

## Minutes

### Regular Meeting of the ACD Board of Supervisors

Time: May 19, 2025 5:00PM

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

Members Present: Jim Lindahl, Chair  
Glenda Meixell, Vice Chair  
Kate Luthner, Treasurer  
Danielle Holder, Secretary  
Mary Jo Truchon

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

Chair Lindahl called the meeting to order 5:07pm

**May Agenda** - Call for additions, deletions, or transferring consent agenda items to the regular agenda.  
Addition noted (Y) Water Tank Purchase

- Meixell moved to approve the amended May agenda. Holder seconded the motion. All ayes, motion carried.

#### Consent Agenda

##### **A. Approve April Minutes**

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

##### **C. Approve ACD April Financial Report**

##### **D. Approve Rum River Partnership April Financial Reports**

- Meixell moved the May consent agenda items. Holder seconded the motion. All ayes, motion carried.

#### Committee Meetings

##### **E. Finance Committee Meeting – 2025 and 2026 Budgets**

The Board reviewed the Finance Committee Meetings. Lord pointed out updates to the budget as listed below:

##### **2025 Budget Update**

- Staffing and compensation
  - Restore compensation to 100% of target effective July 1 ~\$30K
  - Promotion from Technician to Specialist 1 with Engineering 1 class adjustment
  - Retain all other staff at current class
- Computer, Capital, Program and Property Maintenance funds to be grown per planned need.
- Rain Guardian revenues – 84% of 2024.
- Rain Guardian concrete forms - \$30K
- McKay maintenance per schedule - \$31K
- Incorporate all existing grants and contracts
- Net revenue including pay adjustments and assuming staff can complete all available workload \$124K
- SWCD Aid down from 2024 by 40K - \$139K
- Decent probability funding not included:
  - Rum River Watershed Partnership – underspending WBIF funds.

##### **2026 Draft Budget**

- \$10,000 available for McKay maintenance per schedule
- Staffing and compensation
  - Assume 2.5% increase to federal payscale
  - Continue 2025 regular staff positions
  - Recruit Groundwater Specialist 0.75 FTE \$71K
  - Promotion from Specialist 1 to Engineer 1
- On-call seasonal crews equivalent to .625 FTE per prior years usage
- 10% increase in taxable fringe benefits on January 1, 2026 (~\$118/month for FT employees).

- Rain Guardian revenues – 5% increase over 2025.
- Rain Guardian concrete forms - \$20K.
- SWCD Aid flat to 2025.
- County Request:
  - Request funds from Anoka County for a Groundwater Specialist
  - Request 15% inflation/COLA adjustment from Anoka County (5% each for 2024, 2025, 2026)
  - Request vehicle safety assistance from county - \$12K
- No speculative grants
- Negative net revenue of -\$146.7K

Lord noted that he and the treasurer typically attend the budget presentation to the County in June. This year the County is waiting to have those meetings in August because of so much legislative uncertainty.

- Luthner moved to approve the 2025 budget update and 2026 budget as presented, which includes a wage adjustment allocation for 100% to target resulting in a county general services contribution request of \$262,772 (16% greater than received in 2025), plus a Technical Capacity allocation of \$71,007 to hire a Groundwater Specialist in April of 2026, plus a vehicle donation (\$12,000) to help keep ACD's aging fleet safe for staff use. Meixell seconded the motion. All Ayes, motion carried.

### **New Business Informational Items**

#### **F. Watershed and Other Meetings**

The Board discussed watershed and other meetings they attended.

<b>Supervisor</b>	<b>Meeting/ Organization</b>	<b>Attended</b>	<b>No Meeting</b>	<b>Did not Attend</b>
Lindahl	Coon Creek Watershed District			X
Lindahl	Upper Rum River WMO	X		
Luthner	Lower St. Croix Watershed Partnership	X		
Luthner	Sunrise River WMO		X	
Truchon	Rice Creek WD Citizen's Advisory	X		
Holder	Lower Rum River WMO	X		
Holder	Rum River Watershed Partnership		X	
Meixell	Mississippi River WMO	X		
Meixell	Metro Conservation Districts		X	

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

The Board reviewed Katie Evans, NRCS District Conservationist's activity report. Lord pointed out the Anoka County Local Work Group meeting on June 3, at the Rum River Library from 1pm-3pm suggesting a Board member attend with him. Holder stated she would check her schedule and get back to Lord.

### **New Business Action Items**

#### **H. Contract Approval – Riverfront Park**

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval of a contract with Edge Ecosystems. This third phase of the Lawns to Legumes Pollinator Pathways program provides funding for residents and public spaces such as libraries, places of worship and parks. Anoka County Parks identified a turf area at Riverfront Regional Park along the Mississippi River Regional Trail to convert to a pollinator planting. ACD will complete the seeding and coordinate a volunteer planting. Anoka Parks will assist with establishment and management.

- Truchon moved to enter into a Contract with Edge Ecosystems LLC not to exceed \$2,055 for site preparation at Riverfront Regional Park. Luthner seconded the motion. All ayes, motion carried.

#### **I. Contract Approval – Rivers Bend Park**

The Board reviewed a memo prepared by Taylor requesting approval of a Prairie Restoration Contract for planting and watering Native Plants at Rivers Bend Park in Ramsey.

- Holder moved to enter into a Contract with Prairie Restoration Inc. not to exceed \$7,739.45 for planting and watering native plants at Rivers Bend Park in the City of Ramsey. Meixell seconded the motion. All ayes, motion carried.

