

Upper Rum River Watershed Management Organization
Regular Meeting for Tuesday January 7, 2020
Oak Grove City Hall at 7:00 pm

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for October 29, 2019
5. Treasurer's Report
 - A. Financial report
 - B. Receipt of Budget Billings update
6. Unfinished Business
 - A. Watershed Based Implementation Funding – Select URRWMO Representative
 - B. Technical Advisory Committee (TAC) update
7. New Business
 - A. Ditch 29 connector project
 - B. Financial audit
 - C. 2021 budget
8. Mail
9. Other
10. Invoice(s)
 - A. Recording Secretary January invoice for \$175
11. Adjourn

Upcoming meetings
March 3, May 5

DRAFT MINUTES: NOT YET APPROVED

Upper Rum River Watershed Management Organization
Regular Meeting Minutes of January 7, 2020

1. Call to Order

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

2. Roll Call

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

Absent: David Olsrud, Jessica Rieland

Audience: Jamie Schurbon, Anoka Conservation District (ACD)

3. Adopt Agenda

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

4. Approval of Minutes

Mr. Tornes moved and Mr. Harrington seconded to approve the October 29, 2019 minutes as written. Motion carried unanimously.

5. Treasurer's Report

A. Financial report

\$ 2,592.10	September ending balance
- 5,080.00	Debits (Oct., Nov., Dec.)
<u>+12,750.12</u>	Deposits (Oct., Nov., Dec.)
\$10,262.22	December ending balance

An insurance dividend check for \$160 was received.

A previously approved check will be issued to MSA for \$5,971.99

B. Receipt of Budget Billings Update

1st half billing payments have been received from both Ham Lake and Nowthen.

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

6. Unfinished Business

A. Watershed Based Implementation Funding (WBIF) – Select URRWMO Representative

The WBIF has \$366,000 to use toward Rum River projects in both the Upper and Lower Rum plans. One representative each WMO, ACD and two city representatives are needed. This is a 2-3 meeting commitment. Mr. Downing said he would be willing to represent the URRWMO. How will the URRWMO know who from what city volunteers to be a representative? Mr. Schurbon will address this item at the next TAC meeting (see item B.). Chair West asked if someone else on the board would be willing to step up to contribute their time to the URRWMO. No one responded. **Mr.**

Harrington moved and Mr. Breyen seconded to appoint Matt Downing as the representative for the URRWMO for the Watershed Based Implementation Funding Committee. Motion carried with Chair West voting no.

B. Technical Advisory Committee (TAC) update

Mr. Schurbon reported that the next TAC meeting is on Thursday. He expects discussions on culvert inventory and to discuss other priorities.

Because the TAC is made up of city staff members, Mr. Schurbon will ask for a city representative to volunteer to serve on the WBIF Committee and will share this information with the board when a decision is made.

7. New Business

A. Ditch 19 connector project

Mr. Schurbon updated the board that Lake George citizen groups have expressed interest in collaborating on this project. No progress has been made on this project yet. Legal issues with adjacent lands may need to be addressed before the project can proceed. Because this project is not listed in the Watershed Management Plan, it is not eligible for WBIF unless amended into the plan.

B. Financial audit

The URRWMO is required to have a financial audit every five years. Upon further research and consulting with BWSR, the URRWMO's annual revenue is under the \$225,000 revenue threshold for a required audit of special districts. Action is still required, but in this case the URRWMO needs to do an "Agreed-Upon Procedures Engagement" not an audit. This should cost less than an audit. Agreed-Upon Procedures Engagements are performed by a financial professional. It includes:

- Determine if meeting minutes are adequately prepared and approved.
- Discussion of internal controls to prevent or detect errors or fraud.
- Review of procedures and view records sued to account for receipts and disbursements.
- Review of three months of bank reconciliations.
- Mathematically recompute two bank reconciliations and compare to the organization's ledger.
- Review a sample of cast disbursements.
- Inquire how receipts are tracked.
- Confirm bank statements agree with the general ledger.
- Verify the amount of property tax receipts distributed to the organization.
- Inspect significant journal entries.
- Salary, wage and property documentation that will not apply to the URRWMO.
- Review of debt and related payments.
- Ensure reporting has been filled annually to the State Auditor.
- Inquire about any instances indicating fraud, illegal acts or non-compliance.
- Other checklists.

If interested in seeing the full protocol, do a Google search for "MN State Auditor Agreed-Upon Procedures" and view the results from the State Auditor's website.

Mr. Schurbon requested quotes for this service from five firms who are financial professionals used by nearby communities and ACD. Only one quote was received for the required "agreed upon

procedures engagement”. Smith Schafer and Associates bid \$2,000 to \$2,500 to be billed at actual hours.

In years past, Michael W. Pofahl, CPA took care of the financial auditing for the URRWMO. Mr. Pofahl is the current financial auditor for Nowthen. Mr. Denno offered to contact Mr. Pofahl to find out if he is interested in doing the “Agreed-Upon Procedures Engagement” for the URRWMO and if so, secure a bid to be shared with the board. Mr. Schurbon shared that the thought was Smith Schafer and Associates would do both the URRWMO and SRWMO “Agreed-Upon Procedures Engagement”.

