



Sunrise River WMO

2241 – 221st Ave
Cedar, MN 55011

APPROVED MINUTES

Sunrise River Water Management Organization Meeting

Thursday February 20, 2025

Meeting was held in person at the East Bethel City Hall

1. Call to Order

Mr. Mundle called the meeting to order at 6:30 pm.

2. Roll Call

Present Absent

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Janet Hegland, Treasurer (Columbus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tim Melchior, Secretary (Columbus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brian Mundle, Chair (E Bethel)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leon Mager (E Bethel)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Andrew Hallberg (Ham Lake)

Present Absent

<input type="checkbox"/>	<input checked="" type="checkbox"/>	John Olson (Linwood)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kevin Kelly (Linwood)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ben Harker (Linwood Alternate)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jamie Schurbon (Admin)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: Kate Luther (via Zoom)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: Cameron Blake (via Zoom)

3. Approval of Agenda.

Mr. Melchoir moved to approve the agenda and Mr. Kelly seconded this motion. The motion carried with all in favor.

4. Annual meeting items

A. Election of officers

Ms. Hegland moved to nominate Mr. Mundle as Chair and Mr. Kelly seconded this motion. The motion carried with all in favor.

Mr. Wolens moved to keep Mr. Kelly as vice chair, Ms. Hegland as treasurer, and Mr. Melchoir as secretary. Mr. Melchoir seconded this motion. The carried with all in favor.

B. Hear any recommendations on amendments to the JPA and watershed
No comments have been received.

C. Designate newspaper of record

Mr. Melchoir moved to designate the Forest Lake Times as the SRWMO newspaper of record for 2025 and Mr. Wolens seconded this motion. The motion carried with all in favor.

D. Set regular meeting dates through February 2026

The proposed meeting dates are: April 3, June 5, Sept 4, Nov 6, Jan 8 (2026), Feb 5 (2026).

Ms. Hegland moved to set meetings dates as stated and Mr. Wolens seconded this motion. The motion carried with all in favor.

5. Approval of Minutes for January 2, 2025

Ms. Hegland stated she had some minor edits which will be incorporated into the minutes.

Ms. Hegland moved to approve the minutes with those minor edits and Mr. Kelly seconded this motion. The motion carried with all in favor.

6. Financial Reports

A. Treasurer's report

Ms. Hegland stated the balance as of the February report was \$57,015.07 with \$36,166.91 in the general fund balance and \$20,848.16 in the undesignated reserve. The insurance and recording secretary checks were recent debits and some community payments were received. She noted they had received the complete 2025 payment from Columbus, Ham Lake, and East Bethel and the first half payment from Linwood.

Mr. Melchoir moved to accept the treasurer's report as presented and Mr. Kelly seconded this motion. The motion carried with all in favor.

B. Grants financial report

Mr. Schurbon explained there were some staff time expenditures for the Phase II Shoreline Grant and the East Boulevard Raingarden project expense was also updated. The Ditch 20 Wetland Restoration funds have not yet been received and no activity has occurred. Lastly he noted there are carp management funds to be used this summer on Martin Lake. He noted the cost share funds portion of the report will be updated upon finalization of the Anoka Conservation District (ACD) contract.

7. Unfinished Business

A. Watershed plan amendment

Mr. Schurbon said no action is needed from the board on this item. He explained that all agency comments were "no comment" and the Board of Water and Soil Resources (BWSR) determined the addition of the Linwood Lake Tributary Study as a guidance document was a minor amendment. So the next steps will be a public hearing at the April board meeting and a motion from the board to approve the amendment. Member community approval is not required although they have been notified and offered an opportunity to comment. No comments from the member communities were received.

B. 2026 Budget

Mr. Schurbon presented the board memo with updates from the last meeting including a reduction of \$1,000 for the outreach coordinator line item and the addition of the \$100 SSL security factor for the SRWMO website. Other changes directed by the board previously were elimination of the project tour for elected officials (-\$1,640), reduction of the cost share grant fund (-\$3,000), and addition of the watershed plan update (+\$5,540). The draft 2026 budget now sits at \$50,643.

Ms. Hegland stated she felt the watershed management plan update should be considered part of the operating expenses of the SRWMO budget. She feels this way because it is required

for the SRWMO to exist. Similarly, the audit is not listed as an operating expense, but she feels it should be because it is a requirement.

Mr. Schurbon explained in the current draft budget it is a non-operating expense. The JPA does not include the plan update in the list of operating expenses. It was a non-operating expense for the last plan update. He also recalled that during 2023 JPA updates this item was discussed and left as a non-operating expense because some felt that planning disproportionately benefits communities with larger areas or more projects. He explained that changing this would then require a JPA amendment which requires unanimous approval from all four communities.

