42 consensus was Option #B1 – Mr. Schurbon will develop a ranking of bodies of water which can be amended later.
- #45 consensus was Option #B1
- #46 consensus was Option #A1 and #B1
- #48 MSA will write text to address comments including number of phosphorus, sediment, goals for pollution removal and bank stabilization
- #56 consensus was Option #B1
- #58, 59, 60, 61, 62, 63, 65, 67, 70, 76, 77 - consensus was Option #1

Mr. Breyen moved and Mr. Downing seconded to amend the URRWMO Draft Watershed Management Plan as discussed and decided. Motion carried.

MSA was asked what additional fees might be anticipated for completing the Plan. Mr. Schwartz expects another \$6,000-\$7,000 to finish. Mr. Schwartz will provide Chair West with the original contracted amount from MSA and what amounts have been billed to date.

5. Treasurer's Report

A. Financial report

Ms. Flaherty reported a deposit of \$15,222.81 and checks paid totaling \$3,823.02, bringing the ending balance for February 2019 to \$11,399.79.

B. Budget Billings Update

East Bethel has paid in full for the entire year 2019 billing and Ham Lake made its first half payment.

Mr. Denno moved and Mr. Harrington seconded to accept the Treasurer's Report as presented. Motion carried.

6. Unfinished Business

A. 2019 budget Final budget approval

Chair West moved and Mr. Harrington seconded to approve the 2019 final budget. Motion carried. Ms. Gessner will mail a copy of the final 2019 budget to board members and member cities.

B. 2020 Budget

The Board reviewed a draft 2020 budget showing the grand total as the same as the watershed plan for 2020.

The steps for budgeting are:

1. Review this draft budget, discuss and edit.
2. Vote to submit it to the member cities for ratification. Recording Secretary sends draft budget to communities with instructions to consider it and respond within 60 days.
3. Cities have 60-days to ratify. Failure to respond constitutes approval.
4. March URRWMO meeting – consider final approval. Recording Secretary sends

final budget to communities.

Chair West moved and Mr. Harrington seconded to approve the 2020 Draft Budget with a roll call vote -Ms. Flaherty yes, Mr. Downing yes, Mr. Denno no, Chair West yes, Mr. Breyen no, Mr. Harrington yes. Motion passed.

Mr. Downing moved and Mr. Harrington seconded to direct Ms. Gessner to send the 2020 Draft Budget to member communities for review and ratification. Motion carried with Mr. Denno abstaining.

C. Watershed Coordinator role proposals

ACD submitted a proposal for providing Watershed Coordinator services for one year for \$13,360.00. This is an annual contract that is not to exceed \$13,360.00. **Mr. Downing moved and Mr. Denno seconded to approve Jamie Schurbon of Anoka Conservation District as the Watershed Coordinator for a one-year period for \$13,360.00. Motion carried.** Mr. Schurbon will start the duties immediately.

D. Consider participation in One Watershed One Plan (1W1P)

Here's what's new regarding 1W1P participation:

- 18 entities are now committed 1W1P participants including: Anoka Conservation District, Lower Rum River WMO, Sherburne SWCD, Sherburne County, Isanti SWCD, Isanti County, Mille Lacs SWCD, Mille Lacs County, Kanabec SWCD, Kanabec County, Crow Wing SWCD, Crow Wing County, Aitkin SWCD, Aitkin County, Benton SWCD, Benton County, Morrison SWCD and Morrison County.
- How future Watershed Based Funding will work is not entirely set, it's becoming clearer that adopting 1W1P will be required to access Watershed Based Funding. It's presumed that entities that care enough to adopt the 1W1P will participate in its creation.

The State has recently awarded a planning grant to the entities in the Rum River watershed for creation of a One Watershed, One Plan (1W1P). This would be an overarching plan that covers regional issues and coordinates the local plans. The URRWMO should consider participation.

1W1P:

- This is an umbrella plan under which all the WMO's, WD's and counties in a region operate.
- Makes Watershed Based Funding available to non-metro areas. Their "pot" of money will be separate from the metro money.
- Identifies regional priorities and lets local agencies continue to focus on local issues.
- Does not dictate what the URRWMO must do but should inform your decisions.

- Does not create a new layer of government. It is implemented cooperatively by the existing watershed organizations.
- Prioritizes how new watershed-based funding (aka fund the plan) will be allocated. Watershed Based Funding is available in the metro now and becomes available in other areas as 1WIPs are completed. Once the Rum River 1WIP is completed, the URRWMO would have access to metro, Rum River watershed, or both pots of Watershed Based Funding – BWSR has not yet developed policy.
- Paid by a grant from BWSR, except that each watershed organization's participation is not paid.

Participating in 1WIP would involve:

- Appointing one URRWMO board member to the 1WIP Policy Committee. The Policy Committee has approval authority on 1WIP content. Participating gives you a vote. Appointing an alternate is also recommended.
- Your Policy Committee member will attend approximately 18-24 meetings over 18 months from February 2019 to December 2020.
- Having your Watershed Coordinator staff participate in approximately 24 staff-level Steering Committee meetings for 1WIP. They would convey updates to the URRWMO Board and likely discuss issues in greater depth with the URRWMO board member who is appointed to serve on the 1WIP Policy Committee.

The URRWMO is not a mandatory participant in 1WIP according to State policy. Non-metro entities covering large portions of the watershed are mandatory.

To formally participate in 1WIP the URRWMO must pass a motion to approve a Memorandum of Agreement (MOA). All participants must sign it. You cannot be represented on the Policy Committee, and have a vote in the process, without this.

Anoka County is not participating; speculated reasons include:

- They have little water resources programming, so 1WIP affects them little.
- The county's constituents and resources will be represented by the ACD and the two WMOs.

Mr. Downing moved and Mr. Harrington seconded to approve joining 1WIP, to appoint Matt Downing and Lan Tornes as representatives with John West as an alternate representative to the 1WIP Policy Committee, and to direct Chair West to sign the agreement. Motion carried. A final memorandum of agreement for participating in 1WIP was provided and signed by Chair West.

E. Annual Activity Report template

Mr. Schurbon was directed to submit the revised template to member communities for feedback and to bring those comments back to the URRWMO.

7. New Business

A. Consider 2019 Water Monitoring and Management Work Contract with ACD
ACD provided a draft 2019 work contract for consideration. It included:

- Watershed Coordinator Role.
- Public Outreach and Education - Includes an annual newsletter, presentation to a stakeholder group and website

- Water Condition Monitoring - Includes lake levels, Lake George water quality, and reference wetland monitoring.

Mr. Schurbon compared ACD's proposal to both the URRWMO draft watershed plan and its 2019 budget. The amounts ACD would charge are less than BOTH the watershed Plan and the 2019 budget submitted to cities. However, there is a potential problem. The budget splits costs into:

- Admin expenses split equally amongst cities
- Other expenses split by unique formula that considers land area and tax base.

The proportionality of admin and other expenses has changed. So, if the URRWMO were to recalculate the amount each community owes, it would change from the budget, and that would likely be a big problem. The URRWMO may wish to invoice communities according to the budget and inform them that funds may be spent in a manner that differs from the budget.

