



Remotely Join ACD Board Meeting:

The ACD Board meets on-site. Use the link below if you are interested in attending remotely.

<https://us02web.zoom.us/j/82569508839?pwd=ZGxuMVVZZ0FtRXRBak5wOEIKUIBnZz09>

4:15 Supervisor Training - for Agricultural and Soil Health Grants & Policies- Schurbon

5:00 - Regular Meeting – START RECORDING THE MEETING

Selection of Officers and Committees

Public Comments

Approve the January Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

Consent Agenda

- A. Approval of Regular Board Meeting Minutes
- B. Review of Staff Activity Reports and Programs

Committee Meetings

- C. Personnel Meeting: Employee Evaluations, Technician & Seasonal Posting Ranking and Criteria - Jan 9th
- D. Finance Meeting 2022 and 2023 Budgets - Jan 15th

New Business Informational Items

- E. Watersheds
- F. Partner Report

New Business-Action Items

- G. Approval of Financial Reports – December 31, 2022 (available at meeting)
- H. Approve the 2023 MAWCD Dues (\$5,750.58 in 2022)
- I. Approve the 2023 Area IV Dues (\$200 in 2022)
- J. Approve 2023 Resolutions (Meeting Schedule and Insurance)
- K. Approve the ACD Cost Share Policy Update
- L. Fiscal Agent Agreement Between the Rum River Watershed Partnership and ACD for 2023-24
- M. Minnesota Land Trust Approval ASP Partnership Approval
- N. Sunrise Carp Close out
- O. Washington Conservation District Engineering Service Invoice
- P. ACD SSTS Cost Share Policy Update
- Q. Peterson Engagement Letter for fiscal year ending December 31, 2022
- R. Vectorworks License Purchase
- S. MASWCD Legislative Days
- T. 2023 District Capacity Work Plan and Grant Agreement
- U. ACD Grants Close out and Financial Report Signature Delegation

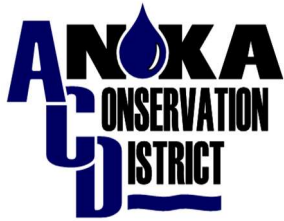
Additions

- V.
- W.
- X.

Pay Bills

FYI /Meetings

- February 21 – Holiday – ACD Closed
- February - ACD Board Meeting - TBD
- March 7–8 - MASWCD Legislative Days



BOARD MEETING MINUTES

DATE: JANUARY 17, 2023

TIME: 5:00 PM

LOCATION: ACD OFFICE: 1318 MCKAY DR NE
HAM LAKE, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Secretary
Glenda Meixell, Treasurer
Colleen Werdien, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator

Officer Elections

Truchon requested nominations for Chair

- Lindahl nominated Truchon for Board Chair. No other nominations were made. Lindahl moved to elect Truchon as Boar Chair. Werdien seconded the motion. All ayes, motion carried.

Truchon requested nominations for Vice Chair

- Werdien nominated Lindahl for Vice Board Chair. No other nominations were made. Werdien moved to elect Lindahl as Vice Board Chair. Meixell seconded the motion. All ayes, motion carried

Truchon requested nominations for Treasure

- LeMay nominated Meixell for Treasurer. No other nominations were made. LeMay moved to elect Meixell as Treasurer. Meixell seconded the motion. All ayes, motion carried

Truchon requested nominations for Secretary

- Meixell nominated LeMay for Secretary. No other nominations were made. Meixell moved to elect LeMay as Secretary. Lindahl seconded the motion. All ayes, motion carried.

Chair Truchon Called the meeting to order 5:07pm

Selection of Committee Assignments

- Meixell moved to cast a unanimous ballot for the entire slate of 2022 ACD Committee assignments, to stand for 2023. Truchon seconded the motion. All ayes, motion carried.

Selection of Liaison Assignments

- Meixell moved to cast a unanimous ballot for the entire slate of 2022 Liaison Assignments, to stand for 2023. LeMay seconded the motion. All ayes, motion carried.

Public Comments – None

January Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda

- Lindahl moved to approve the January Agenda as amended. Meixell seconded the motion. All ayes, motion carried.

Consent Agenda

A. December Minutes

B. Receipt of the Staff Activity Reports

- Meixell moved to approve the consent agenda items. Werdien seconded the motion. Truchon, Lindahl, Werdien, Meixell ayes, LeMay abstained, motion carried.

Committee Meetings

C. Personnel Meeting: Employee Evaluations, Technician and Seasonal Position and Recruitment Criteria

LeMay provided an overview of the meeting. LeMay suggested for the Natural Resource Technician position have a question prepared the applicants do not receive ahead of time to see how they answer under pressure. The Board discussed and decided on the question to ask the candidate off the cuff.

- Werdien moved to approve the Technician posting and ranking criteria as amended. LeMay seconded the motion. All ayes, motion carried
- LeMay moved to approve the Seasonal posting and ranking criteria. Lindahl seconded the motion. All ayes, motion carried.

Financial Committee Meeting and Budgets

The Board reviewed the finance committee minutes and Meixell and Lord provided an overview.

- Meixell moved to approve the 2023 budget update as listed below. Lindahl seconded the motion. All ayes motion carried.

Lord presented a 2023 Budget and the committee discussed and made modifications to arrive at a budget with the following elements.

- \$14K deposit to McKay Maintenance fund, \$7K to the Vehicle Fund, and \$1,500 to the Computer Fund.
- \$21K in planned repairs to McKay property
- Lease rate increase of 5.3% based on increase in the average annual CPI for last twelve months
- Fill new Technician position and half time Outreach and Engagement Coordinator position
- Continue all other 2022 staff positions
- Overall Rain Guardian unit sales flat to 2022, higher net revenue due to decrease in fabrication cost by new pre-caster
- No speculative grant funding (LCCMR, WBIF, CWF, LSOHC)
- \$100/month increase in employee taxable fringe benefits effective January 1
- \$15K from county to supplement buffer law implementation
- County general allocation \$60K greater than 2022
- Wage adjustment of 100% to target are included
- Net revenue of \$126,339

New Business-Information Items

D. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings they attended:

- Jim Lindahl: Coon Creek Watershed Advisory Committee Meeting & URRWMO – Attended both meetings
- Collen Werdien; LRRWMO and Rum River 1W1P – Attended the LRRWMO meeting and the Rum River 1W1P Outreach meeting
- Glenda Meixell; MWMO Citizens Advisory Meeting – No Meeting
- Mary Jo Truchon; Rice Creek Watershed District (RCWD) Citizen’s Advisory Committee – No Meeting
- Sharon LeMay Lower St. Croix 1W1P- No Meeting

E. Partner Report

None

New Business-Action Items

F. Financial Reports - December 31, 2022

The Board reviewed the December financials and Lord pointed out the net income of \$10,383.51. Explaining that in January there is an overwhelming amount of invoicing and moving funds from deferred to cover our all the staff time. It is possible there could be a change down the road and we

would have to bring the financials back to the Board for approval.

- Meixell moved to approve the December 31, 2022 Financials. Lindahl seconded the motion. All ayes, motion carried.

G. 2023 MASWCD Dues (\$5,750.58 in 2022)

- Meixell moved to approve the 2023 MASWCD Dues of \$6,244.30. Lindahl seconded the motion. All ayes, motion carried.

H. 2023 Area IV Dues (\$200 in 2022)

- Meixell moved to approve the 2023 Area IV Dues of \$250.00. LeMay seconded the motion. All ayes, motion carried.

I. 2023 Resolutions (Meeting Schedule & Insurance)

The Board reviewed the upcoming meeting date and insurance resolutions. Berkness pointed out that she deviated from the usual date for the January 2024 (Tuesday after the Martin Luther King holiday) meeting to provide more time to prepare the year-end financials.

- Werdien moved to approve resolution 2023-01 meeting dates. Meixell seconded the motion. All ayes, motion carried.
- Lindahl moved to approve resolution 2023-02 requiring Anoka County to provide liability insurance. LeMay seconded the motion. All ayes, motion carried.

J. ACD Cost Share Policy Update

The Board reviewed the ACD Cost Share Policy update. Lord explained this replaces existing policy and requires Board approval. Updates are aimed at ensuring our policy is consistent with policies for multiple new soil health and agricultural cost share grant funds.

- Meixell moved to approve the ACD Cost Share Policy. LeMay seconded the motion. All ayes, motion carried.

K. Fiscal Agent Agreement Between the Rum River Watershed Partnership ACD for 2023-24

Lord explained ACD was asked to be the fiscal agent for the newly formed Rum River Watershed Partnership. This will include receiving their State grant, issuing payments, bookkeeping, and state reporting. ACD will be compensated up to \$29,673.70 over two years. A contract for services developed by Watershed Projects Manager Jamie Schurbon and the Anoka County Attorney Office was presented.

- Meixell moved to approve the fiscal agent agreement between the Rum River Watershed Partnership and ACD for 2023-24. Lindahl seconded the motion. All ayes, motion carried.

L. Minnesota Land Trust Contract for Land Protection Outreach

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval for a contract with the MNL for doing land protection outreach throughout the Anoka Sandplain.

- LeMay moved to approve the Contract for Services Agreement between the MN Land Trust and Anoka Conservation District for \$3,000.00 for ACD staff to identify priority parcels, send outreach material, and provide a summary of outreach efforts to MN Land Trust and authorize Chris Lord to sign the contract through DocuSign. Werdien seconded the motion. All ayes, motion carried.

M. Sunrise Carp Grant Close Out

The Board reviewed a memo and close out report prepared by Watershed Projects Manager Jamie Schurbon.

- Meixell moved to authorize the District Manager to sign the final financial report for grant C20-5613 (Sunrise River Chain of Lakes Carp Management) and return of unused funds to the State. Lindahl seconded the motion. All ayes, motion carried.
- Lindahl moved to authorize the return of unused matching dollars from the Sunrise River WMO (\$5,025.46) and Linwood Lake Improvement Association (\$2000). Truchon seconded

the motion. All ayes, motion carried.

N. Washington Conservation District Engineering Service Invoice.

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner requesting payment to WCD for their engineering services for the Rum River bank stabilization and habitat enhancement projects funded by the ACD OHF grant.

- LeMay moved to approve payment of \$235.94 for WCD invoice #5870 for engineering services. Meixell seconded the motion. All ayes, motion carried.

O. ACD SSTS Cost share Policy Update

The Board reviewed a memo to update SSTS (subsurface sewage treatment system) Cost Share Policies prepared by Schurbon. Lord explained this replaces existing policy and requires board approval. The update clarifies that ACD has multiple funding sources with varying restrictions.

- Meixell moved to approve updated ACD SSTS cost share policy dated January 17, 2023. Truchon seconded the motion. All ayes, motion carried.

P. Peterson Engagement Letter - Audit Services for Fiscal Year Ending 12/31/2022

The Board reviewed the engagement letter prepared by Peterson Company LTD for the 2022 audit.

- Meixell moved to approve the Peterson Company LTD engagement letter and approve Truchon's signature. Lindahl seconded the motion. All ayes, motion carried.

Q. Vectorworks License Purchase

The Board reviewed a memo prepared by Water Resource Technician Breanna Keith requesting approval for a Vectorworks license. Lord explained there was a special deal that ended at the end of the year so we made the purchase on the credit card and have the option to cancel if the Board does not approve.

- Lindahl moved to approve the purchase of a Vectorworks Professional Landmark perpetual license (\$2,475) and Service Select maintenance (\$423.50; pro-rated through July 2023). Total purchase amount: \$2,898.50. Meixell seconded the motion. All ayes, motion carried.

R. 2023 MASWCD Legislative days and Webinar

The Board reviewed correspondence from the MASWCD regarding a webinar on January 25, to go over the legislative proposal. March 7 is MASWCD's briefing and March 8 is the legislative day. Lord suggested attending the webinar then setting up a legislative workshop early in February to discuss ACD's legislative priorities and strategy.

S. 2023 District Capacity Work Plan and Grant Agreement

The Board reviewed a memo prepared by Stormwater and Shoreland Specialist Mitch Haustein providing a Work plan for the 2023 District Capacity. The Board reviewed and discussed.

- Lindahl moved to approve 2023 SWCD Local Capacity Services (P23-2442) budget and authorize the Chair to execute related documents. Meixell seconded the motion. All ayes, motion carried

T. ACD Grants Close-Out and Financial Report Signature Delegation

The Board reviewed a memo prepared by Berkness requesting grant close out delegation to the District Manager.

- Meixell moved to approve the close out of the grants listed below and delegate the District Manager to sign the final financial reports (if required by grant). Werdien seconded the motion. All ayes, motion carried.

BWSR

- 2021 NRBG SSTS Admin
- 2022 NRBG SSTS Admin
- 2022 NRBG – Wetland Conservation Act
- 2022 NRBG – Shoreland
- 2022 NRBG - Local and Water Management
- 2022 Septic Treatment Systems Upgrade
- 2021 Septic Treatment Systems Upgrade
- 2022 Buffer Law
- 2022 Conservation Delivery
- 2019, 2020 2021 State Cost Share
- 2019, 2022, 2021 District Capacity
- Targeted Mississippi River Bank Stabilization Focused On Bioengineering – Round 2
- TSA 4 Training Grant – Return \$3,478.85 of funds


Pay Bills

- Meixell moved to approve electronic payments EP-1743 to EP-1756 & DD2684 to DD2710 & check numbers 16116 to 16156. Lindahl seconded the motion. All ayes, motion carried.

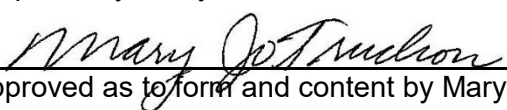
FYI /Meetings

The Board discussed meetings and dates.

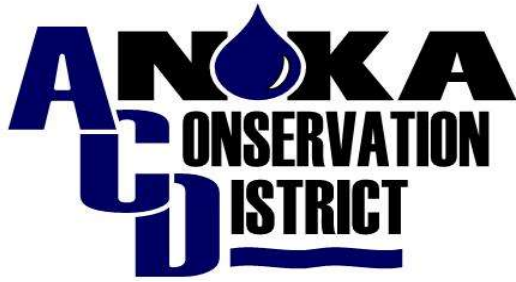
- January 25 – MASWCD Legislative Webinar
 - Early February – Set up a Legislative Workshop
 - February 20 – ACD Holiday
 - February 21 – ACD Board Meeting at Office in Ham Lake
 - March 7 – MASWCD Legislative Briefing
 - March 8 – MASWCD Legislative Day at the Capitol
- Werdien moved to adjourn at 6:45. Lindahl seconded the motion. All ayes, motion carried.

2/21/2023

 Prepared by Kathy Berkness, Office AdministratorDate

2/21/2023

 Approved as to form and content by Mary Jo Truchon, ChairDate



AGENDA

SUPERVISOR REGULAR BOARD MEETING
TUESDAY, FEBRUARY 21, 2023 5PM

Remotely Join ACD Board Meeting:

The ACD Board meets on-site. Use the link below if you are interested in attending remotely.

<https://us02web.zoom.us/j/86553052869?pwd=aGFzc0lEMnN5OFkyOXcvSGsxWFZBMQT09>

4:30 Supervisor Training - ACD Legislative Meetings

5:00 - Regular Meeting – START RECORDING THE MEETING

Approve the February Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

Consent Agenda

- A. Approval of Regular Board Meeting Minutes
- B. Review of Staff Activity Reports and Programs
- C. Approval of Financial Reports

Committee Meeting

- D. Personnel Committee Meeting – Natural Resource Technician Position - February 16, 2023

New Business Informational Items

- E. Watersheds
- F. Partner Report

New Business-Action Items

- G. Sunrise Chain of Lakes Shoreland Stabilization Grant
- H. 2023 LRRWMO Monitoring and Management Contract
- I. 2023 SRWMO Monitoring and Management Contract
- J. 2023 CWD Monitoring and Management Work Plan
- K. Cancellation of the Lower St. Croix WBIF Ag – Non-Structural Funds
- L. Critical Connections Ecological Services Contract
- M. Ham Lake Departure from WMOs
- N. Well Sealing Contract
- O. Camera Purchase
- P. Neilson Rum Riverbank Grant Application and Agreements

Additions

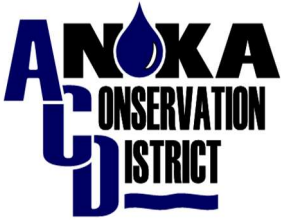
- Q. Village Bank Savings Account and Debit Card – For the Rum River Partnership Fiscal Agent Responsibilities
- R.
- S.
- T.
- U.

Pay Bills

- ACD
- Rum River Partnership

FYI /Meetings

- February 22-24: ACD Legislative Meetings via Zoom
- March 20: ACD Board Meeting 5pm Ham Lake Office
- April 29: Tentative date for the Tree and Shrub Pick Up



BOARD MEETING MINUTES

DATE: FEBRUARY 21, 2023
TIME: 5:00 PM
LOCATION: ACD OFFICE: 1318 MCKAY DR NE
HAM LAKE, MN 55304

Members Present: Mary Jo Truchon, Chair
Sharon LeMay, Secretary
Glenda Meixell, Treasurer
Colleen Werdien, Supervisor (arrived at 5:20pm)

Members Absent: Jim Lindahl, Vice Chair

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator

Truchon called the meeting to order 5:10pm

February Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted: (R) Village Bank Debit Card and Savings Account.

- Meixell moved to approve the February Agenda as amended. LeMay seconded the motion. All ayes, motion carried.

Consent Agenda

A. January Minutes

B. Receipt of the Staff Activity Reports

C. January Financial Reports

- LeMay moved to approve the consent agenda items. Meixell seconded the motion. All ayes, motion carried.

Committee Meetings

D. Personnel Meeting : Natural Resource Technician Position

Lord provided an overview of the meeting.

- LeMay moved the committee recommendations listed below. Meixell seconded the motion. All ayes, motion carried.
 - Offer the Natural Resource Technician position to Brian Clark with a starting wage of \$24.00 to \$26.00/hour negotiated by the District Manager with a preferred start date not later than March 13, conditional on satisfactory verification of criminal background and driving record.
 - In the event that Brian Clark declines the position, offer the position to Blake Matti with a starting wage of \$22.50 to \$24.50/negotiated by the District Manager hour with the same stipulations.
 - In the event that Blake Matti declines the position, offer the position to Christina Traner with a starting wage of \$24.00 to \$26.00/negotiated by the District Manager hour with the same stipulations.

New Business-Information Items

E. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings they attended:

- Glenda Meixell; MWMO Citizens Advisory Meeting – No Meeting
- Sharon LeMay; attended the St. Croix 1W1P - Attended the Meeting
- Mary Jo Truchon; Rice Creek Watershed District (RCWD) Citizen's Advisory Committee – Attended the Meeting

F. Partner Report

None

New Business-Action Items

G. Sunrise Chain of Lakes Shoreland Stabilization Grant

The Board reviewed the memo prepared by Watershed Project Manager Jamie Schurbon asking for approval of the BWSR grant agreement for the Sunrise Chain of Lakes Shoreland Stabilization.

- LeMay moved to approve the BWSR Clean Water Fund grant agreement for grant C23-4726 Sunrise Chain of Lakes Shoreland Stabilizations, and authorize the Chair to sign. Meixell seconded the motion. All ayes, motion carried.

H. 2023 LRRWMO Monitoring and Management Contract

- Meixell moved to approve the 2023 Water Monitoring and Management contract for services between the Lower Rum River WMO and ACD for \$78,821.36. LeMay seconded the motion. All ayes, motion carried.

I. 2023 SRWMO Monitoring and Management Contract

- LeMay moved to approve the 2023 Water Monitoring and Management contract for services between the Sunrise River WMO and ACD for \$39,631.00. Meixell seconded the motion. All ayes, motion carried.

J. 2023 CCWD Monitoring and Management Work Plan

- Meixell moved to enter into the 2023 work plan between the CCWD and ACD for Water Resource Monitoring and Management totaling \$43,038.00. LeMay seconded the motion. All ayes, motion carried.

