

Sunrise River Watershed Management Organization
Thursday, January 2, 2020
6:30 pm at East Bethel City Hall

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for November 7, 2019
5. Financial Reports
 - a. Treasurer's report
 - b. Current grants financial report from Anoka Conservation District (ACD)
6. Unfinished Business
 - a. Linwood, East Bethel and Ham Lake local water plans
 - b. City of Ham Lake cost allocation concerns
 - c. Lower St. Croix One Watershed, One Plan (1W1P) update
7. New Business
 - a. Appointments to 1W1P and Watershed Based Implementation Funding committees
 - b. Curly-leaf pondweed treatment funding
 - c. 2020 request for proposals for professional services
 - d. Update of member community contributions
 - e. 2021 budget
 - f. Financial audit
 - g. Consider amendment #2 to Carp Solutions contract for Linwood Lake Carp Study
8. Mail
9. Other
10. Invoice(s) approval
 - a. Recording Secretary January 2020 invoice \$175
11. Adjourn

Upcoming Meeting Dates

February 6, 2020 6:30 pm

Sunrise River Water Management Organization Meeting
Thursday January 2, 2020
6:30 pm at East Bethel City Hall

1. Call to order

Chair Babineau called the meeting to order at 6:35 pm.

2. Roll Call

Present: Dan Babineau, Leon Mager, Matt Downing, Sandy Flaherty, Tim Harrington, Janet Hegland, Shelly Logren

Absent: Paul Enestvedt

Audience: Jared Wagner, Anoka Conservation District (ACD)

3. Approval of Agenda

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

4. Approval of Minutes

Ms. Flaherty moved and Mr. Downing seconded to approve the November 7, 2019 minutes as written. Motion carried with Ms. Hegland abstaining.

5. Financial Reports

a. Treasurer's report

Mr. Downing reported a November ending balance of \$44,243.66 with one debit for \$175 leaving a balance of \$44,068.66. **Ms. Flaherty moved and Ms. Hegland seconded to approve the Treasurer's report. Motion carried unanimously.**

b. Current grants financial report from ACD as of December 17, 2019

- Updated Martin/Typo carp expenditures and closed the DNR grant.

6. Unfinished Business

a. Linwood, East Bethel and Ham Lake local water plans

At the November SRWMO meeting approval of the Linwood local water plan was tabled and contingent approvals were granted to East Bethel and Ham Lake. The updated status is:

Linwood - The Town Board will be considering a resolution to adopt the SRWMO plan by reference and supplement it with material in its city comprehensive plan.

East Bethel – Revised plan not yet received.

Ham Lake – Revised plan not yet received.

No SRWMO action is needed at this time.

b. City of Ham Lake cost allocation concerns

Ms. Flaherty and Mr. Downing will be attending the next Ham Lake City Council meeting to discuss possible changes to the Joint Powers Agreement (JPA). Mr. Schurbon prepared a draft breakout of proposed changes to the JPA which was sent to all parties involved. Ms. Hegland noted that much of the market value increase to Columbus is due to public land being included in the formula. She asked Mr. Schurbon to run the formula excluding public land in all member communities to see what the market values would be then. Because communities do not receive financial benefit for public land, she believes

the percentages would be much different. The consensus was that the cities themselves should be the entities requesting any changes to the JPA rather than the SRWMO Board continuing to discuss it. The City of Columbus could ask Mr. Schurbon to run the percentages excluding public lands if they chose to. Mr. Harrington said East Bethel's attorney has been given a copy of the JPA for review. It was noted that there is no clause in the JPA for non-agreement between member communities. The SRWMO's member communities all have to agree on all changes to the JPA; any proposed changes are the responsibility of member communities.

c. Lower St. Croix One Watershed, One Plan (1W1P) update

Board members were provided a summary of the 1W1P plan. A draft full implementation plan for the Lower St. Croix 1W1P, which is much more detailed, was shared with the SRWMO's representatives on the 1W1P Policy Committee.

The Board found it hard to give input on a Plan that is not complete and has not been seen. Mr. Downing helped by translating what is being asked of the member entities at this time.

- Do the activities listed sound like something the SRWMO would support? Same goes for the lakes listed.
- Should funding go toward basin-wide services or implementation?
- Do the current breakdowns benefit the SRWMO?
- Does the SRWMO agree with the breakout percentages?
 - 25% shared services
 - 45% implementation
 - 25% prioritization and analysis
 - 5% administration

Mr. Downing believes the hold up on the Plan is that it is too convoluted. The primary objective is to include items that benefit as many of the parties involved.

SRWMO board input:

- Lake Internal Loading amount is too low.
- Agree to shared services at 25% as long as 50% goes toward implementation
- Redefine shared services into implementation, i.e. collecting data falls under implementation
- In agreement with Issues and Goals
- Implementation too low
- Shared services too high
- Prioritization and Analysis too high
- Administration okay at 5%

7. New Business

a. Appointments to One Watershed, One Plan (1W1P) and Watershed Based Implementation Funding (WBIF) committees

The SRWMO has appointed representatives to One Watershed, One Plan (1W1P) and the Watershed Based Implementation Funding (WBIF) process. Mr. Schurbon would like to re-confirm these commitments for the new year and have a clear primary representative and alternate for WBIF.

WBIF

At the last SRWMO meeting Mr. Babineau and Ms. Hegland were appointed to represent the

SRWMO at the WBIF process. There needs to be one (1) representative. The second person most likely could be an alternate. The time commitment is about 4-5 meetings, likely during the daytime. Preparation for these meetings will be equally important. The meetings discuss distribution of nearly \$800,000 across the metro portions of the Lower St. Croix Watershed. The representative needs to be confident voting/deciding within the meetings.

1W1P

Mr. Enestvedt was appointed as the SRWMO representative to the 1W1P Policy Committee about a year ago. Ms. Hegland is the alternate. Both have attended meetings. It would likely be a bad idea to change representatives at this point in a process that is 80% done. It was discussed whether the current representatives are able to carry out these duties in the new year. Ms. Hegland did note that Mr. Enestvedt communicated that he was unsure of his availability to attend the WBIF and 1W1P meetings due to his change in work commitments.

Mr. Downing moved and Mr. Harrington seconded to appoint Janet Hegland as the primary representative and Paul Enestvedt as the alternate representative to both the One Watershed, One Plan Policy Committee and the Watershed Based Implementation Funding (WBIF) Committee. Motion carried unanimously.

b. Curly-leaf pondweed (CLP) treatment funding

The new SRWMO Watershed Management Plan has an action item to “*fill funding gaps for curly-leaf pondweed control by lake groups when the treatment will achieve water quality benefits and lake groups or others are major funders.*” The plan has no designated funds for this work, but there are ways through existing funding that the SRWMO could provide financial assistance.

CLP is a common, but non-native, aquatic plant. It begins growing early in the season, before ice out. Then it dies back around early July. The decomposition associated with this mid-summer die-off (senescence) can release phosphorus that fuels algae blooms. CLP is also problematic because it can grow densely, affecting native vegetation and recreation.

At least two lake groups in the SRWMO have treated CLP: Linwood Lake Association and Coon Lake Improvement District. The DNR issues permits for the treatments, helping to ensure they are needed, focused and successful. Treatment can be costly, and each group has likely spent well in excess of \$10,000 for each treatment. \$30,000 for one larger treatment would not be uncommon. These groups are always looking for financial help, but the majority of the financial burden often falls on lakeshore property owners.

CLP treatments might, but do not always, benefit lake water quality.

Mr. Mager spoke on the treatment of CLP on Coon Lake. Treatment has been ongoing since 2010. Graphs were presented showing the benefits of the treatments. The 2019 cost for CLP treatment of 28.6 acres in the Coon Lake East Basin totaled \$4,347.68. Mr. Mager asked the Board to consider spending up to \$5,000 for CLP treatment on Coon Lake.

Two bullets in Mr. Schurbon’s memo on CLP were noted:

- As curly-leaf pondweed disappears, zooplankton may lose an important refuge and may be much more susceptible to fish predation (Schriver et al. 1995).

- Despite anecdotal evidence in eutrophic lakes of reduced water quality in summer following senescence of curly-leaf pondweed, there is little evidence from experimental whole-lake treatments that suggests removing curly-leaf pondweed from these systems improves water quality (Welling 2010). In fact, removing large areas of curly-leaf pondweed (or any other plant for that matter) without replacement of voided areas with other aquatic plant species may lead to more degradation of water quality and fish habitat than leaving the infestation unmanaged (Valley et al. 2004; Kovalenko et al. 2010).

Both the pros and cons to CLP treatment were provided in a memo from Mr. Schurbon. That being said, CLP treatment in Coon Lake is a benefit. However, not all the lakes in the SRWMO would benefit from treatment. CLP treatment is a continual treatment needing consistent funding.

An appointment is set for 1/10/20 with the DNR to survey the vegetation in both the East and West basins of Coon Lake.

Mr. Downing agreed with options #1, #3 and #4, but not necessarily #2 and #5 as presented in Mr. Schurbon's memo.

1. **Make CLP treatments eligible for your current cost share program.** That program currently has a fund balance of \$3,816.53 with \$2,000 additional budgeted in 2020.

2. **Make CLP treatments eligible for your cost share grant program through lake associations, which is planned to begin in 2022.** In my opinion, including CLP treatments would significantly reduce your chances of receiving grant funds for this program. The program is aimed at lakeshore restorations.

3. **Use funding from other projects that fell through.** For example, if the SRWMO budgeted matching dollars for a specific grant but didn't receive the grant, those funds would need to be reconsidered for other work.

4. **Specify which lakes are eligible for any funding based upon their trophic state and vegetative diversity** to increase the probability of water quality improvement. Coon Lake would be the best candidate because of its lower nutrient and algae levels, and moderate native plant community. Linwood Lake would be a medium candidate because of higher nutrients and large shallow areas. Other lakes, like Martin, that have little native vegetation and high nutrient levels would be the poorest candidates.

5. **Not fund CLP treatments at this time.**

It was confirmed that CLP treatment is eligible for cost share funding, so a policy could be written with it as a cost share item. If a policy is written for use of SRWMO cost share funds for CLP treatments, it must be written to include all the lakes in the WMO. Funding wording could be “__% of project up to \$xxx.”

Mr. Downing moved and Ms. Flaherty seconded to ask ACD to develop a draft policy for use of SRWMO cost share funds for CLP treatments using Options #1, #3 and #4, as written in Mr. Schurbon's memo dated 12/17/19. Motion carried unanimously. The draft policy is to be reviewed at the next SRWMO meeting.

c. 2020 Request for proposals for professional services

The SRWMO is required to seek bids for professional services every two years. This needs to be done now for services to be provided in 2020.

Mr. Downing moved and Mr. Harrington seconded to direct Chair Babineau to create a request for proposals (RFP), send the RFP to each member community's consulting engineer, ACD, and any other entities that may want to provide services. Motion carried unanimously. Next step will be to review responses received and award a contract.

d. Update of member community contributions

The SRWMO JPA specifies that non-operating expenses are split by unique percentages that consider land area and market valuation of each community in the SRWMO. These percentages were last calculated in 2009. The SRWMO Plan calls for the percentages to be recalculated in 2020 and again in 2025. In November 2019, Mr. Schurbon ran the funding formula with the most updated available land area and market valuations on data from the Anoka County GIS Department. The new percentages of SRWMO non-operating expenses are:

Columbus – 19.17%
East Bethel – 29.99%
Ham Lake – 3.80%
Linwood Township – 47.04%

Because the 2020 budget was set using the “old” community contribution percentages, it would seem appropriate to begin applying new percentages in 2021. These new percentages have been included in the draft 2021 budget. Board members were asked to review the calculations.

Mr. Downing moved and Mr. Mager seconded to direct ACD to use the November 2019 updated community contribution percentages of Columbus – 19.17%, East Bethel – 29.99%, Ham Lake – 3.80%, Linwood Township – 47.04% for non-operating (aka work plan) expenses beginning with the 2021 budget;. Motion carried with Ms. Logren abstaining.

e. 2021 Budget

Mr. Downing moved and Mr. Mager seconded to table this agenda item. Motion carried unanimously.

f. Financial audit

The SRWMO is required to have a financial audit every five years. Upon further research and consulting with BWSR, the SRWMO'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 SRWMO needs to do an “Agreed-Upon Procedures Engagement” not 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 used 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 SRWMO.
- 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.

The full protocol can be found on the State Auditor's website.

Mr. Schurbon requested quotes for this service from five firms who are financial professionals used by each community 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.

Ms. Hegland moved and Mr. Mager seconded to authorize up to \$2,500 for an agreed upon procedures engagement by Smith Schafer and Associates. Motion carried unanimously.

g. Consider amendment #2 to Carp Solutions contract for Linwood Lake Carp Study
Carp Solutions did not get all of the contracted radio tracking done in the contract period that ended November 15, 2019. They and ACD would like to see the contract extended so radio tracking can continue. There is no additional expense and there could be significant benefits to tracking another spring of spawning movements. 20 radio tagged carp are currently in Linwood Lake. It was asked if a season of tracking was missed? Mr. Wagner will check with Mr. Schurbon.

Mr. Downing moved and Ms. Flaherty seconded to extend Amendment #2 to the Contract for Services between the Sunrise River WMO, Anoka Conservation District, and Carp Solutions LLC to June 30, 2020. Motion carried unanimously.

8. Mail

Minnesota Cities Insurance Trust (MCIT) annual meeting announcement and Certificate of Excellence for the SRWMO were received. The MCIT insurance check for \$1,433 is ready to be mailed.

9. Other

None

10. Invoice(s) approval

a. Recording secretary January 2020 invoice - \$175

Mr. Downing moved and Ms. Hegland seconded to pay the Recording secretary January 2020 invoice for \$175. Motion carried unanimously.

11. Adjourn

Ms. Hegland moved and Mr. Downing seconded to adjourn at 8:27 pm. Motion carried unanimously.

Submitted by:
Gail Gessner
Recording Secretary

Sunrise River Watershed Management Organization

Thursday, February 6, 2020

6:30 pm at East Bethel City Hall

Agenda to be finalized at meeting

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for January 2, 2019
5. Annual meeting items
 - a. Election of officers
 - b. Hear any recommendations on amendments to the JPA and watershed management plan
 - c. Set regular meeting dates through February 2021
6. Financial Reports
 - a. Treasurer's report
 - b. Current grants financial report from Anoka Conservation District (ACD)
7. Unfinished Business
 - a. Linwood, East Bethel and Ham Lake local water plans
 - b. SRWMO Natural Resources Improvement Grants Policy Update
8. New Business
 - a. 2019 work results from Anoka Co Water Resource Outreach Collaborative (AWROC)
 - b. 2019 work results report from ACD
 - c. 2020 proposals for professional services
 - d. 2021 budget
 - e. SRWMO boundary update with Rice Creek Watershed District
 - f. Authorize representative to approve Lower St. Croix 1W1P for 60-day review
 - g. New Clean Water Fund grant for carp management
9. Mail
10. Other
11. Invoice(s) approval
 - a. Recording Secretary invoice
12. Adjourn

Upcoming Meeting Dates

To be determined at the Feb. 6, 2020 SRWMO meeting

Sunrise River Water Management Organization Meeting
Thursday February 6, 2020
6:30 pm at East Bethel City Hall

1. Call to order

Chair Babineau called the meeting to order at 6:35 pm.

