



Minutes

Regular Meeting of the ACD Board of Supervisors

Time: June 17, 2024 5:00PM

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

Members Present: 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

Members Absent: Mary Jo Truchon, Chair

Lindahl called the meeting to order 5:02pm

June Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Berkness noted additions (V) Metro Transit Facility Usage Request (W) Cost Share Contract Approval – City of St. Francis 225th Lane Rain Garden (X) Payment Approval – PRI for Mississippi and Rum River Critical Area Planting

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

Consent Agenda

A. Approve May Minutes

B. Staff Activity Reports

C. ACD May Financial Reports

D. Rum River Partnership May Financial Reports

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

Committee Meetings

E. Personnel Committee Meeting

The Board reviewed the minutes.

➤ **Employee Retention and class adjustments**

- Meixell moved to approve retaining all employees in their current classes. Werdien seconded the motion. All ayes, motion carried.

➤ **Wage Adjustments**

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

- Meixell moved to approve providing compensation adjustments for regular staff effective July 1, 2024 commensurate with ACD's compensation plan incorporating 100% to target, a \$1.80/hr base, and no class adjustments. Werdien seconded the motion. All ayes, motion carried

F. Financial Committee Meeting

The Board reviewed the finance committee minutes. Lord went through the updates to the 2025 Budget as listed below.

- \$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
 - Add a full time Technician with ecosystem focus
 - Hire 1 full-time seasonal technician instead of 2.
 - On-call seasonal crews equivalent to .625 FTE per prior annual usage instead of 1 FTE
 - No wage increases
 - Does not account for Engineering 1 adjustment
 - Does not account for an employee completing their MS
- 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
- Decent probability of funding but not included:
 - Anoka Sandplain Partnership – Phase 10 OHF Grant - \$50K+ for staff in 2025
 - Rum River Enhancement – Phase 3 OHF Grant - \$25K for staff in 2025
- Rare plant mitigation – Soderville Park \$12K net
- \$179K in SWCD Aid funds (will decrease by \$40K/year in 2026).
- Net revenue of \$50K to maintain an undesignated fund balance sufficient to cover 3-6 months of operations.
- Werdien moved to approve the 2025 budget resulting in a general services contribution request of \$319,001, plus a special contribution of \$68,693 to hire a Groundwater Specialist beginning in 2025. Meixell seconded the motion. All ayes, motion carried.

New Business Informational Items

G. Partner Report

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

H. 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	

I. Insurance Claim

Lord provided the Board with information about a potential insurance claim.

New Business Action Items

J. Agreement - SRWMO FY25 Grant Management

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon regarding approval of a \$75,000 grant for the SRWMO. The Board reviewed the grant summary along with the responsibilities of SRWMO and ACD listed below.

Grant Summary

Activity	Grant Funds	Match Funds	Notes
Admin	\$3,000	\$0	
Urban Stormwater	\$30,000	\$0	Construction – 19255 E Front Blvd biofiltration project. Design and bid packet already in-hand.
Shoreland Stabilizations	\$35,000	\$7,500 (landowners)	Construction – Coon, Linwood, &/or Martin Lakes.
Tech/Engineering staffing	\$7,000	\$0	Designs, construction oversight, etc.
TOTAL	\$75,000	\$7,500	

- Luthner moved to approve the contract for services between the SRWMO and ACD for FY25 WBIF grant fiscal agent and project management services. Meixell seconded the motion. All ayes, motion carried.

K. Bid Award – MNL Anoka Easement Rum River Stabilization

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner requesting approval for a contractor project bid. Bids were received for the 400-foot Rum Riverbank stabilization and habitat enhancement project along a City of Anoka Recreational Easement on State owned property near the Anoka High for the City of Anoka Rum River Bank stabilization project. Lord explained that the bid was split into a base bid plus an alternate. This approach was taken to facilitate reductions in the project scope if bids came in too high. Including the alternate, Minnesota Native Landscape's bid was the lowest and is within budget. MNL is well qualified to complete the project successfully and on time.

- Werdien moved first to award the contract with alternate and authorize the Board chair to enter into the construction agreement with MNL for the Rum Riverbank Stabilization project at City of Anoka Recreational Easement and second, to authorize the project manager to implement change orders in an amount not to exceed 20% of the total project bid (\$33,380), contingent on concurrence among ACD staff, the city, and the contractor. Meixell seconded the motion. All ayes, motion carried.