Mr. Downing moved and Mr. Tornes seconded to direct Dan Denno to contact Michael W. Pofahl, CPA to see if he is interested in performing an “Agreed-Upon Procedures Engagement” for the URRWMO and if so to secure a bid, and to direct Chair West to accept the lower of the two bids received and to award the job to the company with the lowest bid. Motion carried unanimously.

C. 2021 budget

Mr. Schurbon noted that now is typically the time of year the URRWMO begins its budgeting process. The timeline for budget consideration is generally:

January URRWMO Board reviews first draft budget

Feb-March URRWMO reviews second draft, approve for submission to communities

April-May Communities consider ratification

May or June URRWMO Board adopts budget

Mr. Schurbon provided a draft budget that follows the Watershed Management Plan with these exceptions:

Website - decrease in cost from \$841 to \$685

Anoka Co Water Resource Outreach Collaborative - Plan says it will be supported, but no \$ amount is listed. Draft budget amount could be \$2,500. This is the same amount the SRWMO is contributing.

Facilitate TAC meetings – decrease from \$6,724 to \$2,550. Most TAC workload to be finished in 2020.

This draft budget is \$1,830 less than the budget estimate in the 10-year Watershed Management Plan.

This draft budget is \$6,612 greater than the 2020 budget. The costs that increased more than \$100 between 2020 and 2021 are:

- Projects in the 10-year plan \$14,000 to \$15,375
- Subwatershed Assessment Studies \$0 to \$15,375

Projects that decreased more than \$100 between 2020 and 2021 are:

- Watershed Coordinator \$23,785 to \$13,392
- Audit (required every five years) \$1,452 to \$0

Mr. Denno expressed concerns about the budget. He felt the total was too high. He further questioned that funding for the Water Resource Outreach Collaborative was being added just

because some other expenses were reduced. Mr. Downing noted that this is the first budget being created with the new URRWMO Watershed Management Plan, and the State could find that the URRWMO is failing to implement that plan if the budget is reduced substantially below what was in the State-approved plan. Mr. Breyen expressed concerns about any increase in the budget for Nowthen.

Mr. Schurbon described the Anoka County Water Resource Outreach Collaborative (WROC) per the Watershed Management Plan. WROC is a partnership formed in 2018 to implement a comprehensive water outreach and engagement program for watershed and city partners in Anoka County, MN. The purpose of this shared outreach and engagement program is to inform community residents, businesses, staff, and decision-makers about issues affecting local water bodies and groundwater resources and to engage people in activities and individual behavior changes that will help protect and improve the health of these resources.

The program aims to augment and enhance the outreach programming of the following partners: Andover • Anoka • Anoka Conservation District • Anoka County • Bethel • Blaine • Centerville • Circle Pines • Columbia Heights • Columbus • Coon Creek Watershed • Coon Rapids • East Bethel • Fridley • Ham Lake • Hilltop • Lexington • Lino Lakes • Linwood Township • Lower Rum River Watershed • Mississippi Watershed • Nowthen • Oak Grove • Ramsey • Rice Creek Watershed • Spring Lake Park • St. Francis • Sunrise River Watershed • Upper Rum River Watershed. An annual report of WROC activities in the URRWMO was emailed to the URRWMO Board and will be presented at the next URRWMO meeting.

Mr. Downing questioned the contribution amount. He would like to see what benefits are reaped before contributing \$2,500. Mr. Denno is against contributing any money, as he believes the URRWMO was bulldozed by BWSR and that is why the budget is as high as it is.

There is the possibility that State funding may be available in 2021 to support this program. Funding goes to ACD to pay for the Collaborative's Outreach and Engagement Coordinator.

Mr. Schurbon reminded the board that the Watershed Management Plan calls for money to be used for the outreach program and that the board must be accountable to BWSR with its plan. There is a line item in the implementation part of the plan, however, no dollar amount is given. Mr. Schurbon said it is possible to use WBIF grant money with a 10% matching amount to fund this line item.

Mr. Breyen noted that the proposed draft 2021 budget is a 23% increase for Nowthen.

Mr. Denno said he is not in favor of expanding the budget. Chair West said every city representative has worked hard on the budget and he is not inclined to increase the budget.

Mr. Downing did note Ham Lake is good with the revised budget allocations and is no longer pursuing changes to the JPA.

Mr. Schurbon said the funds in the line item Anoka Co Water Resource Outreach Collaborative are to cover the newsletter, pontoon tours, booths, etc. The Watershed Coordinator line item is for preparatory work to projects the URRWMO is doing.

Mr. Schurbon said if the URRWMO were to lower the Subwatershed assessment studies line item amount from \$15,375 to \$1,537.50 and a WBIF grant were to be awarded, that grant could cover 90% of the task and the URRWMO would have budgeted enough money for the 10% required match. The board discussed budgeting for the Watershed Coordinator line item at \$1,000. **Mr. Breyen moved and Mr. Denno seconded to reduce the Subwatershed assessment studies line item amount from \$15,375 to \$1,537.50 and budget \$1,000 for the Watershed Coordinator line item. It was suggested the motion include sending the revised draft budget to member cities for ratification.** Upon further thought, Mr. Breyen said he would like to be able to review the numbers more. **Mr. Breyen withdrew his motion and Mr. Denno his second.**

Mr. Denno moved and Mr. Downing seconded to reduce the Subwatershed assessment studies line item amount from \$15,375 to \$1,537.50 and budget \$1,000 for the Watershed Coordinator line item and to send the revised draft budget to member cities for ratification. Motion carried with Mr. Tornes and Mr. Breyen voting no.