2. Roll Call

Present: Dan Babineau, Tim Harrington, Janet Hegland, Shelly Logren, Tim Petersen

Absent: Paul Enestvedt, Leon Mager, Sandy Flaherty, Matt Downing

Audience: Rick Krueger, Coon Lake Improvement District
Jamie Schurbon, Anoka Conservation District

3. Approval of Agenda

Ms. Hegland moved and Ms. Logren seconded to approve the agenda as presented. Motion carried unanimously.

4. Approval of Minutes

Ms. Hegland moved and Ms. Logren seconded to approve the January 2, 2020 minutes as written. Motion carried unanimously.

5. Annual Meeting Items

a. Election of Officers

Mr. Peterson moved and Mr. Harrington seconded to keep the 2019 officers for 2020 including Mr. Babineau as chair, Mr. Downing as treasurer, Mr. Enestvedt as secretary, and Mr. Mager as vice chair. Motion carried unanimously.

b. Hear any Recommendations on Amendments to the JPA and Watershed Management Plan

Ms. Hegland stated that the City of Columbus is looking at updates wanted to the SRWMO joint powers agreement. She noted two specific changes to be considered: the need for a method to resolve conflict when the cities are not unanimous and reexamining the funding formula with respect to public lands. The JPA is over 30 years old, so additional updates are likely warranted.

Ms. Hegland described that the City of Columbus will be doing an analysis to explore removing public land from the SRWMO funding formula for non-operational expenses. Using the current formula, each community's percent contribution toward non-operating expenses is:

$$[(\text{party's area within SRWMO}/\text{SRWMO area}) + (\text{party's market valuation within SRWMO}/\text{SRWMO market valuation})]/2$$

Columbus is concerned that large areas of that city within the SRWMO are public lands that do not generate tax revenue and where the SRWMO does little water management. Ms. Hegland described that Columbus levies only those residents within the SRWMO for SRWMO expenses. Therefore, the expense of a relatively large land area is borne by relatively few residents.

It was discussed that other communities, especially Linwood Township, also have an abundance of land. There were questions about whether public waters would be considered part of "public lands." Ms. Hegland stated that the analysis that Columbus will do will be exploratory and will include all areas of the SRWMO so that implications of any change for all the communities can be seen. The data will be shared with all the communities. It is estimated the analysis will be done in a few months.

c. Set regular meeting dates through February 2021

Mr. Peterson moved and Ms. Hegland seconded to approve the following SRWMO meeting dates: In 2020 April 2, May 7, September 3, November 5 and in 2021 January 7 and February 4. These meetings will be 6:30pm at East Bethel City Hall. Motion carried unanimously.

5. Financial Reports

a. Treasurer's report

In the absence of the treasurer, Mr. Schurbon read from the January SRWMO bank statement. Starting balance was \$44,068.66 with three deposits of \$44,617.00 and three debits of \$19,596.40. January ending balance was \$69,089.26. **Ms. Hegland moved and Ms. Logren seconded to approve the Treasurer's report. Motion carried unanimously.**

Mr. Schurbon described that East Bethel Finance Director Mike Jeziorski, Treasurer Downing and he had modified the SRWMO ledger which is managed by Mr. Jeziorski. Columns were added to clearly show the SRWMO's undesignated reserve fund. The entire bank balance at the end of 2019 of \$23,213.76 was moved from the general fund to the reserve fund column. All new revenues received for 2020 are placed in the general fund, and expenditures in 2020 will be debited from the general fund unless otherwise specified. This change serves two purposes: to clearly be able to compare budgeted and expended amounts within each year and to transparently manage the undesignated reserve fund.

Mr. Schurbon noted that the recently-approved SRWMO Watershed Management Plan requires the SRWMO to keep an undesignated reserve fund capped at 30% of average annual expenditures. Average annual expenditures over the next 10 years are \$54,000, therefore the reserve should not exceed \$16,200. The current reserve is \$23,213.76 or \$7,013.76 above target. The board agreed to discuss this item later in the meeting during 2021 budgeting.

b. Current grants financial report from ACD

Mr. Schurbon reviewed the grants financial report from ACD dated January 24, 2020. He noted that a new carp management grant has been received by the ACD for work in 2020-2022 at Linwood, Martin and Typo Lakes. For that grant the SRWMO committed match of \$28,500 which comes from already-budgeted or already planned funds. Updates on other grants involving the SRWMO were also reported.

6. Unfinished Business

a. Linwood, East Bethel and Ham Lake local water plans

At the November SRWMO meeting approval of the Linwood local water plan was tabled and contingent approvals were granted to East Bethel and Ham Lake. Since that time East Bethel and Ham Lake have not submitted anything new to address the contingencies. Linwood has submitted an approved resolution adopting the SRWMO Watershed Management Plan. The resolution includes a list of tasks the township will complete as part of implementation of the plan, as required. Additionally, the township provided a draft of its comprehensive plan that contains a local water management chapter to supplement its adoption of the SRWMO Plan. Mr. Schurbon stated he had reviewed these materials and found them to be consistent with the SRWMO's requirements for local water plans.

Ms. Hegland moved and Ms. Logren seconded to approve the Linwood Township Local Water Management Plan within the Linwood Township Comprehensive Plan and Linwood's resolution adopting the SRWMO plan by reference. Motion carried unanimously.

b. SRWMO Natural Resources Improvement Grants Policy Update

At the last SRWMO meeting the board discussed making curly-leaf pondweed treatments an eligible project type for the SRWMO's cost share incentive grants. At that time the board directed Mr. Schurbon to create this draft addition to its existing policy. Mr. Schurbon presented that draft policy. Discussion ensued regarding whether curly-leaf pondweed treatments should be eligible for incentive grants. Ms. Hegland voiced concern that these treatments could consume most or all of the available funds, leaving little for other project types.

Mr. Peterson moved to allow grants for curly-leaf pondweed treatments up to \$1,200.

Ms. Hegland offered an amendment to the motion that the policy would be revisited in one year.

Mr. Peterson accepted the amendment.

The motion died due to lack of a second.

Discussion resumed. Mr. Babineau expressed concern about investing funds into curly-leaf pondweed treatments when any water quality benefits vary by lake and do not always occur. He favors making water quality benefit the metric by which fund expenditures are judged, not recreational suitability due to invasive weed reduction.

Mr. Babineau moved that curly-leaf pondweed treatments may be eligible for SRWMO cost share grants, but must be reviewed on a case-by-case basis.

The motion died due to lack of a second.

Ms. Logren noted that Mr. Mager, who is not present at the meeting, initiated this discussion and may have further input. **Mr. Babineau moved and Mr. Harrington seconded to table further discussion to the next SRWMO meeting. Motion carried unanimously.**

7. New Business**a. 2019 Work Results from Anoka Co Water Resource Outreach Collaborative (AWROC)**

Mr. Schurbon reviewed a summary of work done in 2019, including specific work in each SRWMO community. The program is hosted at the Anoka Conservation District. Its purpose is to provide water resource outreach across multiple watershed organizations and cities to avoid duplication, create consistent messaging and increase efficiency. Work occurred in every SRWMO community in 2019.

b. 2019 Work Results Report from ACD

Mr. Schurbon reviewed the draft SRWMO chapter of the 2019 Anoka Water Almanac. Results discussed included water monitoring, water quality improvement projects and others.

c. 2020 Proposals for Professional Services

At its January 2, 2020 meeting the SRWMO authorized a request for proposals (RFP) for 2020 professional services. The RFP was sent to each member community with a request that they provide it to their consulting engineering firm. The RFP was also provided to the Anoka Conservation District. One response was received from the Anoka Conservation District totaling \$25,851.

Ms. Hegland moved and Ms. Logren seconded to accept ACD's proposal for 2020 professional services. Motion carried unanimously.

Mr. Schurbon provided a draft contract for the RFP work tasks. The contract language is based on the RFP language and consistent with previous years' contracts between ACD and the SRWMO.

Ms. Hegland moved and Ms. Logren seconded to approve the contract for services between the SRWMO and ACD for 2020 water monitoring and management to include the RFP tasks and additionally:

\$13,430 for water quality projects (planned match for a carp management grant)

\$2,000 for the SRWMO cost share grant fund

\$370 for the county-wide outreach coordinator position housed at ACD

The contract total is \$41,651.00.

Motion carried unanimously.

d. 2021 Budget

A draft 2021 budget was reviewed. The board discussed that the SRWMO's undesignated reserve fund is presently \$7,013.76 over the maximum amount set in the SRWMO Watershed Management Plan.

Mr. Babineau moved and Mr. Peterson seconded to reduce the 2021 budget request of the cities by \$7,013.76 to spend down SRWMO undesignated reserves. Motion carried unanimously. Mr. Schurbon was directed to insert rows in the budget clearly showing that this is a reduction in requested funds from the communities but not a reduction in anticipated expenditures. The reduction will be to both operating and non-operating expenditures. Each of those categories will be reduced in proportion to the amount of the budget that those two categories currently occupy. For example, if operating expenses are 26% of the draft budget then 26% of the \$7,013.76 shall be used to reduce operating funds requests of the communities.

The board discussed the SRWMO Cost Share Grant Fund line item in the budget for \$2,500. It was noted that this program has a current balance of \$3,816.53 to provide incentive grants for natural resources improvement projects. No grants from this fund were issued in 2019. It was suggested to not contribute additional funds at this time. Mr. Schurbon stated that the SRWMO is planning greater outreach to get residents interested in lakeshore restoration, and the cost share incentive grants are an important component of that effort. Demand for the dollars may increase. Consensus of the board was that if demand for the grants exceeded available funds the SRWMO could use undesignated reserve funds. **Ms. Hegland moved and Mr. Babineau seconded to reduce the SRWMO Cost Share Grant Fund line item from \$2,500 to \$0. Motion carried unanimously.**

Mr. Babineau moved and Mr. Peterson seconded to send the modified draft budget to member communities for ratification. Motion carried unanimously.

e. SRWMO Boundary Update with Rice Creek Watershed District (RCWD)

The RCWD provided a memo explaining that they had examined the hydrologic boundary between the SRWMO and RCWD. Several areas warranting updates were found. The RCWD is requesting the SRWMO's concurrence with this new hydrologic boundary. At a later date the RCWD or others would petition the State to revise the jurisdictional boundaries in accordance with this hydrologic boundary.

Mr. Schurbon stated he examined the suggested revisions to the hydrologic boundary using LiDAR elevation data and available stormwater conveyance data. He found the RCWD revised hydrologic boundary appeared accurate.

Ms. Hegland moved and Ms. Logren seconded to concur with the RCWD revised hydrologic boundary between the SRWMO and RCWD. Motion carried unanimously.

f. Authorize Representative to Approve Lower St. Croix 1W1P for 60-Day Review

The memorandum of agreement that created that 1W1P Policy Committee states that each member (i.e. governing board like the SRWMO board) be part of making 1W1P plan approvals. The plan will be considered for release for a 60-day review period soon. Rather than have the entire SRWMO board involved in this action, the SRWMO can designate a representative to do so. Consensus was that approving the draft plan's distribution for a comment period can be done by a representative, and the SRWMO board would wish to review the plan during the comment period.

Mr. Babineau moved and Mr. Harrington seconded to authorize the SRWMO's representatives to the Lower St. Croix 1W1P process, Janet Hegland and alternate Paul Enestvedt, to vote at 1W1P Policy Committee meetings on behalf of SRWMO regarding approving the draft and final Lower St. Croix Comprehensive Watershed Management Plan. Motion carried unanimously.

Ms. Hegland discussed questions about liability during implementation of the 1W1P. She plans to ask the League of Minnesota Cities for an opinion. Specifically, she would like to know if in a joint powers collaboration liability stops with the signatories of that agreement (like the SRWMO), or if that liability would also trickle down to the SRWMO member communities.

g. New Clean Water fund Grant for Carp Management

Mr. Schurbon described a new State Clean Water Fund grant secured for carp management in Linwood, Martin and Typo Lakes during 2020-2022. The Anoka Conservation District is the grant recipient and will manage the project. The SRWMO, Martin Lakers Association and Linwood Lake Improvement Association are all collaborators who are contributing matching funds. The board requested an update on the work plan for the new carp management plan at the next meeting.

8. Mail

Minnesota Cities Insurance Trust (MCIT) bulletin was received.

9. Other

None

10. Invoice(s) approval

a. Recording secretary February 2020 invoice

The Recording Secretary was absent, so no payment is warranted.

It was discussed that when Anoka Conservation District staff take minutes it uses contracted administrative hours that were budgeted for other purposes. Ms. Hegland suggested the recording secretarial fee for this meeting be added to ACD's contract. Mr. Schurbon replied that the action could be considered later in the year if administrative hours are all consumed.

11. Adjourn

Ms. Hegland moved and Mr. Peterson seconded to adjourn at 8:35 pm. Motion carried unanimously.

Submitted by: Jamie Schurbon

Sunrise River Watershed Management Organization

Thursday, April 2, 2020

6:30 pm

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

ATTEND ONLINE using Zoom by clicking this link: <https://zoom.us/j/567725895>

OR

ATTEND BY CONFERENCE CALL by dialing either +1 301 715 8592 OR +1 253 215 8782, then when prompted enter meeting ID 567 725 895.

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

The regular meeting location, East Bethel City Hall, is closed to the public, however a SRWMO representative will be present at the building entry to assist anyone who mistakenly shows up.

Agenda to be finalized at meeting

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for January 2, 2019
5. Financial Reports
 - a. Treasurer's report
 - b. Current grants financial report from Anoka Conservation District (ACD)
6. Unfinished Business
 - a. SRWMO Natural Resources Improvement Grants Policy Update
 - b. Lower St. Croix One Watershed One Plan (1W1P) update
 - c. Agreed upon procedures engagement update
 - d. Carp management update
 - e. 2021 budget ratifications by cities update
7. New Business
 - a. New community events display, concept to be presented by ACD
 - b. Insurance coverage review
8. Mail
9. Other
10. Invoice(s) approval
 - a. Recording Secretary invoice
 - b. ACD invoice 1 of 3 for water monitoring and management
11. Adjourn

Upcoming Meeting Dates

May 7, September 3, November 5

Sunrise River Water Management Organization Meeting
Thursday April 2, 2020
Meeting was held remotely due to the Covid-19 pandemic.

1. Call to order

Vice Chair Mager called the meeting to order at 6:37 pm.

2. Roll Call

Present: Leon Mager, Matt Downing, Sandy Flaherty, Tim Harrington, Janet Hegland, Shelly Logren, Paul Enestvedt

Absent: Dan Babineau

Audience: Jamie Schurbon, Anoka Conservation District (ACD)
Rick Krueger, Coon Lake Improvement Association (CLIA) Member

3. Approval of Agenda

Ms. Flaherty asked that #4 Approval of Minutes be corrected to February 6, 2020. Mr. Schurbon asked that an additional item be added under #6 Unfinished Business Item F. Coon and Martin Lakes Retrofits Project Update.

Mr. Downing moved and Mr. Harrington seconded to approve the agenda as amended. Mager yes, Downing yes, Enestvedt yes, Harrington yes, Flaherty yes, Hegland yes, Logren yes. Motion carried unanimously.

