



## Minutes

### Regular Meeting of the ACD Board of Supervisors

Time: January 22, 2024 5:00PM

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

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

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

#### **Selection of Chair**

Lord called for nominations for Chair

- Luthner nominated Truchon for Chair. Lord called for additional nominations three times. Hearing none, nominations were closed. Lord called for a vote for Truchon to serve as Chair. All ayes, motion carried

Truchon called the meeting to order at 5:04pm

**January Agenda** - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Berkness noted a correction of the date of the Agenda to January 22, 2024. Truchon requested the Minutes be removed from the Consent Agenda to make a correction. Luthner requested the activity reports be removed to provide opportunity to comment on them.

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

#### **A. Approve December Minutes**

Truchon requested page 3 first paragraph be stricken from the minutes.

- Truchon moved to approve the amended minutes. Lindahl seconded the motion. All ayes, motion carried.

#### **B. Staff Activity Reports**

Luthner commented that she is very impressed by the activity reports. Truchon mentioned that she is blown away by all the work staff does. Luthner noted inconsistency in how the percent to completion was being used and questioned if there was opportunity to modify how we manage the financials so Lord needn't spend so much time tracking down the smallest of discrepancies.

#### **Consent Agenda**

##### **C. ACD December Financial Reports**

##### **D. Rum River Partnership December Financial Reports**

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

##### **E. Assign Officers and Committees**

Truchon called for nominations for Vice Chair

- Truchon nominated Lindahl for Vice Chair. Truchon called for additional nominations three times. Hearing none, nominations were closed. Truchon called for a vote for Lindahl to serve as Vice Chair. All ayes, motion carried

Truchon called for nominations for Treasurer

- Meixell nominated herself for Treasurer. Truchon called for additional nominations three times. Hearing none, nominations were closed. Truchon called for a vote for Meixell to serve as Treasurer. All ayes, motion carried.

Truchon called for nominations for Secretary

- Meixell nominated Werdien for Secretary. Truchon called for additional nominations three times. Hearing none, nominations were closed. Truchon called for a vote for Werdien serve as Secretary. All ayes, motion carried.

The Board discussed Committee Assignments and they were decided as follows:

- Finance – Meixell (Chair) and Werdien with Luthner as alternate
- Operations – Lindahl (Chair) and Luthner with Werdien as alternate
- Personnel – Meixell (Chair) and Truchon with Luthner as alternate
- Meixell moved to approve the slate of committee assignments as listed above. Luthner seconded the motion. All ayes, motion carried.

The Board discussed external committee assignments. Consensus was to retain 2023 assignments.

- Metro Conservation Districts (MCD)–Meixell (Lindahl alternate)
- MASWCD Metro Area 4 - Meixell & Werdien
- Coon Creek Watershed District (CCWD) Citizen Advisory - Lindahl
- Rice Creek Watershed District (RCWD) Citizen Advisory - Truchon
- Liaison to Upper Rum River WMO (URRWMO) - Lindahl
- Liaison to Lower Rum River WMO (LRRWMO) - Werdien
- Liaison to Sunrise River WMO (SRWMO) - Luthner
- Liaison to the Mississippi WMO (MWMO) - Meixell
- Anoka County Board Liaison - Chair Truchon (Vice Chair Lindahl as alternate)
- 1W1P – Rum River - Werdien with Lindahl as alternate
- 1W1P – St. Croix - Luthner with Truchon as Alternate
- Werdien moved to approve the entire slate listed above of external committee assignments. Meixell seconded the motion. All ayes, motion carried.

#### **F. Watershed and Area IV Meetings**

Supervisors discussed watershed organization meetings attended:

- Jim Lindahl; CCWD Citizen’s Advisory Committee & URRWMO - Attended both Meetings
- Colleen Werdien; Rum River 1W1P and LRRWMO - Attended both Meetings
- Kate Luthner, Lower St. Croix 1W1P and the SRWMO - Attended both Meetings
- Glenda Meixell; MWMO Citizen’s Advisory Committee - Attended the Meeting
- Mary Jo Truchon; RCWD Citizen’s Advisory Committee - No RCWD Meeting

#### **G. Partner Report**

None.

#### **New Business-Action Items**

##### **H. 2024 MASWCD Dues**

The Board reviewed the 2024 MASWCD Dues and their accomplishments. The Board discussed the various benefits of being a member of MASWCD.

- Werdien moved to hold off paying the MASWCD 2024 dues until MASWCD formulates a position on ACD’s legislative activities. Meixell seconded the motion. All ayes, motion carried.

### **I. 2023 MASWCD IV Dues**

Lord explained that the MACD IV (Area IV) is a sub-part of the MASWCD.

- Werdien moved to hold off paying the 2024 MACD IV dues. Meixell seconded the motion. All ayes, motion carried.

### **J. Approve 2024 Resolutions**

#### Resolutions 2024-01 ACD Meeting Schedule

- Lindahl moved to approve the Resolution 2024-01 setting the February 2024– January 2025 ACD Board meeting schedule. Meixell seconded the motion. All ayes, motion carried.

#### Resolution 2024-02 Requiring Anoka County Provide Liability Insurance

- Luthner moved to approve the Resolution 2024-02 Requiring Anoka County to provide liability insurance. Meixell seconded the motion. All ayes, motion carried.

