



**Gun Club Lake Watershed Management Organization
Minutes of the December 9, 2009 Meeting**

A regular meeting of the Gun Club Lake Watershed Management Organization (WMO) Board of Managers (Board) was held Wednesday, December 9, 2009 at the Moonshine Park Retreat Center at 1317 Jurdy Road in Eagan, Minnesota.

Board members Present:

Jerry Engelke – Appointed by the City of Eagan
Gary Dean Johnson – Appointed by the City of Inver Grove Heights
Larry Craighead – Appointed by the City of Mendota Heights

Alternate Board Members Present:

Allan Cederberg – Appointed by the City of Inver Grove Heights
Douglas Kniech – Appointed by the City of Eagan

Others Present:

Eric Macbeth, WMO Administrator and City of Eagan staff
Ryan Ruzek, City of Mendota Heights staff
Todd Hubmer, WSB and Associates, Inc.
Brian Watson, Dakota County Soil and Water Conservation District staff

Chair Engelke called the meeting to order at 4:10 p.m.

I. Adopt Agenda

Macbeth reported that due to the inclement weather the School of Environmental Studies presentation will be delayed to an upcoming meeting. Engelke suggested that future agenda's provide for guest presentations at the beginning of the meetings. Engelke asked that the student presentation be deleted and that the Dakota County Funding Allocation be moved from III.A to III.C on the agenda.

Motion by Kniech second by Craighead to approve agenda with noted changes. The motion passed unanimously.

II. Administrative Activities.

A. September 16, 2009 Meeting Minutes

Engelke noted that the minutes under Board members attendance should be changed to "appointed" by the respective city rather than "representing" the city.

Motion by Craighead second by Kniech to approve the September 16, 2009 minutes with changes as noted. The motion passed unanimously.

B. Annual Newsletter

A draft newsletter for distribution in 2010 was provided and discussed. Craighead mentioned that the newsletter could be provided to member cities to print and place in their building facilities. Engelke asked who would be the audience for this format of newsletter and what budget amount is there to accomplish this task. Macbeth indicated that there is \$500 in the 2010 budget for the newsletter task but that the Dakota County Soil and Water Conservation District (SWCD) was asked at the last meeting to draft the 2010 newsletter with funds allocated under their 2009 agreement. Engelke indicated that the list of projects and activities completed in 2009 should

reference that SWCD provided these services through an agreement with the WMO and that other errors would need to be corrected. Hubmer indicated that this past year the newsletter was only published in the official newspaper of the WMO in order to meet state requirements. Watson indicated that the draft newsletter provided was a format taken from a neighboring watershed management organization and the intent was to provide public information about annual accomplishments. It was not intended to be published and distributed at a cost to the WMO. Engelke requested comments on the newsletter be provided to Watson and that an updated draft of the newsletter be evaluated at the next meeting. Johnson indicated that he preferred the new format.

C. Annual Activity Report

Macbeth indicated that the Annual Activity Report is a requirement of the Minnesota Board of Water and Soil Resources (BWSR) and that it is due within 120 days after end of each fiscal year. Engelke asked who was responsible for pulling the Annual Activity Report together and if SWCD had it in their work plan for services. Watson indicated that he didn't believe that SWCD had provided these services in the past but the draft work plan for 2010 could encompass this task. Hubner indicated that he has assisted with this task in the past.

Motion by Johnson second by Kniech to authorize WSB to conduct 2009 Annual Activity Report for the WMO.

III. Treasurer's Report

A. Review Year-to-Date Budget Activity and Account Balances

Macbeth provided the Treasurer's Report and reported a balance of \$42,982. He also indicated that 2010 member invoices will be sent to the Cities in January.

Motion by Craighead second by Kniech to Treasurer's Report as presented. The motion passed unanimously.

B. Approve Payment of Invoices

Invoices from the City of Eagan, SWCD and WSB were presented totaling \$6,032.25.

Motion by Kniech second by Johnson to approve payment of the invoices. The motion passed unanimously.