4. Approval of Minutes

Mr. Schurbon noted one change to the minutes on page 4, Item 7 C. the contract total is \$41,651.

Mr. Harrington moved and Mr. Enestvedt seconded to approve the February 6, 2020 minutes as amended. Mager abstain, Downing abstain, Enestvedt yes, Harrington yes, Flaherty abstain, Hegland yes, Logren yes. Motion carried.

5. Financial Reports

A. Treasurer's report

Mr. Downing reported a March beginning balance of \$69,089.26 with two debits \$2,691.50 and \$175 leaving a balance of \$71,605.76.

Ms. Flaherty moved and Ms. Hegland seconded to approve the Treasurer's report. Motion carried unanimously.

Ham Lake has paid it's second payment for the 2020 budget.

Mr. Downing suggested that a budget versus actual expenditures comparison may not need to be presented in the future because of the way the SRWMO's ledger has been reconfigured to show current year budget and expenses.

Mr. Harrington moved and Ms. Hegland seconded to approve the Treasurer's report as presented. Mager yes, Downing yes, Enestvedt yes, Harrington yes, Flaherty yes, Hegland yes, Logren yes. Motion carried unanimously.

B. Current grants financial report from ACD as of December 17, 2019

Mr. Schurbon reported:

- Added 2020 contribution of \$2,000 to SRWMO cost share grant fund for landowners bringing the current fund balance to \$5,816.53.

Ms. Hegland clarified that the Board agreed to include the \$2,000 SRWMO cost share grant fund amount for 2020, not 2021. The February 6, 2020 minutes were reviewed; Ms. Hegland was correct, the \$2,000 Cost Share Grant Fund contribution is for 2020, not 2021.

6. Unfinished Business

A. SRWMO Natural Resources Improvement Grants Policy Update

At the February SRWMO meeting this topic was tabled. The primary question is, “does the SRWMO want to revise its policy to allow curly-leaf pondweed (CLP) treatments as an eligible project? Per the February minutes, *“Mr. Babineau expressed concern about investing funds into curly-leaf pondweed treatments when any water quality benefits vary by lake and do not always occur. He favors making water quality benefit the metric by which fund expenditures are judged, not recreational suitability due to invasive weed reduction.”*

Mr. Mager stated on Coon Lake CLP management has coincided with lake phosphorus decreases. Mr. Downing noted that that is not necessarily the case for other lakes. It was asked how Mr. Mager knew that CLP treatment has lowered phosphorus? Mr. Mager has treatment data to support his statement.

Ms. Hegland did some research and found a statement from the DNR that states water quality is not consistently improved for lakes by CLP treatment. Mr. Downing said he did not have an issue with lakes being reviewed on a case-by-case basis for grants for CLP treatment. He wished to avoid funding for treatments of >15% of the lake area, which are only rarely granted a permit by the MN DNR. It was suggested the policy could be amended to read that CLP treatments could be eligible for SRWMO cost share grants for specific lakes where there is data to suggest it will improve water quality and the treated area will be less than 15%. Ms. Hegland wants to stay away from grants for CLP treatment because it may appear that the water quality funds are being used for work that is primarily for recreational access.

Ms. Hegland moved and Mr. Enestvedt seconded to not update the policy and to leave it written as is, excluding CLP from SRWMO cost share grant eligibility. Mager no, Downing no, Enestvedt yes, Harrington no, Flaherty no, Hegland yes, Logren yes. Motion was defeated.

Ms. Hegland said its too hard to justify that it will help with water conditions on all lakes unless it can be proven to result in improvement. Linwood Lake has two variables being managed simultaneously for water improvement (carp removal and CLP treatment) so it is difficult to determine which is responsible for water quality improvements. Coon Lake only has one variable being actively managed. Mr. Schurbon noted Coon and Linwood Lakes are supported by lake associations doing treatment programs.

Mr. Downing asked if Ms. Hegland would be agreeable if Coon Lake is written as eligible because there is data supporting the benefits of CLP treatment for water quality and other lakes be reviewed

after X number of years of treatment? Ms. Hegland said CLP treatment is not a project for the SRWMO to take care of, it should be addressed by lake associations.

Mr. Downing moved and Ms. Flaherty seconded to amend the SRWMO Natural Resources Improvement Grants Policy to be amended to include, “Curly-leaf pondweed treatments are eligible at Coon Lake and other lakes to be considered on a case-by-case basis after as history of CLP treatments have occurred and there have been water quality benefits.” Mager yes, Downing yes, Enestvedt yes, Harrington yes, Flaherty yes, Hegland no, Logren yes. Motion carried.

B. Lower St. Croix One Watershed One Plan (1W1P) update
This was an informational item with no action needed.

Mr. Schurbon reported:

- A draft plan is complete and was provided to Board members for review. Any comments can be made individually or be sent to Mr. Schurbon who will then provide them for review at the May 7th SRWMO meeting.
- The 1W1P Policy Committee has selected a joint powers collaboration, not a joint powers entity.

Ms. Hegland asked if the draft plan also needs to be reviewed by the member communities? Mr. Schurbon stated the communities have been invited to review and comment.

C. Agreed upon procedures engagement update

The SRWMO previously authorized expenditure for an audit-like agreed upon procedures engagement (AUPE) to be done. Because the Upper Rum River WMO is required by the State to do the same process, Mr. Schurbon delayed ordering the work until the URRWMO decided on a firm. At least one firm indicated they may have a reduced price if they were doing both the URRWMO and SRWMO.

The URRWMO is planning to have Mike Pophal, CPA (who is the accountant for the City of Nowthen) do an audit instead of the AUPE. Mr. Schurbon contacted the State Auditor who said they would accept an audit instead of the AUP.

Mr. Schurbon asked Mr. Pophal if he would also do an audit for the SRWMO. Mr. Pophal has indicated he will do an audit for less than \$1,000, compared to up to \$2,500 which was the lowest of five firms asked for an AUPE quote.

The SRWMO can consider between these two options:

1. AUPE by Smith-Schafer Associations for \$2,000-\$2,500 (this was already approved) or
2. Audit by Michael Pophal for \$1,000 or less.

It was suggested that in the audit agreement a deadline will be written for work to be completed within the next two months.

Mr. Downing moved and Ms. Flaherty seconded to authorize Chair Babineau or Treasurer Downing to authorize Mike Pophal, CPA to proceed with an audit for the SRWMO with a

May 7, 2020 deadline for an amount not to exceed \$1,000 for the audit with payment to be made after the audit is delivered. Mager yes, Downing yes, Enestvedt yes, Harrington yes, Flaherty yes, Hegland yes, Logren yes. Motion carried unanimously.

D. Carp management update

Work under the new carp management grant is coming together. However, actual work may be delayed due to the COVID-19 restrictions. Also, work has not begun because an agreement has not yet been reached with the State on “project assurances”.

Update on carp management services contracting

Mr. Schurbon met with representatives from three firms offering carp management services: Carp Solutions, WSB Associates, and Wenck Associates. A major take-away from those meetings and from discussions with colleagues metro-wide is that the SRWMO should diversify its approaches – box netting alone is unlikely to achieve the goals because the carp learn to avoid them. Carp Solutions is well positioned to provide box netting services. No one else provides this. They recommend we use 10 nets simultaneously and do this twice per year. We discussed several other methods too but found that they were not within budget.

Mr. Schurbon has been negotiating a contract with Carp Solutions. Costs are higher than previous years, but ways are being found to reduce the contract by having volunteers and ACD staff do more of the work. Carp Solutions has been an outstanding partner in the past. Presently, it appears that ACD will consider a contract with Carp Solutions for box netting Martin Lake in 2020. There would be ten nets which would be sprung twice with one month between net springing. Mr. Schurbon has discussed this approach with leaders of the Martin Lakers Association and they are supportive.

WSB is well positioned to provide seine netting services in collaboration with a commercial fisherman. In the past the SRWMO has tried to get a commercial fisherman to net these lakes; nothing happened. Now, WSB seems to be overcoming some of the obstacles for commercial fishermen by buying a fish transport and processing facility. They are also trying to become a trusted source of work for the commercial fisherman. ACD has executed a \$30,686 contract with WSB. It includes:

- Seining of Linwood Lake at ice out if a school with radio-tagged carp being tracked holds together. However, work may not occur due to pandemic circumstances.
- Seining Typo Lake in the fall by “herding” the carp down the entire length of the lake using underwater speakers.

Martin Lake was left out of this contract because there is a good network of volunteers to do box netting there and it’s not ready to invest that much in the commercial fishing option.

The third firm Mr. Schurbon met with was Wenck. They provided excellent insight into carp management. However, they are not ready or equipped to provide carp removal services at this time.

Update on the grant contract finalization

No work can begin until the State finalizes the grant contract and work plan. All grant projects are required to have “project assurances” that the project will be maintained. Mr. Schurbon asked the SRWMO to enter a memorandum of agreement to help on this front.

BWSR has concerns about how “assurances” will work with an in-lake project like carp management. Writing the assurances for more typical construction projects is easy. It’s difficult to write the “operations and maintenance” for carp management.

BWSR is requiring that ACD enter into an agreement with the State that outlines “project assurances” as grant recipient. That agreement will refer to an operations and maintenance document that ACD will develop throughout the project. The ACD board will consider the “project assurances” agreement with BWSR in April.

BWSR has also suggested that the SRWMO, as a major project partner, enter into a similar agreement with ACD. A draft agreement in the form of a Memorandum of Agreement (MOA), was provided. The agreement walks a line between expressing the SRWMO’s backing of this work without creating an endless commitment to uncertain tasks in the future.

If the SRWMO were to approve this agreement, the tasks and expense seem relatively predictable. The most likely task is carp surveys to determine that the carp population is being maintained. That might happen every few years. The SRWMO already has funds in its watershed management plan for this work - \$2,000 in 2023 and \$4,500 in 2025. If additional carp harvests were needed, the SRWMO has \$25,500 in its plan for 2026-2027 for “projects identified in its guidance documents” (including the carp management feasibility studies). In truth, we’re not predicting that much of this will be needed at all. Our feasibility study from by Dr. Przemek Bajer states little “maintenance” is likely.

The SRWMO can have trust that the lake associations and ACD have already committed financially to these projects and have funds to do so again in the future. Martin Lakers Association recently raised nearly \$2,000 for their water quality fund, which has been used frequently in recent years for carp work. That fund has over \$8,000. The Linwood Lake Association is holding several fundraisers per year.

Mr. Downing stated the SRWMO would be unable to provide guarantees requested by BWSR. He expressed concerns that BWSR requirements are vague for these in-lake projects. He noted that this form of assurances has not been required by BWSR in the past. Mr. Schurbon stated that if the SRWMO signed the proposed agreement, it would be in a supporting role to ACD. ACD is the grant recipient and ultimately responsible.

Mr. Mager asked if carp goals are met, does that mean the expectation is that the carp population is to remain the same in future years? How can that be accurately measured over the next 10 years? Even if ACD does the maintenance of carp population “maintenance of carp” is undefinable.

Mr. Schurbon said BWSR will require ACD to create a maintenance plan for the carp project. BWSR can review the plan but ACD has approval authority. That plan will define carp maintenance. Ms. Hegland does not recommend that the SRWMO sign the Memorandum of Agreement (MOA). She noted that ultimately the project assurances responsibility is ACD’s, as grant recipient. She suggested a different format, such as a letter of commitment may be more appropriate. She asked to have a lawyer review the MOA.

Mr. Schurbon said BWSR suggested the SRWMO sign an agreement with ACD to show collaboration on project maintenance. The SRWMO is already a major project collaborator and the project is a high priority in the SRWMO's Watershed Management Plan. Additional discussion ensued about the difficulty of defining "maintenance" for in-lake projects and concern that BWSR's future interpretations of it will create a large liability for the ACD or SRWMO. The Board questioned whether BWSR would take back the grant if the ACD and SRWMO did not sign these "project assurances" agreements.

Mr. Downing moved and Janet Hegland seconded to not sign the Memorandum of Agreement at this time, but to have legal counsel review it for liability of the SRWMO and to provide different wording if warranted. Ms. Logren suggested not having an attorney review the MOA, but rather motion to not sign the agreement. **Mager yes, Downing yes, Enestvedt yes, Harrington yes, Flaherty yes, Hegland yes, Logren yes. Motion carried unanimously.**

Mr. Mager suggested a trend analysis be done on each lake for: Money spent on each lake, number of carp and phosphorus as this may show lake quality improvement for the three lakes. Mr. Schurbon said that lake water quality trend analyses are already being done. After discussion, Mr. Mager dropped his request.

E. 2021 budget ratification by member communities update

Mr. Schurbon reported East Bethel and Ham Lake have ratified the SRWMO 2021 draft budget. Ms. Hegland reported Columbus is waiting for the revised analysis with public land removed. There won't be ratification discussion until a revised analysis is completed by Columbus. Mr. Schurbon noted that if the community contribution percentages are changed in the Joint Powers Agreement (JPA), is unlikely to be complete in time for the 2021 budgeting but may be for the 2022 budget. No response has been received from Linwood; Mr. Schurbon will follow-up with an email. Once Linwood and Columbus ratify it, the SRWMO can approve the budget.

F. Coon and Martin Lakes retrofits project update

Background

The SRWMO is the recipient of a \$156,000 FY2019 Watershed Based Funding grant that included three projects: a) lakeshore restoration outreach (\$1,925 including match), b) Linwood Lake carp feasibility study (\$23,892), and c) Martin and Coon Lakes retrofits (\$146,608). The SRWMO has chosen ACD to serve as fiscal agent and to lead the projects.

The Coon and Martin Lakes retrofits project are reaching an important stage. Three projects are identified, concept designs are done, water quality benefits have been modeled, and basic cost estimates exist. Each project will treat stormwater before it reaches the lake.

Action Needed

Review the project concepts and instruct ACD to proceed with full designs. At the May SRWMO meeting the SRWMO can proceed to approval of construction bidding.

Financial Summary

Funds available for construction \$109,108

Construction cost estimates:

228th Place Stormwater pond	\$ 46,399
230th Avenue stormwater pond	\$ 23,219
4417 Channel Lane rain garden	\$ 21,000
Contingency (17%)	<u>\$ 18,490</u>
Balance	\$ 0

Conclusion: Available funds appear sufficient to construct all three projects.

Grant Deliverables Summary

These projects will meet the promised grant deliverables. The grant work plan specifically mentions construction of the two stormwater ponds, plus additional rain gardens or other BMPs that were previously identified. Consistent with the grant work plan, there are projects benefiting both Martin and Coon Lakes. Together the three proposed projects will reduce suspended solids by 2,100 lbs./yr. and phosphorus by 5.4 lbs./yr.

Timeline

This project is on or ahead of schedule. The grant work plan called for construction completion in 2021. ACD would like to bid construction in 2020 for construction in late 2020 or early 2021.

Project Selection Process

ACD considered 21 candidate projects, nearly all of which were previously identified and ranked in a subwatershed assessment study. Of these, seven had the most favorable cost-benefit ratio (pounds of pollutant removed per dollar spent). Owners of these sites were approached.

The three selected projects had interested owners. The 228th Place and 230th Avenue stormwater ponds are owned by Linwood Township and were the first and second most cost effective in a previous subwatershed assessment study of Martin Lake’s direct drainage area. The 4417 Channel Lake rain garden site has an enthusiastic landowner. That project ranked first in cost effectiveness amongst non-lakeshore restorations in a Coon Lake subwatershed assessment study.