Mr. Downing moved and Mr. Harrington seconded to approve the 2019 Water Monitoring and Management Work Contract with ACD for \$26,815.00. Motion carried.

B. Consider spring meeting with shareholders to discuss Lake George study and possible project options

Mr. Schurbon will invite Lake George Lake Association members to a future meeting to start building a working relationship.

C. Review of Nowthen Comprehensive Plan

Review was tabled until the URRWMO Plan is finalized.

D. Consider membership in MN Association of Watershed Districts (MAWD)

The cost for joining is \$500 in 2019. It was noted that this is not a good fit for the URRWMO since there are no employees to attend training and benefits from this association are received without membership.

9. Mail

None

10. Other

Animated Groundwater Video - Anoka County Water Resources Outreach Collaborative

A request for funds for a groundwater animated video was received. This video can be used for educational viewing. If the URRWMO provides funding it can be used in URRWMO outreach and on the URRWMO website. **Mr. Downing moved and**

Mr. Denno seconded to contribute \$250.00 for use of the Animated Groundwater Video by Anoka County WROC. Motion carried. Monies from the MCIT insurance dividend and savings on the 2019 Water Monitoring and Management Work Contract with ACD will be used.

11. Invoice
Approval

A. MSA Invoices #23 for \$4,107.57

Mr. Breyen moved and Mr. Denno seconded to approve MSA Invoice #23 for \$4,107.57. Motion carried with Mr. Downing voting no.

B. Recording Secretary February invoice for \$175

Mr. Harrington moved and Mr. Downing seconded to approve the February recording secretary invoice for \$175. Motion carried.

Mr. Denno moved and Mr. Downing seconded to direct Dan Breyen to secure his signature on the URRWMO checking account. Motion carried.

12. Adjourn

Mr. Breyen moved and Mr. Harrington seconded to adjourn at 9:04 pm. Motion carried.

Gail Gessner

Submitted on 3/11/19

Upper Rum River Watershed Management Organization
Regular Meeting for Wednesday, March 13, 2019
Oak Grove City Hall at 7:00 pm

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for February 20, 2019
5. Treasurer's Report
 - A. Financial report
 - B. Receipt of Budget Billings update
6. Unfinished Business
7. New Business
8. Comprehensive Plan - Public Hearing
9. Mail
10. Other
11. Invoice(s)
 - A. Recording secretary March invoice for \$225
 - B. Anoka Conservation District invoice #2019018 for \$250.00 Animated Groundwater Video - Anoka County WROC
12. Adjourn

Upcoming meetings

May 7, 2019 – Annual meeting

Upper Rum River Watershed Management Organization
Regular Meeting Minutes of March 13, 2019

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

Present: John West, Dan Denno, Tim Harrington, Matt Downing, Sandy Flaherty, Dan Breyen,
Jessica Rieland, Radja Lohse

Absent: Lan Tornes, David Olsrud, Jerry Tveit,

Audience: Chuck Schwartz and Amber Converse, MSA

3. Adopt Agenda **Mr. Breyen moved and Mr. Downing seconded to approve the agenda as presented. Motion carried.**
4. Approve Minutes **Mr. Denno moved and Mr. Harrington seconded to approve the February 20, 2019 minutes as written. Motion carried.**
5. Treasurer's Report A. Financial report
Ms. Flaherty reported an ending balance of \$11,399.79 for February 2019.
- B. Budget Billings Update
Payment has not been received from St. Francis nor Nowthen. Ms. Gessner will send a follow-up billing.
- Mr. Breyen moved and Mr. Downing seconded to accept the Treasurer's Report as presented. Motion carried.**
6. Unfinished Business No unfinished business was discussed.
7. New Business No new business was discussed.
8. 4th Generation Comprehensive Plan (Plan) Public Hearing Mr. Schwartz and Ms. Converse gave a brief Plan presentation of the following:
- Purpose of watershed planning
 - Schedule for the Plan
 - Plan Structure
 - Goals
 - Strategies & Implementation
 - Highlight of Project Selection
 - Highlight of Subwatershed Assessment Studies
 - Monitoring Progress towards Goals
 - Open Discussion

Chair West opened the public hearing at 7:07 pm.

If the Plan is approved tonight, it will be sent to Minnesota Board of Water and Soil Resources (BWSR) tomorrow to start the 90-day review.

Via message, Mr. Schurbon of Anoka Conservation District (ACD) encouraged the Board to make sure Goal C2 “Technical Advisory Committee (TAC) will convene to revise wetland buffer standards” is done.

Water Quality - The Board consensus was to have member communities follow State Standards. The Plan needs to be modified to reflect this decision.

The use of Subwatershed Assessment Studies (SWAS) can be used when identifying projects.

- Existing SWAS adopted as guidance documents
 - Lake George Water Quality Improvement Assessment Phase 1: Lakeshed Analysis
 - Rum River Field Assessment (2017 and 2018)
 - City of St. Francis Stormwater Retrofit Analysis
- Future SWAS can be added to the Plan as guidance documents
- TAC will review and recommend projects to the Board
- Leverage Grant Funding

Future SWAS prioritization:

- Highest priority – Rum River direct drainage (minor watershed #21095), Pickerel Lake, Ford Book
- Medium priority – Seelye Brook, East Twin Lake, others as recommended by the TAC

Chair West closed the public hearing at 7:29 pm.

Mr. Downing moved and Mr. Breyen seconded to approve the 4th Generation Comprehensive Plan and to direct MSA to move into the 90-day review process.

9. Mail

None

10. Other

Mr. Breyen checked the budget billing invoice to Nowthen and noticed that the former deputy clerk’s email was used. Ms. Gessner will correct the email and send a budget billing invoice to the new email address.

12. Adjourn

Mr. Breyen moved and Mr. Lohse seconded to adjourn at 7:33 pm. Motion carried.

Gail Gessner

Submitted on 3/25/19

Upper Rum River Watershed Management Organization
Annual Meeting for Wednesday, May 7, 2019
Oak Grove City Hall Senior Center at 7:00 pm

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Lake George discussion
5. Approval of Minutes for March 13, 2019
6. Treasurer's Report
 - A. Financial report
 - B. Receipt of Budget Billings update
7. Special Orders
 - A. Election of Officers
 - B. Hear recommended amendments to JPA and/or Comp Plan
 - C. Set regular meeting dates through May 2020
July 2, September 3, November 5, January 7, March 3, May 5
8. Unfinished Business
 - A. Annual city activity report template
 - B. Finalize and approve 2020 budget – *This item has been moved to after the discussion of Ham Lake concerns under New Business*
9. New Business
 - A. St. Francis petition to DNR
 - B. Bethel 2040 Comprehensive Plan review
 - C. Discuss Ham Lake concerns with WMO budgets and JPA
8. Unfinished Business (Cont.)
 - B. Finalize and approve 2020 budget
10. Mail
11. Other
 - A. Mail out 2nd half of budget invoicing
 - B. Solicit bids for professional, legal, and administrative services for 2020
12. Invoice(s)
 - A. Recording secretary May invoice for \$175.00
 - B. Anoka Conservation District invoice #2019050 for \$6,680.00
 - C. MSA Invoice #24 for \$3,650.70
13. Adjourn

Upcoming meetings

TBD at tonight's meeting

Upper Rum River Watershed Management Organization
Annual Meeting Minutes of May 7, 2019

1. Call to Order Chair West called the meeting to order at 7:00 pm.
2. Roll Call Present: John West, Dan Denno, Tim Harrington, Matt Downing, Sandy Flaherty, Jessica Rieland, Radja Lohse, Lan Tornes
Absent: Dan Breyen, David Olsrud, Jerry Tveit, Joel Greenberg
Audience: Jamie Schurbon of the Anoka Conservation District (ACD), Dan Burke, Tami Isaacson, Juanita Reed-Boniface and Dick Boniface
3. Adopt agenda **Mr. Harrington moved and Mr. Tornes seconded to adopt the agenda with the addition of 9. New Business Item D. Rum River Bank grant application support. Motion carried unanimously.**
4. Lake George discussion Introductions were made with lake residents stating what they would like to see done for Lake George.

