



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