A fourth project site, a rain garden at Coon Lake, is interested but was not selected. That site on East Front Boulevard would require substantial tree clearing and the landowner is not yet willing to commit to ownership and maintenance.

Board members were provided with detailed concepts for each project.

Mr. Mager noted that a holding pond model is being used as a model for the rain garden. Mr. Schurbon said that is correct and that model is used to estimate phosphorus reductions. Ms. Hegland added that the stormwater ponds are designed to collect sediments and phosphorus also. Following discussion, the board instructed ACD to continue with the design of these projects.

7. New Business

A. New community events display, concept to be presented by ACD

One of ACD’s contracted tasks for the SRWMO is to create a new SRWMO display for community events. Presently, the SRWMO’s display is a fuzzy tri-folded base on which laminated photos and text are attached to it by Velcro. It’s outdated and not especially professional.

A new concept is provided for consideration. It was done by Emily Johnson from the Anoka County Water Resources Outreach Collaborative. If the concept is approved, Emily will make a full design to be reviewed and refined. Finally, it will go to print.

Recommended display:

- Large roll-up style display about the SRWMO. 33” wide by 80” tall size.
- If funding remains, create a small (24”x40”) display about SRWMO priority waters and projects that have been done.

Styling of the SRWMO display(s) will be consistent with 11 other topic-specific displays that have already been created by the ACD. These can be checked out by the SRWMO at no cost, turning the single panel display into multiple panels of your choosing for each event.

Topics of the other displays are:

- Backyard habitat
- Invasive species
- Lakeshore restoration
- Natural resource threats
- Open space protection
- Rain gardens
- Riverbank stabilization
- Water conservation
- Wetlands
- Ecological health

Consensus of the SRWMO Board was to move forward with the proposed signage concept.

B. Insurance coverage review

Ms. Gessner gave a brief background on how the SRWMO received insurance coverage from MCIT.

The IWIP process has prompted some questions about the SRWMO’s insurance. Mr. Schurbon researched these questions, and answers are below.

Does the SRWMO insurance coverage meet the statutory liability exposure of \$1.5M?

Ans: Yes. Policy declarations has liability coverage of \$1.5M per occurrence.

Should the SRWMO policy specifically name the board members? Columbus’ city insurance does not cover a councilmember’s actions as part of a joint powers organization.

Ans: The SRWMO does have coverage for board members. Coverage article 2, part D is “public employees’ liability” at \$1.5M per act. It covers both employees and board members.

Ans: MCIT recommends against specifically naming board members on the policy. Reason #1: This would restrict the coverage. By not naming them, anyone acting in an official capacity for the WMO is covered. Reason #2: It’s administratively simpler. It eliminates need to call MCIT whenever there is a board member change. And it eliminates the risk of having an uncovered board member if MCIT is not notified.

Does SRWMO have unneeded coverage?

Need auto insurance (uninsured and underinsured motorists, and auto liability including hired and non-owned auto)?

Ans: This coverage is bundled into every MCIT insurance policy. You can't cherry-pick it out, and you should not because there is some exposure to underinsured motorists or non-owned autos. For example, if a board member was driving a personal car during WMO duties and got into an accident. In that instance, if damages exceeded personal insurance coverage, then the WMO or the WMO's insurance might need to pay.

Ans: Each year MCIT has the SRWMO fill out a rate assessment survey upon which premiums are based. On it, the SRWMO lists that it owns no autos, and therefore its premiums for auto coverages are very low.

Need public employees' liability and employee benefits liability?

Ans: This coverage is for employees and board members. Because the SRWMO's annual rate assessment indicates there are no employees, rates are lower.

Should the SRWMO do a little insurance shopping? The League of MN Cities offers insurance to WMOs too.

Ans: The board can decide. In the past, MCIT costs (your current insurer) were lower than the League of MN Cities. In 2012 the SRWMO switched from the League of MN Cities insurance (\$2,429 premiums in 2011) to MCIT (\$1,646 premiums in 2012). The SRWMO had to apply to, and be accepted by, MCIT. The 2020 MCIT premium is \$1,433. From 2012 to 2020 MCIT premiums have varied from \$1,349 (2019) to \$1,859 (2015), with an average of around \$1,603. All of these MCIT costs are >\$500 savings over the League of MN Cities 2011 cost.

Ans: While the SRWMO is required to get bids for "professional services" every two years, there is not a similar requirement for insurance shopping. The board may choose to do so at any time.

Ms. Hegland said she will get an insurance quote from LMCIT and bring the information to the May meeting. Mr. Schurbon will send Ms. Hegland the Coverage and Declarations section of its current insurance policy.

8. Mail

None

9. Other

Neither Ms. Hegland nor Ms. Logren will be able to attend the May 7, 2020 meeting.

10. Invoice(s) approval

A. Recording secretary April 2020 invoice - \$175

Mr. Downing moved and Mr. Harrington seconded to pay the Recording secretary April 2020 invoice for \$175. Mager yes, Downing yes, Enestvedt yes, Harrington yes, Flaherty yes, Hegland yes, Logren yes. Motion carried unanimously.

B. ACD Invoice #2020042 payment 1 of 3

Mr. Schurbon noted two errors on the invoice payments. First, the invoice shows payments one and two are "paid" but this is incorrect. Second, the invoice was not correctly divided into thirds for the

three payments; the payment amount was \$167 too much. Because a check has already been cut for \$14,050.33 for payment 1 of 3, Payment 2 will be \$13,800.34 and Payment 3 will be \$13,800.33.

Ms. Hegland reminded members that Columbus said it would not pay any line items for costs for participation in 1W1P.

Mr. Downing moved and Ms. Hegland seconded to pay ACD Invoice #202042 payment 1 of 3 for \$14,050.33. Mager yes, Downing yes, Enestvedt yes, Harrington yes, Flaherty yes, Hegland yes, Logren yes. Motion carried unanimously.

11. Adjourn

Mr. Harrington moved and Ms. Hegland seconded to adjourn at 8:40 pm. Mager yes, Downing yes, Enestvedt yes, Harrington yes, Flaherty yes, Hegland yes, Logren yes. Motion carried unanimously.

Submitted by:
Gail Gessner
Recording Secretary

Sunrise River Watershed Management Organization

Thursday, May 7, 2020 6:30 pm

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

ATTEND ONLINE using Zoom by clicking this link:

<https://us02web.zoom.us/j/88379354492?pwd=ZVBsRzFUUXRKNnZMSmhTckJHSFBEUT09>

Meeting ID: 883 7935 4492 Password: 522201

OR

ATTEND BY CONFERENCE CALL by dialing

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

Meeting ID: 883 7935 4492 Password: 522201

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

Agenda to be finalized at meeting

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for April 2, 2020
5. Financial Reports
 - a. Treasurer's report
 - b. Current grants financial report from Anoka Conservation District (ACD)
6. Unfinished Business
 - a. 2021 budget adoption
 - b. Audit
 - c. Lower St. Croix One Watershed One Plan (1W1P) comment period
 - d. Carp management update
 - e. Carp grant assurances agreement with ACD
7. New Business
 - a. New community events display and infographics, drafts to be presented by ACD
 - b. 2020 public officials tour planning
 - c. Lakeshore stewardship outreach
 - d. Martin and Coon Lake retrofits projects – design review, approve for construction bidding, ownership & maintenance agreements
 - e. Set special meeting to receive Martin and Coon Lake retrofits construction bids
 - f. Coon Lakeshore cost share grant request
8. Mail
9. Other
10. Invoice(s) approval
 - a. Recording Secretary invoice
 - b. Kennedy and Graven, Attorneys
11. Adjourn

Upcoming Meeting Dates - September 3, November 5

MINUTES

Sunrise River Water Management Organization Meeting
Thursday May 7, 2020
Meeting was held remotely due to the Covid-19 pandemic.

1. Call to order

Chair Babineau called the meeting to order at 6:45 pm.

2. Roll Call

Present: Dan Babineau, Leon Mager, Matt Downing, Sandy Flaherty, Tim Harrington

Absent: Janet Hegland, Shelly Logren, Paul Enestvedt

Audience: Jamie Schurbon, Anoka Conservation District (ACD)
Rick Krueger, Coon Lake Improvement Association (CLIA) Member

3. Approval of Agenda

Mr. Harrington moved and Mr. Downing seconded to approve the agenda as presented. Babineau yes, Mager yes, Downing yes, Flaherty yes, Harrington yes. Motion carried unanimously.

4. Approval of Minutes

Mr. Mager noted one change on page 5 of 10 paragraph eight – correct spelling to *Mager*.

Mr. Harrington moved and Ms. Flaherty seconded to approve the April 2, 2020 minutes as amended. Babineau yes, Mager yes, Downing yes, Flaherty yes, Harrington yes. Motion carried unanimously.

5. Financial Reports

A. Treasurer's report

Mr. Downing reported an April beginning balance of \$71,605.76 with two debits of \$14,225.33 and \$175 leaving a balance of \$57,380.43.

Mr. Harrington moved and Mr. Mager seconded to approve the Treasurer's report as presented. Babineau yes, Mager yes, Downing yes, Flaherty yes, Harrington yes. Motion carried unanimously.

B. Current grants financial report from ACD as of January 24, 2020

Mr. Schurbon reported no changes have been made to the report. Some carp work is being done; however, a bill has not been received.

6. Unfinished Business

A. 2021 budget adoption

All four member communities have ratified the 2021 draft budget.

Mr. Downing moved and Mr. Mager seconded to adopt the 2021 draft budget in the amount of \$40,486.24. Babineau yes, Mager yes, Downing yes, Flaherty yes, Harrington yes. Motion carried unanimously.

B. Audit

Background:

At the April 2, 2020 SRWMO meeting the Board approved contracting with Michael Pofahl, CPA to conduct an audit of one of the last five years. Mr. Pofahl had provided a verbal quote of “not to exceed \$1,000.” In the SRWMO approval, it was stipulated that the audit be done by the May 7th SRWMO meeting. The audit is legally due to the State June 30, 2020.

Mr. Schurbon contacted Mr. Pofahl April 3rd to order the audit and provided him with initially requested financial records the same day. At that time Mr. Pofahl expressed that he may not be able to get the work done by May 7th, believing that five weeks was an unrealistic timeline, but would try. Since that time Mr. Schurbon has spoken with Mr. Pofahl several times and provided additional records as requested. Mr. Pofahl most recently stated that May 7th completion was unlikely because, “we don’t even know what we’ll be doing for this audit.” He has several times suggested using the format he used in a 2014 URRWMO audit, to which Mr. Schurbon replied that the finances of the two organizations were of similar scale and type. Mr. Pofahl continues to state uncertainty with how to proceed, and concerns about how long it will take his “typesetter” to create the document (Mr. Pofahl does not use computers). On April 30th Mr. Schurbon received an engagement letter quoting a fee of \$1,100. It seems clear that work will not be completed, and likely not started, by May 7th.

The SRWMO may choose to:

1. Continue with Mr. Pofahl conducting an audit for \$1,100. (A revised Board motion increasing the allowed cost will be needed.)
2. Request an Agreed Upon Procedures Engagement from Smith-Schafer Associates. This firm is used by one of the SRWMO member communities and previously provided an estimate of \$2,000-\$2,500, to be billed at actual time incurred not to exceed \$2,500. (They have stated they can meet the June 30th deadline.)
3. Seek other firms. Early in the year Mr. Schurbon had approached five firms, including all of those used by SRWMO communities and only received a quote from Smith-Schafer.

Mr. Downing asked how many hours Mr. Schurbon has spent on securing Mr. Pofahl to do the audit. Mr. Schurbon said about 1.5 hours with maybe an additional 1.5 hours more to be used. Mr. Downing asked what are the risks and penalties if the audit deadline is not met? Mr. Schurbon did not know the answer. Chair Babineau offered to check with a CPA that he knows to do the audit. Mr. Downing was against looking for someone else due to time constraints.

Mr. Downing moved to continue directing Mr. Schurbon to secure Mr. Mike Pofahl to do the audit at an increased cost of \$1,100 with a May 18, 2020 deadline. Other Board members voiced their thoughts on going with Smith-Schafer. Even though Smith-Schafer’s cost is higher the Board believes the audit will be done by June 30, 2020. **Mr. Downing withdrew his motion.**

Mr. Mager moved and Mr. Harrington seconded to Request an Agreed Upon Procedures Engagement from Smith-Schafer Associates for the provided estimate of \$2,000-\$2,500, to be billed at actual time incurred not to exceed \$2,500 with a June 30, 2020 deadline, and to direct Mr. Schurbon to communicate the Board’s decision to Smith-Schafer Associates and Mr. Mike Pofahl. Babineau yes, Mager yes, Downing yes, Flaherty yes, Harrington yes. Motion carried unanimously.

C. Lower St. Croix One Watershed One Plan (1W1P) comment period
Mr. Schurbon reported he did not receive any comments.

D. Carp management update
Mr. Schurbon reported:

- Martin Lake - box netting is scheduled for July/August.
- Linwood Lake – Speakers are being used to move carp. Sein netting was schedule for the fall, however, ACD has asked that this be put on hold until more results are shown for the use of speakers.

The Linwood Lake study shows two (2) tagged carp have moved from Linwood Lake to Martin Lake. ACD is doing further investigation on this.

E. Carp grant assurances agreement with ACD
Background:

At the last SRWMO meeting this topic was discussed and tabled pending attorney review. Attorney comments along with a redlined revision of the agreement and a new agreement incorporating the attorney revisions were sent to Board members. Mr. Mager said he would like to table this item to the September meeting so that Columbus representatives can vote on the Memorandum of Agreement (MOA). Mr. Schurbon clarified that this MOA is requested by BWSR, but not required. Entering into the MOA is a low risk for the SRWMO and a positive move for funding.

Mr. Downing moved and Mr. Harrington seconded to approved Chair Babineau signing the Memorandum of Agreement between the Anoka Conservation District for Operations and Maintenance of Sunrise River Chain of Lakes Carp Management. Babineau yes, Mager yes, Downing yes, Flaherty yes, Harrington yes. Motion carried unanimously.

7. New Business

A. New community events display and infographics, drafts to be presented by ACD
Emily Johnson has created new SRWMO displays based on the concept the SRWMO board previously approved. These boards were reviewed for accuracy and if the Board wanted any changes. The consensus of the Board was to go with the green outline coloring. Board members are to email any comments to Jamie Schurbon.

B. 2020 public officials tour planning
Background:

The SRWMO plan for 2020 includes “hosting a tour of SRWMO natural resources and projects.” ACD’s work contract includes \$1,590 to do planning. The primary audiences are elected officials and the SRWMO. A secondary audience is other stakeholders. Due to COVID-19, we need to re-think if/when/how to do this. The next SRWMO meeting is September (with possibly a June/July special meeting), so decisions are needed now.

Some ideas of what to include in the tour:

- Pontoon ride. This would restrict us to one lake.
- Visit projects – Rain gardens, carp barriers, lakeshore restorations, ponds that are about to be renovated.
- Visit problems –

- o Unmaintained ditches in Columbus,
- o Linwood Lake's crumbling outlet weir,
- o Martin Lake Drive stormwater that flows straight to the lake that the township wants to fix during road reconstruction in 1-2 years.