Mr. Schurbon reviewed the Lake George Water Quality Improvement Assessment Phase 1: Lakeshed Analysis.

1. What's happening on the lake now

Dan Burke and Larry Backlund shared information on weed treatments and cost of the treatments. The Lake George Improvement District (LGID) has taxing authority. The maximum tax charged per year is \$300 per property. Budgeting is done based on foreseeable projects. Grants have helped with funding. The LGID tries to use as little chemicals as possible and do not treat the lake any more than necessary. The lake association keeps data to aid the DNR when final decisions are made.

The weir/dam on the north end of Lake George is rusted and breaking down; it needs replacement. The dam helps to control the lake levels. A grant has been secured by Anoka County Parks to help with funding the dam replacement and maintenance project. Construction is expected to start in the fall.

2. Study results

Mr. Schurbon reviewed:

- Study purposes – to understand the causes of declining water quality in Lake George and identify cost-effective projects to correct the problem.
- Study components – water monitoring, modeling, problem diagnosis, and project identification and cost effectiveness ranking.
- Study findings – a number of factors contribute or may contribute to declining water quality. Of these, the most important is more frequent years with high precipitation. Others of particular note include Ditch 19 weir deterioration and land use changes.
- Water quality improvement projects – Six projects that would directly impact Lake George and five with indirect impact were identified. The highest-ranking projects based upon phosphorus reduction per dollar spent were an iron-enhanced sand filter at one tributary inlet to the lake and

lakeshore restorations. In addition, Mr. Schurbon noted some non-structural actions including ensuring robust requirements for stormwater in new developments.

It was asked whether there are carp in the lake? Residents and Mr. Schurbon responded yes, but the DNR does not consider them numerous enough to be a problem.

It was noted that projects in this feasibility study are one of three top areas in the new URRWMO Watershed Management Plan to pursue.

Consider financial resources available – Mr. Schurbon described how State Clean Water Fund grants could be used to install projects. Local match of 25% (for competitive grants) or anticipated 10% (for Watershed Based Funding) would be needed from groups at the lake and/or the URRRWMO.

All in attendance engaged in discussion about possible projects. Reservations about the iron-enhanced sand filter project were voiced, in part due to large costs and the need for greater technical detail. Consensus of the Board was to start with supporting project #1 – Lakeshore stabilization particularly in areas with severe or moderate erosion where cost-benefit ratio was best. Secondly, there is support to pursue a grant for a feasibility study for the iron-enhanced sand filter, provided the landowner is willing to entertain the idea. Both the URRWMO board and Lake George Improvement District (LGID) members present favored pursuing Watershed Based Funding grants with an anticipated 10% match, as the 25% match of competitive grants may not be within financial reach.

6. Next step

Mr. Schurbon asked both the URRWMO and LGID to discuss how much they could put toward applying for the favored project grant application. There is the possibility that the Lake George Conservation Club, a community organization, may also be able to contribute money. He will compile the information received and revisit this item in late summer.

5. Approve Minutes

Mr. Lohse moved and Mr. Harrington seconded to approve the March 13, 2019 minutes as written. Motion carried unanimously.

6. Treasurer's Report

A. Financial report

Ms. Flaherty reported:

\$11,399.79 February ending balance

\$11,049.79 March ending balance – 2 debits

\$10,573.50 April ending balance – 1 deposit and 2 debits

B. Receipt of Budget Billings Update

Payment has been received from Nowthen. St. Francis has not paid the January 2019 invoice. Ms. Gessner will follow up on non-payment via email.

Mr. Downing moved and Mr. Harrington seconded to accept the Treasurer's Report as presented. Motion carried unanimously.

7. Special Orders A. Election of Officers

Mr. Harrington moved and Mr. Downing seconded to nominate John West as Chairperson. Motion carried unanimously.

Chair West moved and Mr. Denno seconded to nominate Dan Breyen as Vice Chairperson. Motion carried unanimously.

Mr. Denno moved and Mr. Harrington seconded to nominate Sandy Flaherty as Treasurer. Motion carried unanimously.

B. Hear recommended amendments to JPA and/or Comprehensive Plan

Mr. Schurbon reported that a BWSR subcommittee has approved the URRWMO Watershed Management Plan. Approval by the full BWSR Board is anticipated soon. A condition is that the Plan be reviewed and amended in five (5) years.

A call was made for any recommended amendments to the JPA or URRWMO Watershed Management Plan. None were heard.

C. Set regular meeting dates through May 2020

Chair West moved and Mr. Downing seconded to set the following regular meeting dates: July 9, September 10, October 29, January 7, March 3, May 5. Motion carried unanimously.

8. Unfinished Business

A. Annual city activity report template

Mr. Schurbon received no comments from member cities' staff on the template. No further action is needed.

B. Finalize and approve 2020 budget – *This item has been moved to after the discussion of Ham Lake concerns under New Business*

9. New Business

A. St. Francis petition to DNR

Informational only, no action required.

The City of St. Francis petitioned the DNR for six variances from the Rum River Wild and Scenic River in Minnesota Rules. The DNR and the City of St. Francis sent a public notice to all residents in and within 350 feet of the affected parcel, as well as to agencies and other affected parties and interests. The public comment period was open from March 26 through April 26. The DNR is in the process of reviewing the petition, petition attachments, and comments that came in during the public comment period. The DNR intends to issue a decision on the petition by May 20, 2019. In discussion, concerns about the petition arose.

B. Bethel 2040 Comprehensive Plan review

Mr. Schurbon will review the plan and provide comments to Bethel. Board members are asked to bring their comments to the July 9 meeting.

C. Discuss Ham Lake concerns with WMO budgets and JPA

Ham Lake has not responded to the URRWMO 2020 budget ratification request. It is understood that Ham Lake has concerns including:

- A 38% increase to the SRWMO budget. It was noted that large portions of this are for a once-every-five-year required audit and a once-every-ten-year review and approval of local water plans.
- A 322% increase to the URRWMO budget. This is related to requirements addressed within the soon-to-be-state-approved URRWMO Watershed Management Plan.
- Member communities pay equal shares of operating (admin) costs, but all other expense contributions are based on market values and land area in the WMO.
- Being a part of three different watershed organizations.

