



## Minutes

### Regular Meeting of the ACD Board of Supervisors

Time: April 15, 2024 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: Chris Lord, District Manager  
Kathy Berkness, Office Administrator

Truchon called the meeting to order 5:03pm

**April Agenda** - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Berkness noted additions (U) Join Partnership and Approve Funds – RCPP Innovative Irrigation (V) MASWCD Dues, and strike item (P) Wells Fargo Savings from the Agenda.

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

#### Consent Agenda

##### **A. Approve March Minutes**

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

##### **C. ACD March Financial Reports**

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

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

#### Committee Meetings

##### **E. Personnel Committee – Handbook and Technician Recruitment**

###### Technician Recruitment

Lord explained that efforts to fill a regular full-time technician position did not go well even with the posting application window extension resulting in an applicant pool that did not offer the caliber of employee we are interested in hiring. Four staff participated in application review and came to the same conclusion. Staff believe adding a second seasonal full-time employee instead of a technician will fill the workload gap for the short term.

- Meixell moved the following. Lindahl seconded the motion. All ayes, motion carried.
  - Suspend the Technician recruitment process and fill a second full-time seasonal position mid-April through November with paid holidays but no other fringe benefits.
  - In the event one of the seasonal positions becomes vacant, authorize staff to resume the Technician recruitment process using the prior approved ranking criteria, position description, and position announcement.

###### Handbook Updates

Lord noted that Handbook updates were made per the direction of the Board in March. There were some policies that warranted modifications not previously discussed by the Board pertaining to a seniority, retiree benefits, and natural resources. The definition of seniority now includes clarification that it refers to continuous FTE years of service. The definition of Retiree was modified to include separation “in good standing” but the definition as a whole should be revisited, as well as the benefits section for retirees. The Employer Contribution to Retiree’s Health Insurance Coverage table was modified to include 5 & 10 year increments, a middle benefit stage of 75% coverage between the existing 50% and 100% tiers, and an percent based increase for each year of eligible service for Family coverage instead of a flat dollar amount. This approach integrates a cost of living adjustment. The values of coverage were roughly the

same as in the past, except the 15-19 year of service tier being markedly less valuable, but no current employees could mathematically ever fall into that tier.

The District shall make the following monthly contributions toward a qualified retiree's individual or family health insurance plan:

Employer's Contribution to Retiree's Health Insurance Coverage		
Years of <b>Continuous</b> Benefit-Eligible Service at ACD	Maximum Individual Health Insurance <sup>9</sup>	Maximum Family Health Insurance <sup>9</sup>
<10	Ineligible	Ineligible
10-14	50% of the individual taxable fringe benefit or employer health plan contribution	The individual benefit plus an additional 0.45% of the individual benefit for each year of benefit-eligible service toward family health insurance.
15-19	75% of the individual taxable fringe benefit or employer health plan contribution	The individual benefit plus an additional 0.55% of the individual benefit for each year of benefit-eligible service toward family health insurance.
20-29	100% of the individual taxable fringe benefit or employer health plan contribution	The individual benefit plus an additional 0.65% of the individual benefit for each year of benefit-eligible service toward family health insurance.
30 or more	100% of the individual taxable fringe benefit or employer health plan contribution	The individual benefit plus an additional 0.75% of the individual benefit for each year of benefit-eligible service toward family health insurance.

Lord noted shoreline and bank erosion conservation project policies additions to clarify ACD's position on use of natural materials and anti-degradation.

- Encourage discharge of dewatering water to areas where storage and infiltration is most likely to occur.
- When implementing conservation projects in and along surface waters to prevent shoreline and bank erosion or to enhance in-water or riparian habitat:
  - To the extent practical, Utilize natural materials including rock, vegetation, and other natural fiber erosion control materials that do not degrade surface waters.
  - Implement construction best management practices to prevent degradation of surface waters during project installation.
  - Install projects that cause "anti-degradation," a measurable change to existing water quality made or induced by human activity resulting in enhanced chemical, physical, biological, or radiological qualities of surface waters.
- Meixell moved to approve the updates to the handbook. Lindahl seconded the motion. Werdien, Lindahl, Meixell, and Truchon ayes and Luthner nay, motion carried.

**New Business Informational Items**

**F. Watershed**

Supervisors discussed watershed organization meetings attended:

Supervisor	Meeting/ Organization	Attended	No Meeting	Did not Attend
Lindahl	Coon Creek WD Citizen's Advisory	X		
Lindahl	Upper Rum River WMO		X	
Werdien	Rum River 1W1P	X		
Werdien	Lower Rum River WMO	X		
Luthner	Lower St. Croix 1W1P		X	
Luthner	Sunrise River WMO	X		
Meixell	Mississippi River WMO Citizen's Advisory		X	
Truchon	Rice Creek WD Citizen's Advisory	X		

## G. Legislative

Lord provided a breakdown of the bill process stating he had reasons to think the bill was dead but then received a call from Representative Dave Lislegard, Chair of the Property Tax Division, to set up a meeting to hear more about the bill. Speaker of the House, Melissa Hortman helped make the meeting occur.