Options:

1. Do the tour in September. The weather is still nice, people are not on vacations, etc.
2. Virtual tour. The budget is insufficient to create a video, use virtual reality, etc., so this would basically turn into a presentation over the internet.
3. Postpone to 2021. A board motion authorizing the Chair to sign a contract change order would formalize the decision, and ACD would not bill for this task.
4. Cancel. The next planned tours are in 2025 and 2029. The last tour was May 2018.

ACD's recommendation is to postpone to 2021. By 2021 the SRWMO should have one new rain garden (Coon Lake), two renovated stormwater ponds (Martin Lake), hopefully new lakeshore restorations and ongoing carp work. Also, if the tour is postponed, ACD will either refund or apply to next year the money allocated for the tour.

Mr. Mager moved and Mr. Downing seconded to cancel the 2020 tour and to have Anoka Conservation District (ACD) apply the funds to 2021. Babineau yes, Mager yes, Downing yes, Flaherty yes, Harrington yes. Motion carried unanimously.

C. Lakeshore stewardship outreach

Background:

The SRWMO's 2018 Watershed Based Funding grant included \$1,750 for lakeshore stewardship outreach. A portion was used for the animated video (draft recently emailed to you by Emily Johnson for comment). The remaining \$925 was for promotion of the video and doing projects.

Originally the planned outreach was to be an in-person workshop. Now, ACD recommends taking a different approach including:

- Webpage: Create a one-stop shop webpage with a short URL and content including animated video, photos of completed projects, a summary of cost share, how to get tech assist, lakeshore resto guide, etc. The page would be within the ACD website to serve county-wide, but there will be a link on the SRWMO website.
- Video Premiere: Use the YouTube feature allowing one to set a premiere date and time. ACD could heavily promote this "virtual event" through the video funders including the watershed districts and lake associations. ACD can also see how many people are watching "live" and answer questions in the accompanying chat feature.
- Online sign up for site visit: Create a form or email link within the website to request a site visit by ACD staff.
- Targeted mailing: Landowners where ACD has mapped moderate to severe erosion will receive a primary mailing followed by a remainder mailing about a week later. Wherever possible, ACD will work with the lake association and create the letter so it is originating from the lake association. People are more likely to trust a mailing from the lake association and see it as personally relevant.
- Non-targeted outreach: ACD will promote the video on Facebook and include it in our blog/eNewsletter.

- Project planning assistance: ACD will offer free site visits to interested lakeshore homeowners. If they plan to pursue a project ACD will offer designs, materials list, permitting assistance, a pre-construction meeting, and follow-up meeting near the end of construction. For DIYers, ACD will offer a written guide to lakeshore restoration.
- Project funding assistance: Cost share grants will be offered through ACD. ACD has some SRWMO grant funds, and some other funds.

This is a big endeavor. It will focus on SRWMO lakes of Linwood, Coon, & Martin, and specifically on properties where erosion mapping has occurred. There will also be efforts on a few lakes outside of the SRWMO paid by non-SRWMO dollars. Work in the SRWMO will be supplemented by non-SRWMO dollars secured by ACD.

Mr. Schurbon suggested the SRWMO move to virtual outreach. Lake associations will be asked to share the video with neighbors. ACD will approach homeowners with shoreline erosion via a letter/email showing before and after pictures of finished shoreline projects.

D. Martin and Coon Lake retrofits projects – design review, approve for construction bidding, ownership & maintenance agreements

Background:

The SRWMO has grant funding to do stormwater retrofits benefitting Martin and Coon Lakes. Projects were identified in previous subwatershed assessment studies. Project selection and preliminary designs were reviewed. The projects are supported by the owners: Linwood Township for the stormwater ponds and the private owners at the rain garden site.

PROJECTS SUMMARY

1. 228th Lane stormwater pond - expand and deepen. Basin is substantially filled with sediment. Increase sediment and phosphorus capture 84%. The property owner is Linwood Township, which has agreed to own and maintain the new basins. The township's engineer will review and sign off on final construction plans.
2. 230th Ave stormwater pond – deepen. Basin is substantially filled with sediment. Increase sediment and phosphorus capture 104%. The property owner is Linwood Township, which has agreed to own and maintain the new basins. The township's engineer will review and sign off on final construction plans.
3. Channel Lane rain garden – Build a double-inlet rain garden. There is currently no treatment of this stormwater. The property owner, the Berg family, is excited to own and maintain the rain garden after construction. The City of East Bethel's staff have indicated their support for the project.

Mr. Schurbon reviewed the tentative designs for the two stormwater pond project and for the Channel Lane rain garden.

- Stormwater Ponds - The Request for Quotes was reviewed.
- Rain Garden – The Board opted for the double inlet rain garden design with the planting for the rain garden is to be done the spring of 2021. The Partnership Agreement for the rain garden was also reviewed. The Board asked for the following revisions to the Agreement:
 - That it be written in the Agreement that ACD is to monitor the rain garden.
 - Under Operation & Maintenance Item 4. Items 1 and 2 change to read *owners of the rain garden and benefit Coon Lake*.

Mr. Schurbon noted that small design tweaks may be made to designs these projects in order to secure low price quotes.

Mr. Harrington moved and Mr. Downing seconded to approve ACD to proceed with construction bidding. Babineau yes, Mager yes, Downing yes, Flaherty yes, Harrington yes. Motion carried unanimously. ACD will put out for bids for the two stormwater pond projects.

E. Set special meeting to receive Martin and Coon Lake retrofits construction bids
A special SRWMO meeting will be needed mid-summer to review the received bids for the two stormwater pond projects and a decision will be needed to award the bid. Mr. Schurbon will schedule the meeting.

Mr. Harrington moved and Mr. Downing seconded to direct Mr. Schurbon to schedule a 6:30 pm virtual meeting for a date in July to review bids received and award same. Babineau yes, Mager yes, Downing yes, Flaherty yes, Harrington yes. Motion carried unanimously. Mr. Mager will not be available for the virtual meeting.

F. Coon Lakeshore cost share grant request

Background:

ACD has been working with a Coon Lakeshore homeowner on a lakeshore restoration plan. The Scheiderich family wishes to apply for a cost share grant through ACD. Funds could come from the SRWMO cost share grant fund held at ACD. Project information was provided. The grant award decision will be made by the ACD Board on May 18, 2020.

The cost of this lakeshore project is approximately \$5,100 which includes materials and labor. The SRWMO has \$5,800 held by ACD for these types of projects.

Mr. Downing moved and Mr. Mager seconded to recommend approval of the request by the Scheiderich family for a cost share grant for the Coon Lakeshore project to the Anoka Conservation District. Babineau yes, Mager yes, Downing yes, Flaherty yes, Harrington yes. Motion carried unanimously.

8. Mail

None

9. Other

None

10. Invoice(s) approval

A. Recording secretary May 2020 invoice - \$175

Mr. Downing moved and Mr. Harrington seconded to pay the recording secretary May 2020 invoice for \$175. Babineau yes, Mager yes, Downing yes, Flaherty yes, Harrington yes. Motion carried unanimously.

B. Kennedy & Graven, Chartered invoice for review and response to email regarding carp removal project MOU - \$162

Mr. Downing moved and Ms. Flaherty seconded to pay the Kennedy & Graven, Chartered invoice for \$162. Babineau yes, Mager yes, Downing yes, Flaherty yes, Harrington yes. Motion carried unanimously.

11. Adjourn

Mr. Mager moved and Mr. Harrington seconded to adjourn at 8:33 pm. Babineau yes, Mager yes, Downing yes, Flaherty yes, Harrington yes. Motion carried unanimously.

Submitted by:
Gail Gessner
Recording Secretary

Sunrise River Watershed Management Organization

Thursday, July 16, 2020

6:30 pm

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

ATTEND ONLINE using Zoom by clicking this link:

<https://us02web.zoom.us/j/84703248957?pwd=SGpmZGdCbzM5aTY1MkdSN08rOTJwQT09>

OR

ATTEND BY CONFERENCE CALL by dialing either +1 301 715 8592 OR+1 312 626 6799, then when prompted enter meeting ID 847 0324 8957 and password 179608.

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

Agenda to be finalized at meeting

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for May 7, 2020
5. Financial Reports
 - a. Treasurer's report
 - b. Current grants financial report from Anoka Conservation District (ACD)
6. Unfinished Business
 - a. Agreed upon procedures engagement update
 - b. Lower St. Croix One Watershed One Plan (1W1P) update
 - c. Carp management update
7. New Business
 - a. Martin and Coon Lake stormwater retrofits - quotes for construction
 - b. Martin and Coon Lake stormwater retrofits – landowner operations and maintenance agreements
 - c. Lower St. Croix One Watershed One Plan (1W1P) – Final plan submittal
8. Mail
9. Other
10. Invoice(s) approval
 - a. Smith-Schafer Associates for 2019 agreed upon procedures engagement
 - b. ACD invoice 2 of 3 for 2020 water monitoring and management
 - c. Recording Secretary invoice for July 2020
11. Adjourn

Upcoming Meeting Dates

September 3, November 5



Sunrise River Watershed Management Organization

APPROVED MINUTES

Sunrise River Water Management Organization Meeting
Thursday July 16, 2020
Meeting was held remotely due to the Covid-19 pandemic.

1. Call to order

Chair Babineau called the meeting to order at 6:32 pm.

2. Roll Call

Present: Dan Babineau, Leon Mager (joined at 6:43), Matt Downing, Sandy Flaherty, Tim Harrington, Janet Hegland, Shelly Logren (connected at 6:30, resolved microphone problems at 6:40)

Absent: Paul Enestvedt, Tim Peterson

Audience: Jamie Schurbon, Anoka Conservation District (ACD)
Ed Kramer, Linwood Township Board Supervisor
Bob Millerbernd, Linwood Township Board Supervisor

3. Approval of Agenda

Chair Babineau suggested the addition of item 7d – Recording Secretary position and 9a – Paul Enestvedt resignation.

Mr. Downing moved and Ms. Flaherty seconded to approve the agenda with additions 7d and 9a. Babineau yes, Downing yes, Flaherty yes, Harrington yes, Hegland yes. Motion carried.

4. Approval of Minutes

Ms. Flaherty moved and Mr. Harrington seconded to approve the May 7, 2020 minutes as presented. Babineau yes, Downing yes, Flaherty yes, Harrington yes, Hegland abstain. Motion carried.

6:40pm - Ms. Logren's microphone issue was resolved. Previously she was able to hear the meeting but not be heard.

5. Financial Reports

A. Treasurer's report

Mr. Downing reported a June beginning balance of \$57,218.43 with one debits of \$175.00 leaving an ending balance of \$57,043.43. All member communities have paid their 2020 contributions.

6:43pm - Mr. Mager joined the meeting.

Mr. Harrington moved and Ms. Flaherty seconded to approve the Treasurer's report as presented. Babineau yes, Downing yes, Flaherty yes, Harrington yes, Hegland yes, Logren yes, Mager yes. Motion carried.

B. Current grants financial report from ACD

Mr. Schurbon reported recent expenditures from the SRWMO 2019 Watershed Based Funding grant of \$1,000 for a lakeshore stewardship video and \$803 for the Linwood Lake carp management study. He reported expenditures from the SRWMO 2020-2022 Clean Water Fund grant for Sunrise River Chain of Lakes carp management of \$6,860.00 for a spring 2020 Linwood Lake commercial seining attempt.

6. Unfinished Business**A. Agreed Upon Procedures Engagement Update**

A completed Agreed Upon Procedures Engagement report for 2019 from Smith-Schafer and Associates was reviewed. Findings were positive. Ms. Hegland noted report text states “We discussed internal controls and risk assessment with management. Management believes that the controls in place are adequate to prevent or detect errors or fraud or to mitigate the risk. These controls have not been formally documented by the Organization.” Ms. Hegland directed staff to prepare SRWMO formalized procedures in writing during the course of the next year. There were no objections.

Mr. Schurbon submitted the report to the MN Board of Water and Soil Resources and State Auditor before a June 30 deadline.

Mr. Babineau moved and Mr. Mager seconded to accept the Agreed Upon Procedures Engagement report. Babineau yes, Downing yes, Flaherty yes, Harrington yes, Hegland yes, Logren yes, Mager yes. Motion carried.

B. Lower St. Croix One Watershed One Plan Update

The plan’s 60-day review period was completed, comments have received responses, and edits made. At its July 27 meeting the Policy Committee will consider moving the plan to the 90-day final review and approval process. To facilitate this process, the SRWMO (and all other participating entities) are asked to authorize their Policy Committee member to vote on behalf of the SRWMO at the 1W1P Policy Committee meeting regarding whether to submit the plan to BWSR for the final 90-day review and approval.

Mr. Downing moved and Ms. Flaherty seconded to authorize Janet Hegland to vote on behalf of the SRWMO at the Lower St. Croix 1W1P Policy Committee regarding whether to submit the draft 1W1P to the State for the final 90-day review and approval process. Babineau yes, Downing yes, Flaherty yes, Harrington yes, Hegland yes, Logren yes, Mager yes. Motion carried.

C. Carp Management Update

Mr. Schurbon reported upcoming carp harvests at Martin Lake in August and September. Those interested in volunteering should contact Mr. Schurbon.

7. New Business**A. Martin and Coon Lake Stormwater Retrofits – Quotes for Construction**

Mr. Schurbon reported the request for construction quotes for one rain garden at Coon Lake and two stormwater pond renovations at Martin Lake was emailed directly to 47 contractors. Four weeks were provided from the first notice to the quote due date of July 10. The projects are being constructed with a 2018 State Watershed Based Funding grant to the SRWMO.

Quotes received were:

Contractor	Base Bid	Alternate A (rip rap channel from 231st Ave pond)	Proposed Construction Completion
Blackstone Contractors, LLC	\$46,406.00	\$14,247.00	Sept 2020
Shoreline Landscaping	\$66,449.95	\$13,600.00	Nov. 1, 2020
MN Native Landscapes	\$71,807.00	\$15,760.00	June 1, 2021
JL Theis, Inc	\$78,583.58	\$15,198.00	Sept. 11,2020

Full quote responses were provided to the SRWMO board.

Mr. Schurbon provided a description of Blackstone's qualifications, a positive past experience with this company, and positive feedback from references. Ms. Flaherty noted Blackstone's quote included photos and descriptions of similar work completed.

Mr. Downing asked who would be overseeing the construction process and ensuring the contractor is accountable to their work. Mr. Schurbon replied that the SRWMO has a contract with ACD to serve as project manager. He added that payment is only made after acceptable work is completed, and there will be a 5% retainage on payments.

Whether to proceed with Alternate A was discussed. Mr. Kramer, Mr. Millerbernd and Mr. Schurbon did not feel that work was worth the cost, and could make future maintenance more difficult.

Mr. Downing asked if erosion control blanket would have plastic netting, which can be a tangle hazard. Mr. Schurbon replied that during a quick internet search he was finding the category 3 blankets specified for this project did not have plastic netting and are biodegradable.

The contractor contract was reviewed.

