

Sunrise River Water Management Organization
Meeting Minutes for Thursday, January 16, 2018

The meeting was called to order at 6:40 pm by Vice-Chair Mager.

Board Members Present: Paul Enestvedt, Scott Heaton, Tim Harrington, Denny Peterson, Dan Babineau, Leon Mager

Others Present: Jamie Schurbon (Anoka Conservation District, ACD), Sharon LeMay (ACD), Tim Peterson (Linwood Twp alternate)

3. Approval of Agenda **Mr. Harrington moved and Mr. Peterson seconded to approve the agenda as presented. All in favor. Motion carried.**

4. Approval of Minutes **Mr. Heaton moved and Mr. Peterson seconded to approve the November 2, 2017 minutes as written. All in favor. Motion carried.**

5. Treasurer's Report Treasurer Heaton reported that a treasurer's report was not available. People's Bank of Commerce has transferred ownership and he is working through account access issues. A treasurer's report will be provided at the next meeting. Schurbon requested that a year-end bank statement be provided as soon as available to be used in year-end reporting.

6. Unfinished Business A. Solicit professional services for 2018
Chair Babineau arrived at approximately 6:50pm.

Heaton reported that additional help was needed to make progress on this task. Discussion was that two requests for proposals (RFP) would be sent: (a) 2018 water monitoring and management and (b) 10-year watershed plan update. The 2018 budget lists the tasks for (a), and additional description of the tasks will be taken from previous year's work contracts with ACD. The tasks for (b) will be compiled by utilizing the recent Upper Rum River WMO plan update process, and then sending that draft to MN Board of Water and Soil Resources (BWSR) staff Dan Fabian for review to ensure the list includes all required and advised tasks.

Chair Babineau agreed to lead the process of soliciting services. Discussion was that the 2018 work RFP should be sent to member cities' consulting engineers and the Anoka Conservation District. The 10-year watershed plan update RFP should be sent to the same plus consultants who bid on the recent Upper Rum River WMO plan update. Others who request either RFP should also receive it. The deadline for receiving responses should be March 1.

Babineau moved and Enestvedt seconded to authorize Babineau to oversee preparation of RFPs for 2018 work and 10-year watershed plan updates and distribute them. All in favor. Motion carried.

B. Lower St. Croix One Watershed One Plan (1W1P) Update
Schurbon provided a brief presentation. It was noted that areas with completed 1W1P or the metro are eligible for Watershed-Based Funding.

The board discussed three levels of potential involvement: (1) sign the project Memorandum of Agreement (MOA) and designate a board member to serve on the decision-making Policy Committee, (2) do not sign the project MOA but designate staff (such as watershed planning consultant) to serve on the advisory committee, or (3) do not participate.

The draft MOA was reviewed. Schurbon noted legal reviews by others are still pending. The board discussed probable signing of the MOA, but waiting for a final draft before making this decision.

Motion by Enestvedt and seconded by Babineau to assign Enestvedt as the SRWMO representative on the Lower St. Croix 1W1P Policy Committee and Babineau as an alternate. All in favor. Motion approved.

C. SRWMO Watershed Management Plan Update

Schurbon reviewed the timeline for required update of the SRWMO 10-year Watershed Management Plan, which expires December 31, 2019. The process should begin in early 2018.

The planning process must begin by sending notice to state agencies and others and allowing 60 days for preliminary comments.

Motion by Heaton, seconded by Babineau to authorize \$320 for ACD to prepare and send watershed planning initiation notices by January 30th, 2018. The terms and conditions in the SRWMO's 2017 Water Monitoring and Management contract with ACD shall apply, except the payment shall not be due until task completion. All in favor. Motion carried.

7. New
Business

A. 2019 Budget

Schurbon presented a draft 2019 budget totaling \$59,470 for consideration. It was noted that this budget is higher than most previous years primarily because it includes the 10-year Watershed Management Plan update.

The board provided edits including reduction to the watershed plan update, adjustments to water monitoring, eliminating the cost share grant fund contribution, and increasing administrative assistance hours. The revised draft 2019 budget total is \$50,815.00.

Motion by Mager and seconded by Babineau to authorize sending the revised draft budget to the member communities for ratification. All in favor. Motion carried.

Schurbon will provide the revised budget to the Recording Secretary for distribution to the member communities.

Mager noted that the Water Quality Cost Share Fund has a current balance of approximately \$6,000. Annual uses of that fund have been about \$1,500. The fund is held by ACD, and landowner requests for grants are managed by ACD.

Motion by Mager and seconded by Babineau to request that ACD return \$2,000 from the SRWMO Water Quality Cost Share Fund to the SRWMO. All in favor. Motion carried.

B. Watershed-Based Funding (aka “fund the plan”)

Schurbon briefed the board on these new State funds available. \$826,000 is available throughout Anoka County. This amount needs to be collaboratively divided amongst eligible entities (watershed districts, WMOs, cities, SWCD) by June 30, 2018 or revert to a metro-wide competitive grant pool. The funds may only be used for water quality improvement plans within state-approved water plans, such as the WMO plan, or city local water plans approved by the WMO.

Potential projects for these funds were discussed including: carp management at Linwood Lake (would require a feasibility study first, quote secured for \$9,610.23 and a watershed plan amendment), already-identified and ranked retrofits at Martin or Coon Lake, lakeshore septic system outreach modeled after work at Linwood Lake in 2017, additional carp management at Martin and Typo Lakes or projects identified in the Ditch 20 wetland restoration feasibility study.

Schurbon stated a first meeting of eligible entities to discuss fund distribution will likely be January 31, 2018 from 1-3pm at a location to be determined. The board discussed the need to have a board representative present. None of those in attendance anticipated being able to attend. Schurbon was directed to provide meeting information to all board members, in hopes that someone could attend this and future related meetings.

8. Mail A government census form was received. Treasurer Heaton will take care of it.

9. Other A. Authorize Website Update Expenses
The SRWMO website is built on an old template and \$1,500 was budgeted in 2018 for updates. Due to recent hacking, Schurbon advised updates were urgent.
Motion by Heaton and seconded by Peterson to authorize \$1,500 to ACD for website updates. All in favor. Motion carried.

10. Invoice(s) Approval A. ACD Invoice #2017316 for administrative assistance \$640
B. Recording secretary invoice for January \$175.
C. City of East Bethel invoice for check stock \$118.03
D. MCIT invoice which is due 1/31/18
Motion by Peterson and second by Harrington to authorize payment of ACD invoice #2017316 - \$640, recording secretary (January) - \$175, East Bethel for checks - \$118.03, and MCIT insurance invoice - \$1362. All in favor. Motion carried.

11. Adjourn Before adjournment it was noted that the next scheduled meeting of February 1 should be delayed to match upcoming decisions needed.

Motion by Chair Babineau and seconded by Enestvedt that the February 1, 2018 meeting be moved to March 1, 2018. All in favor. Motion carried.

Motion by Heaton and seconded by Peterson to adjourn. All in favor. Motion carried.