Werdien arrived at 5:20 before item K

K. Cancellation of Lower St. Croix WBIF Ag Non-structural Funds

The Board reviewed a request to amend an agreement between Chisago and ACD prepared by Schurbon. Lord explained in September 2022, ACD signed an agreement wherein the Lower St. Croix St Croix 1W1P Partnership for \$10,000 for non-structural agricultural practices for practices like no-till, cover crops, and others. Some other entities got off to a faster start such as Washington Conservation District (WCD). They already have \$30,000 worth of projects that landowners are ready to do if funding is available. Since ACD has not started the outreach for this, we can accommodate the WCD and release its \$10,000 to help them. Chisago SWCD will release another \$20,000 designated for their area to WCD.

- LeMay moved to approve the mutual memorandum to the sub-agreement between Chisago SWCD and ACD releasing \$10,000 of funds from BWSR grant C21-4732. Meixell seconded the motion. All ayes, motion carried.

L. Critical Connections Professional Services (CCES) Agreement

Lord explained that this agreement is with Jason Husveth's company CCES and that ACD will be the contractor. Husveth wants ACD to monitor four wetland wells on private land owned by CCES.

- Meixell moved to approve entering into a 2023 Professional Services Agreement with CCES to conduct wetland hydrology monitoring. Werdien seconded the motion. All ayes. Motion carried.

M. City of Ham Lake Possible Exit from Watershed Organizations

The Board reviewed a memo and correspondence prepared by Schurbon related to the City of Ham Lake possibly leaving the SRWMO and URRWMO. The Board discussed the following bullet points outlined by Schurbon.

- Ham Lake pays a disproportionate amount for “operating” (basic administrative) costs. Per the joint powers agreements of each WMO, the member cities share these costs equally. The cost to Ham Lake annually is about \$1,800 to \$3,000 per WMO. Additionally, they pay 1.62% (~\$500) of other expenses at the URRWMO and 3.8% (~\$1,200) at the SRWMO.
- The City has to do permitting and regulation for water issues within the small areas of the WMOs. In the remainder of the city, the Coon Creek Watershed District provides these services. The City of Ham Lake would prefer CCWD cover their whole city for this reason.
- There are few projects in the WMO parts of the city. The City of Ham Lake includes part of Coon Lake.
- LeMay moved to direct staff to communicate to other stakeholders a preliminary ACD position that ACD does not concur with SRWMO or URRWMO boundary changes that result in a watershed management boundary not following hydrology, particularly a boundary that crosses Coon Lake. Meixell seconded the motion. All ayes, motion carried.

N. Well Sealing Contract

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson requesting approval of two well sealing contracts.

- Werdien moved to approve the well sealing agreements as listed below. LeMay seconded the motion. All ayes, motion carried.

Activity Name	Bastian Well Service Inc.	Able Well, Inc.	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2023-48-Fridley-Restuch	\$1,100.00	\$1,916.25	\$660.00	
CWFWS-2023-49-CoonRapids-Steigauf	\$1,200.00	\$1,010.00	\$606.00	
				\$ 131,484.80

O. Camera Purchase

The Board reviewed a memo prepared by Larson requesting permission to purchase an 8K Panoramic Pilot Camera. Lord explained that the current camera will become obsolete and photo processing is very labor intensive. This camera automates post-processing, saving staff a lot of time. Lord further explained the camera expense was in the District Capacity budget but did not make it in the overall budget, which is why approval for this purchase is needed.

- Werdien moved to approve purchase a new 360° camera equipment as well as an available warranty up to the price of \$3000. LeMay seconded the motion. All ayes, motion carried.

P. Neilson Rum Riverbank Grant Application and Agreements

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner requesting approval for the Neilson Riverbank Stabilization grant application and project agreements for the 2021 WBIF Grant. Lord pointed out the project on the map and the Board discussed.

- Meixell moved to approve the following. LeMay seconded the motion. All ayes, motion carried.
- Approve Scott Neilson’s cost share application for a riverbank stabilization project at 4949 Marystone Blvd NW, and encumber \$51,155 from the 2021 Rum River WBIF grant.

- Authorize chair to enter ACD into Deed Restriction and Easement Agreement as well as the Riverbank Stabilization Project Agreement with Scott Nielson as power of attorney for his parents.

Q. Village Bank Saving Account and Debit Card

The Board reviewed a memo prepared by Berkness requesting permission to open a village bank savings account along with a debit card needed to serve as the fiscal agent for the Rum River Partnership. Lord explained that we will keep a bulk of the funds in savings as the debit card will be tied to the checking this will remove some of the liability. Lord also explained the need to open up a Multi Bank Securities CD to accumulate interest on behalf of the RRP.

- Werdien moved to approve the following. Meixell seconded the motion. All ayes motion carried.
 - Apply for a Village bank debit card
 - Open a Village Bank savings account
 - Set up an account with Multi Bank Securities to allow for investments into CD for the RRP.

Pay Bills

ACD

- Meixell moved to approve electronic payments EP-1757 to EP-1774 & DD2711 to DD2752 & check numbers 16157 to 16178 noting the approval of check 15872. Instrumental Research stated they did not receive check 15872, which led to ACD voiding it, but then they found and deposited it. Because QB does not allow checks to be 'unvoided' we had to issue a second check in QB, which will not be processed. That is why it is out of order. LeMay seconded the motion. All ayes, motion carried.

Rum River Watershed Partnership

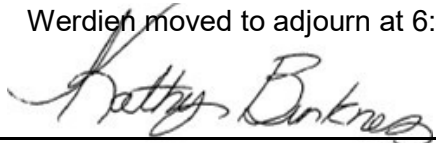
- Meixell moved to approve check number 1000. Werdien seconded the motion. All ayes, motion carried.

FYI /Meetings

The Board discussed meetings and dates.

- February 23 – ACD’s Zoom Meetings with Legislators
- March 7 – MASWCD Legislative Briefing
- March 8 – MASWCD Legislative Day at the Capitol
- March 20 – ACD Board Meeting at Office in Ham Lake

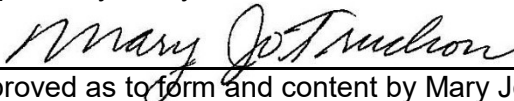
- Werdien moved to adjourn at 6:45. Meixell seconded the motion. All ayes, motion carried.



3/20/2023

Prepared by Kathy Berkness, Office Administrator

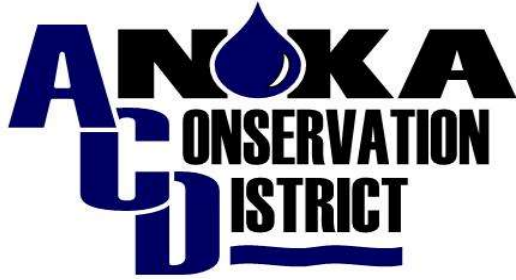
Date



3/20/2023

Approved as to form and content by Mary Jo Truchon, Chair

Date



AGENDA

SUPERVISOR REGULAR BOARD MEETING
MONDAY, MARCH 20, 2023 5PM

Remotely Join ACD Board Meeting:

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<https://us02web.zoom.us/j/86553052869?pwd=aGFzc0lEMnN5OFkyOXcvSGsxWFBMQT09>

4:30 Supervisor Training - NA

5:00 - Regular Meeting – START RECORDING THE MEETING

Approve the March Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

Consent Agenda

- A. Approval of Regular Board Meeting Minutes
- B. Review of Staff Activity Reports and Programs
- C. Approval of Financial Reports

New Business Informational Items

- D. Watersheds
- E. Safeguard Bank Deposits

New Business-Action Items

- F. 2023 Monitoring and Management Contract URRWMO
- G. 2023 Water Monitoring and Management Contract RCWD
- H. 2023 Water Monitoring and Management Contract Mississippi WMO
- I. Enhanced Street Sweeping in Linwood
- J. Soil Health Grant Sub-Agreement
- K. Rare Plant Rescue Professional Services Contract
- L. Contractor Selection 4949 Marystone Blvd Rum Riverbank
- M. Pay Equity Report
- N. Comp Plan Action Wheel
- O. Rum River Watershed Partnership contract approval - master agreement & outreach
- P. Well Sealing Contract

Additions

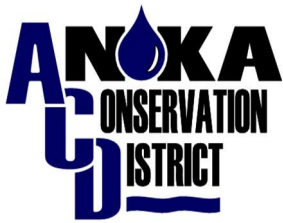
- Q. Rum River Partnership Financials and Bills
- R. 2023 Lake George Improvement District Contract
- S.
- T.
- U.
- V.
- W.

Pay Bills

- ACD

FYI /Meetings

- March 24: Treasurers Training Bunker Hills Activity Center, 9:30
- March 30: MASWCD Area IV Spring Meeting Ramsey County Public Works 9:30am
- April 17: ACD Board Meeting ACD Office 5pm
- April 29: Tree and Shrub Pick Up



BOARD MEETING MINUTES

DATE: MARCH 20, 2023

TIME: 5:00 PM

LOCATION: ACD OFFICE: 1318 MCKAY DR NE
HAM LAKE, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Secretary
Glenda Meixell, Treasurer
Colleen Werdien, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator

Truchon called the meeting to order 5:04pm

March Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted: (Q) Rum River Partnership Financials and Bills (R) 2023 Lake George Improvement District.

- Meixell moved to approve the March Agenda as amended. LeMay seconded the motion. All ayes, motion carried.

Consent Agenda

A. February Minutes

B. Receipt of the Staff Activity Reports

C. February Financial Reports

- LeMay moved to approve the consent agenda items. Lindahl seconded the motion. All ayes, motion carried.

New Business-Information Items

D. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings they attended:

- Glenda Meixell; MWMO Citizens Advisory Meeting – Attended the Meeting
- Sharon LeMay; St. Croix 1W1P – Didn't Meet
- Mary Jo Truchon; Rice Creek Watershed District (RCWD) Citizen's Advisory Committee – Attended the Meeting
- Jim Lindahl URRWMO and CCWD Citizens Advisory Meeting – Attended both meetings
- Colleen Werdien; LRRWMO – Attended the Meeting

E. Safeguard Bank Deposits

In light of the recent banking failures, Lord reached out to Anoka County Finance Director Cory Kampf and relayed risk management considerations to the Board for ACD funds. Funds not insured through FDIC must be collateralized with assets that are valued at 110% of the deposit. In the event of the system-wide failure, FDIC is unlikely to be able to cover even insured deposits and everyone will be in a world of hurt. As a government entity, ACD's options to guard against complete collapse are statutorily restricted (e.g. we are not allowed to invest in gold).

New Business-Action Items

F. 2023 URRWMO Monitoring and Management Contract

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon asking for approval of the 2023 URRWMO Water Monitoring and Management Contract. Lord provided a breakdown of the work plan.

- Meixell moved to approve the 2023 Water Monitoring and Management contract for services between the Upper Rum River WMO and ACD for \$40,362. Lindahl seconded the

motion. All ayes, motion carried.

G. 2023 RCWD Monitoring and Management Contract

The Board reviewed the memo prepared by Schurbon asking for approval of the 2023 RCWD Monitoring and Management Contract.

- Lindahl moved to approve the 2023 Water Monitoring and Management Contract for services between the RCWD and ACD for \$5,325. Werdien seconded the motion. All ayes, motion carried.

H. 2023 Mississippi WMO Monitoring and Management Agreement

The Board reviewed the memo prepared by Schurbon asking for approval of the 2023 Mississippi WMO Monitoring and Management Agreement.

- Meixell moved to approve the 2023 Water Monitoring and Management Agreement for services between the Mississippi WMO and ACD for \$660. LeMay seconded the motion. All ayes, motion carried.

I. Enhanced Street Sweeping in Linwood Township

The Board reviewed the memo prepared by Schurbon regarding enhanced street sweeping in Linwood and an approval of a contract with Chisago SWCD. Lord explained that ACD will partially reimburse Linwood and then ACD would be reimbursed by Chisago SWCD. Lord explained The Lower St. Croix Partnership is anticipated to approve \$3,630 to ACD for enhanced street sweeping at Linwood and Martin Lakes. Chisago SWCD holds the Partnership's grant funds therefore ACD would have a contract with Chisago SWCD for this work.

- LeMay moved to authorize the Chair to execute a Statement of Work with Chisago SWCD and an agreement with Linwood Township, each for \$3,630, for enhanced street sweeping in Linwood Township. Meixell seconded the motion. All ayes motion carried.

J. Soil Health Grant Sub-Agreement

The Board reviewed a memo prepared by Schurbon requesting approval of an agreement pertaining to Soil Health.

- Lindahl moved to approve the Master Grant Sub-Recipient Agreement between the Chisago SWCD and ACD and Approve the Statement of Work Titled "2-23 CWF LSC Soil Health ACD" between the Chisago SWCD and ACD for \$10,000. LeMay seconded the motion. All ayes, motion carried.

K. Rare Plant Rescue Professional Services Contract

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval of a contract with Washington Conservation District. Lord explained there are approximately \$11,000 remaining in Contract/Professional Services budget in the ASP7 Rare Plant Rescue budget and ACD will receive additional funds for the Rare Plant Rescue Program in ASP8 starting in July 2023. Some of the remaining funding will support Washington Conservation District staff time to help fulfill ASP Rare Plant Rescue grant deliverables and familiarize WCD to this program for potential expansion into Washington County. Washington Conservation District will be paid at an hourly rate for activities listed in the Contract Work Plan using an Outdoor Heritage Fund rate.

- Meixell moved to enter Professional Services Contract with the Washington Conservation District to assist with the Anoka Sand Plain Rare Plant Rescue Program using Anoka Sand Plain Phase 7 Outdoor Heritage Funds. Lindahl seconded the motion. All ayes, motion carried.

L. Contractor Selection 4949 Marystone Blvd Riverbanks

The Board reviewed a memo and correspondence prepare by Water Resource Specialist Jared Wagner regarding the Neilson Riverbank Stabilization Grant application and Project Agreements. Lord pointed out that the bids received varied by a factor of five.

- Meixell moved to authorize selecting Prairie Restorations, Inc. Base Bid, Alternate A, and Alternate B and enter into construction agreement with Prairie Restorations, Inc. to install all project elements at 4949 Marystone Blvd. NW for a total not to exceed \$22,997.93 Lindahl seconded the motion. All ayes, motion carried.

M. Pay Equity Report

The Board reviewed the Pay Equity Implementation Report prepared by Lord. Lord explained the pay equity report is required to make sure companies are compensating employees who have similar job functions with comparable pay, regardless of their sex and is due every three years.

- Lindahl moved to approve the Pay Equity Implementation Report. LeMay seconded the motion. All ayes, motion carried.

N. Comp Action Wheel

The Board reviewed a Comp Plan action wheel prepared by Lord. Truchon stated that she would like to see the wheel incorporate Wetlands. Lord explained that wetlands are included in a variety of the keystone endeavors but not called out separately in the same way prairies and forests are not called out. The Board discussed.

- Truchon moved to adopt the action wheel endeavor changes and integrate them into the ACD’s 2021- 2030 Natural Resources Stewardship Plan. Lindahl seconded the motion. All ayes, motion carried.

O. Rum River Watershed Partnership Contract Approval Master Agreement

The Board reviewed a memo prepared by Schurbon requesting approval for the Rum River Watershed Partnership (RRWP) Project Agreement. There are two parts to this agreement; a master agreement, and a statement of work for outreach.

- Lindahl moved to approve the Master Project Agreement between the RRWP and the statement of work titled “Watershed Wide, Anoka CD, Type A Outreach 2023-24” for \$36,600. Meixell seconded the motion. All ayes, motion carried.

P. Well Sealing Reimbursement

The board reviewed a Memo prepared by Water Resource Specialist Kris Larson requesting payment to a well sealing project participant. Berkness stated she did not have a check ready as the item is titled Well Sealing Contract but will prepare a check at the end of the meeting.

- LeMay moved to approve well sealing reimbursement to the cost share participant listed below. Werdien seconded the motion. All ayes motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2023-48-Fridley-Restuch Jessica Restuch	\$660.00	\$1,100.00

Q. Rum River Partnership Financials and Bills

The Board reviewed the Rum River Partnership financials. Berkness stated that check 1000 listed on the bills report was approved last month. Lord explained that going forward we will include the RRP Financials in the consent agenda and the bills at the bottom below the ACD bills.

- Meixell moved to approve the February Rum River Partnership Financials. Werdien seconded the motion. All ayes, motion carried.

R. 2023 Lake George Improvement District Contract

The Board reviewed the Memo prepared by Schurbon regarding the 2023 LGID contract for monitoring and management.

- Lindahl moved to approve the 2023 Water Monitoring and Management contract for services between the Lake George Improvement District and ACD for \$1,500. Meixell seconded the motion. All ayes, motion carried.

Pay Bills

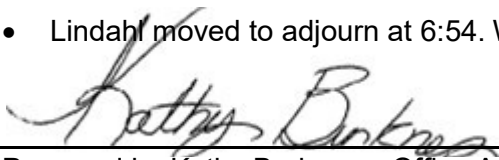
ACD

- Meixell moved to approve electronic payments EP-1775 to EP-1787 & DD2753 to DD2778 & check numbers 16179 to 16195 noting the late addition of check number 16195 for well sealing does not show on the bill report as it was just prepared. LeMay seconded the motion. All ayes, motion carried.

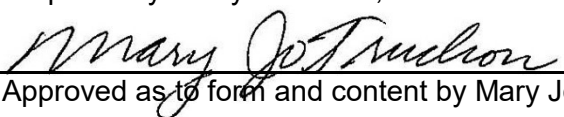
FYI /Meetings

The Board discussed meetings and dates.

- March 24 – Treasurer Training – Bunker Hills Activity Center 9:30
 - March 30 – Area IV Meeting – Ramsey Public Works Building 9:30
 - April 17 – ACD Board Meeting at Office in Ham Lake
 - April 29 – ACD Tree and Shrub pick up
-
- Lindahl moved to adjourn at 6:54. Werdien seconded the motion. All ayes, motion carried.



Prepared by Kathy Berkness, Office Administrator 4/17/2023
Date



Approved as to form and content by Mary Jo Truchon, Chair 4/17/2023
Date



Agenda

Regular Meeting of the ACD Board of Supervisors

Time: Monday April 17, 2023 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely join ACD Board meeting using the link below.

<https://us02web.zoom.us/j/86553052869?pwd=aGFZc0lEMnN5OFkyOXcvSGsxWFBMQT09>

4:00 Supervisor Training – 2023 Annual Plan

5:00 - Regular Meeting – START RECORDING THE MEETING

Approve the April Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

Consent Agenda

- A. Approval of Regular Board Meeting Minutes
- B. Review of Staff Activity Reports and Programs
- C. Approval of ACD Financial Reports
- D. Approval of Rum River Partnership Financial Reports

New Business Informational Items

- E. Watersheds
- F. 2022 ACD Annual Report

New Business-Action Items

- G. Grant Agreement with CCWD For Water Education
- H. MDA Noxious Weed Grant Agreement and Landbridge Contract
- I. District Manager Vacation Request
- J. City of Fridley Apex Pond Enhancement
- K. Well Sealing Reimbursement and Contract
- L. SSTS Fix up Policy Change Memo
- M. SSTS Fix up Grant Application
- N. Lower Driveway Enhancement
- O. Underwater Elevation Mapping Equipment Purchase

Additions

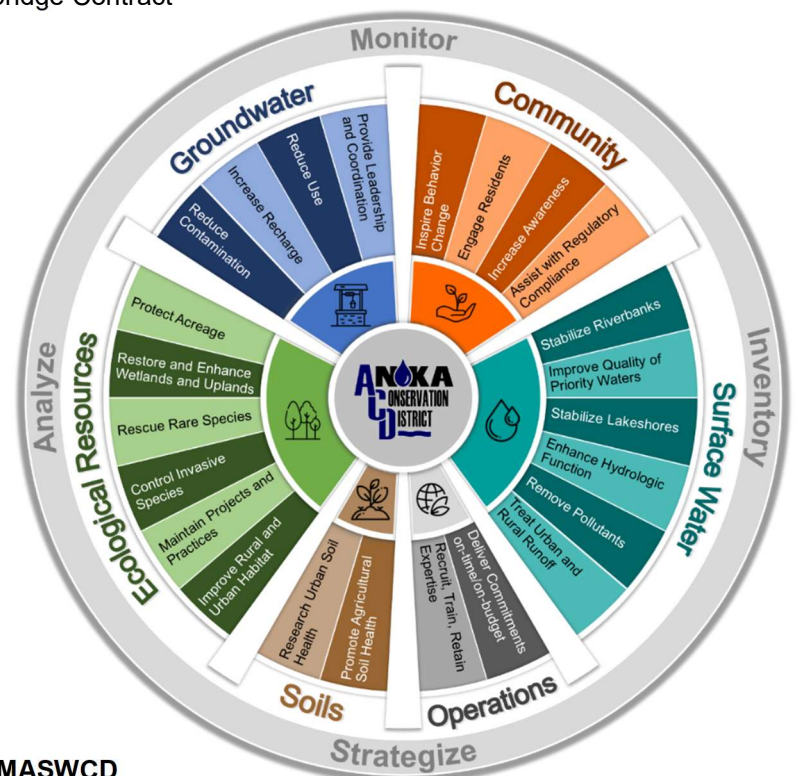
- P. Engineering Service Agreement
- Q. Annual Plan
- R. Lawn Mower Purchase
- S. Rum Riverbank Stabilization Engineering Services
- T.
- U.