Mr. Babineau moved and Mr. Downing seconded to authorize the contract with Blackstone Contractors, LLC for \$46,406.00, excluding Alternate A, for One Curb-Cut Rain Garden at 4417 Channel Lane East Bethel, MN (SRWMO project ID 2020-1) and Stormwater Pond Renovations at 228th Place and 230th Ave in Linwood Township, MN (SRWMO project IDs 2020-2 and 2020-3). Babineau yes, Downing yes, Flaherty yes, Harrington yes, Hegland yes, Logren yes, Mager yes. Motion carried.

B. Martin and Coon Lake Stormwater Retrofits – Landowner Operations and Maintenance Agreements Draft agreements with Linwood Township (owner of the two stormwater pond renovation sites) and the owner of 4417 Channel Lake were reviewed.

Mr. Downing asked who would perform maintenance inspections. Mr. Schurbon noted that the agreement authorizes the Anoka Conservation District to conduct inspections on the SRWMO's behalf, and ACD expects to include these projects in its routine inspection schedule.

Ms. Hegland asked what happens if the privately owned property is sold. Mr. Schurbon replied that the owner is required to get the SRWMO into contact with the new owner. The new owner is not obligated

to maintain the project, but this communication will encourage it and equip the owner with the appropriate knowledge.

Ms. Hegland moved and Mr. Harrington seconded to approve the Partnership Agreements for Construction, Operation and Maintenance of Stormwater, Erosion Control and Landscaping Features with James and Kailey Berg for construction of a rain garden at 4417 Channel Lane NE in East Bethel (SRWMO project ID 2020-1) and with Linwood Township for stormwater pond renovations at 228th Place and 230th Avenue (SRWMO project IDs 2020-2 and 2020-3). Babineau yes, Downing yes, Flaherty yes, Harrington yes, Hegland yes, Logren yes, Mager yes. Motion carried.

C. Recording Secretary Position

The SRWMO board recently received notice of the resignation of Recording Secretary Gail Gessner. Discussion of creating a position description ensued, with consensus that a few bullet points could describe the duties of the position including:

- Attend and prepare minutes for 6-9 evening meetings per year, each lasting approximately 2 hours.
- Invoicing member communities twice annually and other minor clerical tasks to be completed on an hourly basis.

It was noted that Ms. Gessner also resigned from the Upper Rum River WMO. Ms. Hegland asked if the SRWMO and URRWMO can choose different Recording Secretaries? Mr. Schurbon answered that the selection process for the two organizations is independent.

In order to recruit candidates, Mr. Schurbon has sent an email to each URRWMO and SRWMO member community asking them to forward interested persons. Mr. Schurbon was further directed to post information about the position to the SRWMO website. Mr. Schurbon is asked to bring interested candidates names, qualifications, and their proposed fees to the next SRWMO meeting for consideration.

Mr. Downing stated he is aware of individuals who may be interested in the position. There was discussion that a minute-taker is needed for the next SRWMO meeting when the selection of a permanent replacement is hoped to occur.

Mr. Babineau moved and Ms. Hegland seconded to authorize Mr. Downing to offer \$175 compensation to an individual of his choosing to take minutes at the next SRWMO meeting. Babineau yes, Downing yes, Flaherty yes, Harrington yes, Hegland yes, Logren yes, Mager yes. Motion carried.

8. Mail

Mr. Harrington reported none.

9. Other

A. Paul Enestvedt Resignation

Mr. Enestvedt submitted his resignation from the SRWMO board. Linwood Township has been notified of the vacancy.

Ms. Hegland moved and Mr. Harrington seconded to accept Mr. Enestvedt's resignation with thanks for his service. Babineau yes, Downing yes, Flaherty yes, Harrington yes, Hegland yes, Logren yes, Mager yes. Motion carried.

10. Invoice(s) approval

A. Smith-Schafer Associates for 2019 agreed upon procedures engagement

Mr. Downing moved and Ms. Flaherty seconded to pay Smith-Schafer and Associates invoice #84999 for \$2,350 for the agreed upon procedures engagement. Babineau yes, Downing yes, Flaherty yes, Harrington yes, Hegland yes, Logren yes, Mager yes. Motion carried.

B. ACD invoice 2 of 3 for 2020 water monitoring and management

Mr. Schurbon corrected the invoice amount provided in the meeting packet, which should have been \$13,800.34, not \$13,883.67. The check was prepared for the correct amount.

Mr. Downing moved and Mr. Mager seconded to pay the Anoka Conservation District invoice #2020042, payment 2 of 3 for \$13,800.34 . Babineau yes, Mager yes, Downing yes, Flaherty yes, Harrington yes. Motion carried unanimously.

C. Recording Secretary Invoice

None.

11. Adjourn

Ms. Hegland moved and Mr. Mager seconded to adjourn at 8:01 pm. Babineau yes, Mager yes, Downing yes, Flaherty yes, Harrington yes. Motion carried unanimously.

Submitted by:
Jamie Schurbon



Sunrise River Watershed Management Organization

Regular Meeting for **THURSDAY, SEPTEMBER 3, 2020 6:30 pm**

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

ATTEND ONLINE using Zoom by clicking this link:

<https://us02web.zoom.us/j/89917323580?pwd=Yng2MDIySlp5eUhMbVBQcnRjUEh4QT09>

OR

ATTEND BY CONFERENCE CALL by dialing either +1 301 715 8592 OR+1 312 626 6799, then when prompted enter meeting ID 899 1732 3580 and passcode 815798.

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

Agenda to be finalized at meeting

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for July 16, 2020
5. Financial Reports
 - a. Treasurer's report
 - b. Current grants financial report from Anoka Conservation District (ACD)
6. Unfinished Business
 - a. Secretary officer election
 - b. Recording Secretary position
 - c. Financial management policies
 - d. Carp management project update
 - e. Martin and Coon Lake stormwater retrofits project update
 - f. Scheiderich Coon Lakeshore restoration project update
 - g. East Bethel and Ham Lake Local Water Plan approvals
7. New Business
 - a. Review of communities ordinances for compliance with SRWMO minimums
8. Mail
9. Other
10. Invoice(s) approval
 - a. None
11. Adjourn

Upcoming Meeting Dates: November 5, January 7, February 4



Sunrise River WMO

2241 – 221st Ave
Cedar, MN 55011

DRAFT MINUTES NOT YET APPROVED

Sunrise River Water Management Organization Meeting
Thursday September 3, 2020
Meeting was held remotely due to the Covid-19 pandemic.

1. Call to order

Vice Chair Mager called the meeting to order at 6:33 pm.

2. Roll Call

Present: Leon Mager, Matt Downing, Candice Kantor, Sandy Flaherty, Tim Harrington, Janet Hegland, Shelly Logren, Tim Peterson (joined at 6:39 pm)

Absent: Dan Babineau

Audience: Jamie Schurbon, Anoka Conservation District (ACD)
Cameron Blake, Note Taker

Introductions

Mr. Schurbon introduced Candice Kantor, the new representative for the Linwood Township after Paul Enestvedt's resignation. Ms. Kantor was involved in water resource consulting in the past and Mr. Schurbon said he was thankful for her representation for Linwood Lake. Mr. Schurbon then introduced Cameron Blake, an applicant for the position of recording secretary who was taking the notes for this evening's meeting.

3. Approval of Agenda

Ms. Hegland moved and Mr. Downing seconded to approve the agenda. Logren yes, Hegland yes, Harrington yes, Mager yes, Downing yes, Flaherty yes, Kantor yes. Motion carried.

4. Approval of Minutes

Ms. Hegland asked for a small change to be clarified in the minutes. In the first paragraph under item 6 she asked for the term "suggested" to be changed to "directed", to indicate that she directed staff to formalize SRWMO procedures in writing. Ms. Flaherty noted that near the bottom of page 6 "Mr. Hegland" should be corrected to "Ms. Hegland". Tim Peterson joined the meeting at 6:39 pm.
Mr. Peterson moved and Ms. Flaherty seconded to approve the July 16, 2020 minutes with those two minor corrections. Logren yes, Hegland yes, Harrington yes, Mager yes, Downing yes, Flaherty yes, Kantor yes, Peterson yes. Motion carried.

5. Financial Reports

A. Treasurer's report

Mr. Downing reported a beginning and ending balance of \$40,893.09 with no expenditures. All member communities have paid their 2020 contributions.

Ms. Hegland moved and Mr. Peterson seconded to approve the Treasurer's report as presented. Logren yes, Hegland yes, Harrington yes, Mager yes, Downing yes, Flaherty yes, Kantor yes, Peterson yes. Motion carried.

B. Current grants financial report from ACD

Mr. Schurbon explained the structure of the current grants financial report. He overviewed the list of funds, typically held by the ACD, and matching funds which come from the SRWMO. There is also a small landowner grant administered by the ACD. There were no changes to the watershed based funding, which involves three different projects. There have been accumulated expenses with the carp management funding but no recent transactions. Mr. Schurbon reported upcoming expenditures for the Martin and Coon Lake retrofit project. There was a landowner grant project titled "Scheiderich Coon Lakeshore project" with an expenditure of \$3,395.86.

For the Martin and Coon Lake retrofit project Mr. Schurbon explained that the construction bids came in lower than expected which left more funds available. Most of the highest priority stormwater retrofits have been installed or do not have a willing landowner, so the SRWMO may wish to move to lakeshore restorations as the next highest priority. Lakeshore restorations were included in the subwatershed assessments that identified projects for this grant. Mr. Schurbon has asked BWSR if a grant work plan amendment would be required to use the grant for lakeshore restoration projects. Mr. Downing asked why BWSR may not be willing to allow for that workplan amendment as it seemed consistent with the grant workplan. Mr. Schurbon replied that the grant work plan may be considered unclear. Ms. Hegland asked how much money was freed up for the retrofits, and Mr. Schurbon estimated in the magnitude of \$30,000-40,000. Ms. Kantor asked for clarification on if lakeshore restorations meant residential buffers. Mr. Schurbon confirmed that a photographic lakeshore inventory had been completed for Martin and Linwood Lakes, and that his plan was to reach out to homeowners with identified erosion issues or shoreline with turf to the edge. Ms. Hegland asked when Mr. Schurbon expected a response from BWSR and Ms. Kantor asked if there was a deadline approaching. Mr. Schurbon said Dan Fabian at BWSR was on vacation but that he hoped to hear back in the next few weeks, and that there was time to wait for the response because the grant expires at the end of 2021. Mr. Schurbon will continue to pursue the grant work plan amendment, if needed, and lakeshore restoration projects using this grant.

6. Unfinished Business

A. Secretary Officer Election

The board must elect a new secretary to replace Paul Enestvedt. There are no regular duties involved with this position other than to be the third in line to chair a meeting upon the absence of the chair and vice-chair. Mr. Schurbon asked if anyone was interested and Mr. Downing nominated Ms. Hegland. Mr. Harrington seconded this nomination. The board asked Ms. Hegland if she would be willing to have this position and she said yes.

Mr. Downing moved and Mr. Harrington seconded to elect Ms. Hegland as the SRWMO Secretary Officer. Logren yes, Hegland yes, Harrington yes, Mager yes, Downing yes, Flaherty yes, Kantor yes, Peterson yes. Motion carried.

B. Recording Secretary Position

Mr. Schurbon presented Cameron Blake's quote submitted for the recording secretary position, which is valid through January 8th, 2021. Mr. Schurbon knows Mr. Blake from taking minutes for the 1W1P Policy Committee meetings and Mr. Downing knows him from taking minutes at the MSCWMO Board meetings. Ms. Hegland asked what the budgeted amount of money was for recording secretary and asked if the quote compared to the budget. Mr. Schurbon said the total 2020 budget amount was \$1,449 so 8 meetings at \$200 would result in being about \$300 over budget. Ms. Hegland asked how often invoices and other admin work was completed by the previous recording secretary, and how this was included in her charge. Mr. Schurbon said administrative tasks were done at a lower cost per hour, but that he could also be available to complete those tasks. Ms. Flaherty noted that the previous recording secretary was paid the full meeting fee of \$175 if meetings were cancelled due to lack of a quorum. The board discussed how often the recording secretary rates were updated, and recalled this being a 5 year cycle. Mr. Downing noted that the last time the previous recording secretary increased her rates was in 2015. Mr. Schurbon stated that one other person expressed interest in the position but the interest was contingent upon family matters being resolved in order to be available. Ms. Hegland noted that the proposed \$25 increase was comparable to a 3% increase, and a 2.5-3% increase was a standard budget process to account for inflation. She wondered if the board could have less meetings. Mr. Downing spoke to the cost as also reflecting Mr. Blake's residence in Stillwater. Mr. Downing explained that he and Mr. Schurbon had tried to find someone to apply for the position with little response, and that another option such as ACD would be more expensive. Ms. Flaherty thought the applicants prior experience was good.

Ms. Kantor moved and Ms. Flaherty seconded to accept Cameron Blake's quote for Recording Secretary through January 8th, 2021. Logren yes, Hegland yes, Harrington yes, Mager yes, Flaherty yes, Kantor yes, Peterson yes, Downing yes. Motion carried.

C. Financial Management Policies

Mr. Schurbon explained that one recommendation from the SRWMO's recent agreed upon procedures engagement was for the organization to better document its fraud prevention measures as written policy. The draft policy resolution in the board packet has been reviewed by Mike Jeziorski, the East Bethel Finance Director, and can be approved or edited by the board tonight. Ms. Hegland said she thought the resolution was fine but asked for a bullet point to be added to clarify the board's responsibilities, such as approving the finance reports. She suggested the wording "the board shall" or "the board will". Ms. Flaherty asked why the East Bethel Finance Director was keeping the ledger for the SRWMO. Mr. Schurbon explained that the ledger is kept at the city hall and the finance director provides oversight.. Mr. Downing said the checks should be signed by two people and Mike Jeziorski shouldn't be one of them because he signs the financial report. Currently Mr. Downing, Mr. Babineau, and Mr. Mager are the only authorized check signers. Ms. Flaherty said she was still not understanding the involvement of the East Bethel Finance Director. Mr. Schurbon explained that historically the SRWMO paid East Bethel \$300 to hold the checkbook, and help with invoices, postage etc. This has evolved to the city no longer charging for these services. The auditor approves of the involvement of East Bethel because it is a third party not connected to the SRWMO Board. Ms. Hegland suggested this process incorporated into the JPA, which is soon to be updated anyway, to make this more clear and Ms. Flaherty agreed that this would make her feel more comfortable. Mr. Downing spoke to the benefits of having Mike Jeziorski being involved as it provides the SRWMO with an accounting professional for free and provides assistance to the treasurer. Mr. Schurbon said he will incorporate edits he heard and bring the document to the next meeting. Mr. Mager asked for a motion to table the agenda item.

Mr. Downing moved and Mr. Peterson seconded to table the draft financial management policy until the next meeting. Logren yes, Hegland yes, Harrington yes, Mager yes, Flaherty yes, Kantor yes, Peterson yes, Downing yes. Motion carried.

