

Minutes

Regular Meeting of the ACD Board of Supervisors

Time: May 20, 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
Katie Evans, NRCS District Conservationist
Bob Lorence, Tree Sale Customer and Wood Worker who made ACD award display (departed at 5:13pm)

Truchon called the meeting to order 5:08pm

Lord introduced Bob Lorence to the Board who is an ACD tree customer and wood worker. Lord inquired with Lorence, when he was in the office to pick up the trees, about creating a display for an award. Lorence presented the display to the Board. Supervisors commented that the awards look beautiful.

May Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Berkness noted additions (Y) Grant Application – Rum River Corridor and Habitat Enhancement 3 (Z) Metro Conservation District Dues.

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

Consent Agenda

A. Approve April Minutes

B. Staff Activity Reports

C. ACD April Financial Reports

D. Rum River Partnership April Financial Reports

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

Committee Meetings

E. Finance Committee Meeting

2024 Budget Update

Lord stated he spent a lot of time combing through all the projects/programs to get a grasp on what work staff will finish this year and what will be pushed to next year. Updates to the 2024 budget are outlined below:

2024 Budget Elements:

- Retain current staff in current classes
- Staffing and compensation
 - Restore compensation to 100% of target effective July 1
 - Engineering 1 class adjustment w/o a promotion
- Computer, Capital, Program and Property Maintenance funds to be grown per planned need.
- Rain Guardian revenues – 10% increase over 2023.

- Rain Guardian - \$30K expense to create new forms for turrets.
- \$11,500 available for McKay maintenance per schedule
- Incorporate all existing grants and contracts
- Net revenue of \$58K including pay adjustments and assuming staff can complete all available workload

The Board reviewed and discussed the 2025 budget, which was presented as a draft to be refined and approved at the coming Board meeting in June.

2025 Budget Elements:

- \$13,000 available for McKay maintenance per schedule
- Staffing and compensation
 - Continue 2024 regular staff positions
 - Outreach position expanded from 0.5FTE to 0.75FTE
 - Class adjustment for Engineering 1 continued.
- Hire 1 full-time seasonal technician instead of 2.
- On-call seasonal crews equivalent to .625 FTE per prior years usage instead of 1 FTE
- Request funds from Anoka County for a Groundwater Specialist
- Request 15% inflation/COLA adjustment from Anoka County (7.5% each for this year and last year)
- 6% increase in taxable fringe benefits on January 1, 2025 (~\$64/month for FT employees).
- Rain Guardian revenues – 10% increase over 2024.
- Rain Guardian - \$15K to create new forms for turrets.
- Speculative but very likely grants
 - \$11K L2L net
 - \$7K HELP net
- \$179K in SWCD Aid funds (will decrease by \$40K/year in 2026).
- Negative net revenue of -\$1.7K without wage adjustments, workload shift

Wage Adjustments

Lord presented detailed calculations demonstrating ACD’s ability to invest in wage adjustments to 100% of target, which were discuss in detail by the Finance Committee.

- Werdien moved to approve the 2024 budget update including a wage adjustment allocation for 100% to target and receive the 2025 draft budget for review. Meixell seconded the motion. All ayes, motion carried.

New Business Informational Items

F. Partner Report

NRCS District Conservationist Katie Evan’s provided an overview of her report.

G. 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		

H. Legislative

Lord stated the ACD bill is dead and that even if it had made it into an Omnibus bill, it would not likely have made it through the conference committee process.

New Business Action Items

I. Grant Work Plan Amendment - Lower St. Croix Partnership FY23 WBIF

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon outlining the amendment to the Lower St. Croix Partnership work plan.

- Meixell moved to approve the Lower St. Croix Partnership FY23 WBIF grant work plan amendment for the agronomy outreach specialist position, as proposed by the Lower St. Croix Partnership Policy Committee on April 22, 2024. Werdien seconded the motion. All ayes, motion carried.