Ham Lake directed its consulting engineer to schedule meetings with the affected parties to discuss Ham Lake's concerns. Mr. Schurbon stated that Ham Lake Engineer Tom Collins had informed him that he is meeting with BWSR first. After that meeting, Mr. Schurbon anticipates city staff will meet with SRWMO board members, URRWMO board members, Coon Creek board members and BWSR. It was noted that BWSR approval is needed for any watershed boundary changes.

Chair West asked for the member cities' representatives' thoughts on this matter.

- Oak Grove – Mr. Denno does not want to lose Ham Lake's share of the budget nor does he want to change the percentages charged. He would like other solutions to be considered.
- St. Francis – Mr. Tornes believes the budget is equitable as is.
- Bethel – Ms. Rieland stated if the percentages are changed that Bethel too would want the same deal that may be given to Ham Lake.
- Ham Lake – Mr. Downing and Ms. Flaherty support the concerns and requests of Ham Lake.
- Nowthen – No representation was in attendance.

If Ham Lake becomes a part of the Coon Creek Watershed District (CCWD) only, operating costs would be billed directly to residents by the Coon Creek Watershed District as a line item on property taxes. WMO contributions are part of taxpayers' bills to the city. Therefore, if the city were entirely in the CCWD, the city's budget may go down, but the burden on taxpayers may not.

D. Rum River Bank grant application support

Background information:

The recent Rum Riverbank erosion inventory performed by ACD is prompting a five-year plan between ACD and Anoka County to address Rum Riverbank erosion and habitat. ACD is requesting that the URRWMO provide written support for this grant application now. The grants, if secured, would meet one of the three large projects in the new URRWMO plan.

ACD will simultaneously pursue three grants: Lessard-Sams Outdoor Heritage Council (LSOHC), Clean Water Fund, and Conservation Partners Legacy funds. These grants are oriented at habitat and water quality and ACD has identified

projects that provide each. On less severe eroding riverbanks bioengineering will be used to stabilize and restore habitat. On more severely eroding riverbanks harder engineering techniques required to achieve stability and reduce sediment and nutrient delivery into the river will be used.

Anoka County has pledged grant match funds. It is possible that financial support may be requested from the URRWMO moving forward with the final two grant applications. Right now, additional money is not requested. If, as the grant applications are built out more funding is needed the URRWMO will be asked for financial support.

The first and largest grant application being pursued is the LSOHC. This LSOHC grant request is for ACD and Anoka County to enhance riverbank sites that can be addressed using eco-sensitive bioengineering approaches such as bendway weirs, native plantings, and willow staking, along with light toe riprap and minor grading. Sites will be prioritized considering linear feet of habitat enhanced, cost benefit analysis, and the potential for public recreation.

Here is how this grant application, if funded, compares to your promised URRWMO Watershed Management Plan activities:

<u>Accomplishment</u>	<u>URRWMO Plan</u>	<u>This grant application</u>
Number of sites	2+	8 of 22 identified sites
Phosphorus reduction	250 lbs/yr.	Not yet calculated but very likely >250 lbs/yr.
Sediment reduction	180 tons/yr.	1,000 tons
Habitat enhancement	Yes	Yes
Grant Request:	\$ 952,255	
Match - Anoka County	\$ 141,888	
Match – Landowners	\$ 96,175	
Match - Partner WMOs	<u>None requested at this time</u>	
Project Total:	\$1,190,318	

Mr. Tornes moved and Mr. Harrington seconded to authorize the Chair to sign a letter of support for the Anoka Conservation District application to the LSOHC for Rum River Bank habitat restoration. Motion carried unanimously.

8. Unfinished Business (continued)

B. Finalize and approve 2020 budget
Ms. Flaherty moved and Mr. Tornes seconded to approve the 2020 budget as written and provided to member cities. Motion carried unanimously.

10. Mail

None

11. Other

A. Mail out 2nd half of budget invoicing
 Ms. Gessner was directed to mail out the second half of the 2019 budget billings.

B. Solicit bids for professional, legal, and administrative services for 2020
Solicitation for bids was done in 2019 for years 2020 and 2021.

12. Invoice(s)

A. Recording secretary May invoice for \$175.00

Mr. Harrington moved and Ms. Flaherty seconded to pay the recording secretary May invoice for \$175. Motion carried unanimously.

B. Anoka Conservation District invoice #2019050 payment 1 of 3 for \$6,680.00

Mr. Harrington moved and Mr. Downing seconded to pay the Anoka Conservation District invoice #3019050 payment 1 of 3 for \$6,680.00. Motion carried unanimously.

C. MSA Invoice #24 for \$3,650.70

Mr. Tornes moved and Mr. Harrington seconded to pay the MSA invoice #24 for \$3,650.70. Motion carried unanimously.

13. Adjourn

Mr. Harrington moved and Mr. Downing seconded to adjourn at 9:04 pm. Motion carried unanimously.

Gail Gessner

Submitted on 5/21/19

Upper Rum River Watershed Management Organization
Regular Meeting for Tuesday July 9, 2019
Oak Grove City Hall at 7:00 pm

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for May 17, 2019
5. Treasurer's Report
 - A. Financial report
 - B. Receipt of Budget Billings update
6. Unfinished Business
 - A. Rum River 1W1P update – Matt Downing
 - B. Adopt URRWMO Watershed Management Plan
 - C. City of Ham Lake Concerns Update
7. New Business
 - A. Bethel Local Water Plan
 - B. Lake George projects grant planning
 - C. Rum River project grant planning
 - D. Discuss board tour
8. Mail
9. Other
10. Invoice(s)
 - A. Recording secretary July invoice for \$225
 - B. Anoka Conservation District invoice #2019050 - 2019 Water Monitoring and Management payment 2 of 3 for \$6,680
11. Adjourn

Upcoming meetings

September 10, October 29, January 7, March 3, May 5

Upper Rum River Watershed Management Organization
Regular Meeting Minutes of July 9, 2019

1. Call to Order

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

2. Roll Call

Present: John West, Dan Denno, Tim Harrington, Matt Downing, Sandy Flaherty, Lan Tornes, Radja Lohse

Absent: Dan Breyen, David Olsrud, Jerry Tveit, Jessica Rieland, Joel Greenberg

Audience: Jared Wagner, Anoka Conservation District (ACD)
Steven Laitinen, ACD Board Member

3. Adopt Agenda

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

4. Approval of Minutes

Mr. Tornes moved and Mr. Harrington seconded to approve the May 17, 2019 minutes as written. Motion carried unanimously.

5. Treasurer's Report

A. Financial report

\$10,573.50	May beginning balance
-7,080.00	May debits
<u>+5,032.49</u>	June deposit
\$8,525.99	June ending balance

Mr. Denno moved and Mr. Lohse seconded to accept the Treasurer's Report as presented. Motion carried unanimously.

B. Budget Billings Update

On May 23, 2019 Ms. Gessner sent a notification to Joe Kohlmann, St. Francis City Administrator notifying him that no payment was received for the 1st half of the budget billing. The second invoice sent was for both the 1st half and 2nd half of the budget billing totaling \$6,783.22. No response nor check has been received. Mr. Tornes will contact Mr. Kohlmann about the outstanding payment.

Due to late payments from member communities for the 2nd half budget billings, outstanding balances will be owed to ACD and MSA.

