

AGENDA

Upper Rum River Watershed Management Organization
Tuesday, February 3, 2009 at 7:00pm

Call to Order

Roll Call

Approval of Minutes

New Business

- A. Draft City of Nowthen Local Water Management Plan – Review and approve comments provided by Anoka Conservation District (ACD) for submission to City of Nowthen
- B. 2007 Audit request from BWSR – Ed Faherty
- C. ACD 2008 Work Results presentation - Action requested: None, informational
- D. ACD 2009 Work Agreement, including discussion of County Geologic Atlas Project - Action requested: Approve agreement

Old Business

- A. Joint Powers Agreement (JPA) – Review comments from Melissa Lewis of BWSR
Please bring your copy of the JPA to look at while reviewing the changes.
- B. Annual Activity Reports to ACD – Status update on reports received
- C. Update on Watershed Plan Amendments - Action requested: Formal adoption by the URRWMO
- D. ACD Final Invoice for Watershed Plan Amendments

Mail

Other

Adjourn

Upper Rum River Watershed Management Organization
Meeting Minutes for February 3, 2009

Chair Ed Faherty called the meeting to order at 7:00pm with the following members present Greg Hunter, Steve Kane, Melanie Kern, Orval Leistico, Terry Sworsky, Jared Trost and Will Ridge. Also present was Jamie Schurbon, Anoka Conservation District (ACD).

APPROVAL OF MINUTES

Will Ridge moved and Orval Leistico seconded to approve the November 12, 2008 meeting minutes as presented. All in favor, motion carried.

NEW BUSINESS

A. Draft City of Nowthen Local Water Management Plan – Jamie Schurbon reviewed comments on the draft plan. **Terry Sworsky moved and Will Ridge seconded to approve sending a letter containing comments on the Draft City of Nowthen Local Water Management Plan to the City of Nowthen. All in favor, motion carried.**

B. 2007 Audit Request from BWSR – Chair Faherty reported that he sent the requested audit information to BWSR. For clarity purposes, Upper Rum River WMO should be included on future audit information.

C. ACD 2008 Work Results Presentation – A hard copy of the 2008 URRWMO Watershed Management Plan was given to the Chair, CD copies will be given to board members. Jamie Schurbon presented the results. A handout on Rogers Lake water quality results was also distributed. Currently, Rogers Lake is designated as “impaired” for excess nutrients by the MPCA. There is a \$1,990 fund balance for water quality improvement projects. These funds could be used toward shoreline restoration; costs would be split 50/50 for materials, all labor would be provided by the recipient with technical assistance available through ACD. Shoreline restoration will be the main topic for the 2009 URRWMO newsletter. Report recommendations were 1) The URRWMO assist member cities with drafting and adopting local water plans and ordinances, 2) Investigate the condition of Ditch 19, the only inlet to Lake George, 3) Promote water quality improvement projects, 4) Diagnose and correct low dissolved oxygen problems in Crooked Brook, 5) Diagnose and improve Rogers Lake water quality problems, 6) Monitor water quality of Lake George and East Twin Lake every three years, and 7) Monitor the Rum River at the top and bottom of the URRWMO area.

D. Memorandum of Understanding (MOU) ACD 2009 Work Agreement, including discussion of County Geologic Atlas Project – Jamie Schurbon reviewed the MOU. Discussed Article 4 – Disbursement of Funds. Jamie will change the payment option to read invoiced for 100% with 75% to be paid following execution of the agreement with the remaining 25% due upon completion of the work. Lakeshore restoration will be the main topic for the 2009 annual newsletter. Discussed URRWMO’s commitment to the County Geologic Atlas project. Jamie reviewed what the project is, discussed the benefits of the project, how it can be used as a ‘tool’ for planning, etc. and the need for local support.