Pay Bills

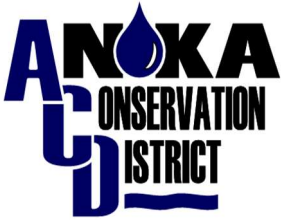
- ACD
- Rum River Partnership

FYI /Meetings

- April 29: Tree and Shrub Pick Up
- May 15, ACD Board Meeting, ACD Office 5pm (**MASWCD resolutions need to be approved for Area IV meeting**)
- **June 13** - MASWCD Metro Area 4 Meeting- Detail- TBD



ACD's Action Wheel is included on the Agenda as a monthly reminder of our public service commitments.



BOARD MEETING MINUTES

DATE: APRIL 17, 2023

TIME: 5:00 PM

LOCATION: ACD OFFICE: 1318 MCKAY DR NE
HAM LAKE, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Secretary
Glenda Meixell, Treasurer
Colleen Werdien, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator

Truchon called the meeting to order 5:07pm

April Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted: (P) Engineering Service Agreement (Q) Annual Plan (R) Lawn Mower Purchase (S) Rum Riverbank Stabilization Engineering Services.

- Lindahl moved to approve the April Agenda as amended. Meixell seconded the motion. All ayes, motion carried.

Consent Agenda

A. March Minutes

B. Receipt of the Staff Activity Reports

C. Approval of the ACD March Financial Reports

D. Approval of Rum River Partnership March Financial Reports

- LeMay moved to approve the consent agenda items. Lindahl seconded the motion. All ayes, motion carried.

New Business-Information Items

E. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings they attended:

- Jim Lindahl URRWMO and CCWD Citizens Advisory Meeting – Attended the CCWD Meeting
- Glenda Meixell; MWMO Citizens Advisory Meeting – Attended the Treasure Training Meeting and the Legislative Meeting
- Sharon LeMay; St. Croix 1W1P – Didn't Meet
- Mary Jo Truchon; Rice Creek Watershed District (RCWD) Citizen's Advisory Committee – Attended the Meeting
- Colleen Werdien; Rum River 1W1P– Attended the Meeting Rum River 1W1P

F. 2022 ACD Annual Report

The Board reviewed the annual report at the supervisor training.

- Meixell moved to approve the annual report with edits. Lindahl seconded the motion. All ayes, motion carried.

New Business-Action Items

G. Grant Agreement with the CCWD for Water Education

Lord explained that GreenCorps member Ethen Cypull initiated the grant as he wants to reach out to underserved communities and have the Groundwater video translated in Spanish, Somali and Hmong.

- Meixell moved to approve the Grant Agreement with the CCWD for Water Education. Werdien seconded the motion. All ayes, motion carried.

H. MDA Noxious Weed Grant Agreement and Landbridge Contract

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval of a contract with Landbridge Ecological.

- Meixell moved to approve MN Department of Agriculture grant funds for buckthorn and other invasive species treatment in Anoka County. Authorize Chris Lord to sign the DocuSign Contract and approve Contract for Services with Landbridge Ecological for buckthorn treatment at the City of Andover Rum River Trails Park. Werdien seconded the motion. All ayes, motion carried.

I. Lord’s Vacation Request

- Werdien moved to authorize FTO request by Chris Lord for April 18 – 21. Lindahl seconded the motion. All ayes, motion carried.

J. City of Fridley Apex Pond Enhancement

The Board reviewed the memo prepared by Stormwater and Shoreland Specialist Mitch Haustein requesting funding for a project in Fridley to use the 2021 Metro Mississippi East WBIF Funding. Lord explained that ACD has \$60,000 of the 2021 Metro Mississippi East Watershed Based Implementation Funding (WBIF) grant (C21-5246) budgeted for urban stormwater best management practice installation and provided detail about the project.

- Meixell moved to encumber \$60,000 in C21-5246 grant funds for the Apex Pond enhancement project in the City of Fridley and authorize the Board Chair to execute the cost share agreement. LeMay seconded the motion. All ayes, motion carried.

K. Well Sealing Reimbursement

The board reviewed a Memo prepared by Water Resource Specialist Kris Larson requesting payment to a well sealing project participant and approval of a contract listed below.

- Werdien moved to approve well sealing reimbursement to the cost share participant as well as the well sealing contract listed below. LeMay seconded the motion. All ayes motion carried.

Reimbursement:

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2023-49-CoonRapids- Steigauf James Steigaf	\$606.00	\$1,010.00

Contract:

Activity Name	Art Torgerson & Son Well Co.	E.H. Renner & Sons	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2023-50-Ramsey-Khayatt	\$1,700.00	\$1,734.78	\$1,020.00	
				\$ 130,464.80

L. SSTS Fix up Policy Change Memo

The Board reviewed a memo prepared by Larson. Recently, ACD received an application for the SSTS fix-up program where the homeowner sold a home in 2022 and therefore exceeded the program's income requirements based on the most recent tax year. Review of previous tax information showed that the homeowner met the income requirements for other years and the recent tax year was an outlier. It is recommended to add a clause to ACD's current SSTS grant policies that allows ACD to request additional information in order to accurately verify income.

- Lindahl moved to approve the additions stated above to ACD's SSTS Grant Policies and add the updated language to ACD's Handbook and website. Meixell seconded the motion. All ayes, motion carried.

M. SSTS Fix up Grant Application

The Board reviewed a memo prepared by Larson requesting approval of an SSTS Fix up Grant application at 3436 South Drive NE in Ham Lake.

- LeMay moved to approve a Septic System Fix-Up Grant for the Olson residence, not to exceed \$22,561.20 or 90% of the final invoice, whichever is lesser. Numbers are based on the lowest bid provided by Lashinski Septic. Lindahl seconded the motion. All ayes, motion carried.

N. Lower Driveway Enhancement

The Board reviewed a memo prepared by Lord requesting approval for the lower driveway enhancement. Lord explained the enhancement will widen the driveway to accommodate two-way traffic even during rain events, when the current shoulders become undrivable. This is critical for the tree sale to run smoothly.

- Lindahl moved to authorize staff to move forward with the geogrid concept for the driveway and parking lot extension overlay per the budget and specifications provided. Meixell seconded the motion. All ayes, motion carried.

O. Underwater Elevation Mapping Equipment

The Board reviewed a memo prepared by Haustein requesting approval for an underwater topography mapping equipment purchase. Lord explained that approximately \$1,200 in funds remain after purchasing the Board-approved 360-degree camera. Staff is still researching which unit to purchase, the more expensive option could cost as much as \$1560 in addition to the \$1,190 on hand.

- Lindahl moved to authorize up to an additional \$1,560 of District Capacity funds for the purchase of underwater topography mapping equipment. Werdien seconded the motion. All ayes, motion carried.

P. Engineering Service Agreement

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner requesting approval of an Engineering contract with Wright SWCD, who has a P.E. on staff, and is willing to provide engineering services for our water quality grant programs. We will be billed time towards projects at their engineer's BWSR rate (currently \$100/hour) at an amount not to exceed \$12,000. The not to exceed amount can be amended in the future based on project need and number of projects that we funnel through their office, but should offer a good starting point for this calendar year.

- Lindahl moved to authorize ACD Chair to enter into 2023 Technical Services Agreement for Engineering with Wright SWCD at an amount not to exceed \$12,000. Meixell Seconded the motion carried.

Q. 2023 ACD Annual Plan

The Board reviewed the 2023 Annual Implementation Plan. Truchon complemented. Lord provided the edits discussed at Supervisor Training and stated that grammatical and typographic errors should be brought to his attention at any time as they can be addressed without Board approval.

- Lindahl moved to approve the 2023 ACD Implementation Plan with amendments. Meixell seconded the motion. All ayes, motion carried.

R. Lawn Mower Purchase

The Board reviewed a memo prepared by Lord requesting approval to purchase a lawn mower. Lord explained that the previous lawn mowing service owner retired. With weekly mowing, the savings should pay for the mower in under two seasons.

- LeMay moved to authorize staff to purchase a large deck lawn mower with mulching kit not to exceed \$3,500. Meixell seconded the motion. All ayes, motion carried.

S. Rum Riverbank Stabilization Engineering Services

The Board reviewed a memo prepared by Haustein regarding approval to execute an engineering service agreement with Stantec.

- Lindahl moved to authorize the Board Chair to execute a professional services agreement with Stantec not to exceed \$19,402 to provide engineering services for the 2023 Riverbank Stabilization – Martz, Hanson, and Heath Properties. Meixell second the motion. All ayes, motion carried.

Pay Bills

ACD

- Meixell moved to approve electronic payments EP-1788 to EP-1803 & DD2779 to DD2810 & check numbers 16196 to 16224 noting the void of 16195 Lindahl seconded the motion. All ayes, motion carried.

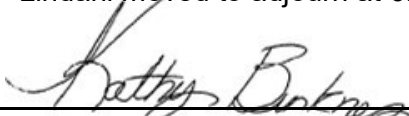
Rum River Partnership

- Meixell moved to approve check number 1001-1003. Lindahl seconded the motion. All ayes, motion carried.

FYI /Meetings

The Board discussed meetings and dates.

- April 29 – ACD Tree and Shrub pick up
 May 15 – ACD Board Meeting at ACD Office
 June 13 – Area IV meeting Details TBD
- Lindahl moved to adjourn at 6:44. LeMay seconded the motion. All ayes, motion carried.



5/15/2023

Prepared by Kathy Berkness, Office Administrator

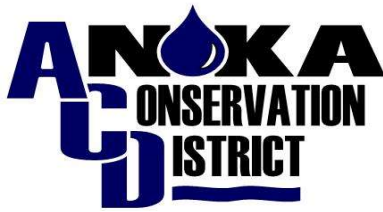
Date



5/15/2023

Approved as to form and content by Mary Jo Truchon, Chair

Date



Agenda

Regular Meeting of the ACD Board of Supervisors

Time: Monday May 15, 2023 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely join ACD Board meeting using the link below.

<https://us02web.zoom.us/j/86553052869?pwd=aGFzc0lEMnN5OFkyOXcvSGsxWFBMQT09>

4:30 Supervisor Training –Classification Plan Update Review

5:00 - Regular Meeting – START RECORDING THE MEETING

Approve the May Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

Consent Agenda

- A. Approval of Regular Board Meeting Minutes
- B. Review of Staff Activity Reports and Programs
- C. Approval of ACD Financial Reports
- D. Approval of Rum River Partnership Financial Reports

New Business Informational Items

- E. Watersheds
- F. LID Conference and Tradeshow – Oklahoma City, August 2023

New Business-Action Items

- G. Lake George Shoreline Stabilizations Cost Share Requests
- H. Noxious Weed Grant Landbridge Ecological Buckthorn Treatment Payment
- I. SSTS Fix up Grant Application
- J. SSTS MPCA State Grant Agreement
- K. 2859 Greenwald Island Shoreline Repair
- L. ACD-CCWD Contract for Service – 360 Photos
- M. 2023 MN DNR Observation Well Monitoring Agreement
- N. Well Sealing Cost Share Contracts
- O. Competency updates to the Classification Plan
- P. MASWCD Resolutions

Additions

- Q. Rum Riverbank Stabilization Engineering Services Agreement Update
- R. Outreach Contract For Services
- S.
- T.
- U.

Pay Bills

- ACD
- Rum River Partnership

FYI /Meetings

- June 19 Board Meeting ACD Office
- **June 13** - MASWCD Metro Area 4 Meeting- 17325 Pleasant Valley Rd, Schaefer MN 9am
- Set Personnel Meeting Before June Board Meeting



ACD’s Action Wheel is included on the Agenda as a monthly reminder of our public service commitments.



Minutes

Regular Meeting of the ACD Board of Supervisors

Time: May 15, 2023 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Secretary
Glenda Meixell, Treasurer
Colleen Werdien, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator

Truchon called the meeting to order 5:08pm

May Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted: (Q) Rum Riverbank Stabilization Engineering Service Agreement (R) Outreach Contract for Services.

- Meixell moved to approve the May Agenda as amended. Lindahl seconded the motion. All ayes, motion carried.

Consent Agenda

A. April Minutes

B. Receipt of the Staff Activity Reports

C. Approval of the ACD April Financial Reports

D. Approval of Rum River Partnership April Financial Reports

- Lindahl moved to approve the consent agenda items. Meixell seconded the motion. All ayes, motion carried.

New Business-Information Items

E. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings they attended:

- Jim Lindahl URRWMO and CCWD Citizens Advisory Meeting – Attended the CCWD Meeting
- Glenda Meixell; MWMO Citizens Advisory Meeting – Did not attend the MWMO Meeting but did attend the Area IV Budget Committee Meeting via Zoom
- Sharon LeMay; St. Croix 1W1P – Did attend the St. Croix 1W1P Meeting
- Mary Jo Truchon; Rice Creek Watershed District (RCWD) Citizen's Advisory Committee – Attended the Meeting
- Colleen Werdien; Rum River 1W1P and LRRWMO– Attended the LRRWMO Meeting

F. LID Conference and Tradeshow – Oklahoma City, August 2023

The Board reviewed a memo prepared by Water Resources Specialist Jared Wagner providing detail of a LID conference/tradeshow in Oklahoma he plans on attending in August for promotion of the Rain Guardian products. Lord pointed out that there is \$8,000 in the budget for direct expenses not counting Wagner's time.

New Business-Action Items

G. Lake George Shoreline Cost Share Request

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting approval of two cost share applications for shoreline stabilizations on Lake George.

- Meixell moved to approve the three bulleted items below. Lindahl seconded the motion. All ayes, motion carried.
- Approve shoreline stabilization cost share grant funds to Jason Hujanen at 2524 S Lake George Drive not to exceed \$5,537.70.

- Approve shoreline stabilization cost share grant funds to Roger Thompson at 2517 S Lake George Drive not to exceed \$5,508.00.
- Authorize the Chair to sign the grant contract, and deed restriction and easement agreements for the above projects.

H. MDA Noxious Weed Grant Landbridge Ecological Buckthorn Treatment

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval to pay Landbridge Ecological for their contracted work.

- Meixell moved to approve payment of \$14,145.99 for Contract for Services with Landbridge Ecological for buckthorn treatment at the City of Andover Rum River Trails Park. Lindahl seconded the motion. All ayes, motion carried.

I. SSTS Fix up Grant Application

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson requesting funds for a SSTS Fix up grant.

- Lindahl moved to approve a septic system fix up grant for the Winner residence, not to exceed \$18,270 or 90% of the final invoice, whichever is lesser. Numbers are based on the lowest bid provider Boettcher Excavating and Septic, LLC. Werdien seconded the motion. All ayes, motion carried.

J. SSTS MPCA State Grant Agreement

The Board reviewed a Memo prepared by Larson requesting approval of a SSTS MPCA State Grant Agreement. Lord stated that Larson successfully applied for the grant and we will be receiving \$150,000 in SSTS Fix up funds. Werdien commented that she is very pleased with Larson's effort.

- LeMay moved to approve entering into 2023 MPCA grant agreement for \$150,000.00 to implement septic system upgrades and replacements. Werdien seconded the motion. All ayes, motion carried.

K. 2859 Greenwald Island Shoreline Repair

The Board reviewed a memo prepared by Schurbon requesting funds to repair a project that had damage due to high water. Lord explained the project was installed with Rum Metro 2021 WBIF funds. Schurbon reached out to BWSR describing the circumstances, and asked for them to express any concerns they may have about using the same funding (or any BWSR funds) for repair. In the event they do have concerns, ACD could use Ag Preserves or other local funds.

- Lindahl moved to authorize use of up to \$5,500 for materials and labor to repair high water damage to the 2859 Greenwald Island shoreline stabilization at Lake George, and add a second coir log. Rum metro WBIF grant funds will be use if allowed by BWSR, otherwise the District Manager may direct use of other funds. Werdien seconded the motion. All ayes, motion carried.

L. ACD-CCWD Contract for Service – 360 Photos

The Board reviewed a memo prepared by Wagner requesting approval to enter into contract with CCWD to complete 360 photos. Lord pointed out the creek on the map in addition to pointing out some of ACD's photos on the Run River listed on Google Maps.

- LeMay moved to enter into the Contract for Services with CCWD for Oak Glen Creek Street view photo collection. Meixell seconded the motion. All ayes, motion carried.

M. 2023 MN DNR Observation Well Monitoring Agreement

The Board reviewed a memo prepared by Larson requesting approval of the FY24 Professional Technical Services Agreement for Groundwater Observation Monitoring. Truchon mentioned there are two wells in the city of Blaine that ACD can have. Lord stated that ACD could possibly utilize but there are a lot of questions that need to be asked before accepting. If the RCWD wanted to use the wells and contract with ACD that would work but first ACD needs more information.

- Werdien moved to approve ACD entering into the Professional and Technical Services agreement with the State of MN for FY24 observation well monitoring. LeMay seconded the motion.

N. Well Sealing Reimbursement

The Board reviewed a Memo prepared by Larson requesting approval of two well sealing contracts listed below. The Board questioned the deviation away from 60% Cost Share for the Huie project. Lord phoned Larson and left a message with questions.

- Lindahl moved to table the agenda item until to give Larson time to call back. Werdien seconded the motion. All ayes motion carried.

Larson called back to explaining the circumstances. The Board discussed. (after item P)

- Lindahl moved to remove item N from the table and approve the well sealing contracts as listed below. Meixell seconded the motion. All ayes motion carried.

Activity Name	Able Well Inc.	McCullough & Sons Well Drilling	Bergerson – Caswell Inc	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2023-51-Fridley-Henke	\$495.00	\$1,150.00		\$297.00	
CWFWS-2023-51-Fridley-Huie		\$4,150.00	\$1,760.00	\$1,408.00 (Grant Match 80%)	
					\$ 128,759.80

O. Competency Rating for the Classification Plan

The Board was presented updates to the Competency Rating system for the Classification Plan during supervisor training. Lord pointed out the table outlining the rating standard, minimum and maximum in the Board memo varied from the most recent update. The most recent version was presented during Supervisor Training.

- Lindahl moved to approve adjustments to the competency rating system and integrate those into the Classification and Compensation Plan. LeMay seconded the motion. All ayes, motion carried.

P. MASWCD Call for Resolutions

The Board reviewed three resolutions prepared by Lord listed below. Lord explained in detail each of the resolutions. Lord stated that he noticed two of the resolutions put forth by ACD were set to expire. The Board provided some grammatical changes to the resolutions.

- DNR Conservation Partners Legacy Grant staff limit variance
- Groundwater conservation policy and funding
- Statutory funding authority for Soil and Water Conservation Districts

- LeMay moved to approve the resolution titled “DNR Conservation Partners Legacy Grant Staff Limit Variance”. Meixell seconded the motion. All ayes, motion carried.
- Werdien moved to approve the resolution titled “Groundwater Conservation Policy and Funding”. Lindahl seconded the motion. All ayes, motion carried.
- LeMay moved to approve the resolution titled “Statutory funding authority for Soil and Water Conservation Districts”. Meixell seconded the motion. All ayes, motion carried.

Q. Rum Riverbank Stabilization Engineering Services

The Board reviewed a memo prepared by Stormwater and Shoreline Specialist Mitch Haustein to update the Stantec Engineering Agreement approved at the April Meeting. Lord explained Exhibit A, the Work Plan, incorrectly references that compensation shall be on a fixed fee basis on page 9. Per item 4.1 in the agreement, compensation is to be on a time and materials basis. The updated agreement corrects the language in Exhibit A to reference a time and materials basis.

