



Sunrise River WMO

2241 – 221st Ave
Cedar, MN 55011

Sunrise River Water Management Organization (SRWMO) Meeting Minutes for Thursday, February 7, 2008

Chairperson Marie Holm called the meeting to order at 7:00pm with the following members present Mike Bury, Bill Larson, Leon Mager, Kathy Paavola, Denny Peterson and Mark Walsh. Absent was Frank Kvidera. Also present were Jamie Schurbon of Anoka Conservation District (ACD) and Jerry Spetzman, Water Resource Manager Chisago County.

APPROVAL OF MINUTES

Denny Peterson moved and Mark Walsh seconded to approve the December 14, 2007 meeting minutes as presented. All in favor, motion carried.

OLD BUSINESS

Homeowners' Guide – Jamie Schurbon presented and distributed copies of the completed guide. Discussed how and where to distribute the guide; Mr. Schurbon will handle distribution. Board members are to provide necessary information for publication in city newsletters.

NEW BUSINESS

Sunrise River Watershed Study Project – Jerry Spetzman, Water Resource Manager Chisago County presented. Priority sub-basins were identified, as were impaired waters. Mr. Spetzman reviewed the study goal, water quality goals, study objectives and selected next steps. The SRWMO was invited to participate on this project.

Draft Results of 2007 Work – Jamie Schurbon reviewed lake levels for Coon Lake, Fawn Lake, Linwood Lake Martin Lake and Typo Lake. The lake water quality for Linwood Lake - grade C, Martin Lake – grade D and Typo Lake – grade F. Other items included stream hydrology for Typo Creek (North Martin Lake Inlet), Data Creek – West Typo Lake Inlet, Ditch 13, Ditch 20, stream water quality monitoring for ditches west of Typo Lake, wetland hydrology for Carlos Avery Reference Wetland, Carlos 181st Reference Wetland, Tamarack Reference Wetland, water quality improvement projects, SRWMO website, Eurasian water milfoil signage, homeowner guide, financial summary and recommendations.

It was noted that the SRWMO Watershed Management plan requires updating and work should be started this spring. Other areas for future focus include water quality improvement projects, update the Typo and Martin Lake total maximum daily load (TMDL) study report, do projects to improve water quality in Typo and Martin Lakes, continue the cost share grant program, work cooperatively with the newly-formed Coon Lake Improvement District and support an aquatic vegetation survey and management plan for Linwood Lake.

2008 Memorandum of Understanding (MOU) Agreement between SRWMO and Anoka Conservation District – Jamie Schurbon reviewed this agreement. **Bill Larson moved and Mike Bury seconded to approve entering into the 2008 Memorandum of Understanding (MOU) Agreement between SRWMO and Anoka Conservation District. All in favor, motion carried.**

2009 Working Proposal Budget – Jamie Schurbon reviewed the proposed budget of \$43,770.00. The biggest expense will be updating the watershed management plan. Mr. Schurbon suggested the SRWMO consider seeking bids. **Bill Larson moved and Mike Bury seconded to approve a total 2009 budget for \$47,000.00 (Anoka Conservation District \$43,770, insurance, administration, etc. costs \$3,230) with billing to local governmental units in accordance with the Joint Powers Agreement cost breakdown. All in favor, motion carried.**

Elections – **Bill Larson moved and Mike Bury seconded to keep the slate as is with Marie Holm as chairperson and Frank Kvidera as vice-chairperson. All in favor, motion carried.**

2008 Meeting Dates – Next meeting date will be May 1, 2008.

OTHER

The LMCIT Insurance has increased liability coverage to \$1,200,000. There is no additional cost to SRWMO.

Coon Lake Improvement District – Mike Bury reported that the Anoka County Board of Commissioners would appoint five interim directors on Tuesday, February 12, 2008. Mike will be one of the directors. Discussed if there would be any conflict of interest with Mike being on both boards; it was determined that Mike would abstain from voting on any item involving or potentially involving the Coon Lake Improvement District.

