



UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for **Tuesday, March 19, 2024 6:30 pm**

Meeting location: Oak Grove City Hall. 19900 Nightingale St NW Oak Grove, MN

APPROVED MINUTES

1. Call to Order & Roll Call

Mr. West called the meeting to order at 6:30 p.m.

Present: John West, Paul Tradewell, Dan Beyen, Shanni Fladebo, Andrew Wood, Chris Beyett, Patrick Sullivan, Radja Lohse, and Brian Kirkham.

Absent: Ryan Seguin, Tim Miller, and Jeff Entsminger.

Audience: Jamie Schurbon (ACD).

2. Adopt Agenda

Mr. Tradewell made a motion to adopt the agenda. Mr. Lohse seconded. Motion approved unanimously.

3. Approval of Minutes for January 2, 2024

Mr. Kirkham made a motion to approve the minutes for January 2, 2024. Mr. Tradewell seconded. Motion approved unanimously.

4. Treasurer's Report

a. Financial report

Mr. Tradewell provided a general summary of the report. The balance is \$50,522.01 as of February 29, 2024.

Mr. Breyen made a motion to approve the treasurer's report. Ms. Fladebo seconded. Motion approved unanimously.

5. Unfinished Business

a. Bethel Reviews of URRWMO Required Ordinances

Mr. Schurbon stated that Bethel has notified him that their ordinance is up to date and passed but noted that he has not yet received a copy. Mr. West noted that once the copy of the ordinance is received, the item can be removed from future agendas.

b. 2025 Budget

Mr. Schurbon stated that all six cities have ratified the proposed 2025 budget presented to them and therefore the Board can now adopt the 2025 budget in the amount of \$45,946.

Mr. Kirkham made a motion to approve the 2025 budget in the amount of \$45,946. Ms. Fladebo seconded. Motion approved unanimously.

c. Projects Updates

Mr. Schurbon gave the Board a brief update on the projects.

d. URRWMO Joint Powers Agreement Updates

Mr. Schurbon stated that at the last meeting the Board provided direction to review the updated Sunrise JPA at this meeting to determine if that could be used as a template for updating the URRWMO by simply changing the organization name and applicable information within the document. He stated that there is not an urgency or deadline, and therefore this is not time sensitive.

Mr. West commented that the review could start tonight but he would like to continue the discussion when the large screen in the meeting room is available for more in-depth conversation about language. Mr. Schurbon began the review, highlighting items that would be a change from the current URRWMO JPA.

Mr. Schurbon noted Section 2.3 would be a change in membership requirements, although is something the Board is already doing with the exception of one or two cities. It would now require that one of each city's URRWMO representatives be the mayor or a council member. Mr. West commented that it is helpful to have either the mayor or a councilmember on the Board from each city as it makes it easier for the members to provide updates to their city council.

Mr. Schurbon referenced the authority for a member to vote and how that could be suspended if a city were to not pay their dues and stated that would be a new addition for this Board.

Mr. Schurbon referenced Section 2.10 related to how quorum is established. Presently a quorum is a majority of the cities represented. The document being reviewed defines a quorum as a majority of the board members.

Mr. Schurbon provided details on the officer positions for the WMO, more specifically the position of secretary which the WMO has decided against in the past. Mr. Breyen asked that clarification be added to the document regarding which duties the secretary would do and which the secretary would delegate to others, such as taking minutes by the recording secretary.

The board reviewed new information related to conduct of meetings, noting that the WMO currently does not have the authority to create bylaws, which this would provide that authority. He summarized things that Sunrise River WMO adopted into their new bylaws as an example.

Mr. Schurbon referenced language which would provide authority for the Board to work cooperatively with other watersheds. It would require unanimous consent of the member cities before joining such as group.

Mr. Schurbon reviewed differences related to the budget process. Mr. Kirkham provided additional background information on the reasoning behind some of the language and processes within the Sunrise JPA. Mr. Breyen asked that language be changed from cities "shall" make payments in two installments to "may." Thereby, a city would not be penalized for making one payment rather than two.

Mr. Schurbon commented that the funding formula would not be proposed to change and therefore that section would not be copied from the Sunrise JPA. He stated that the requirement for audits would change to match the frequency required by law. The current JPA calls for an audit every year which is not required by law.

Mr. West asked that Mr. Schurbon highlight the items discussed tonight and show the changes. The draft document review will continue at the next meeting.

e. Rum Metro WBIF Grant Process Update

Mr. Schurbon commented that Mr. West is the delegate for this Board with Mr. Tradewell as the city representative. He noted that group will meet on April 16th to discuss how the funds will be allocated. He stated that updates will be provided to the Board.

6. New Business

a. Biomonitoring Funding Update

Mr. Schurbon stated that the American Legion is once again funding this program for Saint Francis High School in the amount of \$1,250. He expressed appreciation.

b. Data Practices Policy

Mr. Schurbon commented that the WMO does not have a data practices policy, which is required by law. He stated that he created a draft policy for the Board to review, using the template available from the State and consistent with other similar organizations. He provided an overview of the draft policy and suggested that the Board send the policy to the attorney for review.

Mr. Kirkham asked if the policy could be sent to the attorney for review when the JPA is sent, in attempt to save funds. Mr. Schurbon replied that the WMO Attorney charges in ten-minute increments, so there would not be benefit in delaying to package it with the JPA. It was noted that the funding would come from the reserve balance and therefore would not impact anything planned within the budget.

Mr. Tradewell moved to send a draft of the data practices policy to the WMO attorney for review. Mr. Beyett seconded. Motion approved 6 - 3 (Fladebo, Beyen, and West opposed).

c. 2023 Work Results - ACD

Mr. Schurbon presented an overview of the 2023 work results from ACD including recommendations and water monitoring.

d. 2024 Work Contract - ACD

Mr. Schurbon presented the proposed contract from ACD, noting that it covers the same tasks and at the same costs identified in the budget.

Mr. Breyen moved to approve the contract for services between the URRWMO and ACD for 2024 Water Monitoring and Management for \$37,054. Ms. Fladebo seconded. Motion approved unanimously.

7. Mail

- a. None.

8. Other

- a. No comments.

9. Invoice(s)

- a. TimeSaver Off Site Secretarial, Inc.

\$ 167

Mr. Breyen moved to approve the invoice for the recording secretary for \$167. Ms. Fladebo seconded. Motion approved unanimously.

10. Adjourn

Mr. Breyen made a motion for adjournment at 7:46 p.m. Mr. Tradewell seconded. Motion approved unanimously.