Mr. Greenberg verified that a newsletter is required by the State.

8. Mail

None

9. Other

A. Mr. Harrington invited everyone to attend the East Bethel Fire Auxiliary Belgian Waffles Breakfast fundraiser on Saturday, January 25, 2020 from 8-11:00 am. It's all the waffles, sausages, toppings and beverages you can eat and drink for \$8.00 a plate. Weather permitting, a Life Link helicopter is planned to land at 9:00 am.

B. Mr. Downing reported that he and Ms. Flaherty attended the Ham Lake City Council meeting on Monday and that the recommendation by the budget subcommittee was to accept the revised cost allocations to both the URRWMO and SRWMO budgets.

10. Invoice(s)

A. Recording secretary January 2020 invoice for \$200

Mr. Denno moved and Mr. Harrington seconded to approve the recording secretary January 2020 invoice for \$200. Motion carried unanimously.

11. Adjourn

Mr. Breyen moved and Mr. Downing seconded to adjourn at 8:01 pm. Motion carried unanimously.

Submitted by:

Gail Gessner

Recording Secretary

Upper Rum River Watershed Management Organization
Regular Meeting for **WEDNESDAY, MARCH 19, 2020**
Oak Grove City Hall at 7:00 pm

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for January 7, 2020
5. Treasurer's Report
 - A. Financial report
 - B. Receipt of Budget Billings update
6. Unfinished Business
 - A. Agreed upon procedures engagement
 - B. City local water plan approvals*
 - C. Technical Advisory Committee updates on URRWMO project prioritization, culvert inventory, and standards*
7. New Business
 - A. Great River Greening volunteer supervisor training*
 - B. 2019 work results from ACD*
 - C. 2019 work results from the Anoka Co Water Resources Outreach Collaborative*
 - D. 2020 work contract with ACD
 - E. Watershed Based Implementation Funding
 - F. 2021 budget ratifications by cities
8. Mail
9. Other
10. Invoice(s)
 - A. Recording Secretary March invoice
11. Adjourn

* items the board may choose to delete to expedite the meeting due to the Covid-19 pandemic

Upcoming meetings

May 5 – Annual Meeting

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

1. Call to Order

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

2. Roll Call

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

Absent: Dan Denno, David Olsrud

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

3. Adopt Agenda

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

4. Approval of Minutes

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

5. Treasurer's Report

A. Financial report

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

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

B. Receipt of Budget Billings Update

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

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

6. Unfinished Business

A. Agreed upon procedures engagement

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

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

B. City local water plan approvals

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

C. Technical Advisory Committee (TAC) updates

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

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

TAC Topic #2: Grant projects prioritization

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

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

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

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

TAC Topic #3: Culvert inventory methods

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

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

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

TAC Topic #4: URRWMO stormwater standards.

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

TAC Topic #5: URRWMO wetland standards

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

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

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

7. New Business

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

B. 2019 work results from ACD

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

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

A report was provided in the meeting packet.

D. 2020 work contract with ACD

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

E. Watershed based implementation funding

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

F. 2021 budget ratifications by cities

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

8. Mail

None

9. Other

A. Logo

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

10. Invoice(s)

A. Recording secretary January 2020 invoice for \$375

Ms. Flaherty stated that the invoice includes:

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

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

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

11. Adjourn

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

Submitted by:

Jamie Schurbon, Anoka Conservation District

Upper Rum River Watershed Management Organization
Regular Meeting for **WEDNESDAY, MAY 5, 2020 7:00 pm**

Due to the COVID-19 pandemic the meeting will be held virtually. Connect to the meeting either:
BY PHONE

Dial by your location

+1 312 626 6799 US (Chicago) or +1 253 215 8782 US

Meeting ID: 892 1805 3366 Password: 690227

BY COMPUTER

<https://us02web.zoom.us/j/89218053366?pwd=SkdJTm1rMzlrSE5kK3ZXcGFzWGExdz09>

Meeting ID: 892 1805 3366 Password: 690227

In the event of technical difficulties, email jamie.schurbon@anokaswcd.org.

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Annual Meeting Items
 - a. Election of officers
 - b. Hear any updates recommended to the Watershed Management Plan or JPA
 - c. Set meeting dates through May 2021
5. Approval of Minutes for March 19, 2020
6. Treasurer's Report
 - a. Financial report
 - b. Receipt of budget billings update
7. Unfinished Business
 - a. Audit update
 - b. 2021 budget ratifications and adoption
 - c. Watershed Based Implementation Funding update
8. New Business
 - a. Watershed plan task checklist
 - b. City reviews of URRWMO-required ordinances update
 - c. Technical Advisory Committee – landlocked basins standards recommendation
 - d. Technical Advisory Committee – stormwater BMP inspection methods recommendation
 - e. Bethel stormwater study – Chuck Schwartz
9. Mail
10. Other
11. Invoice(s)
 - a. Recording Secretary March and April invoices
 - b. Anoka Conservation District invoice 1 of 3 for 2020 work contract
12. Adjourn