The issue of SRWMO still owing ACD \$1,880 still needs to be resolved. Jamie Schurbon will request to be on East Bethel's City Council agenda.

ADJOURN

Bill Larson moved and Mike Bury seconded to adjourn the meeting. All in favor, meeting adjourned at 9:08pm.



Sunrise River WMO

2241 – 221st Ave
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Sunrise River Water Management Organization (SRWMO)
Meeting Minutes for Thursday, June 6, 2008

Chairperson Marie Holm called the meeting to order at 7:05pm with the following members present Mike Bury, Leon Mager, Denny Peterson and Mark Walsh. Absent were Frank Kvidera, Bill Larson and Kathy Paavola.

APPROVAL OF MINUTES

Mark Walsh moved and Denny Peterson seconded to approve the May 1, 2008 meeting minutes as presented. All in favor, motion carried.

OLD BUSINESS

Request for Proposal (RFP) for Sunrise River WMO 3rd Generation Watershed Management Plan – Minor changes were received from Columbus' attorney; no comment was received from East Bethel's attorney. The RFP does not need to be publicized, however, more than one bid does need to be solicited. **Mark Walsh moved and Denny Peterson seconded to accept the revised RFP by Columbus' attorney and to solicit bids from Wenk & Associates, Anoka Conservation District, Hawkinson Anderson Engineering, and Emmons and Oliver Resources with a requested July 15, 2008 response date. Upon receipt, Chairperson Holm will mail out copies of received bids. All in favor, motion carried.**

NEW BUSINESS

MAIL

East Bethel Comprehensive Plan - Changes to land use. No comment from the SRWMO.

Anoka Conservation District notified SRWMO of a cost share for a lake restoration project on Martin Lake.

OTHER

The Joint Powers Agreement (JPA) needs to be updated and revised.

ADJOURN

Mark Walsh moved and Leon Mager seconded to adjourn the meeting. All in favor, meeting adjourned at 7:25pm.

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June 6, 2008

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Gail E. Gessner, Recording Secretary

Revised and submitted via e-mail on 6/12/08



REQUEST FOR PROPOSALS

for

SUNRISE RIVER WMO

3RD GENERATION WATERSHED MANAGEMENT PLANNING

Background

The Sunrise River Watershed Management Organization (SRWMO) is a joint powers organization of the Cities of Columbus, East Bethel, Ham Lake, and Linwood Township. The SRWMO's Watershed Management Plan expires December 31, 2009. An updated plan must be drafted in accordance with Minnesota Statutes, Section 103B.231 and Minnesota Rules 8410. The SRWMO wishes to obtain bids for assistance preparing this plan.

Project Timeline

The SRWMO prefers to begin work in late 2008 if the selected firm agrees not to invoice the SRWMO until 2009. Otherwise, work would begin in January 2009. Project must be completed by December 31, 2009.

Proposal and Bid Procedure

Proposals should follow the work plan outlined on the following pages, which has been approved by our oversight agency (Minnesota Board of Water and Soil Resources). The proposer may elaborate on how it will accomplish each task in the proposal. While alternative approaches to the work plan are acceptable, alternatives must be supported by specific rationale and corresponding cost adjustments. Proposals will be accepted through July 15, 2008. Six (6) copies of your proposal should be sent to:

Marie Holm, Sunrise River WMO Chair
22530 Sunrise Road NE
Stacy, MN 55079
651-462-2394 marie@starksfam.org

The SRWMO anticipates making a selection at its August 2008 meeting.

Considerations

Organizations submitting a proposal should have expertise:

- engaging watershed boards, lake associations, public officials, other natural resources agencies, and interested citizens;
- protecting and improving water resources;
- writing water resource management plans;
- leading a completed plan through the formal review and approval processes.