J. Grant Work Plan Approval - Rum River Watershed Partnership FY25 WBIF

The Board reviewed a memo prepared by Schurbon outlining the work plan for the new Rum River Watershed Partnership FY25 WBIF Plan. Lord stated that it includes \$31,000 for two years 2025-26 of ACD serving as fiscal agent. No action needed.

K. Contract Approval - Johnson Rum River Revetment and Buffer Planting

The Board reviewed a memo prepared by Olson requesting approval for the Johnson Rum River Revetment & Critical Area Planting.

- Lindahl moved to approve the contract for a cedar tree revetment and riverbank buffer planting at the Johnson Residence, 4519 175th Ave NW Andover utilizing the 2023 Rum WBIF and 2023 CPL funds not to exceed \$17,295.47 and authorize the Chair and/or Manager to sign the contract. Meixell seconded the motion. All ayes, motion carried.

L. Contractor Selection - Glosimodt Rum Riverbank Buffer

The Board reviewed a memo prepared by Olson requesting approval for the lowest bidder, Landbridge Ecological as contractor for the Glosimodt Buffer project. Lindahl commented that he knows of a location in Andover that has an abundance of Cedar trees, which ACD should check into. Lord stated he would let Larson know.

- Lindahl moved to approve the quote for contractor services from Landbridge Ecological at 670 Vandalia Street St. Paul, MN for \$8,893.01 to complete the Glosimodt Rum Riverbank Planting at 17400 Erkium St NW Ramsey. Authorize the Chair and/ or Manager to sign the contract for services with Landbridge Ecological. Meixell seconded the motion. All ayes motion carried.

M. Rain Guardian Distributorship – Ferguson Waterworks

The Board reviewed a memo prepared by Storm Water Specialist Mitch Haustein regarding the renewal of the Ferguson Waterworks Distributorship. Lord stated that he asked Haustein to summarize the Ferguson efforts since becoming the nationwide distributor. Haustein outlined many successes. Sales have been trending upwards and Ferguson has been actively marketing the Rain Guardian.

- Meixell moved to authorize the ACD Board Chair to execute the Rain Guardian pretreatment chamber distributor agreement extension with Ferguson Waterworks. Lindahl seconded the motion. All ayes, motion carried.

N. Grant Extension - C21-5246: FY21 Mississippi Metro WBIF

The Board reviewed a memo prepared by Lord requesting a six-month extension to 12/31/2024 for the Mississippi Metro WBIF. Lord explained there are a couple videos that need to be finalized (Stormwater and Watershed). Lord stated he was so busy focusing on meeting with legislators and working with the lobbyist, which took time away from this task.

- Lindahl moved to authorize staff to seek a six-month extension to 12/31/2024 for C21-5246, the FY21 Mississippi Metro East WBIF Grant and authorize the Chair to execute necessary documents. Werdien seconded the motion. All ayes, motion carried.

O. Payment Approval - Cedar Creed Ecosystem Science Reserve Payment Approval

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval to Family tree and Brush for their Land Management services at the CCSR pertaining to ASP 8.

- Werdien moved to approve payment of \$15,000.00 for Family Tree and Brush Service Invoice No. 1599 for land management services provided for the Cedar Creek Ecosystem Science Reserve enhancement funded by the LSOHC ASP 8 grant. Meixell seconded the motion. All ayes, motion carried.

P. Cost Share Agreement - Revetment - City of St. Francis - Rum River Woods Park

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson requesting approval to move forward with a project on the Rum Riverbank within the Rum River Woods Park. Lord stated we would apply for CCM Crew dates to assist with the work.

- Luthner moved to enter into grant agreement with the City of St. Francis to complete a Cedar Tree Revetment practice in Rum River Woods Park. Meixell seconded the motion. All ayes, motion carried.

Q. Well Sealing Contract and Reimbursement

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 two well sealing cost share contracts along with the one reimbursement outlined below. Werdien seconded the motion. All ayes motion carried.