Upcoming meetings: TBD (agenda item 4c)

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

Upper Rum River Watershed Management Organization

Regular Meeting for **TUESDAY, JUNE 2, 2020 6:30 pm**

Note: New 6:30pm start time

Location: Oak Grove City Hall

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for May 5, 2020
5. Treasurer's Report
 - a. Financial report
 - b. Receipt of budget billings update
6. Unfinished Business
 - a. Audit update
 - b. 2021 budget adoption
 - c. Watershed Based Implementation Funding update
7. New Business
 - a. URRWMO logo
 - b. 1W1P implementation organizational arrangements
8. Mail
9. Other
10. Invoice(s)
 - a. Anoka Conservation District invoice 2 of 3 for 2020 work contract
 - b. Michael Pofahl, Auditor invoice
 - c. Recording Secretary June invoice
11. Adjourn

Upcoming meetings:

September 1 6:30pm

November 17 6:30pm

APPROVED MINUTES

Upper Rum River Watershed Management Organization Regular Meeting Minutes of June 2, 2020

1. Call to Order

Chair West called the meeting to order at 6:30 pm.

2. Roll Call

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

Absent: David Olsrud, Ryan Seguin

Audience: Jamie Schurbon, Anoka Conservation District (ACD)

3. Approval of Agenda

Ms. Flaherty requested that city reviews of URRWMO-required ordinances update be added as item 6d under old business to ensure continuation of discussion on this item from the previous meeting.

Mr. Breyen moved and Mr. Harrington seconded to approve the agenda with the addition of item 6d. Motion carried unanimously.

4. Approval of Minutes

Three edits to the minutes were requested. First, Mr. Harrington noted that item 8 E. Bethel Stormwater study could be misinterpreted at East Bethel instead of item E. The text should be modified for clarity. Second, it was noted that the beginning of the minutes stated it was a conference call meeting, but it should be more accurately described as a Zoom virtual meeting. Finally, it was noted that the minutes were incomplete regarding nomination of a treasurer. It should be added that Ms. Flaherty was nominated by Mr. Breyen and Mr. West provided the second. **Mr. Harrington moved and Mr. Downing seconded to approve the May 5, 2020 minutes with the three revisions noted. Motion carried unanimously.**

5. Treasurer's Report

A. Financial Report

Ms. Flaherty reported

\$27,920.47	April starting balance
- 13,009.00	Debits
+ .00	Deposits
\$14,911.47	Ending balance

Ms. Flaherty noted that if payment of this meeting's bills is approved the remaining balance will be \$1,177.47.

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

B. Receipt of Budget Billings Update

Ms. Flaherty reported no change.

6. Unfinished Business

A. Audit Update

The board reviewed the audit prepared by Mike Pofahl, CPA. The findings were positive.

Mr. Breyen moved and Mr. Tornes seconded to approve the 2019 audit. Motion carried unanimously.

B. 2021 Budget Adoption

All six URRWMO cities have ratified the 2021 budget.

Mr. Breyen moved and Mr. Harrington seconded to adopt the 2021 budget totaling \$44,217.50. Motion carried unanimously.

C. Watershed Based Implementation Funding update

Mr. Downing reported that the convene group working to create a work pan for WBIF has met twice. A list of projects has been narrowed with a focus on projects over studies. Additional meetings are planned.

D. City Reviews of URRWMO-Required Ordinances

There has been no change. Oak Grove and Bethel have not completed their ordinance reviews. This item should be revisited at the next URRWMO meeting.

7. New Business

A. URRWMO Logo

Mr. Schurbon presented 13 concept logos. After discussion, board members favored choices A and F, noting they are similar. The choice of which to use will depend upon the available space in each application.



F

Mr. Breyen moved and Mr. Lohse seconded to use option A and F for the URRWMO logo, provided that the font in F is changed to match A. Motion carried unanimously.

B. 1W1P Implementation Organizational Arrangements

Mr. Schurbon described that a legal agreement is required for implementation of the Rum River One Watershed One Plan. Two options are a joint powers collaboration and joint powers entity. The partners involved in planning are being asked their preference by August.

By consensus the URRWMO board favors a joint powers entity. Reasons include lessened liability for the URRWMO and more efficient decision-making processes. Specific things the URRWMO would like to see in the agreement include:

- Participating entities should have a voting representative on the new entity. Voting representatives should be elected or appointed officials, not staff.
- The entity's authority should focus on creating work plans for watershed based implementation fund grants.
- No taxing or regulating authority for the new entity.
- The entity should not be capable of requiring member entities to pay dues. Grant funds are the preferred source of paying administration.
- Members should have equal voting rights. Voting weight should not be split based on land area, population or other factors.

9. Mail

None

10. Other

None

11. Invoice(s)

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

Mr. Downing moved and Mr. Harrington seconded to approve the Anoka Conservation District invoice 1 of 3 for 2020 work contract for the amount of \$12,634. Mr. Breyen moved to amend the motion to also include approval of payment of \$1,100 to CPA Michael Pohfal for the 2019 audit. Mr. Harrington seconded the amended motion. Motion carried unanimously.