6. Unfinished Business

A. Rum River 1W1P update

Mr. Downing attended the latest meeting. He reported that a group of various representatives is now formed and that about half of the bylaws have been agreed to by the group. Those present were reminded that the concerns at the northern end of the Rum River are different from the concerns at the southern end.

Mr. Laitinen reported two 1W1P kick-off meetings are planned – July 31 at Anoka City Hall for 6:30 pm and August 1 at Princeton Library for 6:30 pm.

B. Adopt URRWMO Watershed Management Plan

BWSR has approved the URRWMO Watershed Management Plan. The URRWMO is now required adopt the plan by resolution. **Mr. Tornes moved and Mr. Downing seconded to approve a resolution to adopt the URRWMO Watershed Management Plan dated April 2019. Motion carried unanimously.**

C. City of Ham Lake Concerns Update

The City of Ham Lake's financial concerns with the URRWMO and SRWMO have been previously discussed. Most recently, the city has sent a letter to each WMO member community asking them to consider revising the joint powers agreement so that operating costs are split by percentages, not equally. The only response received was from Oak Grove; Oak Grove is not in favor. **All URRWMO representatives were directed to ask their city to address Ham Lake's request.** A copy of Oak Grove's letter body was included in the email containing items for tonight's meeting. The email was sent to each member city administrator and each URRWMO representative.

Mr. Downing suggested he and Ms. Flaherty as representatives of Ham Lake, along with Jamie Schurbon of ACD meet with Ham Lake staff to encourage them to provide alternative suggestions to the current Joint Powers Agreement.

7. New Business

A. Bethel Local Water Plan

The City of Bethel submitted a first draft of their Water Management Plan this spring. Jamie Schurbon of ACD reviewed that plan to determine if it was consistent with the URRWMO Plan. He identified six minor revisions or clarifications. Subsequently, the city made those revisions.

Mr. Tornes moved and Mr. Harrington seconded to approve the City of Bethel Local Water Management Plan as contained in its Comprehensive Plan and submitted on June 25, 2019. Motion passed unanimously.

B. Lake George projects grant planning

At the last URRWMO meeting held with Lake George constituents possible upcoming projects were discussed. The greatest support was for:

1. Lakeshore restorations of eroding shoreline
2. A feasibility study to explore an iron-enhanced sand filter in the county park

The most favored funding source was Watershed Based Funding, which required just a 10% match the last time it was offered. In August or September BWSR plans to announce how the next round of Watershed Based Funding will be distributed. No action is required on the Lake George projects until the September meeting.

C. Rum River project grant planning

ACD is applying for three different grants to do Rum River stabilization projects over the next three years. Each grant will address a specific scale or severity of erosion. Candidate sites were identified in a Rum River Erosion inventory by ACD in early 2019. At the last URRWMO meeting, it was approved to provide a support letter to the first application (LSOHC) that was due May 31. At this

meeting, Mr. Wagner asked for another support letter for the two remaining grant applications and a resolution stating funds are committed for the matching financial contribution to the overall effort.

A letter from ACD was sent to all Anoka County communities that directly border the Rum River asking for a letter of support for all three grant applications. Oak Grove has already signed its letter.

The approved 2020 URRWMO budget has \$14,000 for grant match with \$15,000+ anticipated for each consecutive year through the 10-year water plan for three projects, one of which is Rum River Stabilizations. Mr. Wagner asked the URRWMO to consider providing \$15,366 in matching funds towards this Phase of grant applications.

Phase 1 Grant Applications

1. Lessard-Sams Outdoor Heritage Council (LSOHC): \$952,255 request to complete 4-8 bioengineering bank stabilization projects that build habitat and provide water quality benefit.
2. Clean Water Fund (CWF): \$439,003 request to complete 1-2 large hard armoring projects that require extensive engineering and provide a large water quality benefit.
3. Conservation Partners Legacy (CPL): \$183,355 request to complete as many cedar tree revetment projects as possible. These projects address smaller scale erosion at a much lower per project price tag.

Total = \$1,574,612 grant requests

Proposed Funding Sources

Grant	\$1,574,612.50		
County Match	\$ 205,459.15	13.0%	
Landowner Match	\$ 157,461.25	10.0%	
URRWMO Match	\$ 15,366.36	1.0%	
LRRWMO Match	\$ 15,366.36	1.0%	

Phase I is for years 1-3 and Phase II is for years 3-5, with year 3 being an overlap year for funds. Mr. Wagner noted that the goal is to spend down the grant money for Phase I in years 1 & 2 with a second request for matching funds in year 3 for years 3-5.

Future Grants

ACD anticipates applying for a second round of grants in 2021. At that time it anticipates asking for URRWMO support and a similar amount of match.

Mr. Downing moved and Mr. Tornes seconded to direct Chair West to sign a letter of support for the remaining Phase I grant proposals and to approve matching funds not to exceed \$15,366 to ACD for Rum River stabilization grants in 2020 and 2021 for projects that take place in the URRWMO with the amount distributed each year to be determined after grants are secured. Motion carried unanimously.

It was requested that the URRWMO logo be included on publications/flyers dedicated to the Rum River Stabilization project.

D. Discuss board tour

One administrative task contracted to ACD by the URRWMO this year is to do a tour with the board. The following tour options were presented by ACD.

1. Water monitoring demonstration - Go to Lake George where ACD staff will demonstrate some of the water monitoring equipment used in the URRWMO. Time commitment: <1 hr.
2. Pontoon tour of Lake George - Perhaps a few friends at Lake George will be willing to take board members on a brief pontoon ride to share their lake with you. Time commitment: <1-1.5 hrs.
3. Waterbodies and projects driving tour - Take a couple of cars to stop at the Rum River, Lake George, Pickerel Lake and/or East Twin Lake. Sites chosen where projects have been done. At each, ACD staff could share a bit of info. Time commitment: 2 hrs.

The consensus of the Board was to combine options 1 and 2 with the tour taking place prior to the regular meeting. Due to known absences for the September 10th meeting, it was discussed rescheduling the meeting to September 3rd, with the tour starting at 5:00 pm so that members will be back to City Hall for the 7:00 pm meeting.

Mr. Downing moved and Mr. Tornes seconded to reschedule the regular URRWMO meeting to September 3, 2019 with the Board tour starting at 5:00 pm and the regular meeting at City Hall starting at 7:00 pm with no meeting business conducted on the tour. Motion carried unanimously.

ACD staff will figure out the tour details and will notify the board members.

8. Mail

Notice was received from First Bank & Trust that new checks are needed due to a new routing number.

9. Other

A. Oak Grove's Plan did not meet the requirements of the URRWMO Plan.

B. St. Francis High School college level biology students participated with ACD to collect macroinvertebrates from the Rum River and subsequently in a classroom lab identified all organisms collected. This venture was so successful the school is interested in offering this opportunity to all biology classes. The St. Francis American Legion donated money for this joint venture and is willing to continue to donate for this learning opportunity.

10. Invoice(s)

A. Recording secretary July invoice for \$225

B. Anoka Conservation District invoice #2019050 - 2019 Water Monitoring and Management payment 2 of 3 for \$6,680

Due to the lack of funds in the checking account to pay full invoice amounts, the decision was made to pay \$3,000 to ACD, \$3,000 to MSA, and \$225 to the recording secretary when new checks are received.