The board reviewed the language in the JPA to define the operating vs. non-operating expense categories. There was substantial discussion about the intent of the wording with regards to the watershed plan update. The board felt the the management plan update doesn't fit under "administrative fee charged to each party" in the JPA. Ms. Hegland noted that this was an oversight in the 2023 JPA updates to not specify the plan update as an operating expense.

The board discussed the financial implications for member communities if the plan update were moved from a non-operating to an operating expense. The difference to Ham Lake is significant, changing from \$2,000 to \$12,500. Mr. Wolens proposed the board ask the communities to decide on this issue. The board requested any JPA amendment be worded in a way to avoid further confusion in the future on these items.

Ms. Hegland moved to propose a JPA amendment to the member communities to add to the operating expense description: "...audit, watershed plan updates, other work (and associated expenses) required by the State in order for the WMO to exist..." Mr. Wolens seconded this motion. The motion carried with all in favor.

Ms. Hegland and Mr. Schurbon will prepare a JPA amendment memo sent to all four communities. Ms. Hegland will call Mayor Kirkeide of Ham Lake since that city did not have a councilmember liaison present at this SRMWO meeting.

The board went back to the budget discussion with the only proposed change from this version the shifting of funds from the undesignated reserve to the management plan update line item.

Mr. Mager moved to approve sending the 2026 SRWMO draft budget of \$50,643.00 to the member communities. Mr. Kelly seconded this motion. The motion carried with all in favor.

Mr. Schurbon will send the budget memo out to all communities for ratification.

8. New Business

A. 2024 work results report from Anoka Conservation District (ACD)

Mr. Schurbon presented the report, explaining that the structure of the report has been changed to be shorter, include more hyperlinks to detailed information, and to match the work

contract structure. Mr. Mager asked if monitoring data is also housed at the Pollution Control Agency's website. Mr. Schurbon replied yes and demonstrated direct links. Mr. Kelly said he liked the hyperlinks within the document for ease of communication and use. Mr. Schurbon also shared the online dashboard tracking projects and metrics that is used for BWSR reporting.

B. 2025 contract with ACD

Mr. Schurbon explained how the contract was created from the budget and management plan. The changes and recommendations are outlined and include lowering of the outreach, shoreline, and monitoring line items and increasing of the administration line item due to the audit. Ms. Hegland asked for clarification on the cost share budget item. Mr. Schurbon explained the board decided to cut the cost share contribution to \$1,500 in the 2026 budget, and in the 2025 work plan the proposed cost share contribution is \$2,000. Ms. Hegland requested \$2,000 of cost share line item be removed from the 2025 contract and those funds to be added to a management plan update column in the organization's budget. This would reduce the ACD contract by \$2,000, but the overall SRWMO expenditures would remain the same. The rest of the board agreed with this change.

Mr. Kelly moved to approve the 2025 contract for services with ACD in the amount of \$41,192, and authorize staff to execute the contract. Mr. Wolens seconded this motion. The motion carried with all in favor.

C. Agreed upon procedures engagement

Mr. Schurbon explained they had received two quotes for this audit-like required work. The low quote is from Smith-Shafter, the firm that performed the last agreed upon procedures engagement (AUPE) in 2020, and is within the SRWMO's budget. They would do the work between April 15 and the June 30 state deadline. Ms. Hegland clarified that this process was to be done instead of the audit and Mr. Schurbon confirmed this, explaining that the AUPE process occurs once every 5 years in lieu of the audit. Mr. Schurbon recommended any motion include authorization to pay for the services in a timely manner because the invoice may come during the longer summer break of SRWMO meetings.

Mr. Melchior moved to accept Smith Schafer Associates \$3,200 estimate for an agreed upon procedures engagement, authorize the Chair to sign the engagement letter, and authorize payment in this amount when work is completed to the satisfaction of the Chair. Mr. Kelly seconded this motion. The motion carried with all in favor.

D. Statutory tort limits

Mr. Melchior moved to not waive statutory tort limits and Mr. Kelly seconded this motion. The motion carried with all in favor.

8. Mail
No mail was received.
9. Other

None.

10. Invoice(s) approval
 - A. Recording Secretary (\$200)
Ms. Hegland moved to pay the recording secretary invoice of \$200. Mr. Melchior seconded. The motion carried with all in favor.
11. Adjourn
Mr. Wolens moved to adjourn the meeting. Mr. Kelly seconded. The motion carried and Mr. Mundle adjourned the meeting at 7:51PM.

Upcoming Meeting Dates: April 3, June 5, Sept 4, Nov 6, Jan 8 (2026), Feb 5 (2026)

Submitted by:
Cameron Blake