- Meixell moved to authorize the Board Chair to execute the updated professional services agreement with Stantec not to exceed \$19,402 to provide engineering services for the 2023 Riverbank Stabilization – Martz, Hanson, and Heath Properties. LeMay

seconded the motion. All ayes, motion carried.

R. Outreach Contract for Services

The Board reviewed a memo prepared by Lord requesting approval to enter into a contract for services with the Andie Bumgarner, a freelance graphic design and outreach professional. Lord explained that Bumgarner is a part time SWCD employee and so would not require a learning curve to understand ACD’s programs and service. Lord provided detail on some of the tasks that she would perform listed below.

- Workshop and event logistics
 - Volunteer network coordination/communications and expansion
 - Graphic design
 - Anoka Water Resource Outreach Collaborative quarterly coordination
 - Outreach plan implementation and tracking
- Lindahl moved to authorize the District Manager to contract for services to complete outreach and engagement task not to exceed the amount approved to hire personnel to complete a similar scope of work. LeMay seconded the motion. All ayes, motion carried.

Pay Bills

ACD

- Meixell moved to approve electronic payments EP-1804 to EP-1817 & DD2811 to DD2834 & check numbers 16225 to 16246 noting check number 16246 (Jill Zimmerman \$10,849) is not in the report as it was printed last minute. Lindahl seconded the motion. All ayes, motion carried.

Rum River Partnership

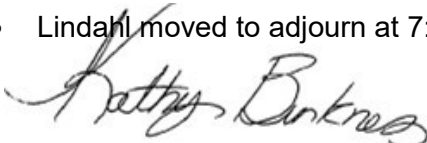
- Meixell moved to approve check number 1004-1005. Lindahl seconded the motion. All ayes, motion carried.

FYI /Meetings

The Board discussed meetings and dates and decided on Committee Meetings dates and times.

- May 30 - Planning Workshop – Time TBD
- May 31 – Operations Committee - ACD Office 7am
- June 6 – Finance Committee - ACD Office 10am
- June 13 - Area IV meeting Summer Tour, Shafer MN 8:30am
- June 14 – Personnel Committee - ACD Office – time TBD
- June 19 - ACD Board Meeting - ACD Office 5pm

- Lindahl moved to adjourn at 7:26. Werdien seconded the motion. All ayes, motion carried.



June 19, 2023

Prepared by Kathy Berkness, Office Administrator

Date



June 19, 2023

Approved as to form and content by Mary Jo Truchon, Chair

Date



Agenda

Regular Meeting of the ACD Board of Supervisors

Time: June 19, 2023 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely join ACD Board meeting using the link below.

<https://us02web.zoom.us/j/86060141635?pwd=cTQ1TXBBMDNoS3pVLY8zZUF0bkRhZz09>

4:30 Supervisor Training – NA

5:00 - Regular Meeting – START RECORDING THE MEETING

Approve the June Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

Consent Agenda

- A. Approval of Regular Board Meeting Minutes
- B. Review of Staff Activity Reports and Programs
- C. Approval of ACD Financial Reports
- D. Approval of Rum River Partnership Financial Reports

Committee Meetings

- E. Operations Committee Meeting – May 30, McKay Property Maintenance Schedule and Lease Rates
- F. Finance Committee Meeting – June 6, 2023 and 2024 Budgets and Wage Adjustments
- G. Personnel Committee Meetings – June 14,
 - Employee Evaluations
 - Probationary Employee progress
 - Employee Retention
 - Class Adjustments & Wage Adjustments

New Business Informational Items

- H. Watersheds
- I. Area IV Meeting and Tour

New Business-Action Items

- J. Cost Share Grant Cancellation Martin Lake
- K. Mississippi and Rum River Critical Area Planting
- L. Well Sealing Contract and Reimbursement
- M. SSTS Fix up Grant Application
- N. SWCD Aid

Additions

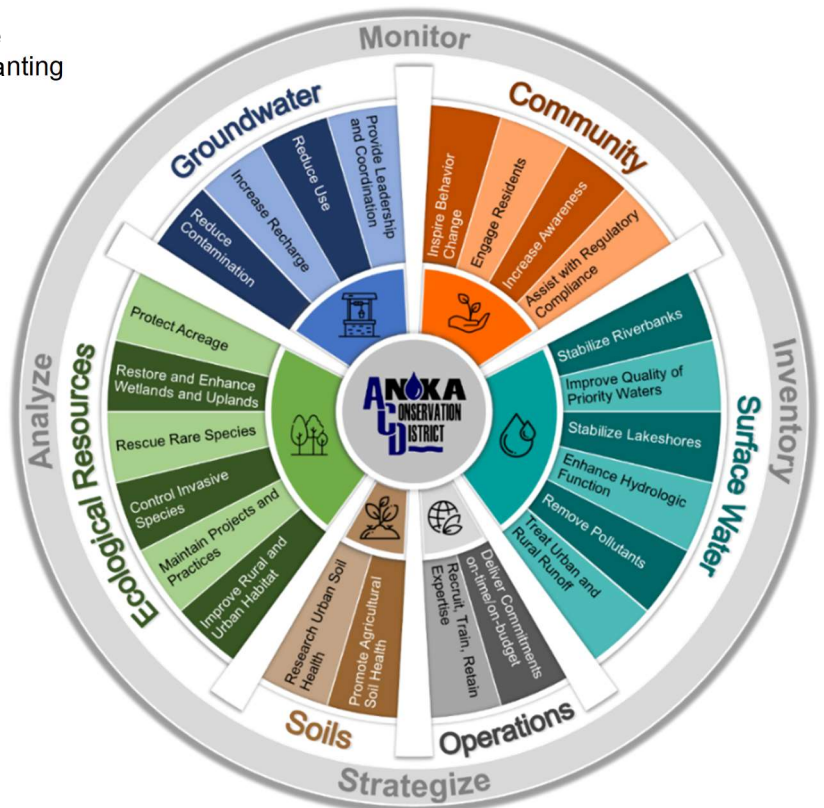
- O. Voyager Condominiums – Encumber Cost Share Funds
- P.
- Q.
- R.
- S.

Pay Bills

- ACD
- Rum River Partnership - NA

FYI /Meetings

- July 4 Independence Day Holiday
- July 17, Board Meeting ACD Office





Minutes

Regular Meeting of the ACD Board of Supervisors

Time: June 19, 2023 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Secretary
Glenda Meixell, Treasurer
Colleen Werdien, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator

Truchon called the meeting to order 5:03pm

June Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted: (Q) Voyager Condominiums – Encumber Cost Share.

- Meixell moved to approve the June Agenda as amended. Lindahl seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approve May Minutes

B. Receive Staff Activity Reports

C. Receive ACD May Financial Reports

D. Receive Rum River Partnership May Financial Reports

- Lindahl moved to approve the consent agenda items. Meixell seconded the motion. All ayes, motion carried.

Committee Meetings

E. Operations Committee Meeting–May 30, Property Maintenance Schedule & Lease Rates

The Board reviewed the Operations Committee minutes. Lord explained the maintenance schedule changed since the Operations Meeting. The replacement of one air conditioner will need to occur this year as one quit working. Prior to replacing carpet, we'll have it professionally cleaned to delay replacement. Both of the updates are still within the schedule budget. Lord also explained the 4% lease rate increase is what the current rate is and used for budget purposes. The actual percentage used will be the year-over-year MN Consumer Price Index increase in November.

- Lindahl moved to approve the ACD headquarters maintenance schedule and lease rate adjustments as modified. LeMay seconded the motion. All ayes, motion carried.

F. Finance Committee Meeting – June 6, 2023 and 2024 Budgets and Wage Adjustment Allocation

The Board reviewed the Finance Committee minutes. Lord provided details and a breakdown of all the numbers. The Board discussed the need for a Groundwater Specialist and various strategies to get funding for the position.

- Meixell moved to approve the 2023 budget update and 2024 budget including a wage adjustment allocation for 100% to target, up to \$150K, resulting in a county general services contribution request of \$226,992, flat to 2023, plus a special contribution of \$84,438 to hire a Groundwater Specialist in 2024. Werdien seconded the motion. All ayes, motion carried.

G. Personnel Committee Meeting – June 14

The Board reviewed the Personnel Committee minutes. Lord provided an overview.

- **Employee Evaluations**
- **Probationary Employee Progress**
- **Employee Retention**

- Meixell moved to retain all employees in their current classes. LeMay seconded the motion. All ayes, motion carried.

➤ **Class Adjustment & Wage Adjustments**

- Meixell moved to approve the compensation adjustments for regular non-probationary staff effective July 1, 2023 commensurate with ACD compensation plan incorporating 100% to target, a \$0.825 base, and class adjustments of \$0.50 and \$1.25 for Wozney and Keith respectively. Lindahl seconded the motion. All ayes, motion carried.

New Business-Information Items

H. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings attended:

- Jim Lindahl; URRWMO and CCWD Citizen’s Advisory Committee – No Meeting
- Glenda Meixell; MWMO Citizen’s Advisory Committee – No Meeting
- Sharon LeMay; St. Croix 1W1P – No Meeting
- Mary Jo Truchon; RCWD Citizen’s Advisory Committee – Attended the Meeting
- Colleen Werdien; Rum River 1W1P and LRRWMO– Attended the LRRWMO Meeting

I. Area IV Meeting and Tour

Truchon, Meixell, LeMay, Werdien and Lord provided details about the Area IV meeting they attended on June 13, at Pleasant Valley Orchard hosted by Chisago SWCD. All three of ACD’s resolutions passes with minor amendments along with five resolutions from other districts.

New Business-Action Items

J. Cost Share Grant Cancellation Martin Lake

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting cancellation of a shoreline stabilization grant for Murney. The landowner sold the property,

- Lindahl moved to cancel the contract and unencumber the \$12,795.51 shoreline stabilization cost share grant for the Murney residence (23176 East Martin Lake Dr). Meixell seconded the motion. All ayes, motion carried.

K. Mississippi and Rum River Confluence Projects

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting funding through a variety of sources to implement critical area planting projects along the Mississippi and Rum River. Berkness stated that Taylor updated the memo in the packet to include Tom Talle.

- Lindahl moved to approve the 5 Bullet points outlined below. Meixell seconded the motion. All ayes, motion carried.
 - Approve critical planting area cost share grant funds to Marv and Sally West at 1335 Oakwood Drive Anoka, not to exceed \$5,065.50. Authorize the Chair and/or Manager to sign the grant contract.
 - Approve critical planting area cost share grant funds to Tom Talle at 1329 Oakwood Drive Anoka, not to exceed \$6,231.00. Authorize the Chair and/or Manager to sign the grant contract.
 - Approve critical planting area cost share grant funds to Phil and Chris Rice at 1503 2nd Ave Anoka, not to exceed \$4,863.60. Authorize the Chair and/or Manager to sign the grant contract.
 - Approve critical planting area cost share grant funds to Sandy and Breon King at 1433 Oakwood Dr. Anoka, not to exceed \$7,786.89. Authorize the Chair and/or Manager to sign the grant contract.
 - Approve critical planting area cost share grant funds to Mark Everson at 1341 Oakwood Dr. Anoka, not to exceed \$7,165.80. Authorize the Chair and/or Manager to sign the grant contract.

L. Well Sealing

The Board reviewed a Memo prepared by Water Resource Specialist Larson requesting approval of a well sealing contract listed below along with two reimbursements.

- Lindahl moved to approve the well sealing cost share contract listed below. LeMay seconded the motion. All ayes motion carried.

Activity Name	Barott Drilling Services Inc.	Bastian Well Service, Inc.	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2023-52-Andover-Schonning	\$1,605.00	\$400.00	\$240.00	
				\$ 128,426.80

- Meixell moved to approve the well sealing reimbursements listed below. Lindahl seconded the motion. All ayes, motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2023-49-Fridley-Huies Monica Huies	\$1,038.00	\$1,297.50
CWFWS-2023-51-Fridley-Henke Pat Henke	\$690.00	\$1,150.00

M. SSTS Fix up Grant Application

The Board reviewed a memo prepared by Larson requesting funds for a SSTS Fix up grant.

- Lindahl moved to approve a Septic System Fix-Up Grant for Rosemary Miller, not to exceed \$29,366.10 or 90% of the final invoice, whichever is lesser. Numbers are based on the lowest bid provided by Custom Septic Inc SSTS MPCA State Grant Agreement. Werdien seconded the motion. All ayes, motion carried.

N. SWCD Aid

The Board reviewed a memo prepared by Lord outlining specifics of the SWCD Aid the District will receive. ACD will receive \$179,044.11 in SWCD Aid in two disbursements. The first half should process this July. These funds replace District Capacity funding previously received via the Clean Water Fund. The 2023 District Capacity allocation was \$136,725. After two years, SWCD Aid will drop to a similar amount.

O. Voyager Condominiums – Encumber Cost Share Funds

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner regarding The Voyager Condominiums site located in Coon Rapids on the Mississippi River. The riverbank is approximately 500 feet long and is 25-30 feet tall. The HOA has had ACD staff onsite a couple of times over the past few years for shoreline erosion issues, but the scale, cost of stabilization, and cost-benefit analysis at the time kept it below other funded sites in priority for grant funds. Accelerated erosion over the past couple of spring floods led the condominium residents to hire a contractor to armor the toe of the bank with rock. To complete the project, significant vegetation management is needed. Wagner is requesting District Capacity Funds for a critical area planting at this site.

- Meixell moved to encumber \$15,000 in District Capacity funds to cost share a Critical Area Planting project at the Voyager Condominium site in Coon Rapids. LeMay seconded the motion. All ayes, motion carried.

Pay Bills

ACD

- Meixell moved to approve electronic payments EP-1816 to EP-1828 & DD2835 to DD2858 & check numbers 16247 to 16271. Lindahl seconded the motion. All ayes, motion carried.

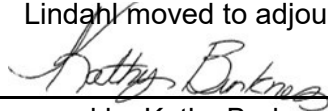
Rum River Partnership

- Meixell noted that there were no bills.

FYI /Meetings

The Board discussed meetings and dates.

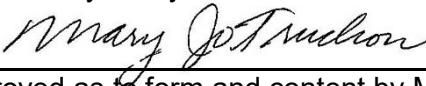
- July 4 – Independence Day Holiday – ACD offices will be closed.
 - July 15 - ACD Board Meeting - ACD Office 5pm
 - July – Submit Budget Request to Anoka County
- Lindahl moved to adjourn at 7:01. Meixell seconded the motion. All ayes, motion carried.



7/17/2023

Prepared by Kathy Berkness, Office Administrator

Date



7/17/2023

Approved as to form and content by Mary Jo Truchon, Chair

Date



Agenda

Regular Meeting of the ACD Board of Supervisors

Time: July 17, 2023 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely join ACD Board meeting using the link below.

<https://us02web.zoom.us/j/86060141635?pwd=cTQ1TXBBMDNoS3pVLY8zZUF0bkRhZz09>

4:15 Supervisor Training – Mitch Haustein - Rum River Central Regional Park Project Tour (17955 Roanoke St NW, Ramsey, MN 55303)

5:00 - Regular Meeting – START RECORDING THE MEETING

Approve the July Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

Consent Agenda

- A. Approval of Regular Board Meeting Minutes
- B. Review of Staff Activity Reports and Programs
- C. Approval of ACD Financial Reports
- D. Approval of Rum River Partnership Financial Reports

New Business Informational Items

- E. Watersheds

New Business-Action Items

- F. Evaluate ACD Holidays
- G. Rum River Critical Area Planting
- H. Reimbursement Sunset Bay HOA Shoreline Project
- I. Phase 1 Engineering Payment 1 –Targeted Rum River Bank Stabilization
- J. Mississippi and Rum River Planting Contract Approval
- K. Payment to Nielson for Streambank Stabilization
- L. Septic Fix Up Contractor Payment
- M. Well Sealing
- N. City of Anoka ANP Revetment
- O. Ramsey Bend Park Contract Approval
- P. WBIF 2021 Lake George Project Reimbursement
- Q. WBIF Lake George Shorelines Contactor Payment

Additions

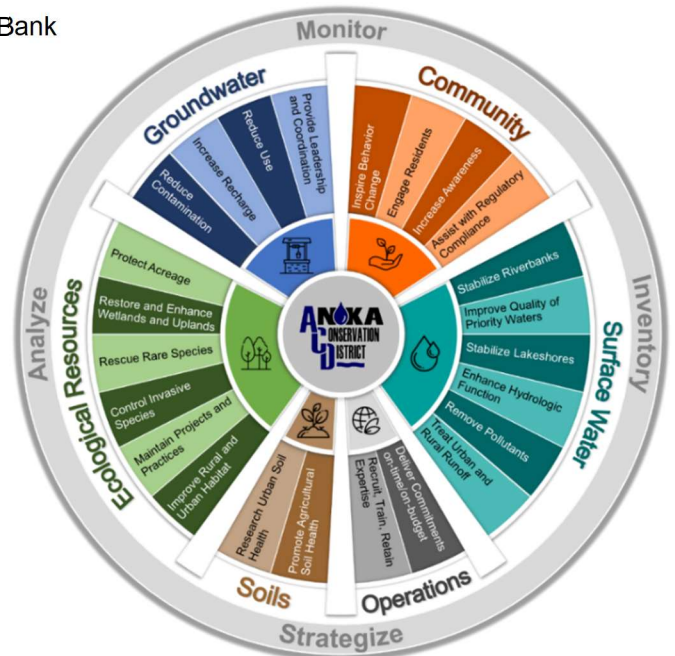
- R. Rum Rim Easement Title Commitment Payment
- S. New OHF Grants Authorized Representative and Grant Execution
- T. Sharon LeMay District 5 Resignation
- U. Ground Water Specialist
- V. BWSR Survey
- W.
- X.
- Y.

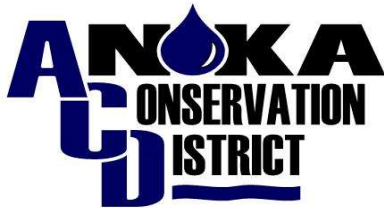
Pay Bills

- ACD
- Rum River Partnership

FYI /Meetings

- August 21, Board Meeting ACD Office





Minutes

Regular Meeting of the ACD Board of Supervisors

Time: July 17, 2023 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Secretary
Glenda Meixell, Treasurer
Colleen Werdien, Supervisor (arrived at 5:12pm)

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator

Truchon called the meeting to order 5:09pm

July Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted: (Q) Rum River Easement Title Commitment Payment (S) New OHF Grants Authorized Representative and Grant Execution (T) Sharon LeMay District 5 Resignation (U) Ground Water Specialist (V) BWSR Survey.

- LeMay moved to approve the July Agenda as amended. Lindahl seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approve June Minutes

B. Receive Staff Activity Reports

C. Receive ACD June Financial Reports

D. Receive Rum River Partnership June Financial Reports

- Meixell moved to approve the consent agenda items. Lindahl seconded the motion. All ayes, motion carried.

New Business-Information Items

E. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings attended:

- Jim Lindahl; URRWMO and CCWD Citizen's Advisory Committee – Attended the Meeting
- Glenda Meixell; MWMO Citizen's Advisory Committee – Attended the MWMO Meeting
- Sharon LeMay; St. Croix 1W1P – No Meeting
- Mary Jo Truchon; RCWD Citizen's Advisory Committee – No Meeting
- Colleen Werdien; Rum River 1W1P and LRRWMO– Attended the 1W1P Meeting

New Business-Action Items

F. Evaluate ACD Holiday Schedule

Lord stated Natural Resource Technician Brian Clark provided state statute references about the Juneteenth holiday and the requirement for its observance by government entities. Lord stated he reached out to staff and most want to keep the floating holiday. After some discussion, the Board decided to swap the Good Friday holiday for Juneteenth. Lord brought up the fact when setting Board meeting dates we need to consider the Juneteenth observance on the 19th as it could fall on a Board meeting day.

- Meixell moved to approve replacing the holiday Good Friday with Juneteenth observed on June 19th. LeMay seconded the motion. All ayes, motion carried.

G. Rum River Critical Area Planting

The Board reviewed a memo prepared by Restoration Technician Logan Olson regarding a critical area planting along the Rum River. Lord pointed out the plan on the map.