Contracts:

Activity Name	McCullough & Sons Well Drilling	Bastian Well Service, Inc.	Essential Pump and Well	Mork Well Co Inc.	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2024-64-CoonRapids-Mckeever	\$3,050.00	\$1,100.00			\$660.00	
CWFWS-2024-65-Andover-Tobiason		Unable to perform work	Unable to perform work	\$6,992.00	\$4,195.20	
						\$ 112,817.63

Reimbursement:

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2024-63-CoonRapids-Johnson Roger Johnson	\$480.00	\$800.00

R. BWSR Cooperative Weed Management Area 2024 Grant

The Board reviewed a memo prepared by Olson requesting approval to enter a BWSR Cooperative Weed Management Area 2024 Grant.

- Werdien moved to approve the Cooperative Weed Management Area 2024 Grant Contract Agreement. Direct the Authorized Representative, District Manager Chris Lord to reassign the DocuSign to the ACD Board Chair Mary Jo Truchon. Lindahl seconded the motion. All ayes, motion carried.

S. Payment Approval – SSTS Fixup

The Board reviewed a memo prepared by Larson requesting approval of payments for three SSTS Fixup projects.

- Lindahl moved to approve payment of \$19,777.50 to Gordy’s Excavating using MPCA Env. & Nat. Resource Trust 2023 SSTS Fix up funds for repair of a failing septic system along

with approving payment of \$810.00 to Robert Feigum using 2024 SSTS Fix-Up funds for septic system design costs. Meixell seconded the motion. All ayes, motion carried.

- Lindahl moved to approve payment of \$7,114.50 to Smith's Septic & Excavating LLC. using MPCA Env. & Nat. Resource Trust 2023 SSTS Fix up funds for repair of a failing septic system along with approving payment of \$585.00 to Thomas Streeter using 2023 SSTS Fix-Up funds for septic system design costs. Meixell seconded the motion. All ayes, motion carried.
- Luthner moved to approve payment of \$22,117.50 to Boettcher Excavating & Septic Inc. using MPCA Env. & Nat. Resource Trust 2023 SSTS Fix up funds for replacement of a failing septic system along with approving payment of \$720.00 to Sue Barry using 2024 SSTS Fix-Up NRBG funds for septic system design. Lindahl seconded the motion. All ayes, motion carried.

T. 2023 Draft Year – End Financial Report

Lord stated he sent the 2023 draft year-end financial reports out weeks ago for the Board to review. Lord explained that he used to complete the entire report on his own but there are new requirements regarding PERA, which is very complicated. Peterson completes that portion for ACD.

- Meixell moved to approve the 2023 Year-End Financial Report: Discussion, Statements and Notes subject to audit. Lindahl seconded the motion. All ayes, motion carried.

U. Construction Agreement Approval – 221st Ave Rum Riverbank Stabilization

The Board reviewed a memo prepared by Watershed Resource Specialist Jared Wagner requesting approval for the least expensive bid, Bituminous Roadways, to complete work on the 221st Rum Riverbank for Heath, Martz and Hanson.

- Meixell moved to award the bid with all alternates and authorize the Board chair to enter into the construction agreement with Bituminous Roadways, Inc. Werdien seconded the motion. All ayes, motion carried.
- Luthner moved to authorize staff to work within the encumbered budget to implement necessary change orders to achieve the project goals, contingent on concurrence among ACD staff, Stantec, the respective landowner(s), and the contractor. Werdien seconded the motion. All ayes, motion carried.

V. Cost Share Request – 22672 Martin Lake Drive Stabilization

The Board reviewed a memo prepared by Schurbon regarding the 22672 Martin Lake Drive Stabilization cost share request. The Board reviewed and discussed the project benefits and cost effectiveness, both scoring quite low.