### New Business Action Items

#### H. Contract Approval – NFWF to Sherburne County and Great River Greening

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval of a contract with Sherburne County Parks and Great River Greening. ACD received \$250,000 from the National Fish and Wildlife Foundation (NFWF) and this partnership will help fulfill some of the grant deliverables.

- Werdien moved to approve the NFWF Monarch Butterfly and Pollinator Conservation Fund Grant Professional Services Contract Agreements between ACD and Sherburne County Parks, and ACD and Great River Greening. Luthner seconded the motion. All ayes, motion carried.

#### I. Contract Approval St. Croix NFWF with Chisago SWCD

The Board reviewed a memo prepared by Taylor requesting approval of a contract with St. Croix NFWF Monarch Sub-Agreement between Chisago SWCD and ACD. The Chisago SWCD received funds from the NFWF and this would be an agreement with them for ACD to use some of their NFWF grant funds.

- Werdien moved to approve the St. Croix NFWF Monarch Sub-Agreement between Chisago SWCD and ACD. Luthner seconded the motion. All ayes, motion carried.

#### J. Payment Approval Native Resource Preservation - Coon Rapids Dam

The Board reviewed a memo prepared by Taylor requesting approval for payment to Native Resource Preservation for tree removal and invasive species work at the Coon Rapids Dam.

- Meixell moved to approve payment of \$8,745.97 for completed tree removal/pile burning Native Resource preservation invoice 0157-4 funded by the LSOHC ASP 8 Grant. Lindahl seconded the motion. All ayes, motion carried.

#### K. Contract Approval Well Sealing Cost Share

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson requesting approval of two Well Sealing Contracts.

- Meixell moved to approve the Well Sealing grants listed below. Lindahl seconded the motion. All ayes, motion carried.

Activity Name	Essential Pump and Well	Bastian Well Service, Inc.	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2024-62-Fridley-Kam	\$2,550.00	\$1,975.00	\$1,185.00	
CWFWS-2024-63-CoonRapids-Johnson	\$1,950.00	\$800.00	\$480.00	
				<b>\$ 117,672.83</b>

#### L. Contract Approval - Glosimodt

The Board reviewed a memo prepared by Restoration Technician Logan Olson requesting approval to use Rum WBIF Critical Area Planting funds for a project in Ramsey.

- Lindahl moved to approve Rum WBIF Critical Area Planting funds and NFWF Monarch funds to Karen Glosimodt at 17400 Erkium St NW Ramsey not to exceed \$26,500 and \$1,475 respectively. Approve ACD soil health conservation cover incentive payment funds to Karen Glosimodt of Ramsey not to exceed \$2,800 per ACD cost share policy. Werdien seconded the motion. All ayes, motion carried.

#### **M. Report Approval – 2023 ACD Annual Report**

Lord stated he sent out the annual report and hoped everyone had time to review it. Truchon commented that she looked it over in detail, stating Lord did a great job.

- Meixell moved to approve the 2023 ACD Annual Report. Lindahl seconded the motion. All ayes, motion carried.

#### **N. Plan Approval – 2024 ACD Annual Plan**

Lord explained Truchon provided modifications and wrote a letter for the plan. Icons related to climate change were also added.

- Meixell moved to approve the 2024 Annual Plan with updates. Werdien seconded the motion. All ayes, motion carried.

#### **O. Payment Approval – SSTS Fixup**

The Board reviewed a memo prepared by Larson requesting approval of payments for an SSTS Fixup. Lord explained that along with payment to the contractor there is a request to provide some funds to reimburse the project recipient who paid for some of the design work.

- Lindahl moved to approve the following payment. Luthner seconded the motion. All ayes, motion carried. All ayes, motion carried.
  - Approve payment of \$39,139.56 to Capra's Utilities Inc. using MPCA Envir & Nat. Resource Trust 2023 SSTS Fix up funds for replacement of a failing septic system.
  - Approve payment of \$1,620.00 to Norma Bartsch using 2024 SSTS Fix-Up funds for septic system noncompliance certification and design.

#### **~~P. Wells Fargo Savings~~**

#### **Q. Contract Approval Coffey**

The Board reviewed a memo prepared by Taylor requesting approval for ACD NFWF Monarch Cost Share funds for a lakeshore buffer.