- Lindahl moved to approve critical area planting cost share funds to Jim DeRuyter at 16548

Argon St NW Andover, not to exceed \$5,049.00 and authorize the Chair to sign the grant contract. LeMay seconded the motion. All ayes, motion carried.

H. Sunset Bay HOA Shoreline Stewardship Project

The Board reviewed a memo prepared by Water Resource Technician Breanna Keith regarding a reimbursement for a cost share participant.

- Werdien moved to reimburse Jone Tiffany \$1,578.00 for shoreline stewardship project costs. Meixell seconded the motion. All ayes, motion carried.

I. Phase 1 Engineering Payment 1 – Targeted Rum River Stabilization

The Board reviewed the memo prepared by Stormwater and Shoreland Specialist Mitch Haustein requesting payment to Stantec for work on riverbank stabilization design.

- Lindahl moved to approve payment of \$6,246.15 for Stantec Invoice #2103493 for engineering services provided for CWF grant #C21-2669. Werdien seconded the motion. All ayes, motion carried.

J. Mississippi and Rum River Planting Contract Approval

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval of a contract with Prairie Restoration to implement plantings along the Mississippi and Rum Rivers. Lord explained that work will occur on several of the confluence sites stabilized last fall.

- Meixell moved to approve critical planting area cost share project Mississippi and Rum River Contract to Prairie Restoration Inc. not to exceed \$24,685.00 and authorize the Chair to sign the Mississippi and Rum River Shoreline Plantings Contract. Lindahl seconded the motion. All yes, motion carried.

K. Neilson Streambank Stabilization, Rum River Payment Approval

The Board reviewed a Memo prepared by Water Resource Specialist Kris Larson requesting payment to Prairie Restorations for completed work on the Rum River Neilson project.

- Meixell moved to approve \$11,146.03 payment of invoice #002311 to Prairie Restorations Inc. for services provided under the Neilson Streambank Stabilization contract. LeMay seconded the motion. All ayes, motion carried.

L. Septic System Fix Up Grant Payment

The Board reviewed a Memo prepared by Larson requesting payment to two contractors for septic system fix up work.

- Meixell moved to approve payment of \$22,561.20 to Lashinski Septic Service using 2022/2023 SSTS Fix –Up funds for replacement of a failing septic system. Werdien seconded the motion. All ayes, motion carried.
- Lindahl moved to approve payment of \$18,270.00 to Boettcher Excavating and Septic using 2023 SSTS Fix-Up funds for replacement of a failing septic system. LeMay seconded the motion. All ayes, motion carried.

M. Well Sealing

The Board reviewed a Memo prepared by Larson requesting approval of a well sealing contract below along with a reimbursement.

- Meixell moved to approve the well sealing cost share contract listed below. Lindahl seconded the motion. All ayes motion carried.

Activity Name	McCullough & Sons Well Drilling	Bastian Well Service, Inc.	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2023-53-LinoLakes-Benkler	\$3,050.00	\$1,000.00	\$600.00	
				\$ 127,826.80

- Lindahl moved to approve the well sealing reimbursements listed below. Meixell seconded the motion. All ayes, motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2023-52-Andover-Schonning Chris Schonning	\$240.00	\$400.00

N. City of Anoka ANP Revetment

The Board reviewed a memo prepared by Larson requesting approval of a contract with the City of Anoka for a cedar tree revetment. Lord pointed out the project location on google maps.

- Lindahl moved to enter into project agreement with City of Anoka to complete a cedar tree revetment. Werdien seconded the motion. All ayes, motion carried.

O. Ramsey River’s Bend Park Contract

The Board reviewed a memo prepared by Taylor requesting approval of a contract with Prairie Restoration for pollinator projects.

- Meixell moved to approve Ramsey River’s Bend Park Contract to Prairie Restoration Inc. not to exceed \$4,450.00 and authorize the Chair to sign the Ramsey River’s Bend Park Contract. Werdien seconded the motion. All ayes, motion carried.

P. WBIF 2021 Lake George Project Reimbursement

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting reimbursement to two adjacent lakeshore restorations at Lake George.

- Werdien moved to authorize reimbursement for a Lake George stabilization to project participants Roger and Christine Thompson for \$5,234.89. LeMay seconded the motion. All ayes, motion carried.
- Meixell moved to authorize reimbursement for Lake George stabilization to 2023 project participants Jason and Allison Hujanen for \$5,340.22. Lindahl seconded the motion. All ayes, motion carried.

Q. WBIF Lake George Shorelines Contractor Payment

The Board reviewed a memo prepared by Schurbon requesting reimbursement to Minnesota Native Landscapes for establishment site visits at six Lake George projects installed in the fall of 2022.

- Meixell moved to approve \$1,800 payment of invoice #40041 to Minnesota Native Landscapes, Inc for establishment services at Lake George Shoreline Stabilization projects on 6/27/2023. Lindahl seconded the motion. All ayes, motion carried.

R. Rum River Easement Title Commitment Payment

Larson Abstract completed the Title Commitment for St. Francis Development easement #02-01-22-18. This is one-step in the BWSR Rum RIM Easement process.

- Lindahl moved to provide payment total of \$662.75 to Larson Abstract for St. Francis development easement #02-01-22-18 for Title Commitment. LeMay seconded the motion. All ayes, motion carried.

S. OHF Grants – Authorize Representative and Grant execution

Lord explained the District has two Outdoor Heritage Fund grants; Rum River Corridor Fish and Wildlife Habitat Enhancement – Phase 2 for \$1,699,000 (HRE07) and Anoka Sand Plain Habitat Conservation – Phase 8 for \$802,000 (HA02) that require action. Lord explained that he added himself as well as Truchon as a signer so he could facilitate the DocuSign process.

- LeMay moved to name Chris Lord, District Manager as the Authorized Representative for both grants and authorize Chair Truchon and District Manager Lord to execute both grants via DocuSign. Lindahl seconded the motion. All ayes, motion carried.

T. Sharon LeMay District 5 Resignation

The Board discussed LeMay resignation and decided to have an Operations meeting to discuss the strategy to recruit for her replacement. The Board decided on August 17 at 4pm.

U. Groundwater Specialist

The Board reviewed an informational flyer supporting ACD’s request for funding for a Groundwater Specialist prepared by Natural Resource Technician Brian Clark. Lord explained that he has a meeting scheduled with the county on August 23, to make the 2024 budget request. Meixell indicated that she would attend the presentation. The Board discussed pre-presentation advocacy, including solicitation of support from partners.

V. BWSR Survey

Lord went through the BWSR online survey and share how he responded to several of the questions.

Pay Bills

ACD

- Meixell moved to approve electronic payments EP-1829 to EP-1847 & DD2859 to DD2887 & check numbers 16272 to 16309. Lindahl seconded the motion. All ayes, motion carried.

Rum River Partnership


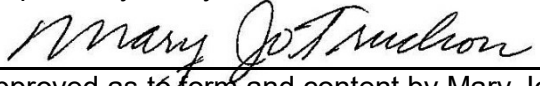
- Meixell moved to approve check number 1006-1010. LeMay seconded the motion. All ayes, motion carried.

FYI /Meetings

The Board discussed meetings and dates.

- August 17 - Operations Meeting – ACD office 4pm
- August 21- ACD Board Meeting - ACD Office 5pm
- August 30 - Metro Conservation Districts
- September 4 - Labor Day – Office Closed
- October 26 - Area IV Meeting – Time and Location TBD

- Lindahl moved to adjourn at 7:30. Meixell seconded the motion. All ayes, motion carried.

	08/21/2023
Prepared by Kathy Berkness, Office Administrator	Date
	08/21/2023
Approved as to form and content by Mary Jo Truchon, Chair	Date



Agenda

Regular Meeting of the ACD Board of Supervisors

Time: August 21, 2023 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely join ACD Board meeting using the link below.

<https://us02web.zoom.us/j/86060141635?pwd=cTQ1TXBBMDNoS3pVLY8zZUF0bkRhZz09>

4:30 Supervisor Training – Ground Water Specialist Presentation

5:00 - Regular Meeting – START RECORDING THE MEETING

Approve the August Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

Consent Agenda

- A. Approval of Regular Board Meeting Minutes
- B. Review of Staff Activity Reports and Programs
- C. Approval of ACD Financial Reports
- D. Approval of Rum River Partnership Financial Reports

Committee Meetings

- E. Operations Committee Meeting August 17, 2023 – Supervisor Appointment District V
- F. Personnel Committee Meeting August 18, 2023 - Natural Resource Technician Clark Probationary Review

New Business Informational Items

- G. Watersheds

New Business-Action Items

- H. Grant Extension – C212669 Phase 1 – Targeted Rum River Bank Stabilization
- I. Dehn and Chamberlain Critical Planting Cost Share Approval
- J. Rare Plant Rescue Payment
- K. Well Sealing
- L. SSTS Contractor Fix up Payment

Additions

- M. 2023 Metro Conservation Dues
- N. Dredging the Rum River
- O.
- P.
- Q.
- R.
- S.
- T.

Pay Bills

- ACD
- Rum River Partnership

FYI /Meetings

- August 30, Metro Conservation Districts Meeting
- September 4 – Labor Day Holiday
- September 18, Board Meeting ACD Office
- October 26 - MASWCD Metro Area 4 Meeting





Minutes

Regular Meeting of the ACD Board of Supervisors

Time: August 21, 2023 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Secretary
Glenda Meixell, Treasurer
Colleen Werdien, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator

Truchon called the meeting to order 5:05pm

August Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted: (M) 2023 Metro Conservation Districts Dues (N) Dredging the Rum River.

- LeMay moved to approve the August Agenda as amended. Lindahl seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approve July Minutes

B. Receive Staff Activity Reports

C. Receive ACD July Financial Reports

D. Receive Rum River Partnership July Financial Reports

- Werdien moved to approve the consent agenda items. LeMay seconded the motion. All ayes, motion carried.

Committee Meetings

E. Operations Committee

The Board reviewed the resolution and appointment process for the District 5 Supervisor. Lord pointed out that he spoke with the Anoka County attorney after the Operations Committee meeting and was advised not to have the whole Board conduct the interviews unless doing so as part of a Board meeting due to the Open Meeting Law. The decision was made to have the Personnel Committee and Lord conducted recorded interviews off the applicants via zoom then forward the recordings to the rest of the Board to rank.

- Lindahl moved to approve resolution 2023-03 to declare an impending vacancy in the District 5 Supervisor seat and the supervisor appointment procedure as modified. Meixell seconded the motion. All ayes, motion carried.

F. Personnel Committee

The Board reviewed the Personnel Meeting Minutes. LeMay provided an overview of the review.

- LeMay moved to extend the employee's probationary period until September 30th to allow for Board action at the regular September meeting and wave the need for the Personnel Committee to reconvene if the Manager's recommendation at that time will be to successfully end the probationary period and retain the employee as a technician. Meixell seconded the motion. All ayes, motion carried.

New Business-Information Items

G. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings attended:

- Jim Lindahl; CCWD Citizen's Advisory Committee – Attended the Meeting
- Glenda Meixell; MWMO Citizen's Advisory Committee – No Meeting
- Sharon LeMay; St. Croix 1W1P – Attended Meeting

- Mary Jo Truchon; RCWD Citizen’s Advisory Committee – Attended the Meeting and Tour
- Colleen Werdien; Rum River 1W1P and LRRWMO– Attended two LRRWMO Meetings

New Business-Action Items

H. Grant Extension – C21-2669 Phase 1 – Targeted Rum River Stabilization

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner requesting authorization to extend the Phase 1 Targeted Rum River Stabilization grant until 12/31/2024.

- Lindahl moved to authorize the Chair to enter ACD into a grant agreement amendment for C21-2669, extending the grant period for one year. LeMay seconded the motion. All ayes, motion carried.

I. Dehn and Chamberlain Critical Area Planting

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval for cost share of two critical area plantings.

- Werdien moved to approve the following cost share contracts. LeMay seconded the motions. All ayes, motions carried.
 - Mississippi River Dehn critical area planting cost share grant funds to Doug and Catherine Dehn, located at 1134 Benton St Anoka, MN, not to exceed \$5,401.50. Authorize the Chair to sign the grant contract.
 - Mississippi River Chamberlain critical area planting cost share grant funds to Ron and Sonja Chamberlain, located at 1707 Levee Ave Anoka, MN, not to exceed \$2,728.50. Authorize the Chair to sign the grant contract.

J. Rare Plant Rescue Contractor Payment

The Board reviewed a memo prepared by Taylor requesting payment to Critical Connections for their contracted work on the rare plant rescue program. Lord pointed out that the contracted work occurred September 7, 2022 – July 31, 2023.

- Werdien moved to authorize payment of \$32,434.40 to Critical Connections Ecological Services, Inc. for their services detailed in their invoice #2023-04-01. LeMay seconded the motion. All ayes, motion carried.

K. Well Sealing

The Board reviewed a Memo prepared by Larson requesting approval of well sealing contracts below along with reimbursements.

- Meixell moved to approve the well sealing cost share contracts listed below. Lindahl seconded the motion. All ayes motion carried.

Activity Name	McCullough & Sons Well Drilling	Essential Pump & Well	Bastian Well Service, Inc.	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2023-54-CoonRapids-Payeur	\$3,050.00		\$950.00	\$570.00	
CWFWS-2023-55-CirclePines-Johnson		\$1,725.00	\$675.00	\$405.00	
					\$ 127,421.80

- Lindahl moved to approve the well sealing reimbursements listed below. Meixell seconded the motion. All ayes, motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2023-50-Ramsey-Khayatt Carol Khayatt	\$1,020.00	\$1,700.00
CWFWS-2023-53-LinoLakes-Benkler Mary Benkler	\$600.00	\$1,000.00

L. Septic System Fix Up Grant Payment

The Board reviewed a Memo prepared by Larson requesting payment to a contractor for septic system fix up work.

- Lindahl moved to approve payment of \$25,376.00 to Keller Excavating using 2022/2023 SSTS Fix-Up funds for replacement of a failing septic system. Meixell seconded the motion. All ayes, motion carried.

M. 2023 Metro Conservation District Dues

The Board reviewed an invoice for 2023 Metro Conservation Districts dues of \$1600.

- Meixell moved to approve 2023 dues for \$1,600 to the Metro Conservation District. LeMay seconded the motion. All ayes, motion carried.

N. Dredging of the Rum River

Werdien inquired what Lord thought of the City of Anoka’s proposal to dredge the Rum River below the Anoka Dam. Lord explained that this spring several feet of sediment accumulate in that stretch of the river, smothering habitat and making the river impassible by boat. The city’s proposal would restore the river channel to its previously established profile. Lord researched dredging techniques and provided the City of Anoka with information on how they might approach this project in a more ecologically sensitive manner.

Pay Bills

ACD

- Meixell moved to approve electronic payments EP-1848 to EP-1867 & DD2888 to DD2923 & check numbers 16310 to 16343 noting the void of 16336 and 16305. Lindahl seconded the motion. All ayes, motion carried.

Rum River Partnership

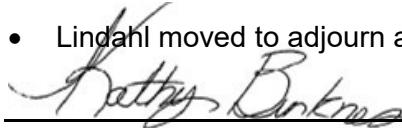
No bills in August to approve.

FYI /Meetings

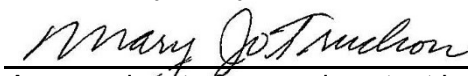
The Board discussed meetings and dates. Meixell stated she thought the MCD meeting was on August 30 not the 23rd. Berkness will look into it.

- August 30 – Metro Conservation District Meeting
- September 4 - Labor Day – Office Closed
- September 18, ACD Board Meeting, 5pm Ham Lake Office
- October 26 - Area IV Meeting – Time and Location TBD

- Lindahl moved to adjourn at 6:19. Meixell seconded the motion. All ayes, motion carried.


 Prepared by Kathy Berkness, Office Administrator 09/18/2023

Date


 Approved as to form and content by Mary Jo Truchon, Chair 09/18/2023

Date



Agenda

Regular Meeting of the ACD Board of Supervisors

Time: September 18, 2023 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely join ACD Board meeting using the link below.

<https://us02web.zoom.us/j/86060141635?pwd=cTQ1TXBBMDNoS3pVLY8zZUF0bkRhZz09>

4:30 Supervisor Training - NA

5:00 - Regular Meeting – START RECORDING THE MEETING

Approve the September Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

Consent Agenda

- A. Approval of Regular Board Meeting Minutes
- B. Review of Staff Activity Reports and Programs
- C. Approval of ACD Financial Reports
- D. Approval of Rum River Partnership Financial Reports

New Business Informational Items

- E. Watersheds

New Business-Action Items

- F. Rum River Blvd Swale Stabilization Construction Bidding
- G. Rum River Blvd Swale Stabilization Project Agreement
- H. Gamm Easement Riparian Vegetation Enhancement
- I. Voyager Condominiums Mississippi Riverbank
- J. Coon Rapids Dam Regional Park Tree Removal and Invasive Species Control
- K. Rare Plant Rescue CCSR Site User Fee
- L. Kings Island Ash Tree Removal
- M. Mississippi Rum Critical Planting PRI Payment Request
- N. 2024 Buffer Law Grant Agreement
- O. SSTS Fix up Grant Application
- P. Well Sealing Cost Share Contracts and Reimbursements
- Q. SSTS Fix Up Contractor Payment

Additions

- R. Clark Probationary Period
- S. Current News
- T.
- U.
- V.
- W.

Pay Bills

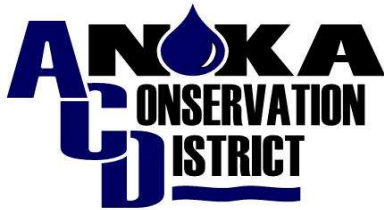
- ACD
- Rum River Partnership

FYI /Meetings

- October 16, Board Meeting ACD Office
- October 26 - MASWCD Metro Area 4 Meeting- Details TBD
- November 11 – Veteran’s Holiday



ACD’s Action Wheel is included on the Agenda as a monthly reminder of our public service commitments.



Minutes

Regular Meeting of the ACD Board of Supervisors

Time: September 18, 2023 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Secretary
Glenda Meixell, Treasurer
Colleen Werdien, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator

Truchon called the meeting to order 5:07pm

September Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted: (R) Clark Probationary Period (S) Current news.

- Lindahl moved to approve the September Agenda as amended. Meixell seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approve August Minutes

B. Receive Staff Activity Reports

C. Receive ACD August Financial Reports

D. Receive Rum River Partnership August Financial Reports

- Meixell moved to approve the consent agenda items. Werdien seconded the motion. All ayes, motion carried.

New Business-Information Items

E. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings attended:

- Jim Lindahl; CCWD Citizen's Advisory Committee & URRWMO – Attended the CCWD and the URRWMO Meetings
- Glenda Meixell; MWMO Citizen's Advisory Committee – Attended the Meeting
- Sharon LeMay; St. Croix 1W1P – No Meeting
- Mary Jo Truchon; RCWD Citizen's Advisory Committee – Attended the Meeting
- Colleen Werdien; Rum River 1W1P and LRRWMO– Attended two LRRWMO Meetings

New Business-Action Items

F. Rum River Blvd Swale Stabilization Construction Bidding

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon regarding the Rum River Blvd Swale Stabilization Project construction bidding. Lord pointed out the updated memo provided by Schurbon and explained the bidding considerations, which are safety, timeliness and experience. The Board discussed in detail.

- Meixell moved to award the contract for the Rum River Blvd Swale Stabilization Project to the lowest responsible bidder acceptably meeting the primary considerations of safety, timeliness, and experience/expertise. Reject the lowest bidder based on this criteria due to having a one-person staff. Authorize the Chair to sign the construction contract with the next lowest bidder determined to meet the responsibility criteria by the District Manager. Authorize the District Manager to execute change orders of up to 20% of the contract amount. Lindahl seconded the motion. All ayes, motion carried.

G. Rum River Blvd Swale Stabilization Construction Project Agreement

The Board reviewed a memo prepared by Schurbon regarding the Project Agreement and Maintenance Schedule for the Rum River Blvd Swale Stabilization Project. Lord pointed out that a project agreement is needed along with a maintenance schedule.

- Lindahl moved to authorize the Chair to sign the license agreement for construction and maintenance of a swale stabilization in the City of St. Francis (Anoka Co Contract No. C0010283), known as the Rum River Blvd Swale Stabilization Project and Authorize the District Manager to sign the maintenance schedule with the City of St. Francis for the Rum River Blvd Swale Stabilization Project. Werdien seconded the motion. All ayes, motion carried.