Mr. Denno moved and Mr. Tornes seconded to make a partial payment on Anoka Conservation District invoice #2019050 in the amount of \$3,000, to make a partial payment of

\$3,000 on the outstanding balance owed to MSA, and to pay \$225 for the recording secretary invoice with the remaining balances owed to ACD and MSA to be paid when funds are deposited into the checking account and new checks are received. Motion carried unanimously.

C. League of Minnesota Cities Insurance Trust (LMCIT)

Because it is not known when an invoice will be received from LMCIT it was suggested a motion be made and passed to pay the invoice upon receipt to ensure timely payment. **Mr. Denno moved and Mr. Harrington seconded to pay the invoice from League of Minnesota Cities Insurance Trust (LMCIT) upon receipt, with the amount not to exceed \$2,300.00. Motion carried unanimously.**

11. Adjourn

Mr. Harrington moved and Mr. Tornes seconded to adjourn at 8:00 pm. Motion carried unanimously.

Submitted by:
Gail Gessner
Recording Secretary

Upper Rum River Watershed Management Organization
Regular Meeting for Wednesday, September 3, 2019
Oak Grove City Hall at 7:00 pm

The meeting will be preceded by a 5pm URRWMO Board pontoon tour of Lake George.

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for July 9, 2019
5. Treasurer's Report
 - A. Financial report
 - B. Receipt of budget billings update
6. Unfinished Business
 - A. Ham Lake JPA concerns – workshop planned for Oct. 1.
7. New Business
 - A. Local water plan approval process for Ham Lake, Nowthen and Oak Grove
 - B. Bethel local water plan update
 - C. Draft Watershed Based Funding policy from BWSR
9. Mail
10. Other
11. Invoice(s)
 - A. Recording secretary August invoice for \$175
 - B. Anoka Conservation District invoice #2019050 for water monitoring and management payment
2 of 3 for \$6,680
12. Adjourn

Upcoming meetings

URRWMO and SRWMO boards and cities meeting to discuss JPA concerns
October 1, 2019 6pm at Ham Lake City Hall

Regular URRWMO meetings

October 29, 2019 7pm
January 7, 2020 7pm
March 3, 2020 7pm
May 5, 2020 7pm

Upper Rum River Watershed Management Organization
Regular Meeting Minutes of September 3, 2019

1. Call to Order

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

2. Roll Call

Present: John West, Dan Denno, Tim Harrington, Sandy Flaherty, Lan Tornes,
Radja Lohse, Dan Breyen, Jessica Rieland

Absent: Matt Downing, David Olsrud, Jerry Tveit, Joel Greenberg

Audience: Jamie Schurbon, Anoka Conservation District (ACD)
Jared Wagner, Anoka Conservation District (ACD)

3. Adopt Agenda

**Mr. Tornes moved and Mr. Denno seconded to approve the agenda with two additions –
7. New Business add Item D. Lakeshore Video and 11. Invoices add Item C. MSA invoices.
Motion carried unanimously.**

4. Approval of Minutes

**Mr. Breyen moved and Mr. Harrington seconded to approve the July 9, 2019 minutes as
written. Motion carried unanimously.**

5. Treasurer's Report

A. Financial report

\$ 8,525.99	July beginning balance
- 111.41	July debits
+ <u>6,783.22</u>	July deposit
\$15,197.80	July ending balance

There was no banking activity in August.

B. Budget Billings Update

On September 3, 2019 Ms. Gessner sent an email notification to Loren Wickham, Oak Grove City Administrator notifying him that no payment was received for the 2nd half of the budget billing.

Mr. Breyen needs to go to First Bank & Trust and add himself as a signer on the checking account.

Ms. Flaherty requested copies of MSA's April invoice #25 and May invoice #26 for the Treasurer's records.

Based on one expected deposit and debits through the end of 2019, Ms. Flaherty is predicting the URRWMO budget will be about \$5,800 short at the end of 2019. This includes anticipated receipt of \$4,718.00 from Oak Grove and invoice payments to MSA, ACD, the recording secretary, and MCIT Insurance. Tonight checks are anticipated to be written to ACD for \$6,680, MCIT Insurance for \$2,275, MSA for \$6,650.70, and the recording secretary for \$400.

It was asked how/where the URRWMO can find additional monies. Asking member communities for more money is an option, however, several representatives said their city would have concerns. It

was discussed whether there were tasks in the ACD contract that will not require all the contracted funds. Mr. Schurbon will review the ACD Contract for Services with the URRWMO and the status of work to see if there is money that will not be spent. Mr. Schurbon will report to Chair West and Ms. Flaherty. Chair West will talk with MSA about how to address the watershed plan invoices for which there are insufficient funds to pay. **Mr. Breyen moved and Mr. Tornes seconded to direct Mr. Schurbon to review the ACD Contract for Services to see if there will be unspent monies and to share that information with Chair West and Ms. Flaherty and to direct Chair West to talk with MSA regarding the remaining balance owed to them. Motion carried unanimously.**

6. Unfinished Business

A. Ham Lake Joint Powers Agreement (JPA) concerns – workshop planned for Oct. 1
Chair West, Ms. Flaherty, Mr. Breyen, SRWMO Chair Dan Babineau, and Mr. Schurbon attended the August 5 Ham Lake city council meeting. At that meeting council approved the URRWMO and SRWMO 2020 budgets. The Ham Lake council wishes to discuss its JPA concerns with the other cities and directed staff to arrange a workshop. Two Ham Lake city council members will be liaisons to the workshop. Invitation letters were sent from Ham Lake. It appears city staff, city council members, and WMO board members were invited. The workshop will be Tuesday, October 1 at 6:00 pm at Ham Lake city hall. Because JPA changes must be unanimous by the member cities, it is important that every city be represented at the workshop. Ham Lake wishes to make serious progress or find a solution by March 2020. There are a number of issues within the JPA that could be addressed.

It was stressed that every URRWMO board member as city representatives should attending the workshop. Chair West stated he believes the Mayor of each URRWMO member city should be present. Concern was expressed about some cities leaving the URRWMO to go with the county. Chances are BWSR will not allow cities to not be a part of a WMO. Ms. Rieland asked about the need to have both representatives from each member city at the workshop. It is ideal to have both attend so that each representative will be informed first-hand of what the issues are with the JPA.

The consistent absence of David Olsrud, representative from Bethel, from URRWMO meetings was brought up. Ms. Rieland will talk with Bethel city council regarding this matter.

Ms. Gessner noted that in the invitation letter from Ham Lake that the city of Columbus was listed under the URRWMO, that is incorrect. Columbus is part of the SRWMO.

Mr. Schurbon asked for guidance as to what his role should be at the workshop. Board consensus was that Ham Lake should facilitate the workshop and any JPA amendment process.

7. New Business

A. Local water plan approval process for Ham Lake, Nowthen and Oak Grove
Numerous cities are preparing updated local water management plans which must be approved by the URRWMO after Met Council provides comment. The Met Council gets 45 days to respond and the URRWMO must respond within 60 days (the first 45 of which may be consumed by Met Council).

Mr. Schurbon can use contracted administrative hours to review local water plans.

