



# UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for **Tuesday, January 2, 2024 6:30 pm**

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

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## 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 Breyen, Andrew Wood, Tim Miller, Radja Lohse, and Jeff Entsminger.

Absent: Shanni Fladebo, Chris Beyett, Ryan Seguin, Patrick Sullivan, and Brian Kirkham.

Audience: Jamie Schurbon (ACD) and Jim Lindahl (ACD).

2. Adopt Agenda

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

3. Approval of Minutes for November 14, 2023

**Mr. Tradewell made a motion to approve the minutes for November 14, 2023. Mr. Wood seconded. Motion approved unanimously.**

4. Treasurer's Report

a. Financial report

Mr. Tradewell stated the balance is \$21,843 as of November 30, 2023 and provided a brief overview.

Mr. Schurbon provided a brief overview of the year, comparing the deposits received from the city contributions to the actual expenses. He stated that there is a total of \$1,482 left from 2023 along with the current undesignated balance of \$11,909. He stated that currently the target for the undesignated reserve balance is \$11,130 therefore the balance of the two items currently exceeds that target. He stated that extra balance is included in the proposed budget to then be returned to the cities.

Mr. West commented that he is happy that they will be able to return money to the cities this year. He thanked staff and the new support staff that assist in making the organization run more efficiently.

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

5. Unfinished Business

a. URRWMO Joint Powers Agreement Updates

Mr. Schurbon reviewed the different options before the Board related to the JPA and whether to update it at this time as well as the estimated costs for each option.

Mr. West stated that he would lean towards leaving the JPA as is but was interested to know the information that was cleaned up in the Sunrise River WMO JPA. Mr. Schurbon reviewed the updates that were made to comply with state statute as well as the other changes that were incorporated. Support was expressed for several of these revisions, and no objections were voiced.

Mr. Tradewell asked if the URRWMO has been paying \$2,000 to \$3,000 year each for an audit. Mr. Schurbon replied that they have not. While the JPA anticipates an annual audit, the URRWMO has been following the state law requirement of one every five years.

It was asked if the Sunrise River WMO has adopted its new JPA and whether bylaws have been created. Mr. Schurbon replied that Sunrise did adopt the JPA and are still drafting the bylaws, which he believed were about 95 percent complete.

Mr. West acknowledged that the URRWMO has never had bylaws.

It was asked if URRWMO would need to copy the bylaws of Sunrise if they used the Sunrise JPA as the template.

Mr. West replied that they could, but they would not have to and could even change the JPA to not require bylaws. He stated that he does agree with some of the changes in the JPA and therefore believes there would be value in updating the JPA, using the Sunrise template as that would provide for a smoother budget process. He agreed that it would be helpful to clean up the language to match state statute as well. Mr. Schurbon stated that the wording could be written to allow the Board to create bylaws, and the group could choose not to do so.

The consensus of the Board supported option two, to update the URRWMO JPA using the Sunrise JPA as the template.

Mr. Entsminger asked for additional details on the Sunrise funding formula. Mr. Schurbon stated that Sunrise River WMO adopted the percentage contributions from each community that were calculated using their old funding formula, then removed the formula from the JPA.

Mr. West commented that it would seem that the next step would be for the Board to review the Sunrise JPA and discuss how the JPA update would be funded. He commented that it could be broken up into sections to review over the course of a few months as there is no looming timeline.

Mr. Schurbon stated that on the next agenda, he will have time to review all or part of the Sunrise JPA. It was confirmed that the document was included in the current Board packet and members could review that document prior to that time as well.

b. Bethel Reviews of URRWMO-Required Ordinances

Mr. Schurbon stated that there has been no new activity, but Bethel is hoping to have its ordinances up to date this next month to meet the URRWMO requirements. He stated that he spoke with staff from

Bethel twice in the past two weeks to ensure they are aware of the ordinance requirements.

Mr. West commented that the Bethel representatives have not been at the meetings and asked if they have been provided directions not to attend. Mr. Schurbon stated that Mr. Sullivan was ill tonight, otherwise would have attended. He stated that city officials have inquired about the attendance of their representatives and he understands Mr. Seguin and expressed a possibility that he may resign.

c. Projects Updates

Mr. Schurbon provided an overview on upcoming and recently completed projects.

