



Sunrise River WMO

2241 – 221st Ave
Cedar, MN 55011

APPROVED MINUTES

Sunrise River Water Management Organization Meeting
Thursday January 4, 2024
Meeting was held in person at the East Bethel City Hall

1. Call to Order
Ms. Hegland called the meeting to order at 6:31 pm.

2. Roll Call

Present	Absent		Present	Absent	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Janet Hegland, Chair (Columbus)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jonn Olson (Linwood)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tim Melchior, Secretary (Columbus)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kevin Kelly (Linwood)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brian Mundle, Treasurer (E Bethel)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bob Millerbernd (Linwood Alternate)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leon Mager (E Bethel)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jamie Schurbon (Admin)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cameron Blake* (Recording Secretary)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Brian Kirkham (Ham Lake)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

* Remote via Zoom

3. Approval of Agenda.
Mr. Melchior moved to approve the agenda as presented and Mr. Wolens seconded this motion. The motion carried with all in favor.

4. Approval of Minutes for November 9, 2023
Ms. Hegland moved to approve the minutes with some typographical errors corrected and Mr. Melchior seconded this motion. The motion carried with all in favor.

5. Financial Reports

A. Treasurer’s report

Mr. Mundle reported a beginning balance of \$20,422.39 with an ending balance of \$33,678.15 after one invoice was paid and one deposit occurred.

Mr. Kelly moved to accept the Treasurer’s report and Mr. Wolens seconded this motion. The motion carried with all in favor.

Mr. Schurbon displayed a financial ledger to the board and explained the section showing the end of year balance and the undesignated reserve balance. He suggested moving the end of year balance to the undesignated reserves so the general fund balance column at the start of the year will just be for the 2024 budget. There were no objections. Mr. Schurbon clarified that undesignated funds result from underspent budgeted items. No motion is needed on this agenda item.

B. Grants financial report

Mr. Schurbon gave an update that the cost share grant fund portion of the report is unchanged; no funds were needed for the recently approved shoreline projects as the accepted bids came in within the original budgeted amount. Mr. Schurbon noted the updates to the Sunrise Chain of Lakes Stabilization grant in which SRWMO and Anoka Conservation District (ACD) funds were spent on designs with the project construction cost to be covered by landowner contributions and state grant funds. The Linwood Lake Subwatershed Retrofitting study funds were unchanged, and the carp project line item is currently being built up.

6. Unfinished Business

A. SRWMO-Coon Creek Watershed District boundary update

Mr. Schurbon reported that the boundary change has been approved by the state and he will be sending letters out to affected landowners next month. The change will not affect landowner taxes until 2025. The new maps will be updated on the website in the coming weeks. Ultimately there was a small change in the overall number of residents in either watershed as a result of the boundary update.

B. Metro Watershed Based Implementation Funding grants FY2025

Mr. Schurbon updated that board that this process is not being led by Michelle Jordan from the Board of Water and Soil Resources (BWSR) as originally thought; rather Kyle Axtell from the South Washington Watershed District (SWWD) volunteered to organize this. Additionally, Mr. Kelly is unable to participate as one of the two city representatives and Mr. Olson is still hoping to be a backup option if no one else volunteers. Pam Olson from Linwood is also unable to participate as one of the two city representatives. One city member has volunteered to be one of the Washington County cities but Mr. Schurbon is not positive which community they are from. The date of the meeting has not been set yet but the goal was to have the meeting this month or next. The meeting will likely be during the day as many staff will be in attendance. Mr. Schurbon thought it was likely to only be one meeting, but there's a chance it could end up being two meetings.

Ms. Hegland noted that she does not like that the process is not being led by BWSR and is instead being led by someone from an organization that is in the Lower St. Croix Partnership. She felt that BWSR leading the process would be less biased with no conflicts of interest. Mr. Schurbon explained that in the past this process has been led by a local staff member rather than the BWSR representative and Mr. Jordan would do it if a staff member hadn't volunteered. Ms. Hegland explained she felt one of the municipal representatives should be from one of the SRWMO communities. Ms. Hegland said she would be willing to be one of the municipal representatives for this process. The board thanked her for volunteering, and no objections were voiced. Mr. Melchior was previously appointed as the representative from the SRWMO and will also attend this meeting.