ACD is looking for a \$7,830 commitment from the URRWMO. This would be a one-time contribution with no further requests for additional funding, nor would additional services be required from member communities. There is \$5,000 in the budget that can be applied toward this project. Chair Faherty reported that the City of Oak Grove supports this project. Todd Miller reported that the City of Bethel passed support of this project via motion at a council meeting. Melanie Kern and Orval Leistico reiterated the City of Nowthen would support the project if other member communities approve the project. **Melanie Kern moved and Will Ridge seconded that the URRWMO commit \$7,830 (to be billed over two (2) years) to assist with the County Geologic Project.** Discussion followed. Cost percentages for each member city were clarified. Board representatives for East Bethel and St. Francis requested additional time to present this information to their respective city councils. **Melanie Kern withdrew her motion and Will Ridge his second.** Because this board will not meet until May, an electronic vote was discussed. **Greg Hunter moved and Todd Miller seconded that a formal electronic vote be sent with a required response date of February 20, 2009. For the record, Ed Faherty, Will Ridge and Todd Miller vote yes in support of this project. All in favor, motion carried.** Vice Chair Kern will send the formal electronic vote to board members with a requested response date of 2/20/09 and will notify board members, Jamie Schurbon of ACD and Gail Gessner, Recording Secretary of the voting results. **Jared Trost moved and Melanie Kern seconded to approve the Memorandum of Understanding for the following tasks: Monitoring, Public Education, Reporting and Planning in the amount of \$3,040 with the understanding that if the County Geologic Project is approved by majority vote, Vice Chair Kern will execute a separate County Geologic Project agreement in the amount of \$5,000 to be paid by the URRWMO in 2009. All in favor, motion carried.**

OLD BUSINESS

- A. Joint Powers Agreement (JPA) Update – Comments were received from Melissa Lewis of BWSR. Jamie Schurbon reviewed his comments. Based on the need for further revisions, **Terry Sworsky moved and Todd Miller seconded to table this item to the May meeting. All in favor, motion carried.**
- B. Annual Activity Reports to ACD – Chair Faherty sent member cities forms to be filled out and returned to Jamie Schurbon by February 15, 2009.
- C. Update on Watershed Plan Amendments – BWSR has approved the Plan amendments. **Will Ridge moved and Jared Trost seconded to formally adopt the Watershed Plan Amendments for water quality standards, water quality water monitoring plan, stormwater infiltration standards and wetland standards. All in favor, motion carried.**

D. ACD Final Invoice for Watershed Plan – Jared Trost moved and Todd Miller seconded to approve payment in the amount of \$2,130 for the Watershed Plan final invoice from ACD. All in favor, motion carried.

MAIL

A 2008 dividend check for \$135 was received from Arthur Gallagher Risk Management Services, Inc.

OTHER

The following meeting dates were set for 2009 – May 5th, August 4th and November 10th.

ADJOURN

Will Ridge moved and Terry Sworsky seconded to adjourn. All in favor, meeting adjourned at 9:15pm.

Gail E. Gessner, Recording Secretary
Submitted via email on 2/4/09

AGENDA

Upper Rum River Watershed Management Organization
Special Meeting
Wednesday, March 11, 2009 at 7:00pm

Call to Order

Roll Call

Approval of Minutes – February 3, 2009

Old Business

- A. Geologic Atlas Project – vote on participation

New Business

- A. Bethel Local Water Plan – consider Plan approval with or without conditions
- B. Oak Grove Local Water Plan – authorize sending comment letter
- C. Annual Reports from Member Cities – determine if any cities have not submitted reports

Mail

Other

Adjourn

Upper Rum River Watershed Management Organization
Special Meeting Minutes for March 11, 2009

Chair Ed Faherty called the meeting to order at 7:15pm with the following members present Greg Hunter, Melanie Kern, Orval Leistico, Todd Miller, Jared Trost and Will Ridge. Absent were Steve Kane and Terry Sworsky. Also present were Jamie Schurbon, Anoka Conservation District (ACD), Bart Biernat, Anoka County Community Health and Environmental Services and Jim Nye, Chairman of the Anoka County Community Health Services Advisory Committee.

APPROVAL OF MINUTES

Greg Hunter moved and Will Ridge seconded to approve the February 3, 2009 meeting minutes as presented. All in favor, motion carried.