H. Gamm Easement and Riparian Vegetation Enhancement

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor regarding an enhancement at the Gamm Easement. Lord pointed out the property on the map.

- Meixell moved to approve the Gamm Conservation Easement Riparian Vegetation Enhancement Contract to Prairie Restoration, not to exceed \$24,245.00 to enhance 8.1 acres along the Rum River through non-native weed control, native seeding and establishment mowing. Authorize the Chair to sign the Gamm Conservation Easement Riparian Vegetation Enhancement Contract. Lindahl seconded the motion. All ayes, motion carried

I. Voyager Condominiums Mississippi Riverbank

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner regarding unencumbering funds for the Voyager Condominium site in Coon Rapids. Lord explained that ACD previously encumbered funds for this project but the association could not come to a consensus to move forward so the funds need to be unencumbered.

- LeMay moved to unencumber the \$15,000 in District Capacity funds that were encumbered for a Critical Area Planting Project at the Voyager Condominium site in Coon Rapids. Werdien seconded the motion. All yes, motion carried.

J. Coon Rapids Dam Regional Park Tree Removal and Invasive Species Control

The Board reviewed a memo prepared by Taylor requesting approval of a contract with Native Resource Preservation to do some invasive species control at the Coon Rapids Dam. Lord pointed out Taylor is doing the treatments in phases. The Board reviewed the project location pictures in Taylor's activity report.

- Meixell moved to approve the Coon Rapids Dam Regional Park Tree Removal and Invasive Species Control Contract, which includes removing 53 trees and buckthorn and honeysuckle control throughout 26.25 acres from December 2023 – November 2024 to Native Resource Preservation, LLC, not to exceed \$65,673.21. Authorize the Chair to sign the Coon Rapids Dam Regional Park Tree Removal and Invasive Species Control Contract. Werdien seconded the motion. All ayes, motion carried.

K. Rare Plant Rescue CCESR Site User Fee

The Board reviewed a memo prepared by Taylor requesting Payment to the U of M for an experiment authorization fee to work within the Cedar Creek Ecosystem Science Reserve (CCESR)

- Lindahl moved to authorize payment of \$1,000.00 to University of MN for Invoice 0180008271, 2023 Experimental Cedar Creek Site Use Fee for rare plant rescue experiments conducted at Cedar Creek Ecosystem Science Reserve. LeMay seconded the motion. All ayes, motion carried.

L. Kings Island Ash Tree Removal

The Board reviewed a memo prepared by Taylor requesting approval of a contract for Ash Tree Removal at Kings Island, a City of Anoka Park.

- Meixell moved to approve the Kings Island Ash Tree Removal Contract with YTS Clearing to remove trees near the trails and duck blinds from December 2023 – March 2024, not to exceed \$112,380. Authorize the Chair to sign the Kings Island Ash Tree Removal Contract. Lindahl

seconded the motion. All ayes, motion carried.

M. Mississippi Rum Critical Planting PRI Payment Request

The Board reviewed a memo prepared by Taylor requesting payment approval to Prairie Restorations for their site prep, planting and seeding at five sites. Lord explained that the work occurred on several of the confluence sites stabilized last fall.

- Werdien moved to authorize payment of \$20,985.00 to Prairie Restoration Inc. for completing site preparation, hydro-seeding, hydro-mulching, seeding and planting at the five Mississippi-Rum River critical area planting sites: Talle, West, Everson, King and Rice. LeMay seconded the motion. All ayes, motion carried.

N. 2024 Buffer Law Grant

The Board reviewed a memo prepared by Berkness requesting approval of the BWSR 2023 Buffer Law Grant.

- Lindahl moved to approve the BWSR 2024 Buffer Law Grant (ID P24-0041) for \$10,000 and approve District Manager’s signature via DocuSign. Werdien seconded the motion. All ayes, motion carried.

O. Septic System Fix Up Grant Application

The Board reviewed a Memo prepared by Larson requesting approval of a septic system application for Kevin Kostka in Anoka MN.

- Meixell moved to approve a Septic System Fix-Up Grant for Kevin Kostka, not to exceed \$31,331.70 or 90% of the final invoice, whichever is lesser. Numbers are based on the lowest bid provided by Lashinski Septic Service. LeMay seconded the motion. All ayes, motion carried.

P. Well Sealing

The Board reviewed a Memo prepared by Larson requesting approval of well sealing contracts below along with cost share reimbursements.

- Meixell moved to approve the well sealing cost share contracts listed below. LeMay seconded the motion. All ayes motion carried.

Activity Name	McCullough & Sons Well Drilling	Essential Pump and Well	Mork Well Co Inc.	Bastian Well Service, Inc.	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2023-56-LinoLakes-Crenshaw		\$2,280.00		\$1,175.00	\$705.00	
CWFWS-2023-57-Blaine-Gregory			\$872.00	\$450.00	\$270.00	
CWFWS-2023-58-LinoLakes-Sohl	\$3,050.00	\$2,950.00			\$1,770.00	
CWFWS-2023-59-Centerville-Schweiger	\$3,050.00	\$2,450.00			\$1,470.00	
						\$ 124,215.83

- Lindahl moved to approve the well sealing reimbursements listed below. Meixell seconded the motion. All ayes, motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2023-54-CoonRapids-Payeur Josh Payeur	\$405.00	\$675.00
CWFWS-2023-55-CirclePines-Johnson Julie Johnson	\$570.00	\$950.00

Q. Septic System Fix Up Grant Payment

The Board reviewed a Memo prepared by Larson requesting payment to Custom Septic, Inc. for their septic system fix up work at 18744 Vega Dr. Nowthen MN.

- Werdien moved to approve payment of \$28,781.10 to Custom Septic Inc. Using 2023 Rum River WBIF SSTS Fix –Up funds for replacement of a failing septic system. LeMay seconded the motion. All ayes, motion carried.

R. Clark Probationary Period

Lord stated he had the chance to spend time in the field with Brian Clark discussing fundamental and advanced concepts.

- LeMay moved to end Brian Clark's probationary period and retain him in the Technician Class and provide a compensation adjustment, if any, effective October 1, 2023 commensurate with ACD's compensation plan. Meixell seconded the motion. All ayes, motion carried.

S. Current News Updates – Covered after Bills

Werdien brought attention to current events she recently read about. Werdien explained there are seven wildlife management sites in Anoka County where the DNR is taking down trees for a timber harvest. The Board discussed and Werdien said she would follow up with the DNR.

Lord pointed out a picture of an ACD project site at the Innsbruck Nature Center in Fridley. Lord stated he took a picture when he was there with Clark and was surprised the project sign was in such good condition as it was installed by ACD 20 years ago.

Werdien mentioned that there is an article in the Star Tribune about various groups suing the EPA in an effort to strengthen oversight of EPA and Feedlots. The Board discussed. Lindahl suggested we find out what Anoka County's policy is on feedlots and if they have had any applications. Lord pointed out that feedlots are not a big concern in Anoka County.

Werdien noted kudos to staff for writing such great outreach in there activity reports. She suggested staff simplify the language to appeal to a broader audience.

Werdien stated that Anoka County's budget workshop was this morning. Werdien said she would send the workshop information listed on the Anoka County's website to Lord.

Pay Bills

ACD

The Board moved the bills before item S

- Meixell moved to approve electronic payments EP-1868 to EP-1879 & DD2924 to DD2947 & check numbers 16344 to 16366. Lindahl seconded the motion. All ayes, motion carried.

Rum River Partnership

No bills in August to approve.

Board members reviewed the FYI/Meetings

FYI /Meetings

The Board discussed meetings and dates.

- October 16 - ACD Board Meeting, 5pm Ham Lake Office
- October 26 - Area IV Meeting – Cabela's in Rogers 9:3am
- November 11 – Veterans Holiday
- November 23 & 24 Thanksgiving Holiday
- December – 11, 12 and 13 – Double Tree Hotel In Bloomington
- December 25 – Christmas Holiday
- December 31- New Year's Eve Holiday

- Lindahl moved to adjourn at 6:45. Werdien seconded the motion. All ayes, motion carried.

Kathy Berkness

10/16/2023

Prepared by Kathy Berkness, Office Administrator

Date

Mary Jo Truchon

10/16/2023

Approved as to form and content by Mary Jo Truchon, Chair

Date



Agenda

Regular Meeting of the ACD Board of Supervisors

Time: October 16, 2023 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely join ACD Board meeting using the link below.

<https://us02web.zoom.us/j/86060141635?pwd=cTQ1TXBBMDNoS3pVLY8zZUF0bkRhZz09>

4:30 Supervisor Training – MASWCD Resolutions

5:00 - Regular Meeting – START RECORDING THE MEETING

Approve the October Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

Consent Agenda

- A. Approval of Regular Board Meeting Minutes
- B. Review of Staff Activity Reports and Programs
- C. Approval of ACD Financial Reports
- D. Approval of Rum River Partnership Financial Reports

New Business Informational Items

- E. Watersheds
- F. Legislative Strategies

New Business-Action Items

- G. 2021 Rum Metro WBIF - Grant Extension
- H. Metro Watershed Based Implementation Funding Grants – FY 2025
- I. Lake George Shoreline Stabilization – Contractor Payment
- J. Cedar Creek Conservation Area Asp 8 - Contractor Payment
- K. National Association of Conservation Districts 2024 dues (Paid \$775 in 2023)
- L. SSTS Fix up Grant Approval–Kennedy
- M. SSTS Fix up Correction Approval - Kostka
- N. Well Sealing Contract and Payment Approvals
- O. Nielson Rum River Streambank Stabilization - Contractor Payment
- P. Rum Revetment Phase 2 Contract with Anoka County
- Q. 2021 Mississippi Metro East WBIF – Grant Extension
- R. Targeted Rum River Bank Stabilization Phase 1 - Engineering
- S. 2023 & 2024 Conservation Delivery and Conservation Contracts - Grant Agreement Approval
- T. Supervisor Appointment – Personnel Committee

Additions

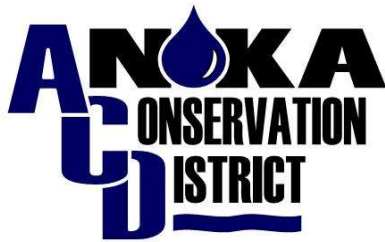
- U. Coon Lake Restoration Grant Application Request
- V. Peterson Representation Letter - 2022 Audit
- W.

Pay Bills

- ACD
- Rum River Partnership

FYI /Meetings

- October 26 - MASWCD Metro Area 4 Meeting – Cabela’s Rogers - 9:30
- November 11 – Veteran’s Holiday
- November 20, Board Meeting ACD Office
- November 23 & 24 Thanksgiving Holiday



Minutes

Regular Meeting of the ACD Board of Supervisors

Time: October 16, 2023 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Secretary
Glenda Meixell, Treasurer
Colleen Werdien, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator

Truchon called the meeting to order 5:08pm

October Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted: (U) Coon Lake Restoration Grant Application Request (V) Accountant Representation Letter.

- Lindahl moved to approve the October Agenda as amended. Meixell seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approve September Minutes

B. Receive Staff Activity Reports

C. Receive ACD September Financial Reports

D. Receive Rum River Partnership September Financial Reports

- LeMay moved to approve the consent agenda items. Lindahl seconded the motion. All ayes, motion carried.

New Business-Information Items

E. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings attended:

- Jim Lindahl; CCWD Citizen's Advisory Committee & URRWMO – Attended the CCWD meeting
- Glenda Meixell; MWMO Citizen's Advisory Committee – Advisory Committee did not meet but did attend the MWMO Area IV budget meeting
- Sharon LeMay; St. Croix 1W1P – meeting is next Monday
The Board questioned if LeMay would be attending the 1W1P meetings since this is her last Board meeting. Because LeMay's resignation is effective only when an appointment has been made to fill the seat, LeMay's term extends at least until the November Board meeting. LeMay stated she will attend the meeting.
- Mary Jo Truchon; RCWD Citizen's Advisory Committee – Attended the meeting
- Colleen Werdien; Rum River 1W1P and LRRWMO– Attended two LRRWMO meetings

F. Legislative Strategy Discussion

Lord explained that ACD's funding request for the Groundwater Specialist Position was not included in Anoka County's budget. The Board discussed how this might impact ACD's legislative priorities for 2024. Should ACD opt to seek statutory funding authority in 2024, hiring of a lobbyist may prove instrumental. Lord contacted Kathy Tingelstad, a former member of the MN House of Representatives and lobbyist. Tingelstad expressed willingness to engage the ACD Board in a discussion to share her insights into the process. The Board directed Lord to set up a workshop within the next month and invite Kathy Tingelstad.

New Business-Action Items

G. 2021 Rum Metro WBIF Grant Extension

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon regarding the extension of the 2021 Rum Metro WBIF by six months to complete some watershed analysis.

- Werdien moved to authorize the Chair to sign the grant amendment for BWSR for grant C21-0407: 2021 Metro WBIF – Rum River Area to allow for a six-month extension. LeMay seconded the motion. All ayes, motion carried.

H. Metro Watershed Based Implementation Funding Grants 2025

The Board reviewed a memo prepared by Schurbon regarding the 2025 Metro Watershed Based Implementation Funding for 2025 wherein he recommended that Lord be the designated representative for the Rum Metro Watershed and Schurbon for the Lower St. Croix Metro Watershed.

- Werdien move to designate the ACD Representatives listed below. LeMay seconded the motion. All ayes, motion carried.

Designate the following ACD representatives to the FY25 metro Rum WBIF process:

Rum metro watershed	Chris Lord
Lower St. Croix metro watershed	Jamie Schurbon

Lord explained that Sunrise River WMO is not a member of the Lower St. Croix Partnership and as a result, they are requesting the option that some metro funds NOT be pooled. The amount would be based on metro partner requests.

- Truchon moved support Schurbon’s positions as listed below. Lindahl seconded the motion. All ayes, motion carried.

Suggested ACD position:

Watershed	ACD position on pooling metro funds
Rum metro	Do not pool the metro funds. Reasons: LRRWMO and URRWMO could not directly access nor have a voice in how whole watershed funds are spent. ACD can serve as fiscal agent for metro funds, offering some flexibility of moving funds amongst activities.
Lower St. Croix Metro	Support the Sunrise River WMO request to pool most of the metro funds, but hold back a small percentage for metro requests. Reasons: If all the funds are pooled, the SRWMO has no way to secure funds except indirectly through ACD. Giving the SRWMO a say in how funds brings them closer to the Partnership. Some local priorities like shoreline restoration are not basin-wide priorities and therefore not funded at the basin level.

I. Lake George Shoreline Stabilization – Contractor Payment

The Board reviewed a memo prepared by Schurbon requesting payment to Minnesota Native Landscapes for 2023 vegetation establishment work at six Lake George projects installed in 2022.

- Werdien moved to approve \$1,800 payment of invoice #32096 to Minnesota Native Landscapes Inc. for vegetation establishment services at Lake George Shoreline Stabilization projects on 9/5/2023. Meixell seconded the motion. All yes, motion carried.

J. Cedar Creek Conservation Area ASP 8 Payment

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval of a payment to Landbridge Ecological for their herbicide treatment on patches of reed canary grass in the CCCA.

- Meixell moved to approve payment totaling \$2,290.00 to Landbridge Ecological for their Invoice #2190. Payment covers treating reed canary grass for the LSOHC ASP8 Cedar Creek

Conservation Area sedge meadow project. Lindahl seconded the motion. All ayes, motion carried.

K. National Association of Conservation Districts 2024 Dues (Paid \$775 in 2023)

The Board reviewed the 2024 National Association of Conservation District membership donation form.

- Meixell moved to approve sending \$775 in dues for 2024. Lindahl seconded the motion. All ayes, motion carried.

L. SSTS Fix up Grant Approval Kennedy

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson requesting approval of a septic system application for Stephanie and John Kennedy in Stacy MN on Martin Lake.

- Meixell moved to approve a Septic System Fix – up Grant, not to exceed \$19,966.50 or 90% of the final invoice, whichever is less. Numbers based on the lowest bid provided by Northside Septic Services LLC. LeMay seconded the motion. All ayes, motion carried.

M. SSTS Fix up Correction Approval - Kostka

The Board reviewed a memo prepared by Larson to correct the cost share percentage for Kostka that was approved at the September meeting for 90%. Upon further review he qualifies for 80%.

- Meixell moved to approve reducing the Septic System Fix-Up Grant for Kevin Kostka from \$31,331.70 to \$27,850.40, or 80% of the final invoice, whichever is lesser. Numbers are based on the lowest bid provided by Lashinski Septic Service. Werdien seconded the motion. All ayes, motion carried.

N. Well Sealing

The Board reviewed a Memo prepared by Larson requesting approval of well sealing contracts listed below along with cost share reimbursements.

- Lindahl moved to approve the well sealing cost share contracts listed below. Meixell seconded the motion. All ayes motion carried.

Activity Name	McCullough & Sons Well Drilling	Essential Pump and Well	Bastian Well Service, Inc.	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2023-60-Centerville-McBride		\$2,650.00	\$1,175.00	\$705.00	
CWFWS-2023-61-Blaine-Pangburn	\$3,800.00		\$2,030.00	\$1,218.00	
					\$ 122,997.83

- Lindahl moved to approve the well sealing reimbursements listed below. Meixell seconded the motion. All ayes, motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2023-57-Blaine-Gregory Craig Gregory	\$270.00	\$450.00
CWFWS-2023-58-LinoLakes-Sohl Jon Sohl	\$1,770.00	\$2,950.00
CWFWS-2023-56-LinoLakes-Crenshaw Julie Crenshaw	\$705.00	\$1,175.00

Lord explained at the September meeting the amounts for well sealing cost share reimbursements were mismatched for Payeur and Johnson. Immediately after the meeting this was noted and Larson reached out to Johnson stating he was overpaid and to reimburse ACD the \$165.00 overpayment and requested Berkness prepare a check for Payeur for \$165.00.

- LeMay moved to approve the correction as listed below. Meixell seconded the motion. All ayes, motion carried.

	Sept 2023 Meeting Requested Reim. Amount	Oct 2023 Correction
CWFWS-2023-54-CoonRapids-Payeur Josh Payeur	\$405.00	\$570.00
CWFWS-2023-55-CirclePines-Johnson Julie Johnson	\$570.00	\$405.00

O. Nielson Rum River Streambank Stabilization – Contractor Payment

The Board reviewed a memo prepared by Larson requesting payment to Prairie Restorations for their work on the Nielson Streambank. Lord stated that ACD holds on to 10%, which is the retainage until all the paperwork is finalized.

- Meixell moved to approve \$9,552.11 payment of invoice #006018 to Prairie Restorations Inc for services provided under the Neilson Streambank Stabilization contract. Lindahl seconded the motion. All ayes, motion carried.

P. Rum River Phase 2 Contract with Anoka County

The Board reviewed a Memo prepared by Larson requesting approval of a contract between ACD and Anoka County for revetment work on the Rum River. Lord explained the County put it out to bid and ACD was awarded a contract with Anoka County Parks to install 2,500’ of cedar tree revetments along the Rum River within Anoka County 2023-2026. This project is being funded through a Clean Water Partnership grant that was awarded to Anoka County Parks in 2023.

- Lindahl moved to approve entering into contract for services with Anoka County for Rum River Revetments Phase 2 through DocuSign sent to Chair Truchon. LeMay seconded the motion. All ayes, motion carried.

Q. 2021 Mississippi Metro East WBIF C21-5246 – Grant Extension

The Board reviewed a Memo prepared by Lord requesting an extension of the 2021 Mississippi Metro East WBIF C21-5246. Lord explained that most grant deliverables are complete except for the animated videos that possibly could extend in to 2024.

- Meixell moved to authorize staff to request a six-month extension for C21-5246, the FY21 Mississippi Metro East WBIF Grant and authorize the Chair to execute necessary documents. LeMay seconded the motion. All ayes, motion carried.

R. Targeted Rum River Bank Stabilization Phase 1 – Engineering

The Board reviewed a Memo prepared by Water Resource Specialist Jared Wagner requesting payment to Stanec for the engineering services provided. Lord explained there are three properties on the Rum River that are so complex as to require design engineering expertise. ACD contracted with Stantec for \$19,402.00.