The SRWMO expects that the selected organization will commit to providing all the services at the quoted price.

The SRWMO will select a firm based on consideration of both costs and expertise.

**The current SRWMO Watershed Management Plan is available at
<http://www.AnokaNaturalResources.com/SRWMO>**

Summary of Anticipated Work Tasks

Task	Description	Cost
Task 1.	Evaluate 2 nd Generation Plan	
Task 2.	Visioning – Outside agencies, organizations, and the public	
Task 3.	Visioning – WMO Board	
Task 4.	Update Resource Inventory	
Task 5.	Set Resource Goals	
Task 6.	Strategize Policies for Goal Achievement	
Task 7.	Strategize Implementation Plan	
Task 8.	Produce Draft Plan	
Task 9.	Facilitate Review Process	
Task 10.	Final Draft	
Task 11.	Submit Final Draft to BWSR for Approval	
Task 12.	Distribute the Approved 3rd Generation Plan	
	TOTAL COST	

TASK DESCRIPTIONS

Task 1. Evaluate 2nd Generation Plan

The WMO Board will meet to briefly review the status of water resources and assess the content, effectiveness, and implementation of the current Watershed Management Plan. The selected firm will actively facilitate this meeting and will compile the WMO Board’s assessment into document format. This evaluation will be included in the 3rd Generation Plan. This exercise is intended to focus subsequent steps in the planning process.

Task 2. Visioning – Outside agencies, organizations, and the public

A visioning and input meeting will be conducted to collect input and comments regarding the SRWMO, and community and water resources goals. The selected firm will coordinate all logistics for these meetings and actively facilitate the meetings. Those anticipated to participate in this process include staff and officials from member and neighboring cities, county officials and staff, state agency representatives, non-government organizations, and others. For those unable to attend the meeting, requests for comments will be mailed or e-mailed. The consult/facilitator will summarize input received and present it to the WMO Board in document format.

Task 3. Visioning – WMO Board

The WMO Board will meet in one visioning session, which the selected firm will actively facilitate. The purpose of these meetings is to define the desired outcomes of the 3rd Generation Plan. Input received during Tasks 1 and 2 will be considered during this process. The visions expressed by the WMO Board will be reduced to writing in such a way to outline remaining planning meetings.

Task 4. Update Resource Inventory

The selected firm will update the Resource Inventory section of the current Plan, which is available in digital format (MS Word). Required content is listed in MN Rules 8410.

Task 5. *Set Resource Goals*

The WMO Board anticipates meeting in 1-2 goal-setting sessions, which the selected firm will actively facilitate. Outcomes will include a discussion of the status of water resources and as set measurable goals. These goals will direct the SRWMO's policies and implementation plan.

Task 6. *Strategize Policies for Goal Achievement*

The selected firm will draft policy options that could achieve WMO goals. The WMO Board anticipates meeting 1-3 times to discuss options that will become policy within the 3rd Generation Plan. The selected firm will actively facilitate these meetings and prepare summary materials necessary for decision-making, including but not limited to data about natural resources, infrastructure, and existing ordinances and laws.

Task 7. *Strategize Implementation Plan*

The selected firm will draft an implementation plan to achieve WMO goals and carry out WMO policies. The plan will include tasks being performed by other agencies, in order to avoid duplication of efforts. The WMO Board will discuss and decide upon the implementation plan in 1-3 meetings that the selected firm will actively facilitate.

Task 8. *Produce Draft Plan*

The selected firm will draft a 3rd Generation Plan which incorporates the visions, goals, policies, and implementation plan agreed upon by the SRWMO Board. This Draft Plan will include the elements required by Minnesota Statutes Section 103B.231 and Minnesota Rules Chapter 8410. The basic elements required include an Executive Summary, Land and Water Resource Inventory, Policies and Goals, Assessment of Problems, Corrective Actions, Financial Considerations, Implementation Priorities, Implementation Program, and Amendment Procedures. This draft will be presented to the SRWMO Board.