- Luthner moved to approve Peltier Lake, Coffey, Lakeshore Buffer Cost Share using NFWF Monarch and Pollinator Funds to provide 25% cost share. Werdien seconded the motion. All ayes, motion carried

#### **R. Agreement Amendment - Chisago SWCD Soil Health**

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting an amendment to the Soil Health Funds Agreement with Chisago SWCD.

- Approve the amendment of the Statement of Work titled "2023 CWF LSC Soil Health ACD" between the Chisago SWCD and ACD reducing the funding amount from \$10,000 to \$272.30. Meixell seconded the motion. All ayes, motion carried.

#### **S. Approval – WCD Engineering Invoice**

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner requesting payment to Washington Conservation District for their engineering services.

- Lindahl moved to approve payment of \$320.32 for WCD invoice #6480 for provided engineering services. Meixell seconded the motion. All ayes, motion carried.

#### **T. Anti-degradation Certification Policy**

The Board reviewed a memo prepared by Wagner outlining MPCA's authority under section 401 of the Clean Water Act and Minn. R. 7050 granting them powers to apply "anti-degradation" standards to surface water projects otherwise certified under the US Army Corps Bank Stabilization and Habitat Improvement Regional General Permit (RGP). There is a blanket certification in place for projects under the RGP with a few exclusions that trigger individual certification.

- Lindahl moved to adopt the below policy and incorporate it into ACD's Handbook. Truchon seconded the motion. All ayes, motion carried.

Bank stabilization and habitat improvement projects permitted under the USACE Bank Stabilization and Habitat Improvement Regional General Permit do not degrade surface waters, and therefore do not constitute physical alterations, provided the bulleted items

below.

- The project results in a measurable, calculated, or modeled benefit to water quality and/or habitat;
- The project utilizes natural materials in its construction including rock, vegetative, and biodegradable materials, OR other materials and methods granted under ACD's current Public Waters Work General Permit issued by MN DNR; and
- Additional BMPs required for Restricted Outstanding Resource Value Waters are met for all projects on those waters as defined in Minn. R. 7050.0270.

**U. Join Partnership and Approve Funds – RCPP Innovation Irrigation**

Lord explained that a multi-agency partnership spanning many counties from Ottertail to Washington were part of a partnership to provide technical and financial assistance to farmers to improve irrigation technology to conserve groundwater. Their first \$3.5M five-year grant was fully expended in under two years.

- Luthner moved to join the RCPP partnership for Expanding Innovative Practices to Protect Groundwater and commit funds as noted below. Lindahl seconded the motion. All yes, motion carried.

Partner Name	Cash vs. In-Kind	Amount (\$)	Contribution Category (Drop Down)	Description
Anoka Conservation District	In-Kind	\$12,500	TA: Enhancement Expenditures per APF	Aquifer monitoring - \$2.5K/yr for five years
Anoka Conservation District	In-Kind	\$25,000	TA: Enhancement Expenditures per APF	Shallow groundwater monitoring - \$5K/yr for five years

**V. MASWCD Dues**

The Board revisited the MASWCD dues and discussed.

- Truchon moved that we pay the 2024 MASWCD dues for \$7,077.92. Meixell seconded the motion. All ayes, motion carried.

**Pay Bills**

**ACD**

- Meixell moved to approve electronic payments EP-1978 to EP-1993 & DD3127 to DD3162 & check numbers 16557 to 16586. Check 16396 voided and replaced with 16557 (lost employee mileage check from 2023) and check 16569 voided and replaced with check 16586 (MASWCD dues) Werdien seconded the motion. All ayes, motion carried.

**Rum River Partnership**

- Meixell moved to approve check numbers 1023 to 1027. Werdien seconded the motion. All ayes, motion carried.

**FYI /Meetings/Latest News**

The Board discussed meetings and dates

- **April 21** - Aveda Walk for Water - Aveda Headquarters in Blaine, MN
- **May 11** - Garlic Mustard Pull - 9am-12pm Pioneer Park
- **May 20** - ACD Board Meeting – Office in Ham Lake
- **May 20** - Constitutional Deadline for Legislative Session to Adjourn
- **May 21 - June 4** – Candidate filing period – Anoka County Elections
- **June 11** - 2025 Planning Session – Ham Lake Park – Details TBD
- **June 27** - MASWCD Metro Area 4 Meeting – Details TBD

- Lindahl moved to adjourn at 6:55. Meixell seconded the motion. All ayes, motion carried.

*Kathy Berkness*

May 20, 2024

---

Prepared by Kathy Berkness, Office Administrator

Date

*Mary Jo Truchon*

May 20, 2024

---

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

Date