C. Bylaws

Mr. Schurbon updated the board that the bylaw process is progressing. The draft was sent to the board for review and has been reviewed by the SRWMO attorney, Mr. Schurbon, and Ms. Hegland. The board can consider sending the draft to communities for their consideration or to provide additional comments and revisions before this is done.

Mr. Melchior noted there may be some confusion in the language specifying the number of appointed board members per community and alternatives in terms of voting. The board considered whether this section should be reworded or if it was written correctly. Ultimately the board decided to send the draft bylaws to the communities for their review, noting that the document will likely be reviewed by their attorneys as well and language can be changed if others believe that section is confusing.

Ms. Hegland moved to send the draft bylaws to member communities for a 30 day review and Mr. Mundle seconded this motion. The motion carried with all in favor.

D. Project update - Sunrise River Chain of Lakes Shoreline Stabilizations Phase 1

Mr. Schurbon provided a brief update. Construction bidding is complete, within budget, and a construction contract has been awarded to JK Landscape Construction. They own barges, and will do most work over the ice if possible but can also do it in open water if needed. All eight landowners are on board. Contracts have been signed.

E. Project update – Coon Lake Beach Community Center Shoreline Stabilization

Mr. Schurbon provided a brief update. ACD has awarded a cost share grant of \$3,000 of non-SRWMO funds. Construction did not occur this fall, and was pushed to spring. The Coon Lake Beach Community Center is in charge of all construction management and has made a partial payment in the hopes they will be first on the list this spring.

7. New Business

A. Clean Water Fund Grant Award – Sunrise River Chain of Lakes Shoreline Stabilizations Phase 2

A Clean Water Fund grant is being awarded for more lakeshore stabilizations on SRWMO lakes – Linwood, Coon, and Martin. ACD applied for this grant to further the SRWMO's goals, which are mutually the goals of ACD. Specifically, goals include water quality improvement on these priority lakes and <20% of shorelines manicured to the water's edge (either mowed turf or sand blankets). ACD staff inventoried the shorelines on these lakes and many are close to this goal. Projects can include native plant buffers and other habitat features. The grant is \$107,000 and \$74,500 of this award is for construction; the rest is for design, permitting, etc. This grant will be implemented in 2025.

Mr. Schurbon suggested the funds would be focused on Martin Lake as that's where there is a waiting list from the last round of projects, and it is close to being removed from the state impaired waters list. Linwood Lake is also not far from the state water quality standard, but has less known shoreline erosion and a large amount of public shoreline.

The board suggested some funds be considered for Coon Lake so more project representation can be in Ham Lake, Columbus and East Bethel. Additionally, as the Phase I funding was spent on Martin Lake perhaps funding for Phase II could be considered for one of the other lakes. The board discussed the timing options for potential additional landowner outreach on other lakes to gauge interest, considering the projects won't be constructed until 2025. The board commended Mr. Schurbon on the success in securing numerous grants for projects in the SRWMO.

B. Linwood Lake Subwatershed Study

The SRWMO Watershed Plan includes a subwatershed study for Linwood Lake in 2023-24. \$2,000 has been budgeted in each year, for \$4,000 total. Additional grant funding would be needed and is available from the Lower St. Croix Partnership. The lake's subwatershed will have few potential projects and upstream waterbodies may already be providing some treatment. However meaningful projects can't be identified if a study is not completed. The board is being asked to consider if they would like to continue to pursue this study? The board discussed potential external loading sources to Linwood Lake including individual Subsurface Sewage Treatment Systems (SSTS), parkland management, and others.

The board discussed the benefits of street sweeping and asked if promoting these programs would be enough to address the phosphorus loading to the lake. Mr. Schurbon explained street sweeping alone would likely not have enough of an impact to delist the lake. There is also internal loading to consider. The board discussed the impact of wetlands that can act as sources or sinks of phosphorus.

There are alternatives to completing a full study immediately. By consensus, the board decided to use the SRWMO's \$4,000 to monitor three lake inlet streams in 2024. This will narrow down which major drainage location is the biggest phosphorus loading source to the lake, and help determine if a study is warranted in 2025. The study would be contingent upon funding from the Lower St. Croix Partnership or other sources.

C. 2024 - Solicit 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 2024. Because the Anoka Conservation District plans to submit a proposal, it is best for the board, not Mr. Schurbon, to take a lead role in soliciting proposals. In the past the board selects a member to distribute and receive responses for the SRWMO RFPs, which will be reviewed and considered at the next board meeting.