L. Construction Payment #2(FINAL) Reimbursement - Dellwood

The Board reviewed a memo prepared Wagner requesting payment to the City of St. Francis for the riverbank stabilization project at Dellwood River Park in St. Francis. The riverbank stabilization elements were largely installed in October with site restoration and restoration of the access trail completed in May. The work has been accepted by ACD, our design engineer, and the City of St. Francis. The City of St. Francis contracted with Bituminous Roadways, Inc. to install the project. The contractor has submitted a final invoice to the city, so payment will include payout of all remaining project expenses and retainage. The city is scheduled to approve the final payment to the contractor at their Monday, June 17 city council meeting. Because payment will be approved the same night as the ACD Board meeting, we will not yet have a city-signed application for payment.

- Luthner moved to approve reimbursement to the City of St. Francis for payment #2 of \$33,505.95, proportionately utilizing grant and matching funds for riverbank stabilization at Dellwood River Park by Bituminous Roadways, Inc., conditioned on payment of the invoice by the City of St. Francis and receipt of all required documentation for final payment and release. Additionally, \$69.24 of unneeded match will be turned back to the City of St. Francis. Werdien seconded the motion. All ayes, motion carried.

M. Payment – JK Landscape Construction – Martin Lakeshores

The Board reviewed a memo prepared by Schurbon requesting approval of payment to JK Landscape Construction. The work includes approximately 700 feet of shoreline stabilization at eight non-contiguous parcels at Martin Lake. This included rock rip rap, coir biologs, and wood logs. There was also a small rock swale constructed for roadway runoff. Work is funded by a Clean Water Fund grant to ACD, landowner match, and District Capacity Funds.

- Meixell moved to pay invoice 7434 from JK Landscape Construction for work on the Martin Lakeshore Stabilizations 2023-24 Project of \$129,810.65 less 5% retainage for payment amount of \$123,320.12. Luthner seconded the motion. All ayes, motion carried.

N. Payment Approval – PRI River Bend Park

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting payment to Prairie Restorations, Inc. for their work in the River Bend Park in Ramsey.

- Werdien moved to send \$3,014 in payment to Prairie Restorations Inc. for seeding and straw, Invoice# INV-010139, conducted at the River Bend Park under the BWSR HELP Grant. Meixell seconded the motion. All ayes, motion carried.

O. Payment Approval – Stantec Rum River

The Board reviewed a memo prepared by Wagner requesting payment to Stantec for their engineering work on the Phase Targeted Rum River Bank Stabilization.

- Luthner moved to approve payment of \$4,015.41 for Stantec Invoice #2240546 for engineering services provided from CWF grant #C21-2669. Meixell seconded the motion. All ayes, motion carried.

P. Well Sealing Contract and Reimbursement

The Board reviewed a Memo prepared by Water Resource Specialist Kris Larson requesting approval of a well sealing contract along with a reimbursement.

- Meixell moved to approve the well sealing cost share contract along with the reimbursement outlined below. Werdien seconded the motion. All ayes motion carried.

Contract:

Activity Name	Bastian Well Service, Inc.	Mork Well Co Inc.	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2024-66-CoonRapids-Kelcher	\$400.00	\$972.00	\$240.00	
				\$ 112,754.63

Reimbursement:

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2024-65-Andover-Tobiason Terry Tobiason	\$4,018.20	\$6,697.00

Q. Contract Approval – Ferden Lakeshore Restoration

The Board reviewed a memo prepared by Larson requesting approval of a cost share grant for the Ferden Lakeshore project.

- Meixell moved to approve a cost share grant for the Ferden Lakeshore project in an amount not to exceed \$1,458.02. The grant will pay 65% of actual expenses up to the grant maximum. Luthner seconded the motion. All ayes, motion carried.

R. Contract Amendment – Septic System Fix up Grant 822 Olive St. Lino Lakes

The Board reviewed a memo prepared by Larson requesting approval of an amendment to the SSTS Fix up contract in Lino Lakes. Work on the project has not yet begun.

- Meixell moved to approve a grant amendment, to increase funding not to exceed \$38,490.88, or 80% of the final invoice, whichever is lesser for 822 Olive St in the City of Lino Lakes. Werdien seconded the motion. All ayes, motion carried.

S. Rum River Watershed Partnership Fiscal Agent Agreement

The Board reviewed a memo prepared by Schurbon increasing the amount ACD receives as fiscal agent for the group by \$2,639.78.