The fee indicated for this service does not include printing and reproduction fees. The consult/facilitator will produce only digital versions on CD and post it on the Upper Rum River WMO website.

Task 9. *Facilitate Review Process*

The selected firm will submit the Draft 3rd Generation Plan to review agencies for the 60 and 45 day comment periods, draft proposed responses to comments received, and present them to the WMO Board. If a public meeting is required, the selected firm will publicize and host the meeting. The selected firm will then submit SRWMO Board-approved responses to agencies, organizations, and individuals involved in the comment process.

Proposals should specify what fees that will be charged for producing hard copy and digital versions (on CD) of the draft plan. Proposals should also allow for postage costs.

Task 10. *Produce Final Draft*

The selected firm will suggest final revisions to the Plan based upon comments received from the SRWMO Board and comments received during the review process. Revisions will be made until the SRWMO Board is satisfied. The selected firm will then produce a digital copy of the Final Draft 3rd Generation Plan.

Task 11. *Submit Final Draft*

The selected firm will assist the WMO Board with submitting the final draft to the Minnesota Board of Soil and Water Resources for approval and guiding the plan through the final approvals process.

Task 12. Distribute the Approved 3rd Generation Plan

Once approved by BWSR the Approved 3rd Generation Plan will be printed and distributed to member cities and other affected agencies. Distribution of digital versions on CD is preferable, but hard copies, including color maps, must be produced for each of the six WMO Board members and agencies that request a hard copy. Proposals should include costs for producing a CD and costs per page for printing and 3-ring binding hard copies.



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APPROVAL OF MINUTES

Mike Bury moved and Mark Walsh seconded to approve the June 6, 2008 meeting minutes as presented. All in favor, motion carried.

OLD BUSINESS

Chairperson Holm reported that the ACD invoice #2004027 has been paid.

Joint Powers Agreement (JPA) – Chairperson Holm noted that in her opinion there are not many changes to be made to the JPA. However, there are several procedures that the SRWMO should follow more closely in the future. She would like the SRWMO to have its own checking account by January 1, 2009 (which would require an annual audit and tax ID) or transfer the bookkeeping duties to Linwood Township. **Mike Bury moved and Frank Kvidera seconded that the SRWMO set up its own checking account by January 1, 2009. All in favor, motion carried. Mark Walsh moved and Denny Peterson seconded to nominate Mike Bury as Treasurer. All in favor, motion carried.** Mike Bury will apply for a tax ID. The SRWMO will continue to use the City of East Bethel's address for mailing purposes. Chairperson Holm will arrange for the opening of a checking account with a local bank.

Fish Harvest Update – Jamie Schurbon reported that Jeff Reidemann cannot harvest bullhead in Typo Lake, as he is unable to launch his boat into the lake; the DNR will not grant a permit to dig out the access. It was questioned whether it would be beneficial to harvest on Martin Lake if Typo Lake could not be harvested. Jamie Schurbon stated that this would be difficult to determine. Mr. Reidemann will contact Chairperson Holm prior to the harvests on Martin Lake. The carp harvest through the ice would be at no cost to the SRWMO.

Sunrise River WMO 3rd Generation Watershed Management Plan (Plan) – Four Plan quotes were received; copies were distributed. Emmons and Oliver, Wenck Associates, and Anoka Conservation District have all done similar plans for other watersheds. Chairperson Holm noted that Hakanson-Anderson and ACD were the two lowest bids. She also stated that she wants to be able to depend on a completed project by whoever receives the bid. Bill Larson stated he would like ACD to be hired, as they have worked with the SRWMO for many years and know

the district. **Mike Bury moved and Bill Larson seconded to table making a decision for two weeks until all members have had a chance to review the four (4) submitted Plan quotes, with Chairperson Holm to email an electronic vote to each member on August 21st requesting their choice for which company to award the project. All in favor, motion carried.** Chairperson Holm will notify members of the voting results when all are received.