B. Michael Pofahl, Auditor invoice

Addressed in the motion for the previous agenda item.

C. Recording Secretary June invoice

The Recording Secretary was unable to attend the meeting so there is no invoice and no action needed.

12. Adjourn

Mr. Downing moved and Mr. Breyen seconded to adjourn at 7:10 pm. Motion carried unanimously.

Submitted by:

Jamie Schurbon



UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for **TUESDAY, SEPTEMBER 1, 2020 6:30 pm**

Location: Oak Grove City Hall

Agenda to be finalized at meeting

AGENDA

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for June 2, 2020
5. Treasurer's Report
 - a. Financial report
 - b. Member community invoicing update
6. Unfinished Business
 - a. Technical Advisory Committee recommendations – wetland standards
 - b. Technical Advisory Committee recommendations – landlocked basin standards
 - c. Oak Grove and Bethel reviews of URRWMO-required ordinances
 - d. Ham Lake, East Bethel and St. Francis local water plan approvals
 - e. One Watershed One Plan update
 - f. Watershed Based Implementation Funding update
7. New Business
 - a. Recording Secretary position
8. Mail
9. Other
10. Invoice(s)
 - a. Anoka Conservation District invoice 3 of 3 for 2020 work contract
 - b. Insurance renewal
11. Adjourn

Upcoming meetings:

November 17 6:30pm



UPPER RUM RIVER

Watershed Management Organization

DRAFT MINUTES NOT YET APPROVED

Regular Meeting Minutes of September 1, 2020

1. Call to Order

Chair West called the meeting to order at 6:30 pm.

2. Roll Call

Present: John West, Tim Harrington, Sandy Flaherty, Dan Breyen, Joel Greenberg, Radja Lohse, Dan Denno

Absent: Lan Tornes, Matt Downing, David Olsrud, Ryan Seguin

Audience: Jamie Schurbon, Anoka Conservation District (ACD)

3. Approval of Agenda

Mr. Harrington moved and Ms. Flaherty seconded to approve the agenda as presented.

Motion carried unanimously.

4. Approval of Minutes

Mr. Denno moved and Mr. Harrington seconded to approve the June 2, 2020 minutes. Motion carried unanimously.

5. Treasurer's Report

A. Financial Report

Ms. Flaherty reported

\$14,911.47 June starting balance

\$13,734.00 June debits

\$ 1,177.47 June ending balance

There was no activity in July or August, therefore the August ending balance is \$1,177.47.

Mr. Breyen moved and Mr. Denno seconded to accept the Treasurer's Report as presented.

Motion carried unanimously.

B. Member Community Invoicing Update

Ms. Flaherty reported the status of payments from the communities as follows:

City	Due Jan. 1, 2020	Status	Due July 1, 2020	Status
Bethel	\$2,530.22	PAID	\$2,530.22	<i>DUE</i>
East Bethel	\$5,230.83	PAID	\$5,230.83	PAID
Ham Lake	\$2,595.41	PAID	\$2,595.41	<i>DUE</i>
Nowthen	\$5,276.71	PAID	\$5,276.72	<i>DUE</i>
Oak Grove	\$5,963.65	PAID	\$5,963.64	<i>DUE</i>
St. Francis	\$4,874.70	PAID	\$4,874.70	<i>DUE</i>

It was noted that the invoice for the second half of 2020 was likely not yet sent to the communities because it would have occurred around the time that the URRWMO's Recording Secretary, who normally sent invoices, resigned. Mr. Schurbon was asked to send that invoice.

6. Unfinished Business

A. Technical Advisory Committee recommendations – wetland standards

Mr. Schurbon reminded the board that the URRWMO's Technical Advisory Committee (TAC) includes engineers and public works from each member community. As directed in the URRWMO Watershed Management Plan, the TAC reviewed the URRWMO's 2009 wetland standards for updates. Each member community must have ordinances consistent with URRWMO standards.

The TAC felt that the current URRWMO wetland standards need to be overhauled. It was noted that the standards have been in effect since 2009, but they have been too "klunky," unnecessarily detailed and not likely implemented as intended. The TAC favored creating a simpler, shorter set of minimum wetland standards that is in line with what State law requires and what the cities are already doing.

The biggest problem with the current standards is that they require a partial MN RAM assessment of each wetland where the standards are applicable. Then, wetland protections are scaled based on the quality/class of wetland. Consultants and developers lack of familiarity with MN RAM. Wetland protections vary inconsequentially amongst the wetland classes. The communities were required to report MN RAM results to the WMO, but little was done with that information. The new draft standards do not include MN RAM.

The TAC sought to create URRWMO standards identical to recently-developed Sunrise River WMO standards. This would create consistency for cities in both WMOs. Moreover, the SRWMO standards are 90% shorter than current URRWMO standards and less onerous, restrictive or detailed in a number of ways.

It was noted that current URRWMO wetlands standards are applicable in more circumstances than SRWMO standards. Both URRWMO and the SRWMO wetland standards apply to subdivision. The current URRWMO standards also apply to any projects with State Wetland Conservation Act impacts or wetland excavations >0.5 acres. The TAC felt that these should be dropped from URRWMO standards because State laws already provide sufficient protections for these instances.