D. Carp Management Project Update

Mr. Schurbon provided the board with an update on the carp management efforts in Martin Lake. The first harvest this year was small with 290 carp following low feeding. The second harvest attempt on August 12th had better feeding but the catch was still low at 220 carp. They are unsure of why this was given the success of using cracked corn as bait previously. Mr. Schurbon said instead of netting all eight sites, he directed the contractor to net only the four with the best corn consumption in order to reduce expenditures. Carp Solutions will continue to operate the remaining four nets for another harvest late the week of September 7th with the possibility of one more harvest after that. Ms. Flaherty asked if the lower numbers could be due to there being less carp to catch. Mr. Schurbon said he still would have expected to catch more carp with 60 pounds of corn being consumed. Mr. Mager asked for clarification on the removal goal set by Carp Solutions and the progress made so far. Mr. Schurbon explained that so far 11,000 carp have been removed and the SRWMO is halfway to the goal with 10,500 left to go. Only about 500 carp have been removed this year. Mr. Mager asked if Carp Solutions was payed annually. Mr. Schurbon explained that the payment was based on staff time so as the year goes on the hours are being tallied up. They contracted for two big nettings this year but because the catch was so low the nettings went quickly which is why there is more money remaining. The SRWMO can decide whether to ask them to continue netting or to stop.

Mr. Mager wondered if the SRWMO should consider different options for carp removal given the low numbers netted this year. Ms. Flaherty asked what other options there were. Mr. Schurbon said they had used commercial fisherman in Linwood Lake in the past, which caught many carp but then they escaped the nets. The fishermen use seines to fish rather than baiting nets, which also has variable success. Mr. Schurbon said that there is new technology used to identify carp migrations with sensor chips which can make netting more effective but is also more expensive to set up. This fall there was also an option to contract with WSB to use sound herding to push the carp with underwater speakers into the commercial fisherman's seine. He cancelled the contract after the technology was unable to be used beforehand because he did not want the SRWMO be the guinea pig for the new technology for \$18,000. Ms. Hegland asked if electroshocking was an option as it's something that RCWD uses. Mr. Schurbon explained that in order to use that technique the waterways have to have clearly defined areas in which the carp can be seen moving. He explained that Riley Purgatory Bluff Creek Watershed District had success with this as well using a stream and backpack shockers. Mr. Downing recalled a video of this process in which they used boats to chase the carp up and down the channel. Mr. Mager asked if the streams and carp barriers near Martin Lake could be used for this purpose and Mr. Schurbon explained that the area was too mucky to wade in. Mr. Mager said he thought this could be an opportunity to take advantage of the migration since they are struggling with cleaning the basins out. He wondered if they would temporarily open up the connection and restore the barriers afterwards. Mr. Schurbon said in the spring they did notice the carp congregating at the barriers and thought maybe an electro fishing boat could be used.

Ms. Flaherty asked if there was information on releasing something into the water that could affect the carp. Mr. Schurbon said there was research involving a the potential to use a virus that affects carp as a management tool, but that this had not been which was not intentionally released. Mr. Mager said he wanted to avoid options that could result in dead carp on residents shorelines as this would likely make them unhappy. He stated again that he thinks the board should consider alternative solutions but also to

remember that this could just be a bad year. Mr. Peterson asked if there were water quality improvements in Martin Lake with the first half of the carp removal complete. Mr. Schurbon said there was improvement in the trends and the lake was close to state standards.

D. Martin and Coon Lake stormwater retrofits project update

The board accepted the contractor's contract at the last meeting. Mr. Schurbon said there was a pre-construction meeting, and the work was scheduled to begin on September 14th with planting to be completed this fall before October 1st. He expected the work to be done, and to receive an invoice by the November board meeting.

F. Scheiderich Coon Lakeshore restoration project update

Mr. Schurbon reported that this project was complete and shared photos of the work with the board. Ms. Flaherty asked about how information on shoreline restorations would be mailed out to homeowners around the lake. Would the information include before and after photos, or an estimated cost? Mr. Schurbon explained that the brochure included before and after photos with an offer to talk more about specific issues; in person meetings would be the next step. Mr. Mager confirmed that this information had been presented to Lake Associations.

G. East Bethel and Ham Lake Local Water Plan approvals

Mr. Schurbon reported that he received East Bethel's revised draft earlier this evening with their response to comments. He explained that he was waiting on more correspondence from the consultant on Ham Lake's plan which still had issues and missing information. Mr. Downing confirmed that Mr. Schurbon was continuing to work with Ham Lake. Neither plan is ready for action by the board.

7. New Business

A. Review of communities ordinances for compliance with SRWMO minimums

Mr. Schurbon presented the review completed by the ACD showing the comparison between community ordinances and SRWMO minimum requirements. He included notes of actions for follow-up and the progress of communications. The next step he identified was to send the table to key city staff to ask how they planned on meeting the minimum standards. He noted that some communities were closer than others such as Columbus; and noticed those communities tended to state in their plans to follow WMO guidelines. Ms. Hegland said she was having similar discussions with a major developer across RCWD and SRWMO boundaries and she directed the engineering firm to follow RCWD rules within the SRWMO portions. She said the city's engineering firm had a stormwater specialist and the previous consultant did not, so Columbus anticipates making progress on this topic. Mr. Schurbon asked for the board to direct him to continue communication with city staff. Ms. Hegland asked if there was an issue with lack of staff in the communities that did not meet SRWMO minimum requirements. Mr. Schurbon said this could be part of the reason but believes the bigger reason is that even though the cities may be meeting minimum requirements, they aren't stated in their rules. Ms. Hegland agreed and said that in her community they found the rules built into the building code. She said the RCWD has this in their rules so that permittees have to follow them, but that without that oversight there could be gaps that have been overlooked by building officials. She is grateful to have someone involved with this process. Some cities have pieces of these rules in many different places if they can find them at all. Mr. Downing asked if Ham Lake's local plan had taken a step back. Mr. Schurbon said he is reviewing it; they removed some old language without replacing it with new language. Mr. Mager asked if the issue was technical or financial; did the cities not have the funding to go through the information or were they actually opposed

to the rules? Mr. Downing noted that it would save the community money to meet the minimum rules. Mr. Schurbon said he did not believe the cities opposed the rules, and thought perhaps it was simply a daunting task as city staff have many responsibilities. Mr. Schurbon will continue to inform city staff of work needed in order for cities to meet SRWMO minimum standards in their ordinances. Ms. Hegland offered to bring it to Columbus to help.

8. Mail

Mr. Harrington reported insurance information regarding the estimate of dividends and upcoming premium was received.

9. Other

A. November meeting

Mr. Mager asked the board if they wanted to have the November Board meeting in person, explaining that the size of the venue would allow for distancing. Mr. Harrington agreed that distancing could be done. Mr. Downing said he would prefer to meet remotely until the mask mandate expires. Ms. Hegland asked to do one more meeting remotely and check back in at that point. Mr. Mager agreed that the board would continue to meet remotely.

10. Invoice(s) approval

A. None

B. Recording Secretary Invoice

Mr. Schurbon suggested the invoice for this meeting be approved at the next board meeting.

11. Adjourn

Mr. Peterson clarified the start date for the West Martin Lake project with Mr. Schurbon.

Ms. Flaherty moved and Mr. Petersen seconded to adjourn at 7:45 pm. Logren yes, Hegland yes, Harrington yes, Mager yes, Flaherty yes, Kantor yes, Peterson yes, Downing yes. Motion carried.

Submitted by:
Cameron Blake



Sunrise River Watershed Management Organization

Regular Meeting for **THURSDAY, NOVEMBER 5, 2020 6:30 pm**

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

ATTEND ONLINE using Zoom by clicking this link:

<https://us02web.zoom.us/j/83766150479?pwd=aDZwUkNMWk1MRHZFaGpJZWdMNDB6Zz09>

OR ATTEND BY CONFERENCE CALL by dialing either +1 301 715 8592 OR +1 312 626 6799,
then when prompted enter meeting ID **837 6615 0479** and passcode **090443**.

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. Approval of Agenda
4. Approval of Minutes for September 3, 2020
5. Financial Reports
 - a. Treasurer's report
 - b. Current grants financial report from Anoka Conservation District (ACD)
6. Unfinished Business
 - a. Financial management policies
 - b. Carp management project update
 - c. Martin and Coon Lake stormwater retrofits project update
 - d. Jurisdictional boundary update with Rice Creek Watershed District
 - e. Resolution to adopt Lower St. Croix Comprehensive Watershed Mgmt Plan and join joint powers collaboration
 - f. East Bethel Local Water Plan approval
 - g. Review of communities' ordinances for compliance with SRWMO minimums
7. New Business
 - a. Linwood Elementary School rain garden project
8. Mail
9. Other
10. Invoice(s) approval
 - a. Cameron Blake for Sept 2020 recording secretary services (\$175)
 - b. Anoka Conservation District for water monitoring and mgmt pymt 3 of 3 (\$13,800.33)
 - c. Dolphy's Automotive for carp barrier retrofit (\$500)
11. Adjourn

Upcoming Meeting Dates: January 7, February 4



Sunrise River WMO

2241 – 221st Ave
Cedar, MN 55011

DRAFT MINUTES NOT YET APPROVED

Sunrise River Water Management Organization Meeting
Thursday November 5, 2020
Meeting was held remotely due to the Covid-19 pandemic.

1. Call to order

Chair Babineau called the meeting to order at 6:37 pm.

2. Roll Call

Present: Leon Mager, Matt Downing, Candice Kantor, Sandy Flaherty, Tim Harrington, Janet Hegland, Shelly Logren, Tim Peterson (joined after 6:42 pm)

Audience: Jamie Schurbon, Anoka Conservation District (ACD)
Cameron Blake, Note Taker
Rick Kruger, Coon Lake Improvement Association (joined at 6:42 pm)

3. Approval of Agenda

Ms. Flaherty asked to amend the agenda to include discussion about the Ham Lake Local Water Plan status. Mr. Schurbon suggested amending agenda item 6f to include Ham Lake along with the East Bethel Local Water Plan item, and Ms. Flaherty agreed.

Mr. Downing moved to approve the agenda as amended and Ms. Hegland seconded this motion. Logren yes, Hegland yes, Harrington yes, Mager yes, Downing yes, Flaherty yes, Babineau yes, Kantor yes. Motion carried.

4. Approval of Minutes

Ms. Kantor asked for the minutes to be corrected to clarify that Linwood is a Township, not a city. Ms. Hegland asked for the minutes to be corrected to clarify that she was asked if she was willing to have the secretary officer position, rather than if she wanted to have it. Mr. Schurbon and Mr. Blake will make those changes to the minutes.

Ms. Kantor moved and Mr. Harrington seconded to approve the September 3, 2020 minutes with those two minor corrections. Logren yes, Hegland yes, Harrington yes, Mager yes, Downing yes, Flaherty yes, Babineau yes, Kantor yes. Motion carried.

5. Financial Reports

A. Treasurer's report

Mr. Downing reported a beginning and ending balance of \$40,893.09 with no expenditures.

Mr. Harrington moved and Ms. Flaherty seconded to approve the Treasurer's report as presented. Logren yes, Hegland yes, Harrington yes, Mager yes, Downing yes, Flaherty yes, Babineau yes, Kantor yes. Motion carried.

B. Current grants financial report from ACD

Mr. Schurbon discussed the 2019 Watershed Based Funds grant status. He explained that the projects included one raingarden and two stormwater ponds but because the bid came in lower, they had extra funding for additional projects. Because there were not many identified direct stormwater projects, he worked with BWSR to allocate about half of the remaining funding to stormwater retrofits and the other half to shoreline stabilizations. This allocation decision has leeway and the ability to shift around 10% of the funding in either direction. Mr. Schurbon continued with the report, pointing out that expenses had been paid out on the carp management projects to their contractor, Carp Solutions. Almost all the expenses were materials, mostly the corn bait.

Mr. Babineau asked Mr. Schurbon about the additional \$1500 for the Martin Lake stormwater pond due to a change order for rock for the project. This cost is coming out of the \$101,344 grant total, and with an original bid of around \$46,000 this still leaves around \$50,000 after all the construction costs. Mr. Downing asked when this grant was expiring, and Mr. Schurbon said it is expiring at the end of 2021. Mr. Babineau confirmed that the WMO was caught up on 2020 invoices for these projects.

Mr. Mager asked if the Linwood Carp Management Feasibility Study produced a result, or report that could be accessed somewhere. Mr. Schurbon confirmed that this report was accessible on the SRWMO website. Mr. Mager asked what proportion of the \$3,000 Coon Lakeshore project was for labor vs. materials. Mr. Schurbon explained that it was usually a 50-50 split for that kind of project, and that the labor was done by a landscaping contractor the landowner selected.

Ms. Hegland asked what kind of criteria would be used to select projects with the remaining funding from the Martin and Coon Lake Stormwater Retrofits. Mr. Schurbon explained that the projects would be located in drainage to the Martin and Coon lakes and were identified in previous studies. The order of the options is based on the cost effectiveness of the identified projects. Ms. Hegland explained that she knew of a resident having a drainage issue and wondered if the funding could be used for them. Ms. Logren said she was involved with this resident as well and would talk to Mr. Schurbon first and proceed from there. No board action is needed.

6. Unfinished Business

A. Financial Management Policies

Mr. Schurbon presented the resolution with two updates made at the board's request at the last meeting. The first update was to clarify the SRWMO board's duties, and the second was to clarify that the check signers would be board managers. The possible board action would be to approve this resolution and put it on the SRWMO website to meet the auditor's suggestion.

Ms. Hegland moved and Mr. Downing seconded approve the financial management policy resolution #2020-1. Logren yes, Hegland yes, Harrington yes, Mager yes, Downing yes, Flaherty yes, Babineau yes, Kantor yes. Motion carried.

B. Carp Management Project Update

Mr. Schurbon said that the 2020 carp management work was wrapped up, and presented his thoughts on direction for 2021 management. Based on the outcome of the 2020 management, the three lakes could have three different approaches. He suggested that in Martin Lake there should be no more box netting. He asked consultant WSB to provide a work plan for winter or early spring commercial seine. For Linwood Lake he suggested they try another commercial seine at ice out. For Typo Lake he suggested trying box netting in 2021. No action was taken in 2020, and this lake is a challenge as they tend to get less volunteers.

Mr. Mager asked if they would wait for open water to seine or if this could be attempted under the ice. Mr. Schurbon said under the ice could be an option for Martin Lake, and maybe Linwood. Carp school in the water but it could be difficult logistically as the nets can get stuck on obstacles under the ice. Mr. Babineau noted that Martin Lake only has the one deep area feature whereas Linwood has several. He asked Mr. Schurbon if radio tagging was an option, and if any if the carp were still tagged. Mr. Schurbon said the radio tagging is helpful in verifying the observed carp locations in the spring, and that there are radio tagged carp in each lake. Mr. Mager asked if commercial fishers used sonar as well. Mr. Schurbon said the radio tagging is better but when both are employed it is very effective. No action is needed.

C. Martin and Coon Lake Stormwater Retrofits Project Update

Mr. Schurbon noted that he had sent the board emails with photo updates of the construction of these projects. Ms. Kantor asked if there was any concern about erosion in the spring if the rain garden is not mulched and planted this fall. Mr. Schurbon said he wasn't too worried as some settling would occur and touch up regrading is planned. He noted that any soil movement would stay within the basins and not go off site. Ms. Kantor asked if there would be different soil mixes for the bottom of the basin vs. the sides and Mr. Schurbon said this was correct. A compost mix would be added to the basin during the planting process.