NEW BUSINESS

Comprehensive Plans for Columbus and Ham Lake request for comments - No comments from the SRWMO.

Insurance – Chairperson Holm to sign off on the statutory limitations waiver (same waiver as in previous years).

Recording Secretary - A new fee schedule was submitted. Discussion followed. **Mark Walsh moved and Kathy Paavola seconded to revisit the new fee schedule at the next budgeting meeting in January 2009. All in favor, motion carried.**

OTHER

Mike Bury moved and Mark Walsh seconded to schedule the next SRWMO meeting for October 2, 2008. All in favor, motion carried.

ADJOURN

Bill Larson moved and Kathy Paavola seconded to adjourn the meeting. All in favor, meeting adjourned at 7:40pm.



Sunrise River WMO

2241 – 221st Ave
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Sunrise River Water Management Organization (SRWMO)
Meeting Minutes for Thursday, October 2, 2008

Chairperson Marie Holm called the meeting to order at 7:00pm with the following members present Mike Bury, Frank Kvidera, Bill Larson, Leon Mager, Kathy Paavola, Denny Peterson and Mark Walsh. Absent was Bill Larson. Also present was Jamie Schurbon, Anoka Conservation District (ACD).

APPROVAL OF MINUTES

Mark Walsh moved and Denny Peterson seconded to approve the August 7, 2008 meeting minutes with correcting the spelling of Hakanson-Anderson. All in favor, motion carried.

OLD BUSINESS

Insurance – Chairperson Holm reported that 1/2 of the insurance premium in the amount of \$2,282.00 has been paid and that when the SRWMO starts handling its own finances in 2009 the insurance premium will increase \$100-200, due to the need to be bonded.

Checking Account Update – Chairperson Holm reported that opening an account is on hold until January 2009. Mike Bury will apply for a tax ID for the SRWMO.

Bullhead Harvest - Chairperson Holm reported that the approved bullhead harvest is scheduled to take place the weekend of October 6th on Martin Lake.

Sunrise River WMO 3rd Generation Watershed Management Plan (Plan) – Via email, the SRWMO voted to hire Anoka Conservation District. Chairperson Holm will send letters to the other three companies that submitted plans thanking them for their proposals.

NEW BUSINESS

Memorandum of Understanding (MOU) with Anoka Conservation District for 3rd Generation Planning – Jamie Schurbon submitted and reviewed a formalized agreement for ACD to lead the new watershed planning effort. It follows the proposal previously submitted exactly, also specifying information about payments, termination, indemnification and others. **Mike Bury moved and Mark Walsh seconded to approve the Memorandum of Understanding with Anoka Conservation District for 3rd Generation Planning for a total project cost of \$28,857.00. All in favor, motion carried.**

Anoka County Geologic Atlas Project – Jamie Schurbon explained what the project is, reasons to do a geologic atlas and what is involved in making it happen. Cities will be asked to make a

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monetary contribution, in kind value contribution or both. Based on a geographic area breakout, the SRWMO contribution would be \$4,310. With the cancellation of the Typo Lake rough fish harvest (\$4,000), there are monies available in the 2009 budget for this project. It was noted that monetary contributions could be made over two years (2009 and 2010); work is to start in July 2009. **Frank Kvidera moved and Mike Bury seconded that the SRWMO plan to participate in the Anoka County Geologic Atlas project as per draft 9-2-08 that was presented at this meeting. All in favor, motion carried.**

MAIL

Seminar on water resources
Metropolitan Council Lake Water Quality Report

OTHER

Bill Larson has submitted his letter of resignation.

ADJOURN

Mark Walsh moved and Mike Bury seconded to adjourn the meeting. All in favor, meeting adjourned at 7:25pm.

Gail E. Gessner, Recording Secretary
Submitted via e-mail on 9/15/08