OLD BUSINESS

A. Geologic Atlas Project –Senator Rick Olseen sent an email to board members encouraging support of this project. Approximately \$630,000 will be provided by Anoka County. Jamie Schurbon distributed a quick reference sheet and noted that a progress report will be provided between 2009 and 2010. Jared Trost and Greg Hunter reported that the City of East Bethel reviewed and approved the URRWMO budget and would like a breakout of how those monies are spent. **Will Ridge moved and Melanie Kern seconded to approve \$7,830 to support the Anoka County Geologic Atlas Project; \$5,000 to be contributed in 2009 and \$2,830 in 2010 and to authorize the Memorandum of Understanding for the Anoka County Geologic Atlas. Vote was taken - five yes, Hunter and Trost no. Motion carried.**

NEW BUSINESS

A. Bethel Local Water Management Plan 2nd Draft – ACD had one comment on the second draft. Bethel has attempted to address the hydrological modeling issue by including it as a ‘to do’ item in its capital improvement program, but the task is not scheduled until ‘beyond 2013’. Suggested possible resolutions to this issue were 1) Require completion of hydrologic modeling before plan approval, 2) Require hydrologic modeling be scheduled in the capital improvement program within the next 5 years (or other timeline of URRWMO’s choosing), or 3) Leave it as is, with the task scheduled for an unspecified date after 2013. The cost for the hydrologic model is \$7,200. Todd Miller said that he is willing to put a time line on recommendation #2 and will check with the city engineer if it can be scheduled out over 5 years. **Jared Trost moved and Will Ridge seconded to approve the Bethel Local Water Management Plan contingent upon changing the required hydrologic modeling completion date to December 2014. All in favor, motion carried.**

B. Oak Grove Local Water Management Plan – Jamie Schurbon distributed ACD’s comments. **Greg Hunter moved and Will Ridge seconded to approve and submit the**

Draft Water Management Plan Comments to the City of Oak Grove. All in favor, motion carried.

C. Annual Reports from Member Cities – St. Francis needs to submit its report to ACD. Ed Faherty will contact Matt Hylen to remind him to submit the report.

MAIL

Request from Metro Children's Water Festival to help sponsor the 12th Annual Metro Children's Water Festival on September 30, 2009. Bart Biernat was able to provide information on this event, how it was formed and who is involved. By lottery, six Anoka County 5th grade classes are chosen to participate. This item was tabled to the May agenda. Mr. Biernat will have informational emails sent to URRWMO board members.

OTHER

ADJOURN

Melanie Kern moved and Todd Miller seconded to adjourn. All in favor, meeting adjourned at 8:52pm.

Gail E. Gessner, Recording Secretary
Submitted via email on 3/16/09

AGENDA

Upper Rum River Watershed Management Organization
Tuesday, May 5, 2009 at 7:00pm

Call to Order

Roll Call

Approval of Minutes for 3/11/09

New Business

- A. Review Nowthen local water plan
- B. Review St. Francis local water plan
- C. Review East Bethel local water plan
- D. Review Ham Lake local water plan
- E. URRWMO annual newsletter article – ACD to provide draft

Old Business

- A. Request from Metro Children's Water Festival to help sponsor the 12th Annual Metro Children's Water Festival on September 30, 2009
- B. Joint Powers Agreement (JPA) – Review comments from Melissa Lewis of BWSR
Bring your copy of the JPA to look at while reviewing the changes.
- C. \$1,793.00 Credit from ACD applied to 2009 Plan of Work invoice – no action needed

Mail

Other

Adjourn

Upper Rum River Watershed Management Organization
Meeting Minutes for May 5, 2009

Chair Ed Faherty called the meeting to order at 7:10pm with the following members present Mary Ann Empson, Melanie Kern, Orval Leistico, Todd Miller, Jared Trost and Will Ridge. Absent were Greg Hunter, Steve Kane and Terry Sworsky. Also present was Jamie Schurbon, Anoka Conservation District (ACD).

Ham Lake representative, Mary Ann Empson, was welcomed followed by introductions.

APPROVAL OF MINUTES

Will Ridge moved and Orval Leistico seconded to approve the March 11, 2009 meeting minutes as presented. All in favor, motion carried.