Cities of Ham Lake, Nowthen, and Oak Grove recently submitted plans to the URRWMO. The URRWMO needs to delay action until Met Council provides comment. The URRWMO cannot possibly provide approval required by law without a special meeting. Mr. Schurbon has asked each city if it would be willing to give the URRWMO an extension until just after the October 29 URRWMO meeting. Staff at all three cities agreed.

Because these plans must meet Met Council requirements first, Mr. Denno suggested Mr. Schurbon use a minimal amount of time to review plans after Met Council has reviewed and commented on them; this will meet the requirement in the 4th Generation Comprehensive Plan. Mr. Schurbon noted that Met Council reviews the plans for consistency with Met Council Plans. It is the URRWMO's responsibility to review the plans for consistency with the URRWMO plan.

Consensus of the board was to directed Mr. Schurbon to review local water plans for consistency with the URRWMO plan and provide approval recommendations to the board but minimize his time in doing so.

B. Bethel local water plan update

City of Bethel local water plan was approved by the URRWMO, but before Met Council provided input due to confusion. Met Council believes the plan is not meeting state law. The city will likely be revising it and resubmitting it to the URRWMO for approval. Ms. Rieland noted that MSA is doing a water study for Bethel in order to update the plan for acceptance by Met Council.

C. Draft Watershed-Based Implementation Funding policy from BWSR - Informational only

The purpose of this policy is to provide expectations for implementation activities conducted via the BWSR Clean Water Fund (CWF) Watershed-based Implementation Funding program. These funds are specifically to be used to advance Minnesota's water resource goals through prioritized and targeted cost-effective actions with measurable water quality results. BWSR will use grant agreements for assurance of deliverables and compliance with appropriate statutes, rules and established policies. A decision needs to be made on how to divide the money. A 10% match is required and the project must be water-based.

D. Lakeshore Video

Ms. Emily Johnson, Anoka County Water Resource Outreach and Engagement Coordinator is working on producing a lakeshore stewardship video. \$3,100 has been collected to fund this project, however, \$4,000 or more is still being sought. In light of the financial shortfalls discussed earlier in the meeting the consensus of the board was to not contribute at this time.

9. Mail

A. Receipt of local water plan comments from Metropolitan Council for city of Ham Lake.

B. Receipt of LMCIT Insurance invoice for \$2,275.

NOTE: At the July 9, 2019 a motion was made and seconded to approve payment for an invoice from LMCIT Insurance not to exceed \$2,300.00. Tonight a check was issued for \$2,275.

10. Other

No other business was discussed.

11. Invoice(s)

A. Recording secretary September invoice for \$175

Mr. Breyen moved and Mr. Harrington seconded to approve the recording secretary September invoice for \$175. Motion carried unanimously.

NOTE: At the July 9, 2019 meeting a motion was made and seconded to approve the recording secretary July invoice for \$225. Because the URRWMO had not yet received new checks from its bank, a check was not issued. Tonight a check was issued for \$400 to cover both the July and September recording secretary invoices.

B. Anoka Conservation District invoice #2019050 for Water Monitoring and Management payment 2 of 3 second partial payment of \$3,680. **Mr. Tornes moved and Ms. Flaherty seconded to approve the payment for ACD invoice #2019050 for \$3,680. Motion carried unanimously.**

NOTE: At the July 9, 2019 meeting a motion was made and seconded to approve a partial payment on ACD invoice #2019050 payment 2 of 3 for \$3,000. Because the URRWMO had not yet received new checks from its bank, a check was not issued. Tonight a check was issued for \$6,680.

C. MSA

Mr. Tornes moved and Mr. Breyen seconded to approve MSA invoice #24 for \$3,650.70. Motion carried unanimously.

NOTE: At the July 9, 2019 meeting a motion was made to make a partial payment to MSA of \$3,000 on the outstanding balance. Because the URRWMO had not yet received new checks from its bank, a check was not issued. Tonight a check was issued for \$6,650.70.

MSA invoices #25 and #26 have not been approved for payment.

12. Adjourn

Mr. Harrington moved and Mr. Tornes seconded to adjourn at 7:56 pm. Motion carried unanimously.

Submitted by:
Gail Gessner
Recording Secretary

Upper Rum River Watershed Management Organization
Regular Meeting for Tuesday October 29, 2019
Oak Grove City Hall at 7:00 pm

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for September 3, 2019
5. Treasurer's Report
 - A. Financial report
 - B. Receipt of Budget Billings update
6. Unfinished Business
 - A. URRWMO Joint Powers Agreement (JPA) change options for City of Ham Lake
 - B. Watershed Based Funding update
7. New Business
 - A. Consider approval of Local Surface Water Management Plan (LWMP) – Oak Grove
 - B. Consider approval of Local Surface Water Management Plan (LWMP) – Nowthen
 - C. Consider approval of Local Surface Water Management Plan (LWMP) – East Bethel
 - D. Consider approval of Local Surface Water Management Plan (LWMP) – Ham Lake
 - E. Consider approval of Local Surface Water Management Plan (LWMP) – St. Francis
 - F. Lake George / Ditch 19 connector
 - G. Technical Advisory Committee (TAC) meeting planning
8. Mail
9. Other
 - A. Authorize invoicing member cities for 2020
10. Invoice(s)
 - A. Anoka Conservation District invoice #2019050 - 2019 Water Monitoring and Management payment 3 of 3 for \$6,680
11. Adjourn

Upcoming meetings

January 7, March 3, May 5

Upper Rum River Watershed Management Organization
Regular Meeting Minutes of October 29, 2019

1. Call to Order

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

2. Roll Call

Present: John West, Dan Denno, Tim Harrington, Sandy Flaherty, Lan Tornes,
Dan Breyen, Jessica Rieland, Matt Downing, Joel Greenberg

Absent: David Olsrud

Others: Jamie Schurbon, Anoka Conservation District (ACD)

Mr. Tornes reported that St. Francis representative Jerry Tveit does not plan to continue as an URRWMO board member. Mr. Tornes will request written documentation of Mr. Tveit's resignation and communicate to the city the need to promptly seek a replacement.

The regular absence of David Olsrud was noted. Ms. Rieland will follow-up with the City of Bethel to determine if Mr. Olsrud will continue to be appointed to represent the city.

3. Adopt Agenda

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

4. Approval of Minutes

Mrs. Flaherty expressed concern that in item 10-B regarding the motion approving payment to ACD that the wording is confusing and not an accurate reflection of the motion made. She recommended removing the words "second partial."

Mr. Breyen moved and Mr. Harrington seconded to approve the September 3, 2019 minutes, with removal of the words "second partial" in the item 10-B motion. Motion carried unanimously.

5. Treasurer's Report

A. Financial report

\$15,197.80	Sept beginning balance
-\$12,605.70	Sept debits
+\$0	Sept deposits
<u>\$2,592.10</u>	Sept ending balance

Activity in October so far has included deposit of \$4,718.06 received from the City of Oak Grove. Mrs. Flaherty also noted there is a check out for \$400 from the URRWMO which has not yet been cashed by the recipient.

Mrs. Flaherty noted approximately \$6,000 is still due to MSA for watershed plan preparation. Progress payments will be made as the URRWMO is able. There may be items in the 2020 approved budget for which actual costs incurred will be lower than budgeted.