- Meixell moved to **not fund** the 22672 East Martin Lake Drive Martin Lakeshore Cost Share Grant application. Werdien seconded the motion. All ayes, motion carried.

W. Cost Share Request – 24145 Fawn Ct NE Native Buffer

The Board reviewed a memo prepared by Schurbon regarding a cost share application on Fawn Lake. The Board reviewed the cost share benefits.

- Luthner moved to approve a \$514.80 cost share grant to Filiberto Chairez and Debbie Graham for a 368 sq ft shoreline native plant buffer at 24145 Fawn Ct NE on Fawn Lake. Authorize the District Manager or Chair to sign a project agreement with the owners. Meixell seconded the motion. All ayes, motion carried.

X. Conservation Easement Approval – Soderville Park

Lord explained the City of Ham Lake is seeking Professional Services to implement a Conservation Easement and for Anoka Conservation District to become the Easement holder on 12.3 acres in Soderville Park. This area of the park includes several rare plant populations including *Carex debilis*, *Gaylussacia baccata*, *Rubus semisetosus*, *Rubus stipulatus*, *Rubus fulleri* and *Viola lanceolata*. Ham Lake will compensate ACD \$25,000-\$30,000 for the Conservation

Easement services and a long-term monitoring and stewardship fund for the site. This is in addition to a \$60,000 contract for preparing and implementing an ecological management plan at Soderville Park, which was approved at the March Board meeting. These actions and services have been discussed with the MN DNR and would fulfill the City of Ham Lake’s mitigation requirements for two rare plant ‘take’ permit applications.

- Lindahl moved to approve the implementation of a Conservation Easement and for ACD to become the Easement holder for 12.3 acres in the City of Ham Lake Soderville Park with an appropriate escrow fund to cover long term monitoring. Werdien seconded the motion. All ayes, motion carried.

Y. Grant Application – Rum River Corridor Fish and Habitat Enhancement – Phase 3

Lord explained that Phases 1 and 2 of the Outdoor Heritage Funds Rum River grants are progressing on schedule. He is concerned about sustaining workload in 2026 and so directed Haustein and Wagner to pursue a Phase 3 application, which will enable the riverbank stabilization and habitat enhancement work to continue. Because the Phase 2 application not fully funded, the Phase 3 application is structured to complete the proposed Phase 2 activities. If the application is successful, the grant funds become available July 1, 2025 with a 5-year implementation window.

- Luthner Moved to authorize staff to submit an Outdoor Heritage Funds grant application for Rum River Corridor Fish and Habitat Enhancement – Phase 3 and approved funds per the budget. Meixell seconded the motion. All ayes, motion carried.

Z. Metro Conservation District (MCD) 2024 Dues

- Luthner moved to approve paying the MCD 2024 dues for \$800. Meixell seconded the motion. All ayes, motion carried.

Pay Bills

ACD

- Meixell moved to approve electronic payments EP-1994 to EP-2009 check numbers 165876 to 16624. Werdien seconded the motion. All ayes, motion carried.

Rum River Partnership


- Meixell moved to approve check number 1028. Werdien seconded the motion. All ayes, motion carried.

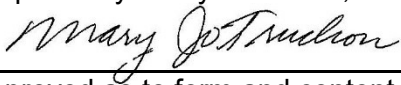
FYI /Meetings/Latest News

The Board discussed meetings and dates

- **June 3** – Personnel Meeting
- **June 7** – Personnel Meeting
- **June 11** - 2025 Planning Session – Ham Lake Park – Details TBD
- **June 17** – ACD Board Meeting Ham Lake Office 5pm
- **June 27** - MASWCD Metro Area 4 Meeting – Details TBD

- Meixell moved to adjourn at 7:31. Luthner seconded the motion. All ayes, motion carried.

 June 17, 2024
Prepared by Kathy Berkness, Office Administrator Date

 June 17, 2024
Approved as to form and content by Mary Jo Truchon, Chair Date