NEW BUSINESS

A. Review City of Nowthen Water Management Plan – **Orval Leistico moved and Todd Miller seconded to approve the City of Nowthen Water Management Plan. All in favor, motion carried.** A signed letter of acceptance from the URRWMO was given to Orval Leistico.

B. Review City of St. Francis Water Management Plan – Jamie Schurbon distributed and reviewed ACD's comments. **Will Ridge moved and Todd Miller seconded to approve the City of St Francis Water Management Plan contingent upon St. Francis addressing ACD's provided comments. Said changes are to be emailed to URRWMO Chair, Ed Faherty for review. Upon Chair Faherty's determination that the changes sufficiently address ACD's comments, a letter will be sent stating that the Plan is approved by the URRWMO. All in favor, motion carried.**

C. Review City of East Bethel Water Management Plan – Jamie Schurbon distributed and reviewed ACD's comments. **Jared Trost moved and Melanie Kern seconded to approve the City of East Bethel Water Management Plan contingent upon East Bethel addressing ACD's provided comments. Said changes are to be emailed to URRWMO Chair, Ed Faherty for review. Upon Chair Faherty's determination that the changes sufficiently address ACD's comments, a letter will be sent stating that the Plan is approved by the URRWMO. All in favor, motion carried.**

D. Review City of Ham Lake Water Management Plan – Jamie Schurbon distributed and reviewed ACD's comments. **Mary Ann Empson moved and Todd Miller seconded to approve the City of Ham Lake Water Management Plan contingent upon Ham Lake addressing ACD's provided comments. Said changes are to be emailed to URRWMO Chair, Ed Faherty for review. Upon Chair Faherty's determination that the changes sufficiently address ACD's comments, a letter will be sent stating that the Plan is approved by the URRWMO. All in favor, motion carried.**

E. Review City of Oak Grove Water Management Plan 2nd Submission – **Will Ridge moved and Mary Ann Empson seconded to approve the 2nd submission of the City of Oak Grove Water Management Plan. All in favor, motion carried.**

Jamie Schurbon will email water management plan memos to the respective cities with copies sent to Ed Faherty and Melanie Kern.

F. Annual Newsletter Article from ACD – A draft article was distributed for comment. It was requested that a map showing URRWMO boundaries within members cities be used on page 1, and one minor change to page 2, ...stormwater runoff, *and/or* restoring native... **Todd Miller moved and Melanie Kern seconded to approve and distribute the revised newsletter article to all member cities. All in favor, motion carried.**

OLD BUSINESS

A. Request from Metro Children's Water Festival to help sponsor the 12th Annual Metro Children's Water Festival on September 30, 2009 – Upon review of the 2009 budget, it was determined that funds were not available to sponsor this year. It was suggested that a 'public outreach' line item be added to the 2010 budget.

B. Joint Powers Agreement (JPA) – Tabled to the August 4th meeting. Prior to the August meeting, Gail Gessner will email the following documents to members for review: 1) URRWMO 10/22/07 revised JPA, 2) Jamie Schurbon's comments on the URRWMO 10/22/07 revised JPA, 3) East Bethel's cover letter and changes to the URRWMO 10/22/07 revised JPA, 4) Melissa Lewis' (BWSR) comments on both #1 and #3.

C. 2009 Plan of Work Invoice – A credit of \$1,793.00 was applied to the 2009 Plan of Work. **Melanie Kern moved and Jared Trost seconded to approve payment of ACD Invoice #2009005 for \$1,247.00. All in favor, motion carried.**

MAIL

MAWD Summer Tour (June 25-27) registration form.

OTHER

Preliminary 2010 Budget – The City of East Bethel requested a URRWMO draft budget by June 30th. In an effort to assist with this request, Jamie Schurbon put together a 2010

rough draft budget for review. It was decided that a new line item 'public outreach' would be added to the administrative budget in the amount of \$500.00. Based on last year's budget and possible increased costs, an estimated administrative budget could be \$4,650 and an estimated ACD work plan could be \$13,535.00. Jared Trost will submit these estimated budget numbers to the City of East Bethel.