The TAC-recommended URRWMO wetland standards were reviewed by the URRWMO board. attached separately to this memo. These standards are nearly identical to SRWMO standards, but a few minor edits were made. They include:

- Clarifying the standards apply only to subdivisions of three or more lots.
- Allowing buffer averaging for linear projects such as roads.

Mr. Denno asked for clarification on the "bounce" requirements. Mr. Schurbon explained the purpose of this provision is to prevent rapid or prolonged water level increases that are detrimental to wetland health and function.

Mr. Denno asked for clarification of how these local standards compare to state law minimum requirements. Mr. Schurbon explained that the draft URRWMO standards include wetland buffers. The State buffer law requires either 16.5 ft or 50 ft buffers depending upon waterbody type. URRWMO standards are for 16.5 ft. Mr. Schurbon clarified that State buffer law requirements are for private ditches and public waters buffer, while URRWMO standards are applicable to all

wetlands but only when triggered. URRWMO standards are applicable in a narrow set of circumstances: only during subdivision of 3 lots or more or >1acre of disturbance creating new impervious surfaces. There are nuances to State law and local standards may lead them to apply to the same or different waterbodies depending upon the circumstance. The local standards are silent on matters of wetland fill, draining and excavation, instead deferring to State law.

Explanation was requested of how these local buffer seeding requirements compare to State law. Mr. West noted that in the draft URRWMO standards the applicant is responsible for maintenance of any seeding for three years. Mr. Schurbon explained that State law requires perennial vegetation be maintained, which implies the owner is responsible for any maintenance required to keep that vegetation without time limit. The draft URRWMO standards offer the option for owners to keep any existing perennial vegetation or reseed, and only if it is reseeded is the owner responsible for maintenance for three years to ensure proper establishment.

Mr. Breyen moved and Mr. Harrington seconded to approve the TAC-recommended wetland standards to be amended into the URRWMO Watershed Management Plan. Motion carried unanimously.

B. Technical Advisory Committee recommendations – landlocked basin standards

Mr. Schurbon reported that the URRWMO TAC developed landlocked basin standards directed in the URRWMO Watershed Management Plan. In this discussion, “landlocked basin” means land areas without an outlet or discharge to a receiving waterbody such as a stream or lake. The purpose of the standards is to prevent increases in flood elevations within landlocked basins not wholly owned by the entity proposing development and to prevent increases in discharge in the watershed by projects that provide outlets to areas that were landlocked (no discharge).

Mr. Schurbon noted that the URRWMO Plan already includes some standards for landlocked basins, and the TAC narrowed the focus of its work accordingly. The TAC focused on determining the required content of an engineering study before a city allows an outlet to a landlocked basin.

Mr. Denno requested clarification on the sentence on page 2 that reads: *An outlet could also be considered below the 100-year HWL if additional retention and/or volume control measures are constructed such that the post-condition runoff rates and volumes for the site do not exceed the pre-condition runoff rates and volumes (rates – 2-yr, 10-yr, and 100-yr; volumes – average annual).* The portion in parentheses is unclear. Mr. Schurbon was asked to reword the sentence for clarity, and did so as follows: *An outlet could also be considered below the 100-year High Water Level if additional retention and/or volume control measures are constructed such that the post-condition runoff rates and volumes for the site do not exceed the pre-condition runoff rates for 2-yr, 10-yr, and 100-yr storms and average annual volumes.*

Mrs. Flaherty noted the TAC provided examples from Scott County of why landlocked basins are important. That county and WMO are finding the need to pay to pump a landlocked basin that was not afforded an outlet during development. She asked if the URRWMO would have to similarly pay for that kind of problem? Through discussion it was understood that cities are responsible for the consequences of their permitting decisions, not the URRWMO. The URRWMO’s landlocked basins standards are a list of considerations cities should use.

Mr. Breyen moved and Lohse seconded to TAC-recommended landlocked basins standards to be amended into the URRWMO Watershed Management Plan. Mr. Schurbon is directed to revise the language for clarity on page 2 regarding rates and volumes. Motion carried unanimously.

C. Oak Grove and Bethel reviews of URRWMO-required ordinances

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. Chuck Schwartz, consulting engineer for Oak Grove and Bethel has reported reviews are not yet complete. Both expect work completed by the end of 2020.

Mr. Breyen moved and Mr. Harrington seconded to table further discussion to the next meeting. Motion carried unanimously.

D. Ham Lake, East Bethel and St. Francis local water plan approvals

Oak Grove, Nowthen, and Bethel local water plans were approved previously. St. Francis, East Bethel and Ham Lake were approved contingent upon receipt of a revised draft being produced that addressed URRWMO comments. Since that time the status of each is:

- East Bethel - Indicated via email around February that edits will be coming. None received yet. Most recent reminder sent August 20, 2020.
- St. Francis – Provided a revised plan in August 2020 that addressed the URRWMO’s two comments.
- Ham Lake – Responses to WMO comments and a revised plan were received in August 2020. While the plan appears to address previous URRWMO comments, Mr. Schurbon expressed concern that the revised plan seems incomplete. Issues he noted included:
 - The Goals and Policies section refers the reader to the Implementation Program and Priorities section for important details such as rate and volume control requirements for new development, minimum building elevations, stormwater basin and overflow facilities technical criteria, erosion control plans criteria, drain inlet and conveyance system protections from erosion, technical criteria for temporary and permanent vegetation, disturbed areas protections from runoff, and wetland protection criteria. But none of that is in the Implementation Program and Priorities section. Previous URRWMO comments on the Ham Lake plan have received satisfactory responses.