B. Receipt of Budget Billings Update

Final 2019 funds were recently received from Oak Grove. All communities have now made 2019 payments in full to the URRWMO.

6. Unfinished Business

A. URRWMO Joint Powers Agreement (JPA) change options for City of Ham Lake

The board reviewed outcomes of an October 1, 2019 workshop on the JPA hosted by the City of Ham Lake. It is understood that Ham Lake wishes for all WMO-related expenses to be paid based on the formula that includes land value and market valuation. They are unhappy with operating expenses being split equally. At the end of that workshop, it was discussed that better defining “operating expenses” and “an administrative fee” within the JPA would be a potential solution.

The board reviewed the 2020 approved budget regarding which items are listed as operating expenses. The consensus was that the following two items should not be operating expenses in future budgets, starting with 2021:

Facilitation of technical advisory committee (TAC)

Grant applications

In the 2020 budget these items are \$9,760, or 34% of operating expenses.

It was further noted that review of local water management plans is not a recurring task, and will not need to be in budgets for 2021 and about nine subsequent years. Those reviews happen once every ten years. In the 2020 budget this item is \$7,872, or about 27% of operating expenses.

It was noted that these changes will bring the operating costs down similar to pre-2020 years.

It was further discussed that the member cities may wish to consider making changes to the joint powers agreement that further clarify what expenses are “operating” and “other administrative.” Changes to the JPA must be done by the cities, not the URRWMO.

Chair West asked Mr. Schurbon to prepare an email to all of the member cities to communicate these recommendations. Mr. Schurbon is to first send that email to the URRWMO board for review and edit, and subsequently to the member cities.

B. Watershed Based Funding Update

Mr. Schurbon provided a summary memo with the following information:

- **\$366,982 for the biennium** is being allocated to the 7-county metro portions of the Rum River watershed. That means the Upper and Lower Rum River WMO areas. The remainder of the Rum River watershed will receive funding when One Watershed, One Plan is done.
- **10% match** required.
- **Eligible entities:** watershed organizations, soil and water conservation districts, and municipalities with a state approved and locally adopted watershed management plan.
- **Eligible projects:** Must “protect, enhance, and restore surface water quality in lakes, rivers and streams; protect groundwater from degradation; and protect drinking water sources. Eligible activities must be identified in the implementation section of a state approved, locally adopted comprehensive water management plan...or a metro soil and water conservation district annual plan.
- **How we select what gets funded:** A convening meeting must be held and the participants must agree. This is similar to what was done a year ago, except that was at the county scale and this will be for a smaller area. Participants must include one representative from each watershed organization, soil and water conservation district, and at least two municipalities.

The group must come up with a work plan that BWSR approves. There may be multiple funding recipients.

- **What's ahead:** Convening meetings to discuss fund allocations, presumably this winter. The URRWMO should have at least one representative involved.

Full State policies for the funding were provided in the meeting packet.

Chair West asked whether work on the Lake George Ditch 19 connector project, to be discussed later in the meeting, would be eligible for this project? Mr. Schurbon replied that BWSR policy would require the project to have a water quality benefit and be in a state-approved, locally adopted comprehensive water management plan, such as the URRWMO watershed management plan. The project could be amended into the URRWMO plan.

7. New Business

A-F. Local Approval of Local Surface Water Management Plans

Mr. Schurbon provided review, comments, and responses to comments on local surface water management plans from all six URRWMO member communities. Mr. Schurbon also provided staff recommendations regarding URRWMO approval of these plans.

Mr. Downing moved and Mr. Tornes seconded the following staff recommendations regarding approval of city local surface water management plans:

- **Approve the Oak Grove local surface water management plan.**
- **Approve the Nowthen surface water management plan.**
- **Approve the East Bethel surface water management plan contingent upon receipt by Jamie Schurbon of responses or revised text that addresses the URRWMO's four comments.**
- **Approve the Ham Lake local surface water management plan contingent upon receipt by Jamie Schurbon of a revised plan addressing URRWMO comments in the manner the city has described.**
- **Approve the St. Francis local surface water management plan contingent upon receipt by Jamie Schurbon of a plan including:**
 1. **Culvert inventory work as described in the URRWMO plan.**
 2. **Additional description of street sweeping locations and frequencies, consistent with those described in the URRWMO plan.**
- **Approve the Bethel local surface water management plan.**

Motion carried unanimously.

G. Lake George / Ditch 19 Connector

Chair West described that he has attended meetings with Lake George groups and the connector ditch between the lake and Ditch 19 is a concern. It has not been recently cleaned to accommodate flows. He further noted that there could be issues with ownership of the ditch or lands adjacent to the ditch. He suggested this project may be an opportunity for a partnership between the URRWMO, Lake George Conservation Club and Lake George Improvement District.

Chair West asked if the URRWMO would like to approach the lake groups about this possible collaboration? Chair West stated that it is unclear at this point which entity would lead the project, but it may be possible to secure a grant and split the matching funds three ways. Mr. Denno noted

that DNR involvement will likely be needed. The consensus of the board was that they would like to approach the lake groups about possible collaboration.

Chair West directed Mr. Schurbon to contact the two lake groups and ask their interest. Then, if there is interest, ask the DNR if they would support or permit the project.

H. Technical Advisory Committee (TAC) meeting planning

Mr. Schurbon explained that the URRWMO watershed management plan includes four tasks for the TAC:

1. Create consistent culvert inventory methods
2. Prioritize projects for grants and watershed based funding
3. Consider revising URRWMO wetland and stormwater standards
4. Ensure shoreland management ordinances are in compliance with local, state and federal regulations.

ACD is contracted to begin facilitating TAC meetings in 2019. Mr. Schurbon suggested a first meeting in 2019, likely in December, and subsequent meetings in 2020. The first meeting would focus on items 1 and 2 above, and could begin to address item 3. Item 4 would not begin in 2019.

The board discussed that the TAC should include a staff or consultant representative from each member community. A DNR staff person should be invited for discussion of wetland and stormwater standards. Because the TAC meetings will be mostly staff, meetings are expected to be during the work day. Mr. Schurbon will plan and hold a first TAC meeting in 2019.

9. Mail

None

10. Other

A. Authorize Invoicing Member Cities for 2020

Mr. Schurbon was directed to send a request to Recording Secretary Gessner that she invoice member cities for 2020.

11. Invoice(s)

A. Anoka Conservation District invoice #2019050 for Water Monitoring and Management payment 3 of 3 for \$6,680.

Mr. Schurbon noted that the total of \$6,680 presented on the agenda is incorrect, but the invoice submitted is correct. The correct total is \$4,680. ACD is issuing a credit of \$2,000 because the 2019 contracted work can be completed for less than the contracted amount. Mrs. Flaherty requested a credit memo be sent to her to document this adjustment. Mr. Schurbon agreed to send one.

Mr. Downing moved and Mr. Harrington seconded to approve the payment for ACD invoice #2019050 for \$4,680. Motion carried unanimously.

12. Adjourn

Mr. Breyen moved and Mr. Tornes seconded to adjourn at 8:19 pm. Motion carried unanimously.

Submitted by:

Jamie Schurbon