### **K. Approve the 2024 DNR ReLeaf Grant Agreement**

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval to enter a DNR ReLeaf grant agreement.

- Luthner moved to approve the MN DNR 2024 ReLeaf Grant Agreement. Direct the authorized representative, District Manager Chris Lord, to reassign the DocuSign to the ACD Board Chair. Werdien seconded the motion. All ayes, motion carried.

### **L. Approve the MDA 2024 Noxious Weed Grant Agreement**

The Board reviewed a memo prepared by Restoration Technician Logan Olson requesting approval for an MDA 2024 Noxious Weed Grant Contract.

- Meixell moved to approve the MDA 2024 Noxious Weed Grant Agreement. Direct the authorized Representative, District Manager Chris Lord, to reassign the DocuSign to the ACD Board Chair. Lindahl seconded the motion. All ayes, motion carried.

### **M. Approve Sunrise Chain of Lakes Phase II Grant Agreement**

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting approval of the Sunrise Chain of Lakes Phase II Grant.

- Meixell moved to approve the agreement for the Clean Water Fund grant entitled “Sunrise Chain of Lakes Shoreline Stabilizations – Phase 2.” Direct District Manager Lord to reassign the DocuSign to Chair Truchon. Lindahl seconded the motion. All ayes, motion carried.

### **N. National Fish and Wildlife Foundation (NFWF) Monarch Butterfly and Pollinator Conservation Fund.**

The Board reviewed a memo prepared by Taylor requesting approval of the National Fish and Wildlife Foundation Monarch Butterfly and Pollinator Conservation Fund Grant.

- Lindahl moved to approve the National Fish and Wildlife Foundation Monarch Butterfly and Pollinator Conservation Fund Grant Agreement. Direct the Authorized Representative, District Manager Chris Lord, to reassign the DocuSign to the ACD Board Chair. Luthner seconded the motion. All ayes, motion carried.

### **O. Approve the MPCA Surface Water Assessment Grant FY24-25**

The Board reviewed a memo prepared by Natural Resource Technician Brian Clark requesting approval to enter into a contract with the MPCA for the 2024-2025 Surface Water Assessment Grant. Lord stated Clark is in charge of this program and is enthusiastic about it. Werdien expressed her zeal for having Clark in charge of this program.

- Luthner moved to approve entering into a contract with MPCA for the 2024-2025 Surface Water Assessment Grant. Note that MPCA could only provide a template of the contract. The final contract will be sent shortly. Meixell seconded the motion. All ayes, motion

carried.

#### **P. Barr Engineering Online Monitoring Database Maintenance and Support**

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson requesting approval of the payment for the hosting of the monitoring database at Barr Engineering.

- Lindahl moved to enter into 2024 hosting agreement for ACD's online database with Barr Engineering and approve payment of \$1,200.00 for hosting services. Meixell seconded the motion, all ayes, motion carried.

#### **Q. Septic System Fix up Application**

The Board reviewed a memo prepared by Larson requesting approval for a septic fix up repair. The Board discussed and there was confusion as to why the cost share amount was based on the high bid and why there was a recommendation to hire a particular contractor, as both of these a contrary to ACD policy.

- Luthner moved to deny the cost share request for septic system fix up, but noted a willingness to reconsider in the future provided additional information and context is provided. Meixell seconded the motion, All ayes, motion carried.

#### **R. RIM Implementation agreement**

The Board reviewed a memo prepared by Taylor requesting approval to enter into a JPA with the State of MN for the RIM Program.

- Luthner moved to enter into the State of Minnesota, Professional and Technical Services Master Joint Powers Agreement to implement the Reinvest in MN Reserve program and delegate the District Manager as the authorized representative for the agreement, including execution. Meixell seconded the motion. All ayes, motion carried.

#### **S. Levy authority**

The Board reviewed a handout and memo prepared by Lord regarding the statutory funding authority bill. Lord provided detail about the limits on generating funds. Lord explained the difference in types of tax funding. Lord stated that he did not need a motion just guidance on a path to move forward. The Board discussed and suggested limits subject to concurrence with ACD's lobbyists.

Levy Authority -

- Annual limit \$3M
- Subpart limits for Operations vs. Programs and Services

Fee Authority –

- 0.015% of market value
- Annual limit of all fees combined \$1.5 M

#### **Pay Bills**

##### **ACD**

- Meixell moved to approve electronic payments EP-1927 to EP-1947 & DD3026 to DD3067 & check numbers 16466 to 16506. Noting the void of check number 16501. Lindahl seconded the motion. All ayes, motion carried.

#### **Rum River Partnership**

- Meixell moved to approve Check numbers 1016-1022. Werdien seconded the motion. All ayes, motion carried.

#### **FYI /Meetings/Latest News**

The Board discussed meetings and dates

- Schedule Personnel Meeting Before February 20 Meeting
- **February 20** – ACD Board Meeting, Office in Ham Lake

- **March 12** - MASWCD Legislative Briefing, Radisson Downtown St. Paul
- **March 13** - SWCD Day at the Capitol

Lindahll moved to adjourn at 7:30. Luthner seconded the motion. All ayes, motion carried.

*Kathy Berkness*

February 20, 2024

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Prepared by Kathy Berkness, Office Administrator

Date

*Mary Jo Truchon*

February 20, 2024

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

Date