

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