Bid Requests for Professional Services – Per State rules, bids need to be solicited every two years for professional services. Ed Faherty will bring draft work specs to the August meeting. Upon approval, these work specs would be placed in the official newspaper.

ADJOURN

Todd Miller moved and Orval Leistico seconded to adjourn. All in favor, meeting adjourned at 9:26pm.

Gail E. Gessner, Recording Secretary
Submitted via email on 5/15/09

AGENDA

Upper Rum River Watershed Management Organization
Tuesday, September 1, 2009 at 7:00pm

Call to Order

Roll Call

Approval of Minutes for 5/5/09

New Business

- A. Draft work specs for solicited bid requests for professional services
- B. Preliminary 2010 Budget – audit services and costs

Old Business

- A. St. Francis water management plan - status update
- B. East Bethel water management plan – status update
- C. Ham Lake water management plan – status update
- D. Joint Powers Agreement (JPA)

Bring these documents to the meeting:

- 1) URRWMO 10/22/07 revised JPA**
- 2) Jamie Schurbon's comments on the URRWMO 10/22/07 revised JPA**
- 3) East Bethel's cover letter and changes to the URRWMO 10/22/07 revised JPA**
- 4) Melissa Lewis' (BWSR) comments on both #1 and #3 above**

Mail

Other

Adjourn

Upper Rum River Watershed Management Organization
Meeting Minutes for September 1, 2009

Chair Ed Faherty called the meeting to order at 7:08pm with the following members present Mary Ann Empson, Melanie Kern, Orval Leistico, Todd Miller and Will Ridge. Absent were Greg Hunter, Steve Kane, Terry Sworsky and Jared Trost. Also present was Jamie Schurbon, Anoka Conservation District (ACD).

APPROVAL OF MINUTES

Orval Leistico moved and Will Ridge seconded to approve the May 5, 2009 meeting minutes as presented. All in favor, motion carried.

NEW BUSINESS

A. Draft work specs for solicited bid requests for professional services. – **Melanie Kern moved and Mary Ann Empson seconded to table this item to the November 10th meeting. All in favor, motion carried.** Ed Faherty will bring draft work specs. Upon approval, the work specs will be placed in the official newspaper.

B. Preliminary 2010 Budget – Audit Services and costs - URRWMO auditing is combined with the City of Oak Grove audit. Upon completion of the city's audit, the chair is given copies of the audit pages referencing URRWMO; costs are included in the administration fee. The following cities approved the previously emailed preliminary 2010 budget as presented: Bethel, Nowthen, Ham Lake, and East Bethel. There was no response from St. Francis. It was reviewed why some costs are split six ways between the local governmental units and others by percentages. **Will Ridge moved and Todd Miller seconded to approve the 2010 Budget for \$18,185.00 as presented. All in favor, motion carried.**

Copies	\$ 75.00
Postage	\$ 75.00
Recording Secretary Fee	\$ 1,200.00
Insurance	\$ 2,500.00
Administrative Fee	\$ 300.00
Public Outreach	\$ 500.00
ACD 2009 Work Recommendations	\$13,535.00

OLD BUSINESS

A. City of St. Francis Water Management Plan – A letter will be sent stating that the Plan is approved by the URRWMO.

B. City of East Bethel Water Management Plan – Ed Faherty will contact East Bethel regarding the need to address the URRWMO's provided comments. At this time the City of East Bethel Water Management Plan is not approved.

C. City of Ham Lake Water Management Plan – Ham Lake is working on its plan.

D. Joint Powers Agreement (JPA) – Discussed how long this revision process has been taking and whether any progress has been made. Discussed hiring attorneys to help with the revisions, but decided that would not be cost effective. The consensus was to form a work committee to address the proposed revisions and to thoroughly review the JPA. **Melanie Kern moved and Todd Miller seconded to setup a JPA Work Committee to review all of the proposed changes and to bring a revised Joint Powers Agreement before the Board for review and approval. All in favor, motion carried.** Committee members will be Ed Faherty, Todd Miller, Mary Ann Empson and Melanie Kern. All work sessions are open to the public. The first work session will be October 25 at 1:00pm at Bethel City Hall. Gail Gessner will send a work session notice to all local governmental units.