- Werdien moved to approve payment of \$1,987 for Stantec Invoice #2139009 for engineering services provided for CWF grant #C21-2669. LeMay seconded the motion. All ayes, motion carried.

S. BWSR 2024 and 2025 Conservation Delivery and Conservation Contract – Grant Agreement Approval

- Werdien moved to approve the 2024 & 2025 State of Minnesota Board of Water and Soil Resources Conservation Delivery and Conservation Contracts (State Cost Share) Grant Agreement PO #3000016451 as listed below and direct the Authorized Representative, District Manager Lord to assign the DocuSign to the Chair, Truchon. Lindahl seconded the motion. All ayes, motion carried.

Grant ID	Grant Title	Awarded Amt
P24-0131	2024 - Conservation Delivery (Anoka CD)	\$20,765.00
P24-0221	2024 - Conservation Contracts (Anoka CD)	\$13,896.00
P25-0002	2025 - Conservation Delivery (Anoka CD)	\$20,765.00
P25-0092	2025 - Conservation Contracts (Anoka CD)	\$13,896.00

Total Grant Awarded: \$69,322.00

T. Supervisor Appointment – Personnel Committee

LeMay explained the Personnel Committee met with District 5 Supervisor applicants. The interview videos were then sent to the Board members to review. The Board discussed.

- Meixell moved to offer Kate Luthner the District 5 Supervisor Position. If Luthner declines the position, it will be reposted. Lindahl seconded the motion. All ayes, motion carried.

U. Coon Lake Restoration Grant Application Request

The Board reviewed a memo prepared Schurbon requesting approval for cost share funds for a Coon Lake Beach Community Center shoreline stabilization.

- Werdien moved to approve Coon Lake Beach Community Center cost share for shoreline stabilization between Forest and Grove Roads not to exceed \$3,000 of construction costs. Authorize the Manager or Chair to sign a project contract and specify the funding source. If the funding source is the Sunrise River WMO, concurrence from that board is a condition of grant approval. LeMay seconded the motion. All ayes, motion carried.

V. Accountant Representation Letter - 2022 Audit

The Board reviewed the representation letter for the 2022 Audit. Lord stated that the letter is a template provided by our accountant that is from ACD to Peterson.

- Lindahl moved to approve the Representation letter and authorize the Board chair and the District Manager’s signature. Meixell seconded the motion. All ayes, motion carried.

Pay Bills

ACD

The Board moved the bills before item S.

- Meixell moved to approve electronic payments EP-1880 to EP-1898 & DD2948 to DD2976 & check numbers 16367 to 16397. Werdien seconded the motion. All ayes, motion carried.

Rum River Partnership

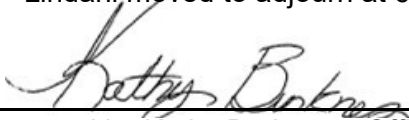
- Meixell moved to approve check numbers 1011 – 1014. Werdien seconded the motion. All ayes, motion carried.

FYI /Meetings/Latest News

Truchon stated that she would like ACD to look into alternative options for treating invasive species rather than herbicide. Lord stated that there are alternate options but they might not be as effective. A good time to consider alternate options is when you we applying for the grant because the approach used has a big impact on project costs and anticipated deliverables.

- October 26 - Area IV Meeting – Cabela’s in Rogers – 9:30 am – Meixell & Werdien to attend
- November 10 – Veteran’s Day observance – office closed
- November 20 - ACD Board Meeting, 5pm Ham Lake Office
- November 23 & 24 - Thanksgiving – office closed
- December – 11, 12 and 13 – Double Tree Hotel In Bloomington
- December 25 – Christmas – office closed
- January 1 - New Year’s Day – office closed

- Lindahl moved to adjourn at 6:45. Werdien seconded the motion. All ayes, motion carried.



11/20/2023

Prepared by Kathy Berkness, Office Administrator

Date



11/20/2023

Approved as to form and content by Mary Jo Truchon, Chair

Date

Agenda

Regular Meeting of the ACD Board of Supervisors

Time: November 20, 2023 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely join ACD Board meeting using the link below.

<https://us02web.zoom.us/j/86060141635?pwd=cTQ1TXBBMDNoS3pVLy8zZUF0bkRhZz09>

4:50 Swearing in of New Board Member

4:30 Supervisor Training – Come early to meet our newest Supervisor

Public Comments

5:00 - Regular Meeting – START RECORDING THE MEETING

Approve the November Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

Consent Agenda

- A. Approval of Regular Board Meeting Minutes
- B. Review of Staff Activity Reports and Programs
- C. Approval of ACD Financial Reports
- D. Approval of Rum River Watershed Partnership Financial Reports

New Business Informational Items

- E. Watersheds
- F. MASWCD Convention

New Business-Action Items

- G. Office and Committee Assignments
- H. 2024 Legislative Strategy
- I. Grant and Match Dollars for 221st Ave Rum Riverbank Stabilization
- J. 2024 & 2025 NRBG Grant Agreement
- K. Lower St. Croix Partnership 2024 Work Plan Approval
- L. Contractor Selection – Martin Lake Shoreline Stabilization – 2023-2024
- M. Gamm Easement Riparian Veg. Enhancement - Payment
- N. Ramsey River Bend Park Pollinator Planting - Payment
- O. Winter Seasonal Staff Hiring Request
- P. Dellwood River Park Construction Reimbursement
- Q. RCWD 2024 Technical Service Agreement
- R. Well Sealing Contract Amendment and Reimbursements
- S. Nielson Streambank Stabilization Contractor Payment

Additions

- T. SSTS Fix up Contractor Payment
- U. Request to close Trustone Financial Accounts
- V.
- W.

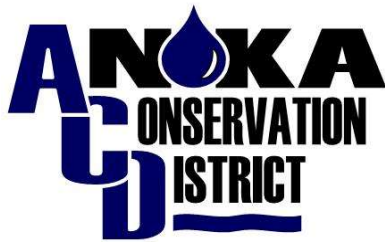
Pay Bills

- ACD
- Rum River Watershed Partnership

News/FYI /Meetings

- Set Personnel Committee – performance evaluations, handbook updates
- Set Finance Committee – budget updates
- Set Operations Committee – office maintenance schedule
- November 23 & 24 Thanksgiving Holiday – office closed
- December 11-13, MASWCD 87th Convention – Double Tree Hotel in Bloomington
- December 18, Board Meeting ACD Office





Minutes

Regular Meeting of the ACD Board of Supervisors

Time: November 20, 2023 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair (arrived at 5:05pm)
Glenda Meixell, Treasurer
Colleen Werdien, Secretary (arrived at 5:05 pm)
Kate Luthner, Supervisor (departed at 6:40pm)

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator

Truchon called the meeting to order 5:02pm

November Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted: (T) SSTS Fix up Contractor Payment (U) Request to close the Trustone Financial Accounts.

- Meixell moved to approve the November Agenda as amended. Luthner seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approve October Minutes

B. Receive Staff Activity Reports

C. Receive ACD October Financial Reports

D. Receive Rum River Partnership October Financial Reports

Meixell noted a correction in the October Minutes stating she did not attend the MWMO Budget meeting but instead attended the Area IV budget meeting.

- Meixell moved to approve the consent agenda with the updated minutes. Luthner seconded the motion. All ayes, motion carried.

Werdien and Lindahl arrived at 5:05pm

New Business-Information Items

E. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings attended:

- Jim Lindahl; CCWD Citizen's Advisory Committee & URRWMO – Attended the CCWD Meeting
- Glenda Meixell; MWMO Citizen's Advisory Committee – Attended the Meeting
- Mary Jo Truchon; RCWD Citizen's Advisory Committee – Attended the Meeting
- Colleen Werdien; Rum River 1W1P and LRRWMO– Attended the 1W1 Plan outreach and the LRRWMO Meetings

F. MASWCD Convention

The Board reviewed the MASWCD Convention information and discussed the agenda. Werdien, Meixell and Truchon decided they would attend Wednesday, November 13, for the business meetings and opt out from the awards dinner since ACD did not select an Outstanding Conservationist. Lord stated he would also attend on Wednesday as well and will drive Members. Luthner stated she would like to read all the material before deciding. Berkness stated she would send the resolution packet to Luthner and follow up with her to see if she would like to register for the convention.

New Business-Action Items

G. Office and Committee Assignments

The Board reviewed a memo prepared by Lord outlining the internal and external committees that need

to be filled upon LeMay’s departure. Lord explained the tasks of each of the committees and the timing of the meetings. After the Board discussed, the Committee replacements were decided as follows:

- Werdien - Board Secretary

Internal Committees

- Personnel- Truchon (Chair) & Meixell (Luthner alternate)
- Operations - Lindahl (Chair) & Luthner (Werdien alternate)

- Meixell moved to approve the entire slate of Board office and internal committees as listed above. Lindahl seconded the motion. All ayes, motion carried.

External Committees

- As the District 5 Supervisor, Luthner is the appropriate Sunrise River WMO Liaison and Lower St. Croix Watershed Partnership Policy Committee representative

- Lindahl moved to approve the external committees assignments as listed above. Meixell seconded the motion. All ayes, motion carried.

H. 2024 Legislative Strategy

The Board reviewed a memo prepared by Lord outlining several items to consider before relating to ACD 2024 legislative priorities. Items to consider are consequences, strategy, timing, investment and funding. The Board discussed the consequences and timing with the consensus that ACD should move forward now.

- Lindahl moved to authorize the District Manager engage a lobbyist not to exceed \$50,000. Meixell seconded the motion. All ayes, motion carried.

I. Grant and Match Dollars for 221st Ave Rum Riverbank Stabilization

The Board reviewed a memo prepared by Jared Wagner Water Resource Specialist regarding 4-parcel stretch on 221st Ave. in Oak Grove that shares one of the largest failing riverbanks on the Rum River in Anoka County. Landowners on three of the four properties have agreed to jointly pursue a riverbank stabilization project. Lord pointed out the landowner match amounts.

Table 1. Estimated Costs by Property

Property	3441 221 st Ave	3461 221 st Ave	3509 221 st Ave
Clean Water Fund (State Grant)	\$117,407.31	\$234,602.69	\$48,640.80
Outdoor Heritage Fund Phase 1 (State Grant)			\$177,244.66
Anoka County (Local Match)	\$14,675.91	\$32,348.53	\$12,712.49
Upper Rum River WMO (Local Match)	\$4,078.63	\$26,302.15	\$1,138.22
Landowner Escrow (Local Match)	\$10,888.00	\$0	\$19,738.94

- Luthner moved the following recommendations. Lindahl seconded the motion. All ayes, motion carried.
 - Approve use of Anoka County and Upper Rum WMO local matching funds to fully match the Rum Riverbank Stabilization Project at 3461 221st Ave. NW.
 - Encumber funds as shown in Table 1 above towards Rum Riverbank Stabilization Projects at 3441, 3461, and 3509 221st Ave. NW.

J. 2024 & 2025 NRBG Grant Agreement

The Board reviewed a memo prepared by Berkness requesting the approval and Chair’s signature on the 2024 and 2025 NRBG Agreement. Lord pointed out the increase in funding for each of the grant activities.

- Meixell moved to approve the 2024 & 2025 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant Agreement Grant Agreement PO #3000016593 allocation as listed below and direct the Authorized Representative, District Manager Lord to reassign the DocuSign to the ACD Board Chair Truchon. Werdien seconded the motion. All eyes, motion carried.

Grant ID	Grant Title	Awarded Amt
P24-0313	2024 - Local Water Management - NRBG (Anoka CD)	\$11,050.00
P24-0400	2024 - Wetland Conservation Act - NRBG (Anoka CD)	\$86,267.00
P24-0487	2024 - Shoreland-NRBG (Anoka CD)	\$3,570.00
P24-0572	2024 - Septic Treatment Systems - NRBG (Anoka CD)	\$21,200.00
P24-0658	2024 - Septic Treatment Systems Upgrade - NRBG (Anoka CD)	\$43,691.00
P25-0182	2025 - Local Water Management - NRBG (Anoka CD)	\$11,050.00
P25-0269	2025 - Wetland Conservation Act - NRBG (Anoka CD)	\$86,267.00
P25-0356	2025 - Shoreland-NRBG (Anoka CD)	\$3,570.00

Total Grant Awarded: \$266,665.00

K. Lower St. Croix Partnership 2024 Work Plan Approval

The Board reviewed a memo prepared by Jamie Schurbon Watershed Projects Manager requesting approval of the Lower St. Croix Partnership 2024 Work Plan.

- Lindahl moved to approve the Lower St. Croix Partnership 2024 Annual Plan of Work. Luthner seconded the motion. All eyes, motion carried.

L. Contractor Selection Martin Lake Shoreline Stabilization 2023-2024

The Board reviewed Schurbon’s memo requesting contractor selection for the Martin Lake Shoreline Stabilizations.

- Luthner moved the following recommendations. Meixell seconded the motion. All eyes, motion carried.
 - Select project sites - Select the Mattila, Olson, tax forfeit, Stainbrook, Sheehan, Krouse, Siede, and Kolhoff sites for the Martin Lakeshore Stabilizations 2023-24 Project.
 - Authorize landowner agreements - Authorize the District Manager or Chair to execute project landowner agreements, deed restrictions, and access easements with each selected landowner.
 - Select contractor – Select JK Landscape Construction base bid of \$154,926.00 for construction of the Martin Lakeshore Stabilizations 2023-24 Project.
 - Change orders – During construction, authorize the District Manager to execute change orders for up to 10% of the contract total.
 - Encumber funds - Encumber funds from the Clean Water Fund grant “Sunrise River Chain of Lakes Shoreline Stabilizations (\$75K),” District Capacity Funds (\$21K), and State Cost Share (\$22K).

M. Gamm Easement Riparian Veg Enhancement

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting payment to Prairie Restorations for their work on the Gamm Conservation Easement.

- Werdien moved to approve \$20,670.00 in payment to Prairie Restoration Inc. for woody invasive treatment, Invoice# INV-006833, conducted on the Gamm Conservation Easement for the Rum

River OHF2 grant for riparian vegetation enhancement. Meixell seconded the motion. All ayes, motion carried.

N. Ramsey River Bend Park Pollinator Payment

The Board reviewed a memo prepared by Taylor requesting payment to Prairie Restorations for their work at River Bend Park in Ramsey.

- Luthner moved to approve \$4,225 in payment to Prairie Restorations Inc. for site preparation, seeding and the seed mix, Invoice# INV-006997, conducted at the City of Ramsey’s River Bend Park for the BWSR HELP Phase 2 grant. Meixell seconded the motion. All ayes, motion carried.

O. Winter Seasonal Staff Hiring Request

The Board reviewed a memo prepared by Taylor requesting the hiring of seasonal staff. OHF project budgets and DNR ReLeaf projects include \$45,000.00 for late fall 2023 – spring 2024 invasive species treatment. This will support existing ACD staff, Sally Herman and three additional Seasonal Assistant District Technicians.

- Lindahl moved to extend Seasonal District Technician Sally Herman’s term through March 31, 2024 on grant-funded projects, and authorize the District Manager to recruit up to three additional Seasonal Assistant District Technicians to begin in January 2024 to work on grant-funded projects within budget constraints and with compensation per the compensation plan with no fringe benefits. Meixell seconded the motion. All ayes, motion carried.

P. Dellwood River Park Construction Reimbursement

The Board reviewed a memo prepared by Wagner requesting reimbursement to the City of St Francis for the riverbank stabilization at Dellwood River Park.

- Luthner moved to approve reimbursement to the City of St. Francis for payment #1 of \$132,497.07 proportionately utilizing grant and matching funds for riverbank stabilization at Dellwood River Park by Bituminous Roadways, Inc., conditioned on verification of payment of the invoice by the City of St. Francis. Werdien seconded the motion. All ayes, motion carried.

Q. RCWD 2024 Technical Service Agreement

The Board reviewed a memo prepared by Stormwater Specialist Mitch Haustein requesting approval of the RCWD Technical Services agreement with ACD not exceed \$15,000.

- Lindahl moved to enter into the 2023 service agreement with the Rice Creek Watershed District for the ACD to provide technical services related to the water quality grant program and mini-grant program. Meixell seconded the motion. All ayes, motion carried.

R. Well Sealing

The Board reviewed a Memo prepared by Water Resource Specialist Kris Larson requesting approval of the amendment to the well sealing contract listed below along with cost share reimbursements. Lord provided detail.

- Werdien moved to approve the well sealing cost share contract amendment listed below. Luthner seconded the motion. All ayes motion carried.

	October Meeting Original Approved Reim. Amount	November Amended Reim. Amount
CWFWS-2023-60-Centerville-McBride Irene McBride (Reason for amendment: well was deeper than originally estimated)	\$705.00	\$765.00

- Meixell moved to approve the well sealing reimbursements listed below. Lindahl seconded the motion. All ayes, motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2023-59-Centerville-Schweiger Patti & Phil Schweiger	\$1,470.00	\$2,450.00
CWFWS-2023-60-Centerville-McBride Irene McBride	\$765.00	\$1,275.00
CWFWS-2023-61-Blaine-Pangburn William Pangburn	\$1,218.00	\$2,030.00

S. Nielson Rum River Streambank Stabilization – Contractor Payment

The Board reviewed a memo prepared by Larson requesting payment to Prairie Restorations for their work on the Nielson Streambank.

- Luthner moved to approve \$1,238.85 retainage from invoices #002311 and #006018 to Prairie Restorations Inc for services provided under the Neilson Streambank Stabilization contract. Meixell seconded the motion. All ayes, motion carried.

T. Septic System Fix up Grant Payment

The Board reviewed a memo prepared by Larson requesting approval of payment to Lashinski for their septic system work at the Kostka residence.

- Meixell moved to approve payment of \$27,850.40 to Lashinski Septic Service using MPCA Environmental & Natural Resource Trust 2023 SSTS Fix up. Lindahl seconded the motion. All ayes, motion carried.

U. Request to Close the Trustone Financial Accounts

The Board reviewed a Memo prepared by Berkness requesting permission to close the Trustone bank accounts. Lord stated that we needed the accounts when we had a mortgage through Trustone.

- Meixell moved to approve closing the following Trustone Bank accounts and moving the funds to Wells Fargo. Luthner seconded the motion. All ayes, motion carried.
 - Money Market \$25,051.87
 - Small Business Checking \$1,400.00
 - Primary Share \$312.32

Pay Bills

ACD

- Meixell moved to approve electronic payments EP-1896 to EP-1911 & DD2977 to DD3000 & check numbers 16398 to 16428. Lindahl seconded the motion. All ayes, motion carried.

Rum River Partnership

- Meixell moved to approve check number 1015. Luthner seconded the motion. All ayes, motion carried. Lord pointed out that the check was to correct an invoicing error last month.

Luthner departed at 6:40 at this point in the agenda

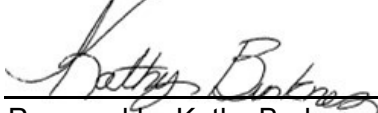
FYI /Meetings/Latest News

The Board discussed meeting and dates

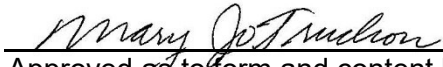
- December 6 (tentative) – Operations Committee Meeting 1pm ACD Office in Ham Lake
- December 8 – Finance Committee Meeting 10:30 am ACD Office in Ham Lake
- December 11 – Personnel Committee Meeting 10:30 ACD Office in Ham Lake
- December 13 - MASWCD Convention Double Tree Hotel 9am

- December 18 – ACD Board Meeting 5pm ACD Office in Ham Lake
- December 25 – Christmas – office closed
- January 1 - New Year's Day – office closed

- Lindahl moved to adjourn at 6:54. Meixell seconded the motion. All ayes, motion carried.

12/18/2023

Prepared by Kathy Berkness, Office Administrator Date

12/18/2023

Approved as to form and content by Mary Jo Truchon, Chair Date



Agenda

Regular Meeting of the ACD Board of Supervisors

Time: December 18, 2023 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely join ACD Board meeting using the link below.