Mr. Breyen moved and Mr. Greenberg seconded to approve the St. Francis Surface Water Management Plan dated August 2020. Motion carried unanimously.

E. One Watershed One Plan update

Mr. Schurbon reported that planning continues with development of strategies. The pace has slowed because of staffing changes at the consulting firm.

F. Watershed Based Implementation Funding update

Mr. Downing and Mr. Schurbon reported that the convene group has finalized project selections for funding. The MN Board of Water and Soil Resources did not reduce funding for this program in the face of COVID-related revenue reductions, so total funding to the metro Rum River watershed is \$366,982. 10% matching funds will be from funds already in the 2021 approved budgets for the URRWMO and Lower Rum River WMO. Projects occurring entirely or partly in the URRWMO include the Anoka County Water Resources Outreach Collaborative, Lake George shoreline stabilizations, Rum Riverbank stabilizations and Middle Ford Brook subwatershed assessment study. Curb cut rain gardens could happen in the URRWMO, but are more likely to be in the City of

Anoka. These are all major activities in the URRWMO Watershed Management Plan. The Anoka Conservation District will be the grant recipient and fiscal agent.

7. New Business

A. Recording Secretary Position

The board recognized the emailed resignation of Recording Secretary Gail Gessner. Mr. Schurbon has sought a replacement through a variety of means. One person has provided a quote for the position, Cameron Blake. However, Mr. Blake's availability at the scheduled meeting time is uncertain at this time due to school scheduling. Mr. West and Mr. Denno will continue to seek people interested in the position. Mr. Denno will take minutes at the next meeting if a Recording Secretary is not found by that time.

8. Mail

None

10. Other

None

11. Invoice(s)

A. Anoka Conservation District Invoice 3 of 3 for 2020 Work Contract

Mr. Harrington moved and Mr. Breyen seconded to approve the Anoka Conservation District invoice 3 of 3 for 2020 work contract for the amount of \$12,634. The check will not be issued until sufficient funds are in the bank account. Motion carried unanimously.

B. Insurance Renewal

An annual insurance renewal invoice from the League of Minnesota Cities was received and is due October 4, 2020. Mr. Schurbon noted that the Sunrise River WMO's insurance costs are about \$800 lower through Minnesota Counties Intergovernmental Trust (MCIT). He is exploring the option of securing URRWMO membership in MCIT. MCIT membership may or may not be allowed because MCIT requires new members have a county sponsor and Anoka County is not a member. If allowed, the membership process and underwriting takes a few months, so renewing the current insurance is needed to avoid a lapse in coverage.

Mr. Breyen moved and Mr. Denno seconded to approve the League of Minnesota Cities insurance payment for \$2,275. The check will not be issued until sufficient funds are in the bank account and this payment is to be prioritized over payment to ACD. Mr. Schurbon is directed to continue investigating changing insurance to MCIT. Motion carried unanimously.

12. Adjourn

Mr. Denno moved and Mr. Harrington seconded to adjourn at 7:18 pm. Motion carried unanimously.

Submitted by:
Jamie Schurbon



UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for **TUESDAY, NOVEMBER 17, 2020 6:30 pm**

TO BE HELD REMOTELY due to the Covid-19 pandemic.

Individuals may choose to join the meeting from any location with an internet connection, including from Oak Grove City Hall where the Chair will be present and have a device connected to the Zoom meeting. Those joining from City Hall are encouraged to log in to the Zoom meeting with their own device to best hear and be heard during the meeting.

ZOOM connection instructions:

CLICK THIS LINK

<https://us02web.zoom.us/j/82066486267?pwd=OV1ycy9TazR2Z05MUWE1RURQbm5YQT09>

OR ATTEND BY CONFERENCE CALL by dialing either +1 301 715 8592 OR+1 312 626 6799, then when prompted enter meeting ID **820 6648 6267and passcode **286068**.**

For help or other accommodations email jamie.schurbon@anokaswcd.org

AGENDA

Agenda to be finalized at meeting

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for June 2, 2020
5. Treasurer's Report
 - a. Financial report
 - b. Member community invoicing update
6. Unfinished Business
 - a. URRWMO insurance
 - b. Recording Secretary position
 - c. Oak Grove and Bethel reviews of URRWMO-required ordinances
 - d. Ham Lake and East Bethel local water plans
 - e. One Watershed One Plan update
7. New Business
 - a. None anticipated
8. Mail
9. Other
10. Invoice(s)
 - a. None anticipated
11. Adjourn

Upcoming meetings: January 5, 2021 March 2, 2021 May 4, 2021 All meetings at 6:30pm



Regular Meeting Minutes of November 17, 2020

1. Call to Order

Chair West called the meeting to order at 6:31 p.m.