MAIL

OTHER

A. The next scheduled URRWMO meeting will be November 10th at 7:00pm.

B. Election of Officers – **Melanie Kern moved and Mary Ann Empson seconded to postpone elections to the November 10th meeting in order to allow all local governmental units the opportunity to be present to vote. All in favor, motion carried.**

C. ACD Invoice #2009010 – Jamie Schurbon asked if this invoice dated 4/1/09 for \$5,000 for the geological atlas had been paid. Ed Faherty will check on the payment status.

ADJOURN

Will Ridge moved and Todd Miller seconded to adjourn. All in favor, meeting adjourned at 9:00pm.

Gail E. Gessner, Recording Secretary
Submitted via email on 9/17/09

AGENDA

Upper Rum River Watershed Management Organization
Tuesday, November 10, 2009 at 7:00pm

Call to Order

Roll Call

Approval of Minutes for 9/1/09

New Business

- A. Election of Officers
- B. Geologic Atlas Invoice #2009010 for \$5,000 – approve for payment
- C. Insurance Invoice – approve for payment

Old Business

- A. Draft work specs for solicited bid requests for professional services
- B. East Bethel water management plan – status update
- C. Ham Lake water management plan – status update
- D. Joint Powers Agreement (JPA)

Mail

Other

Adjourn

Upper Rum River Watershed Management Organization
Meeting Minutes for November 10, 2009

Chair Ed Faherty called the meeting to order at 7:00pm with the following members present Mary Ann Empson, Melanie Kern, Todd Miller and Will Ridge. Absent were Greg Hunter, Steve Kane, Orval Leistico, Terry Sworsky and Jared Trost.

APPROVAL OF MINUTES

Will Ridge moved and Todd Miller seconded to approve the September 1, 2009 meeting minutes as presented. All in favor, motion carried.

NEW BUSINESS

A. Election of Officers – **Melanie Kern moved and Mary Ann Empson seconded to nominate Todd Miller as Chair. All in favor, motion carried. Ed Faherty moved and Todd Miller seconded to nominate Melanie Kern as Vice-Chair. All in favor, motion carried.**

B. Geologic Atlas Invoice – **Melanie Kern moved and Todd Miller seconded to pay the Geologic Atlas Invoice #2009010 in the amount of \$5,000. All in favor, motion carried.**

C. League of Minnesota Cities (LMC) Insurance Invoice – **Mary Ann Empson moved and Will Ridge seconded to pay the League of Minnesota Cities Insurance Invoice in the amount of \$2,280. All in favor, motion carried.**

OLD BUSINESS

A. Draft work specs for solicited bid requests for professional services were reviewed. Gail Gessner will draft a bid request for review and comment by all members. Upon final approval by Chair Miller, the bid request will be sent to the City of Oak Grove for publication in the official newspaper.

B. City of East Bethel Water Management Plan – Ed Faherty reported East Bethel anticipates adopting its plan at either the December or January city council meeting.

C. City of Ham Lake Water Management Plan – Mary Ann Empson will check on the status of the plan.

D. Joint Powers Agreement (JPA) – Reviewed the revisions drafted at the October 25 work session and comments provided by Jamie Schurbon of Anoka Conservation District (ACD) and made final edits. **Ed Faherty moved and Mary Ann Empson seconded to forward a final draft of the Joint Powers Agreement to Melissa Lewis of BWSR for approval. Upon approval, separate signature pages will be sent to each local governmental unit for signatures. All in favor, motion carried.**

MAIL

OTHER

A. Ed Faherty suggested the URRWMO meet every other month in order to handle business in a timely manner. **Ed Faherty moved and Melanie Kern seconded to set these 2010 meeting dates: January 5, March 2, May 4, July 6, September 7, November 9 (which is the second Tuesday of the month). All in favor, motion carried.**

ADJOURN

Ed Faherty moved and Will Ridge seconded to adjourn. All in favor, meeting adjourned at 8:55pm.

Gail E. Gessner, Recording Secretary
Submitted via email on 11/14/09