C. Dakota County 2009 Funding Allocation

A recent letter received from Dakota County indicating \$15,100 has been allocated to the WMO was reviewed. Macbeth indicated that the WMO legal counsel reviewed the joint powers agreement provided by Dakota County and no major concerns were noted. There was a small error noted in the agreement regarding funding source that will need to be corrected. Engelke indicated that the Dakota County letter suggests that the WMO must indicate a willingness to accept the funds, provide information on what the funds will be used for and enter into a joint powers agreement. Discussion occurred on the use of the funds for water monitoring or to leverage grants.

Motion by Johnson second by Kniech to have Macbeth draft letter to Dakota County indicating acceptance of allocation and intent to enter into a joint powers agreement. The motion passed unanimously.

Watson indicated that he has recently learned that the Dakota County funding would not occur yet this year. However, it is anticipated that the same allocation amount would be available early in 2010 and the same requirements to receive the funding would apply.

IV. Organizational Business

A. Order 2009 Financial Audit

It was discussed that 2009 financial audit will be due at year's end.

Motion by Kniech second by Johnson to authorize Macbeth to order the 2009 financial audit. The motion passed unanimously.

B. Dakota County Soil and Water Conservation District Proposal for 2010 Services

A proposal from the SWCD was presented to carry out various administrative, education and outreach, and water quality improvement tasks. The proposal included a total cost to the WMO not to exceed \$18,500. Engelke indicated that he would like to see the proposal tied into line items identified in the WMO budget so reference could be made as to where costs are being supported. Macbeth and Watson were asked to work on this task.

Motion by Craighead second by Johnson to approve the 2010 SWCD Proposal at a cost not to exceed \$18,500. The motion passed unanimously.

C. Election of Officers

Chair Engelke open the floor for election of officers.

Motion by Craighead second by Kniech that all current officers remain the same for 2010. The motion passed unanimously.

V. Old Business

A. Wetland Buffer in Member City Parks

Sames was absent from the meeting and Engelke suggested more discussion when he is in attendance.

B. Clean Water Fund Application for Schwanz Lake TMDL Implementation Project.

Macbeth provided the copy of Clean Water Fund grant application submitted by the WMO and approved at the last meeting. Grant request was for \$90,000. Craighead asked about how the \$90,000 would be coordinated between the WMO and City of Eagan. Engelke indicated that the role between the WMO and the City of Eagan should be discussed and clarified if the grant funds are awarded. Engelke recently provided Macbeth with some discussion points to consider.

C. BWSR Performance Review and Updates

Watson distributed a draft self-assessment completed on behalf of the WMO with regards to performance standards for watershed management organizations. It was noted that the BWSR self-assessment includes four categories; Administration, Planning, Execution and Communication and Coordination. The assessment also differentiates between a basic practice or statutory requirement and an optional high performance standard. The draft self assessment was prepared as directed by the WMO Board to get an idea of compliance with current BWSR performance standards. Watson noted that the draft self assessment prepared created questions on compliance in certain categories. Engelke asked that Hubner and Watson refine the self-assessment and bring an updated version back to a future meeting.

VI. Other

A. Member Community Updates and Information

There were no updates from member communities.

B. Schedule Meeting Dates for 2010

Meeting dates for 2010 were proposed to be January 13, March 17, June 16, September 15 and December 8. All meetings will begin at 4:00 p.m. and held at Moonshine Park Retreat Center located at 1317 Jurdy Road, Eagan.

Motion by Johnson second by Kniech to adopt 2010 meeting dates as noted. The motion passed unanimously.

C. Agenda Items for Next Meeting

- Student presentation on water quality monitoring project
- 2010 work plan
- Annual activity report
- Updated draft newsletter
- Updated draft self-assessment of BWR Performance Standards
- Regular agenda items

VII. Adjournment

Motion by Johnson second by Kniech to adjourn. The motion passed unanimously.

The Board meeting was adjourned at 5:30p.m.

The next Board meeting is scheduled for 4:00 PM on Wednesday, January 13, 2010.