Mr. Wolens moved to authorize Mr. Melchior to distribute the 2024 request for proposals for professional services and receive responses and Mr. Kelly seconded this motion. The motion carried with all in favor.

Mr. Schurbon was directed to distribute and receive responses for an RFP for recording secretarial services.

D. 2025 budget

Mr. Schurbon explained the budgeting timeline of draft budget review in January and again in February if needed, and community ratification by May.

The board reviewed the 2025 budget document. The starting total for the draft budget was \$54,989.

The board suggested to remove the \$1,850 line item for an elected officials tour due to low attendance at these events and they believe there is more value in the SRWMO attending community events.

The board discussed the carp management budget item. They noted there was diminishing returns towards the end of the initial round of management efforts and inquired as to the value of maintenance harvests. Mr. Schurbon explained the diminishing returns are an expected part of the process and sign of successfully reducing the population. He noted the improvements in water quality the carp management efforts have had. The board discussed the strategies employed in the last round of management efforts and what would likely be recommended in the future.

Mr. Schurbon stated that the plan for 2024 had been to do maintenance harvests with rented box nets and volunteers. The rental and associated fees were anticipated to be \$12,000, but now would be nearly \$20,000 in 2024. He said the budget from multiple funding sources is not enough, so he recommends postponing until 2025 and including additional funds in the 2025 SRWMO budget. The board clarified that there is not much value in spending funds to re-estimate the carp population. The board left this budget line item as-is at this time with the option to revisit it later in the discussion.

The board discussed the cost share grant funds, which can be used by residents to do water quality projects on their property, and whether the 2025 budgeted contribution should be decreased since the funds were not used in 2023. Mr. Schurbon explained the strategy the board has used previously is building up the fund year by year in have enough funds for a project. Additionally the cost share projects have not been hugely promoted this year while the cost share funds are still low and building back up. The board decided to cut the budget line item from \$2,500 to \$1,500.

The board discussed funds for demonstration projects on public lands. Mr. Schurbon presented known possible project options. Of these, the board did not find any that appeared particularly valuable aside from the lake group that are hoping for aquatic weed removal tools at boat landings. The board favored cutting this budget item from \$6,750 to \$1,500 to accommodate that project.

The board discussed the administrative assistance budget item, noting that the time is generally spent and sometimes goes over depending on what activities the organization pursues. 2025 will include audit preparation. Mr. Kelly stated an increase in administrative budget is expected after three years of no increase and that he supported the board being responsive to staff needs.

The board discussed the historic efforts the board took in spending down the reserves as the SRWMO aims to have no more than 30% of an annual budget in reserve. Mr. Schurbon identified that an additional \$700 in reserve spend down, in addition to the \$2,800 already in the draft budget, would be in line with the policy. The board agreed to the additional spend down.

The board discussed wishing to have a budget for community events displays and materials. \$1,000 was suggested to be added.

The board reviewed the budget after the discussed changes. The new total was \$47,189. That is a \$3 increase over the 2024 budget.

Mr. Melchior moved to and Mr. Wolens seconded to approve sending the revised draft 2025 budget of \$47,189 to the member communities. The motion carried with all in favor.

Mr. Olson asked what government agency is responsible for maintaining fallen brush from culverts. He has observed some fallen trees seemingly obstructing flow in a creek and assumed this would fall under someone's jurisdiction. Mr. Schurbon said the location in question is a county ditch, falling under county jurisdiction. He stated the county was aware of beaver issues at this location.

The board revisited discussion of the Linwood Lake subwatershed study. They reaffirmed their desire to do tributary monitoring in 2024 to inform whether a 2025 study was warranted and the scope. They agreed no motion was required since the funds are already in approved budgets and being used accordingly.

8. Mail

None was received.

9. Other

No other discussion was had.

10. Invoice(s) approval

A. Recording Secretary

Mr. Mundle moved to and Mr. Olson seconded to pay the invoice #11923 for \$200.00. The motion carried with all in favor.

SRWMO Meeting Minutes for January 4, 2024

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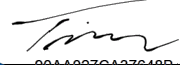
12. Adjourn

Mr. Melchior moved to adjourn the meeting and Mr. Mundle seconded this. The motion carried and Ms. Hegland adjourned the meeting at 8:30PM.

Upcoming Meeting Dates: Feb 1 (2024)

Submitted by:
Cameron Blake

Attest:

DocuSigned by:

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Secretary