D. Jurisdictional Boundary Update with the Rice Creek Watershed District

Board action is needed to concur with the boundary change, and Mr. Schurbon will send that via email to the RCWD. The RCWD had previously sent a memo informing the SRWMO that they were undertaking this work to correct any inaccuracies in with the watershed boundary. On page 15 is the table showing the parcel transfer: 7 parcels would be leaving the SRWMO and 15 would be entering. Page 20 included insets 5, 6, and 7 showing these changes on the map. Mr. Schurbon noted that he likes the updated boundary and that it helps address a hydrologic issue with the previous boundary which resulted in a discontinuous watershed. Mr. Schurbon walked through the map inserts and noted that the straight lines follow property boundaries.

Mr. Downing asked if any of these changes would affect the RCWD and City of Columbus agreement for a recent development in both watersheds. Mr. Schurbon said he hasn't checked if these parcel changes fall under within that area. Ms. Hegland said this was not the area where the proposed boundary change was, and expressed surprise at the number of properties changing. She recalled the RCWD memo in July and thought that they would only be correcting one property. Ms. Hegland noted that she agreed with the intent of the boundary update but wanted to know what effect this would have for Columbus residents and the administrator. Mr. Schurbon agreed that the parcel transfers are predominantly in Columbus, and noted that some were developed and some undeveloped. He explained that the RCWD did this update for their entire watershed boundary, not just their boundary with the SRWMO. Ms. Hegland asked if the board needed to make a decision tonight, explaining that she wasn't asking with the intent of challenging the boundary, but was surprised at the extent of the change. Mr. Schurbon said there was not a deadline given by the RCWD and agreed that there may be financial implications. He noted that this boundary correction was better science-wise because it was based on better drainage and landscape information. Mr. Downing recalled a conflict with the City of Ham Lake based on hydrologic vs. political boundaries and wanted the SRWMO to be consistent. Ms. Hegland agreed but said she wanted more time to review due to the potential impact on the SRWMO levy and the City of Columbus's budget.

Mr. Downing moved to table the RCWD Jurisdictional Boundary decision until the SRWMO's January meeting and Mr. Mager seconded this motion. Logren yes, Hegland yes, Harrington yes, Mager yes, Downing yes, Flaherty yes, Babineau yes, Kantor yes. Motion carried.

E. Resolution to adopt Lower St. Croix Comprehensive Watershed Mgmt Plan and join joint powers collaboration

Mr. Schurbon explained that the 1W1P planning process was now complete after BWSR's approval this fall. Now the SRWMO had several actions to consider; withdrawing from the MOA for the 1W1P planning process (because it is now complete), adopting the Lower St. Croix Comprehensive Watershed Management Plan, entering the JPA for the plan implementation process, choosing a representative and alternate for the Policy Committee, and designating staff to the Advisory Committee. These 5 actions are outlined on page 25 of the board packet.

Mr. Babineau recalled the organizational arrangement selection by the 1W1P as the Joint Powers Collaborative option rather than a Joint Powers Entity. He asked if the JPA would involve townships and cities. Mr. Schurbon said that it would not involve them directly as they would not be a party to the JPA. He explained that the SRWMO gets a seat on the Policy Committee that will decide how the watershed based funding is spent. If the SRWMO does not join the JPA, others will make those decisions. Adopting the LSC Comprehensive Management plan will put the SRWMO in a better position to use those funds.

Ms. Hegland also recalled the amount of time the Policy Committee spent on the decision to start with a JPC vs. a JPE. She remembered the group discussing how a JPC would result in increased liability to individual organizations, but would also allow the organizations to retain more control. The downside of this was decreased efficiency of decisions, as all decisions would need to be approved by all the individual boards. Mr. Babineau asked about meeting frequency and Mr. Schurbon said the Policy Committee would meet twice annually. The Advisory Committee, made up of staff, would meet more often. Ms. Hegland asked how the funding for the staff would work, given that the staff will do the majority of the work. Mr. Schurbon explained that there would be a coordinator position but that it would not be a new hire. The Washington Conservation District and Chisago County are taking on the administrative role of financial tracking, scheduling, minutes, etc. and are not going to be compensated until the grant is active. The plan will specify these details. Ms. Hegland said Columbus is worried about the additional layer of bureaucracy and added expenses of joining the JPA. Mr. Schurbon explained that there will not be added expenses as a result of joining the JPA. There is an indirect expense of staff time, but it's minor and should lead to grant funds. Because the organizational arrangement is a JPC the SRWMO will not be forced to pay anything. Mr. Downing believes the implementation process from this group will involve memos from the Policy Committee requesting approval on a project. Ms. Hegland recalled that the Policy Committee decided to start out as a JPC, and will re-evaluate the decision of a JPC vs. a JPE; but it will continue as a JPC unless they decide to actively change it. The board noted that the last line in the resolution designated ACD staff to the Advisory Committee. Mr. Downing asked if Ms. Hegland wanted to continue her role as the SRWMO Policy Committee representative. Ms. Hegland said yes, but didn't want to prevent anyone else from having this role if they were interested. The board will need to choose a new alternate and Ms. Kantor volunteered for this role.

Mr. Downing moved to approve the resolution to adopt the Lower St. Croix Comprehensive Watershed Management Plan and enter into the Joint Powers Agreement for the Implementation of the Lower St. Croix Comprehensive Watershed Management Plan. Authorize Janet Hegland to serve as the SRWMO's Policy Committee representative and Candice Kantor to serve as alternate

through the January 2022 SRWMO board meeting. Mr. Harrison seconded this motion. Logren yes, Hegland yes, Harrington yes, Mager yes, Downing yes, Flaherty yes, Babineau yes, Kantor yes. Motion carried.

F. East Bethel and Ham Lake Local Water Plan approvals

Mr. Schurbon reported that he had heard nothing new from Ham Lake and that he had emailed their consultant. The current status is that their Local Water Plan is not complete and he had not received a new draft of the plan. Mr. Downing and Ms. Flaherty have also not heard anything new. Mr. Mager asked to clarify what this item on the agenda was asking the city to do. Mr. Schurbon explained that their Local Water Plan was due for an update within the city's comprehensive plan, and that it needs to be consistent with the SRWMO's rules. The SRWMO is waiting to approve their plan.

Mr. Schurbon said East Bethel had provided a revised plan and response to the SRWMO's comments. He said they revised their plan by basically adding a direct copy of the SRWMO's comments which made things very clear. He recommends the board approve the East Bethel Local Water Plan.

Ms. Hegland asked if there was a mechanism the SRWMO could use to move the Ham Lake process along. Mr. Schurbon explained that the city has a deadline from the Metropolitan Council and that they may have gotten an extension from them. Ms. Hegland asked if the board could send a memo asking Ham Lake to increase the priority of their Local Water Plan so progress could be made. Mr. Downing asked Mr. Schurbon if he had contacted the administrator or just the engineering team. Mr. Schurbon said he has mostly contacted the engineering team but has also contacted the administrator. Ms. Hegland asked Mr. Schurbon to call the administrator to ask for an update on the process.

Mr. Harrison moved to approve the City of East Bethel Local Water Management Plan dated September 2020, and Ms. Hegland seconded this motion. Logren yes, Hegland yes, Harrington yes, Mager yes, Downing yes, Flaherty yes, Babineau yes, Kantor yes. Motion carried.

G. Review of communities' ordinances for compliance with SRWMO minimums

Mr. Schurbon directed the board to page 40 in the meeting packet to the table that summarized the progress of this item. He explained that there are ordinances required of the communities by the SRWMO, and that most communities needed to update their ordinances to be consistent with SRWMO rules. Columbus is in the process of this. Linwood has staff working on it but there are some challenges; they are looking for an example of stormwater ordinances that make sense for a small community. Mr. Schurbon said he would bring this item up to Ham Lake along during the communications about the Local Water Plan. Mr. Schurbon reported he has not heard anything from East Bethel. Mr. Harrington will check on East Bethel and Mr. Schurbon will send him the table. Mr. Mager asked if the SRWMO was asking the communities to condense ordinances related to stormwater into one place, as communities sometimes have requirements of where to put ordinances. He noted that this would be a big effort to ask of communities. Mr. Schurbon explained that that part was only a request, and that the requirement was for the communities was just to update their ordinances to match SRWMO minimums related to wetland and stormwater rules.

7. New Business

A. Linwood Elementary School rain garden project

Mr. Schurbon said the school contacted the ACD to ask for assistance in an area in their landscaping; a raingarden that had been constructed in the past year and a half to collect the rooftop runoff. The feature does infiltrate water, but fills quickly during small storm events, and lacks vegetation. The school is

asking for \$1,030 in SRWMO cost share funds for planting materials and signage. This meets the SRWMO goal for demonstration projects on private property, with \$13,500 allocated to this purpose in the SRWMO plan. The ACD would work with the school to design the project. Mr. Schurbon noted that this project would likely not have much of a direct water quality benefit, but would be a great demonstration project for educational and outreach purposes. Soil cores meet requirements for the project and the SRWMO has a current balance of \$2,421 for cost share projects. Ms. Kantor asked why the original planting failed, and Mr. Schurbon noted that the original design involved a poor plant selection. Mr. Babineau asked if the new watershed boundary would cause Columbus elementary school to fall into the SRWMO because he did not want to show Linwood Elementary preference, but was otherwise in support of the proposition. Ms. Flaherty asked if the SRWMO could review the signage created for the project, and asked if the design could reflect current signage the SRWMO has created. Mr. Schurbon said the signage will be created by the fourth grade class. He said the sign will include the SRWMO logo, but that he wasn't sure if there would be much time in the classroom's process for feedback, and that the school might want a particular style. Ms. Flaherty said she just wanted to make sure the content was accurate and proofread since the SRWMO logo would be on it. Mr. Schurbon said he would put that in the request. Mr. Babineau offered to make the sign using leftover materials from his store.

Mr. Downing moved to communicate to the Anoka Conservation District the SRWMO's support for providing a cost share grant for 100% of materials to plant and promote the Linwood Elementary School rain garden. And furthermore, communicate the SRWMO's wishes that the grant directly pay for materials, not reimburse the school. Ms. Kantor seconded this motion. Logren yes, Hegland yes, Harrington yes, Mager yes, Downing yes, Flaherty yes, Babineau yes, Kantor yes. Motion carried.

8. Mail

Mr. Harrington reported no mail. Mr. Babineau reported receiving the SRWMO financial balances email from the city.

9. Other

10. Invoice(s) approval

A. Cameron Blake for Sept 2020 recording secretary services (\$175)

Mr. Mager moved and Mr. Harrison seconded to pay the invoice #90320, payment for \$175.

Logren yes, Hegland yes, Harrington yes, Mager yes, Downing yes, Flaherty yes, Babineau yes, Kantor yes. Motion carried unanimously.

B. Anoka Conservation District for water monitoring and mgmt pymt 3 of 3 (\$13,800.33)

Mr. Mager moved and Mr. Harrison seconded to pay the Anoka Conservation District invoice #2020042, payment 3 of 3 for \$13,800.33. Logren yes, Hegland yes, Harrington yes, Mager yes, Downing yes, Flaherty yes, Babineau yes, Kantor yes. Motion carried unanimously.

C. Dolphy's Automotive for carp barrier retrofit (\$500)

Mr. Downing asked Mr. Schurbon to explain the background of this invoice. Mr. Schurbon explained that a carp barrier at the south end of Martin Lake in Linwood let carp through in 2019 due to high water pushing the bars out of place. Linwood is technically the owner and operator of the structure.

The repair was necessary for the barrier to function properly. Both ACD and Linwood Township invested time into developing solutions. They also asked for help from semi-retired auto shop owner Joe Dolphy who has been an incredible handyman and partner over the years. Mr. Dolphy was asked for ideas. When they met to discuss, he had already built and largely installed the fix. Mr. Schurbon estimated the value of the repair to be between \$3,000 and \$6,000; and so \$500 is a good bargain in this context. Linwood Supervisor Ed Kramer asked if the SRWMO would consider covering the cost this one time. Mr. Schurbon recommends the SRWMO do so as a gesture of good faith and collaboration between the SRWMO and Linwood. The SRWMO has \$23,213.76 in undesignated reserve that could be used.

Mr. Babineau said he viewed this repair as a design flaw from the original concept, rather than a maintenance cost, and so he is in support of the SRWMO paying for this. Mr. Mager agreed with this perspective, stating that he also views this as a design flaw in the product they designed for the township. Ms. Kantor asked what the normal process for this repair would have been. Mr. Schurbon explained the normal process would have been: a request, a quote, and an approval of the repair. Ms. Hegland asked why the township is asking the SRWMO to pay when they are the owner and operator of the structure and asked what the install date and lifespan is for this structure. Mr. Schurbon said it was installed around 2015 with a predicted lifespan of 20 plus years. Ms. Hegland and Ms. Kantor both said they feel this request rubs them the wrong way on precedent and principle, and that they would want this type of request made ahead of time rather than after the fact. Mr. Downing noted that Linwood didn't authorize the work ahead of time either and are in the same position. Ms. Hegland said she did not want this sort of process on the record and that if the correct process had been followed she would have been supportive of the payment. Mr. Downing agreed with the concerns about the process, but noted that the SRWMO benefits from cities and townships taking on the maintenance of projects. If SRWMO had the maintenance obligation they would likely need to raise the levy to take that on. He questioned if it was setting a bad precedent, but felt that it wasn't and reflected more of a case-by-case basis. Mr. Mager agreed with the concern over the lack of proper procedure followed, and felt concern at making an exception, but reiterated that he feels the SRWMO delivered an inferior design to the township and so feels the SRWMO is at fault. Ms. Hegland said that even if the cause of the structural damage was something the SRWMO should have identified in the design, the process was still not correct. She asked what the timeframe was on this process and if responsibility was implied in the discussions. Mr. Schurbon said there was not blame or responsibility placed, rather it was approached as an issue that needs to be fixed together.

Mr. Downing suggested the SRWMO pay half of the cost of the repair, hoping it would be a compromise between addressing the design issue while acknowledging the repair should have followed a different process. Ms. Hegland said she didn't feel like this addressed the issue of improper process.

Mr. Downing moved the SRWMO pay \$250 of the invoice from Mr. Dolphy and Mr. Mager seconded this. Logren no, Hegland no, Harrington yes, Mager yes, Downing no, Flaherty yes, Babineau yes, Kantor no. This resulted in a 4-4 vote. Motion did not carry.

Ms. Logren suggested the SRWMO pay the full invoice of \$500 but include a correspondence to a town board member. She proposed the letter explain what the correct process to follow is, that the board was doing this for the long run benefit of the structure, and that the board felt obligated due to the repair being a design flaw. The board expressed consensus with this motion and thanked Ms. Flaherty for her input.

Ms. Flaherty moved the board approve \$500 payment to Dolphy's Automotive for invoice 27208 for fabricating and installing a lockdown fixture for the carp barrier on the south end of Martin Lake, but include a letter with the content identified by the board's discussion. Mr. Downing seconded this motion. Logren yes, Hegland yes, Harrington yes, Mager yes, Downing yes, Flaherty yes, Babineau yes, Kantor yes. Motion carried unanimously.

11. Adjourn

Mr. Harrington moved and Ms. Hegland seconded to adjourn at approximately 8:00 pm. Logren yes, Hegland yes, Harrington yes, Mager yes, Downing yes, Flaherty yes, Babineau yes, Kantor yes. Motion carried.

Submitted by:
Cameron Blake