<https://us02web.zoom.us/j/86060141635?pwd=cTQ1TXBBMDNoS3pVLY8zZUF0bkRhZz09>

4:30 Supervisor Training– NA

Public Comments

5:00 - Regular Meeting – START RECORDING THE MEETING

Approve the December Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

Consent Agenda

- A. Approval of Regular Board Meeting Minutes
- B. Review of Staff Activity Reports and Programs
- C. Approval of ACD Financial Reports
- D. Approval of Rum River Watershed Partnership Financial Reports

Committee Meetings

- E. Operations Committee Meeting – Office Maintenance Schedule
- F. Personnel Committee Meeting – Performance Evaluations and Handbook Updates
- G. Finance Committee Meeting – Budget updates

New Business Informational Items

- H. Watersheds
- I. MASWCD Convention

New Business-Action Items

- J. 2022 ACD Audit Approval
- K. 2024 ACD Fee Schedule Approval
- L. 2020 Competitive Grant Amendment – C20-6313 & C20-5613
- M. PLM Lake & Land Management Contractor Payment
- N. Martin Lakeshore Stabilization – Tax Forfeit Parcel Maintenance
- O. Rum River Blvd Swale Project Contractor Payment
- P. Engineering Agreement with Wright SWCD
- Q. Project Agreements for 221st Ave Rum Riverbank Stabilization
- R. Enhanced Street Sweeping Cost Share Payment
- S. League of MN Cities Liability Coverage Waiver
- T. MN Landscape Arboretum Services Contractor Payment
- U. City of Fridley Apex Pond Enhancement – Project Close Out
- V. Rum Riverbank Stabilization Engineering Services Contract Amendment
- W. Blaine SNA Tree Harvest and Removal Contract
- X. Soil Heath Cost Share Application
- Y. 2024 Lab Selection
- Z. Septic System Fix Up Application and Contractor Payment

Additions

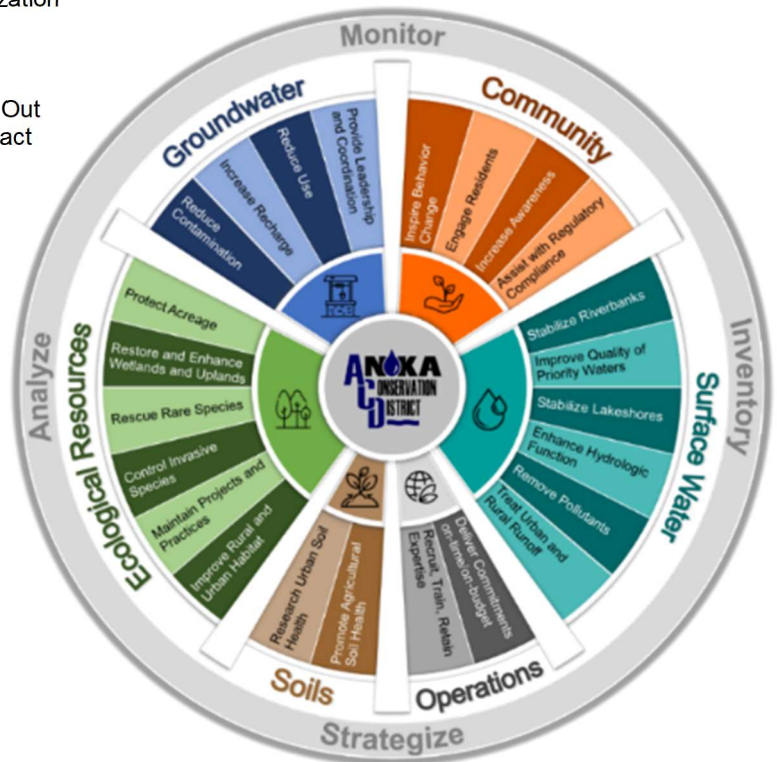
- AA. 2024 Lobbyist Contract
- BB.
- CC.
- DD.

Pay Bills

- ACD
- Rum River Watershed Partnership

News/FYI /Meetings

- January 1, New Year's Day Holiday
- January 22, Board Meeting ACD Office



ACD's Action Wheel is included on the Agenda as a monthly reminder of our public service commitments.



Minutes - Amended

Regular Meeting of the ACD Board of Supervisors

Time: December 18, 2023 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Glenda Meixell, Treasurer
Colleen Werdien, Secretary
Kate Luthner, Supervisor

Others Present: Mitch Haustein, Stormwater and Shoreland Specialist
Kathy Berkness, Office Administrator

Truchon called the meeting to order at 5:06pm

December Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted: (AA) 2024 Lobbyist Contract.

- Meixell moved to approve the December Agenda as amended. Lindahl seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approve November Minutes

B. Receive Staff Activity Reports

C. Receive ACD November Financial Reports

D. Receive Rum River Partnership November Financial Reports

- Lindahl moved to approve the consent agenda. Werdien seconded the motion. All ayes, motion carried.

Committee Meetings

E. Operations Committee Meeting – Office Maintenance Schedule

Haustein provided an overview of the Operations Committee meeting stating they looked at the McKay property maintenance schedule walked around the property and looked at work that was completed in 2023 and the budget for future work. The biggest ticket item is resurfacing the lower parking lot originally slated for this coming year. Haustein stated that he met with a number of contractors who stated the lot is in reasonable condition. The Operations committee agreed to push the resurfacing of the lower lot off until 2026 and for 2024 there is \$11,500 set aside for any unforeseen maintenance needs. Haustein stated the committee looked at the lease rates which coincide with the MN CPI and anticipated a 2.5% increase. Berkness stated the adjustment is 2.8% and the tenants have been informed of the increase.

- Lindahl moved to approve the ACD headquarters maintenance schedule totaling \$11,500 in 2024 and clarify in the budget that it can be used for any scheduled or urgent maintenance need. Meixell seconded the motion. All ayes, motion carried.
- Lindahl moved to implement the current lease increase policy without adjustments. Luthner seconded the motion. All ayes, motion carried.

F. Personnel Committee Meeting – Performance Evaluations and Handbook Updates

The Board reviewed Personnel Meeting minutes and Haustein provided an overview stating members received the handbook in advance. Members received an update to the Earned Safe and Sick Time (ESST) outlining that EMB and ESST are earned sequentially, not simultaneously. EMB will not be

earned unless the ESST balance is 80. Haustein pointed out per the updates, they could earn up to 72 hrs/yr and carry over 80 hours of ESST and 640 hours of EMB.

Luthner pointed out concerns stating the spirit of the ESST law was supposed to be given on top of what employees currently receive for sick time and why is time being taken away as it is supposed to be in addition to.

Werdien stated there are other items in the handbook that need review. Haustein pointed out there are position descriptions that will need to be incorporated as they are currently being revised.

Haustein explained District Manager Chris Lord stated to call if there were any questions, apologizing for not having the answer. Haustein proceeded to call Lord at 5:18pm and put on speaker. Luthner questioned the reduction of EMB and the sequential accumulation of ESST.

Lord stated there is nothing in the statute about reducing sick hours employees already receive but it is ultimately up to the board. The goal of the ESST is mainly for employees that do not receive sick time. A long time ago, the district eliminated sick time versus vacation time as we had sufficient vacation time. The statute forces companies now to provide sick time. With ESST, any time you get sick you can use it and it does not have the same stipulations as EMB. Luthner questioned if you earn both simultaneously or how it works. Lord explained that staff will earn 80 hours of ESST first then 640 of EMB as it would be administratively cumbersome to earn both at the same time. Luthner stated she was satisfied. Lord ended the call at 5:27pm

Haustein outlined some of the evaluation themes and urgencies.

- Meixell moved to approve the ACD Handbook revisions for 2024 as presented. Lindahl seconded the motion. All ayes, motion carried.
- Meixell moved to approve retention of all staff in their current position classes. Lindahl seconded the motion. All ayes, motion carried

G. Finance Committee Meeting – Budget Updates

The Board reviewed the Finance Committee minutes. Haustein pointed out the updates to the 2023 and 2024 budgets as follows:

2023 Budget Update

Lord presented a 2023 financial update with the following:

- Attempted to incorporate all expenses and earned revenues.
- Funds grown per planned need: Compensated Absences (\$88,727), Computer (\$3,780), Capital (\$0), Vehicle (\$5,190) and Property Maintenance (\$18,563) funds grown per planned need
- Undesignated fund currently has \$609,071, 25% of our operation budget is \$341K
- Net revenue of \$162,525

2024 Budget

Lord presented a 2024 Budget and the committee discussed and made modifications to arrive at a budget with the following elements.

- \$14K deposit to McKay Maintenance fund, \$7K to the Vehicle Fund, and \$1,500 to the Computer Fund.
- \$11.5K available for repairs to McKay property
- \$35K for lobbyist
- Lease rate increase of est. 2.5% based on expected average annual MN CPI increase for last twelve months
- Part-time (20hrs/wk) with benefits Outreach and Engagement Coordinator position - \$31K
- Add 1 FTE technical for a combination of project management, groundwater, other tech. and/or some outreach filled prior to outreach position - \$85K
- Continue all other 2023 staff positions
- Overall Rain Guardian unit sales flat to 2022, higher net revenue due to shift from Bunkers to Turrets
- No speculative grant funding (LCCMR, WBIF, CWF, LSOHC)
- 7% increase (\$70/month) increase in employee taxable fringe benefits effective January 1
- \$15K from county to supplement buffer law implementation
- County general allocation flat to 2023
- Wage adjustment of 100% to target effective July 1, 2024 is included - \$40K
- Net revenue of (\$44,347)

- Werdien moved to approve of the 2023 and 2024 budget updates. Luthner seconded the motion. All ayes, motion carried

New Business-Information Items

H. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings attended:

- Jim Lindahl; CCWD Citizen’s Advisory Committee & URRWMO – No CCWD or URRWMO December Meetings
- Colleen Werdien; Rum River 1W1P and LRRWMO– Attended the 1W1 Plan outreach meeting and the MASWCD Convention
- Kate Luthner, Lower St. Croix 1W1P and the SRWMO – Did not attend any of the meetings as not sure of the dates and times. Berkness stated she would provide the information. Attended the MASWCD Convention
- Glenda Meixell; MWMO Citizen’s Advisory Committee – No Meeting but attended the MASWCD Convention
- Mary Jo Truchon; RCWD Citizen’s Advisory Committee – Attended the RCWD Meeting and the MASWCD convention

I. MASWCD Convention

Truchon informed the Board that the resolution ACD put forth regarding statutory funding authority did not pass. The Board discussed.

New Business-Action Items

J. 2022 ACD Audit Approval

The Board reviewed the audit report. Haustein commented that there were no issues found.

- Meixell moved to approve the 2022 ACD Audit. Lindahl seconded the motion. All ayes, motion carried.

K. 2024 ACD Fee Schedule Approval

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon outlining the changes to the fee schedule. Haustein explained ACD has various allowable rates per grant for staff. The fee schedule rates outlined are the ACD rates charged for services not grant related. Meixell commented about some of the rates decreasing. Haustein commented that Lord configures the rates based on actual cost using the program register. Lindahl commented about the technical assistant hourly rate decreasing from \$57 in 2023 to \$35, stating ACD will lose funds charging that low of an hourly rate questioning if it was a mistake.

- Lindahl moved to adopt the 2024 ACD fee schedule upon review of the reductions in rates to make sure they are correct. Luthner seconded the motion. All ayes, motion carried.

L. 2020 Competitive Grant Amendment C20-6316 & C20-5613

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson pertaining to a grant amendment for the Well Sealing program extending the expiration date to December 31, 2024 allowing more time to spend the grant funds. Haustein pointed out the execution deadline in the memo incorrectly stating 12/15/2024 and it should read 12/15/2023 pointing out that the Chair already signed it to meet the deadline.

- Meixell moved to approve the Grant Amendment for C20-6313 Protecting Groundwater quality in Anoka County through targeted well sealing through 12/31/2024. Luthner seconded the motion. All ayes, motion carried.

M. PLM Lake & Land Management Contractor Payment

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting payment to PLM for their work on Phragmites sites in Anoka County.

- Werdien moved to approve payment to PLM Lake and Land Management in the amount of

\$599.39 for the treatment of nonnative Phragmites in Anoka County for invoice # S16423. Luthner seconded the motion. All ayes, motion carried.

N. Martin Lakeshore Stabilization – Tax Forfeit Parcel Maintenance

The Board reviewed a memo prepared by Schurbon Watershed Projects Manager recommending that ACD accept maintenance responsibility for a lakeshore stabilization project at a tax forfeit parcel administered by Anoka County. Haustein clarified there are a series of eight projects on Martin Lake approved at the last Board meeting. One of those projects is at a tax forfeit parcel administered by Anoka County. In the memo Schurbon is requesting that ACD maintain the property as there needs to be a 10-year commitment and most of the options for maintenance are not feasible. One, is to not do the project but this would be unfavorable as the site has the worst erosion on the lake. Haustein described some of the practices that will be used and directed attention to the resolution.

- Meixell moved to approve resolution #2023-3 accepting maintenance responsibility for the Martin Lakeshore stabilization project at tax forfeit parcel #04-33-22-11-0033. Luthner seconded the motion. All ayes, motion carried.

O. Rum River Swale Project Contractor Payment

The Board reviewed Schurbon's memo requesting payment to Landall Services for their construction on the Rum River Blvd Swale Stabilization project. Haustein explained that he completed the designs, Schurbon oversaw the project management and Natural Resource Technician Brian Clark assisted with the construction site inspections and close out work.

- Lindahl moved to authorize payment of invoice 11-23-02 to Landall Services LLC for \$28,709.80 for the Rum River Blvd Swale Stabilization Project. Luthner seconded the motion. All ayes, motion carried.

P. 2024 Engineering agreement with Wright SWCD

The Board reviewed a 2024 engineering agreement with Wright SWCD. Haustein explained that we currently have an agreement with Wright SWCD and this agreement is for 2024 not to exceed \$12,000. It is a good partnership and the Natural Resources Engineer Mike Candler is really easy and efficient to work with.

- Lindahl moved to enter into agreement with Wright SWCD for 2024 engineering services not to exceed \$12,000. Meixell seconded the motion. All ayes, motion carried.

Q. Project Agreements for 221st Ave Rum Riverbank Stabilization

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner requesting approval of three project partners deed restrictions and easement agreements.

- Werdien moved to authorize the Chair to enter into project agreements and deed restriction and easement agreements with the Heaths, Hansons, and Martzes for a riverbank stabilization project at 3441, 3461, and 3509 221st Ave. NW., respectively. Luthner seconded the motion. All ayes, motion carried.

R. Enhanced Street Sweeping Cost Share Payment

The Board reviewed a memo prepared by Schurbon requesting payment to Linwood Township for their three sweepings accomplished.

- Lindahl moved to approve payment of \$910 to Linwood Township for invoice #2023-27 for partial reimbursement. Meixell seconded the motion. All ayes, motion carried.

S. League of MN Cities Liability Coverage Waiver

The Board reviewed a memo prepared by Berkness requesting approval of an annual liability waiver from the county. The County requires a written request to "not waive" the liability coverage" provided by the County.

- Luthner moved to approve "not to waive" the liability coverage and approve the Chair's Signature. Meixell seconded the motion. All ayes, motion carried.

T. MN Landscape Arboretum Services Contractor Payment

The Board reviewed a Memo prepared by Taylor regarding a contract payment to MN Landscape Arboretum Services. The Rare Plant Rescue Program has funding with ASP7 LSOHC to support ACD, the MN Landscape Arboretum and Critical Connections Ecological Services with activities supporting rare plant rescue. ACD is the grant direct recipient and holds a Professional Services Contract with MLA and CCES. The University of MN Landscape Arboretum supplied an invoice #2010909817 that details their work completed from July 1, 2022 – June 30, 2023 for \$19,756.10. Their professional service contract totals \$74,400.00.

- Meixell moved to authorize payment of \$19,756.10 to the University of MN landscape Arboretum for their services detailed in their invoice #2010909817. Lindahl seconded the motion. All ayes motion carried.

U. City of Fridley Apex Pond Enhancement – Project Close out

The Board reviewed a memo prepared by Haustein requesting payment to the City of Fridley needed to pay their construction costs to New Look Construction for their work on the Apex Pond enhancement. Haustein explained that pond modifications can be highly cost effective because much of the infrastructure is already in place.

- Lindahl moved to authorize payment of \$60,000 in C21-5246 grant funds for the Apex Pond enhancement project to the City of Fridley contingent upon receipt of all the project close out documentation. Meixell seconded the motion. All ayes, motion carried.

V. Rum Riverbank Stabilization Engineering Services Contract Amendment

Haustein explained the Clean Water Fund grant C21-2669 funding the Martz, Hanson and Heath projects was extended until 12/31/2024. The engineering agreement with Stantec will be used for this project thus needs to be extended as well.

- Luthner moved to authorize the Board Chair to execute Amendment 1 to the contract for professional services with Stantec to provide engineering services for the 2023 Riverbank Stabilization – Martz, Hanson, and Heath Properties that modifies the contract expiration date to December 31, 2024. Lindahl seconded the motion, All ayes, motion carried.

W. Blaine SNA Tree Harvest and Removal Contract

The Board reviewed a memo prepared by Taylor requesting approval for a winter mowing contract with Native Resource Preservation at the Blaine Preserve SNA.

- Werdien moved to approve the Blaine Preserve SNA Tree and Shrub Winter Mowing Contract to Native Resource Preservation LLC. Their quote is within the ASP 6 Outdoor Heritage Fund grant budget, they are qualified for this project and have appropriate equipment. Total compensation to Native Resource Preservation will not exceed \$7,861.12 for mowing 0.41 new acres and 7.58 acres of re-sprouts at the Blaine Preserve SNA.. Lindahl seconded the motion. All ayes, motion carried.

X. Soil Health Cost Share Application

The Board reviewed a Memo prepared by Water Resource Technician Logan Olson to cover cost share for a pollinator planting. Haustein pointed out that typically ACD will not pay for work before the grant agreement is signed but in this case the landowners were told they could begin work before this and incurred a couple of expenses.

- Meixell moved to approve the application for \$272.70 in cost-share funding for the Palmer Conservation Cover project at 19515 Jamestown St NE, East Bethel. Authorize the Chair or Manager to sign the landowner agreement and authorize the payment upon staff verification of installation as specified in the agreement. Werdien seconded the motion, All ayes, motion carried.

Y. 2024 Lab Selection

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson requesting selection of a lab for 2024 monitoring.

- Lindahl moved to accept 2024 water sample testing lab services quote from MVTL Laboratories and accept the 2024 quote from Instrumental Research for E. coli testing. Luthner seconded the motion. All ayes, motion carried.

Z. Septic System Fix up Application and Contractor Payment

The Board reviewed two memos prepared by Larson for Approval of a septic system cost share contract along with contractor payment.

- Werdien moved to approve a Septic System Fix-Up Grant, not to exceed \$23,107.50 or 90% of the final invoice, whichever is lesser. Numbers are based on the lowest bid provided by Boettcher Excavating & Septic. Luthner seconded the motion. All ayes, motion carried.
- Lindahl moved to approve payment of \$19,966.50 to Northside Septic Service LLC using MPCA Environmental & Nat. Resource Trust 2023 SSTS Fix up. Meixell seconded the motion. All ayes motion carried.

AA.2024 Lobbyist Contract

The Board reviewed a memo prepare by Lord along with a Lobbyist Contract. Haustein pointed out all the bullet points the contractor agrees to abide by.

- Meixell moved to enter into a contract with Almeida Public Affairs for 2024 lobbying services with the scope of services and terms presented. Werdien seconded the motion. All ayes, motion carried.

Pay Bills

ACD

- Meixell moved to approve electronic payments EP-1912 to EP-1926 & DD3001 to DD3025 & check numbers 16429 to 16465. Lindahl seconded the motion. All ayes, motion carried.

Rum River Partnership

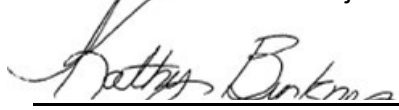

- None

FYI /Meetings/Latest News

The Board discussed meetings and dates

- January 1 - New Year's Day – office closed
- January 15 – Martin Luther King Day – office closed
- January 22, ACD Board Meeting

- Meixell moved to adjourn at 6:45. Lindahl seconded the motion. All ayes, motion carried.

	1/22/2024
Prepared by Kathy Berkness, Office Administrator	Date
	1/22/2024
Approved as to form and content by Mary Jo Truchon, Chair	Date