2. Roll Call

Present: Dan Denno, John West, Dan Breyen, Joel Greenberg (joined at 6:36 p.m.), Lan Tornes, Sandy Flaherty, Matt Downing (joined at 6:34 p.m.), Tim Harrington, and Radja Lohse.

Absent: David Olsrud, Ryan Seguin

Audience: Jamie Schurbon, Anoka Conservation District (ACD), Katie Kalland, recording secretary.

3. Approval of Agenda

a. Approval of Agenda

Mr. Denno requested to move agenda item 6b up to 3b, **Mr. Breyen moved to approve the agenda with item 6b (Recording Secretary position) moved up to 3b. Mr. Denno to seconded. Roll call vote passed with all ayes and one abstention from Joel Greenberg.**

b. Recording Secretary position

Mr. Schurbon explained that the Recording Secretary position was publicized on the URRWMO website and to the member communities. A quote was received from one person, Katie Kalland. Mr. Denno explained to the group why he feels Ms. Kalland would be a good fit for the recording secretary position. Her rates are \$175.00 per meeting, \$20.00 per hour for additional hourly work. Mr. Breyen inquired about hourly rate and extra meetings. Mr. Denno explained that if there was no meeting there would be no bill from the recording secretary. Ms. Kalland agreed that she would charge the hourly rate for her drive time if the meeting was canceled prior to her leaving or no quorum when she arrived. **Motion to accept Katie Kalland as Recording Secretary from Mr. Denno, Mr. Harrington second. Roll call vote. Motion passed unanimously.**

4. Approval of Minutes for September 1, 2020.

Mr. Denno moved to approve the minute of September 1, 2020 as presented. to make a motion. Mr. Lohse seconded. Roll call vote. Motion to passed with all ayes and one abstention from Mr. Downing.

5. Treasurer's Report

a. Financial Report

Ms. Flaherty reported that in the previous meeting we approved two invoices that we didn't have any funds for. One being the annual insurance premium and the second being the 3/3 payments for ACD. Ms. Flaherty monitored when those funds were received and put those payment checks in the mail.

\$1,177.47	August ending balance
\$17,141.44	September ending deposits
\$5,276.72	October deposits
\$7,509.16	October balance

Ms. Flaherty noted all cities have paid second half invoices. **Motion to accept the financial report by Mr. Harrington, second by Mr. Breyen. Roll call vote. Motion passed unanimously.**

b. Member Community Invoicing Update

Ms. Flaherty noted all cities have paid second half 2020 invoices. Mr. Schurbon was asked to prepare the 2021 invoice and email it to the member cities.

6. Unfinished Business

a. URRWMO Insurance

Mr. Schurbon presented an insurance quote from the MN Counties Intergovernmental Trust which is \$49 less costly than the URRWMO's current insurance. He also noted that current insurance rates have been unchanged for more than 10 years while MCIT rates increased 21% for 2021 for a neighboring WMO.

Mr. West expressed concern about changing insurance stating it's not worth the hassle. Mr. Denno noted that the League of Minnesota Cities also gives a rebate of up to 10% that we haven't received yet. Mr. Breyen noted that it's a good idea to search around for different quotes but only change if it's to our favor. No action taken.

b. Recording Secretary position. Moved to item 3b.

c. Oak Grove and Bethel Reviews of URRWMO-Required Ordinances

Mr. Schurbon followed up with Chuck Schwartz regarding Oak Grove. Oak Grove is all up to date. The city of Bethel ordinances are still under review. Chuck Schwartz believes they will be done by the end of the year. Keep the city of Bethel on the agenda for next meeting.

d. Ham Lake and East Bethel Local Water Plans

Ham Lake and East Bethel local water plans have not approved by the URRWMO. No new draft from Ham Lake has been received. East Bethel has replied to all URRWMO comments and provided and updated draft. Mr. Schurbon recommends a motion to approve the East Bethel local water plan. **Mr. Harrington moved to approve the East Bethel local water plan. Mr. Breyen to second. Roll call vote. Motion to pass unanimously.**

e. One Watershed One Plan Update

Mr. Schurbon gave an . The planning group is looking for a legal arrangement for implementation of the plan when completed. A team of attorneys from multiple parties has recommended a legal agreement that is a hybrid between a joint powers collaboration and joint powers entity. No draft yet. Mr. Schurbon stated that participants weighed the pros and cons. Mr. Downing is hopeful it works out but stated

this process has been frustratingly slow. Mr. West notes that hybrid is a red flag to him. Mr. Downing agreed, and would prefer to have it one way or the other. Mr. Downing noted with 17 different entities you have to compromise. Mr. Downing believes there will be a resolution at the upcoming meeting on December 12, 2020. Mr. West noted that our next meeting is January 5, 2021 and that we would have more information at the time.

7. New Business

- a. None

8. Mail

9. Other

10. Invoice(s)

- a. Ms. Flaherty states that we don't have any outstanding invoices. Mr. Schurbon noted that Ms. Kalland should make an invoice for today's meeting to go on the January 5th, 2021 meeting agenda.

11. Adjourn

- a. **Mr. Harrington moved for adjournment at 7:00 p.m. Mr. Tornes seconded. Roll call vote. Nays: Mr. West, Mr. Downing. Ayes: All other members present. Motion passed.**

Submitted by: Katie Kalland, Recording Secretary