Mr. Wood expressed concern with the hydroseeding at the Rum River Blvd Swale Stabilization project and whether that will hold up. He noted that the contractor would have been expecting snowfall, but instead there has been rain in late December that would be tougher on the hydroseeding.

6. New Business

a. Select Representative for Rum Metro WBIF Grants Process

Mr. Schurbon explained that an URRWMO representative is needed, as well as two city representatives which may come from anywhere in the Anoka County portion of the Rum River watershed. He commented that Mr. West and Mr. Breyen have expressed interest in serving. He provided an overview of the purpose of the Rum Metro WBIF Grant, and the organizations involved in how those funds will be spent. He explained that group will then decide how those funds will be spent and provided some of the projects that were completed with the last allocation of funding.

Mr. Breyen commented that if the meetings are going to be held during the day, he would recommend Mr. Wood be selected as he would have a tough time attending during the day.

Mr. Tradewell commented that he would be able to attend during that time.

Mr. Breyen noted that if the meetings were late in afternoon, he could attend.

Mr. West noted that he would be one of the representatives for sure and the other representative could be selected based on the date/time of the meeting.

Mr. Tradewell suggested that he be the last option in order to avoid having over representation by the City of Oak Grove. Both he and Mr. West are on the Oak Grove city council.

**Mr. Wood made a motion to appoint Mr. West as the Board representative and Mr. Breyen as a city representative for the Rum Metro WBIF Grant process, with Mr. Wood and Mr. Tradewell identified as alternates. Mr. Tradewell seconded. Motion approved unanimously.**

b. 2025 Budget

Mr. Schurbon provided an overview of the budget process for 2025 and stated that he would be presenting the draft budget tonight. He highlighted items that are additional or new compared to the last budget, and the draft total of \$49,752.80. He recognized the funds included in the draft for the JPA update, noting that could be zeroed for 2025 as that will most likely be addressed in 2024 and funding could come from reserves.

Mr. West asked for more information on the budgeted studies. Mr. Schurbon stated that the studies are to identify and rank water quality projects, and are used to support funding requests for projects. He stated that \$6,000 is in the draft budgeted and that could potentially be reduced. He noted that the

URRWMO has completed or is completing most of its planned studies. He recently learned that Bethel is not ready for a study in their city, and therefore funding might be reduced. He recommended retaining \$2,500 in the budget for enhanced street sweeping studies and provided additional information on the results that are being shown from those types of studies. Mr. Schurbon, with board support, reduced the line item for studies from \$6,000 to \$2,500.

Mr. West confirmed that the JPA line item should be removed. It was changed from \$2,570 to \$0.

Mr. Schurbon asked if the JPA update as discussed tonight would be funded by the money that was anticipated to give back to the cities. Mr. Breyen commented that he would think that cost would be deducted from that excess undesignated reserve balance before returning funds to the cities. Mr. West agreed that would make sense. Mr. Tradewell asked if the funds could be provided back to the cities as discussed and the cost for the JPA update could then be budgeted. Mr. West commented that could be done but it would basically be the same result in the end. Mr. Miller commented that the funds are being spent in a fiscally responsible manner and therefore would not have a problem with either option. It was the consensus of the Board to use the excess balance of 2024 and previous years funds to cover the JPA update cost. With this approach, the undesignated reserve will fall below its targeted amount and there will not be funds to return to the cities at this time.

The board reviewed the budget as a whole. Mr. Breyen noted it is 25% lower than the watershed plan amount for 2025. The board discussed the total is similar to recent years.

**Mr. Bryen made a motion approve the 2025 budget as modified and discussed in the amount of \$45,946. Mr. Tradewell seconded. Motion approved unanimously.**

7. Mail

- a. None.

8. Other

- a. No comments.

9. Invoice(s)

- a. TimeSaver Off Site Secretarial, Inc. \$ 159

**Mr. Breyen moved to approve the invoice for the recording secretary for \$159. Mr. Tradewell seconded. Motion approved unanimously.**

10. Adjourn

**Mr. Entsminger made a motion for adjournment at 7:25 p.m. Mr. Wood seconded. Motion approved unanimously.**