- Werdien moved to approve the Fiscal Agent Agreement with the Rum River Watershed Partnership to increase. Luthner seconded the motion. All ayes, motion carried.

T. MASWCD Resolutions

The Board reviewed, discussed and made minor changes to the three resolutions prepared by Lord.

SUSTAINABLE COUNTY FUNDING TO SOIL AND WATER CONSERVATION DISTRICTS

- Luthner moved to approve the resolution with amendments. Meixell seconded the motion. All ayes, motion carried.

EXPEDITED 401 CERTIFICATION PROCESS BY MPCA FOR CONSERVATION PROJECTS

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

CONSERVATION EASEMENT CONSIDERATION FOR PROPERTY TAX VALUATION

- Werdien moved to approve the resolution as presented. Luthner seconded the motion. All ayes, motion carried.

U. NRCS Local Workgroup

NRCS District Conservationist Katie Evans prepared a survey to solicit input from Anoka County agricultural producers on priorities for the 2024 NRCS programs. Lord forwarded that survey to ACD staff and supervisors as well as contacts within municipal, watershed and non-governmental organizations that he thought may be interested. Survey feedback along with prior ACD priorities were considered to create a priority table for resource concern categories.

- Luthner moved to adopt the Resource Concern Category (RCC) priorities and additional suggestions and needs as presented and authorize ACD staff to work with NRCS staff to finalize rankings of resource concerns within the priority RCCs. Meixell seconded the motion. All ayes, motion carried.

V. Metro Transit Facility Usage Request

In an effort to update our aging Rain Guardian tradeshow booth displays, we intend to stage a high-quality photo of a Turret with water flowing through it. A well-suited turret is located at the Paul Parkway Park and Ride lot, which has a Turret next to a fire hydrant. The City of Blaine is willing to help with use of the fire hydrant. Metro Transit has indicated willingness to let ACD use the property but requires entering into a license agreement for usage of their facility. Our intended timeline for this is the week of July 8.

- Lindahl moved to authorize the District Manager to enter into Metro Transit license agreement for use of the Paul Parkway Park and Ride facility. Meixell seconded the motion. All ayes, motion carried.

W. Cost Share Application – City of St. Francis 225th Lane Rain Garden

The Board reviewed a memo prepared by Schurbon requesting approval of a cost share application for a rain garden in St. Francis. Staff have worked with the City of St. Francis to prepare design and arrange funding for a rain garden on city property that will treat water that direct discharges to the Rum River.

- Luthner moved to approve and encumber \$34,000 funding for the City of St. Francis out-lot rain garden at 225th Lane NW, Authorize the District Manager or Chair to sign an operations and maintenance agreement with the City of St. Francis, and authorize staff to seek construction quotes to be considered at a future ACD board meeting. Werdien seconded the motion. All ayes, motion carried.

X. Payment Approval – PRI for Mississippi and Rum River Critical Area Planting

The Board reviewed a memo prepared by Taylor requesting approval of payment to Prairie Restorations, Inc. for the Mississippi and Rum River project plantings.

- Lindahl moved to authorize payment of \$942.00 to Prairie Restoration Inc. for completing the first round of maintenance at the Mississippi-Rum River critical area planting sites: West, Everson, King and Rice. Werdien seconded the motion. All ayes, motion carried.

Pay Bills

ACD

- Meixell moved to approve electronic payments EP-2010 to EP-2013 check numbers 16625 to 16656 noting the void of check numbers 16626-16639 due to a printing error and check number 16643 Werdien seconded the motion. All ayes, motion carried.

Rum River Partnership

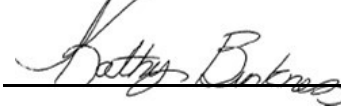
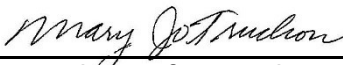
- Meixell moved to approve check number 1029. Werdien seconded the motion. All ayes, motion carried.

FYI /Meetings/Latest News

The Board discussed meetings and dates

- June 19 – Emancipation Day Holiday
- June 22 – ACD Summer Get-Together
- June 27 – Area IV Meeting and Tour
- July 4 – Independence Day Holiday
- July 15 – ACD Board Meeting Ham Lake Office 5pm

- Meixell moved to adjourn at 7:06. Luthner seconded the motion. All ayes, motion carried.

	July 15, 2024
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Prepared by Kathy Berkness, Office Administrator	Date
	July 15, 2024
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Approved as to form and content by Jim Lindahl, Vice Chair	Date