#### **J. Contract Approval – Moore Lake Park**

The Board reviewed a memo prepared by Taylor requesting approval of a Prairie Restoration Inc. contract for seeding. The City of Fridley identified Moore Lake as a priority site where part of the beach will be converted to a natural shoreline, wet and dry prairie. Site preparation is complete. Prairie Restoration Inc. submitted the lowest bid to broadcast native seed mixes and cover the area in erosion blanket. Lord stated the HELP 3 Grant will be funding the contract.

- Meixell moved to enter into a Contract with Prairie Restoration Inc. not to exceed \$6,881 for seeding native seed mixes and installing erosion control blankets at Moore Lake Park. Luthner seconded the motion. All ayes, motion carried.

#### **K. Ditch 20 Wetland Restoration Professional Services Contract**

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting approval to enter into contract with ISG for Ditch 20 Project design and management work.

- Truchon moved to approve the contract for professional services with ISG for the Ditch 20 Wetland Restoration Benefitting Typo and Martin Lakes with an amount up to \$30,400, and authorize the District Manager to approve amendments of up to 15% of the contract amount. Holder seconded the motion. All ayes, motion carried.

#### **L. Contract Revision Isanti SWCD – Oxford Lake Monitoring**

The Board reviewed a memo prepared by Schurbon revising a contract. Lord explained the ACD board approved a \$4,900 contract with Isanti SWCD wherein ACD would monitor water quality in seven lakes in Oxford Township. An error was made when calculating lab expenses. As a result, a revised contract adding \$1,600 is needed.

- Meixell moved to approve the revised contract for services with Isanti SWCD for 2025 Oxford Lakes Monitoring Assistance in the amount of \$6,500. Truchon seconded the motion. All ayes, motion carried.

#### **M. Contract Approval – Pollinator Pathways**

The Board reviewed a memo prepared by Restoration Technician Jordi Johnson requesting approval of five pollinator contracts.

- Meixell moved to approve the Lawns to Legumes Cost Share Contracts for Anoka County Landowners as listed below. Luthner seconded the motion. All ayes, motion carried.

Budget	Landowner In Kind	Grant
2025-L2L-Spring Lake Park-O'Neil	\$ 125.00	\$ 500.00
2025-L2L-Blaine-Johnsville Library	\$ 125.00	\$ 500.00
2025-L2L-St. Francis-St. Francis Library	\$ 125.00	\$ 500.00
2025-L2L-Blaine-Northtown Library	\$ 125.00	\$ 500.00
2025-L2L-Fridley-Turkish American Society	\$ 125.00	\$ 500.00

#### **N. Grant Approval – WBIF 2025 Coon Creek Rain Garden Rehab**

The Board reviewed a memo prepared by Lord requesting approval of a WBIF grant to revamp some of the rain gardens installed in the Coon Creek watershed. Lord stated there are 48 rain gardens that are eligible and are over 10 years old. Lord stated he anticipates this will result in the rehabilitation of approximately 10 rain gardens.

- Meixell moved to approve WBIF grant C25-0323 Rain Garden Revitalization in CCWD for \$71,000. Luthner seconded the motion. All ayes, motion carried.

#### **O. Plan and Grant Amendments Lower St Croix Watershed Partnership**

The Board reviewed a memo prepared by Schurbon requesting an amendment to the St. Croix watershed plan make the St. Croix River itself a priority waterbody (it was previously implied but not stated) and expand the priority areas for forestry practices.

- Luthner moved to approve the proposed amendment to the Lower St. Croix Comprehensive Watershed Management Plan expanding the priority areas for forest management and woodland stewardship plans, and adding the St. Croix River to the list of regionally significant waters. Holder seconded the motion. All ayes, motion carried.

Additionally, Schurbon requested approval to amend the FY23 WBIF grant to expand the types of eligible targeting studies to include forest plans and modify the budget to reflect actual demand for each activity type and request a one-year grant extension.

- Truchon moved to approve the Lower St. Croix FY23 WBIF grant work plan revision adding forest plans as an eligible targeting analysis, revising the work plan budget, and requesting a one-year grant extension. Meixell seconded the motion. All ayes, motion carried.

#### **P. Payment Approval – Stantec Engineering Services**

The Board reviewed a memo prepared Water Resource Specialist Jared Wagner requesting payment to Stantec for engineering services related to Rum River bank stabilization and bioengineering projects. Wagner provided material outlining Stantec's work through 4/18/2025

Site	Work Order	Budget	Current Invoice	Invoiced to Date	Remaining
Rum Central Regional Park - Site 3	2025-01	\$ 17,368.40	\$ 806.00	\$ 2,480.00	\$14,888.40
Anoka Nature Preserve	2025-02	\$ 17,746.40	\$ 445.00	\$ 2,291.00	\$15,455.40
Cedar Creek Conservation Area	2025-03	\$ 17,746.40	\$ 309.50	\$ 3,264.00	\$14,482.40
Riebe Park	2025-04	\$ 17,435.40	\$ 746.50	\$ 2,420.50	\$15,014.90
Totals		\$ 70,296.60	\$ 2,307.00	\$ 10,455.50	\$59,841.10

- Luthner moved to approve payment of Stantec Invoice totaling \$2,307.00 for engineering services through 4/18/2025 related to Rum River bioengineering projects. Meixell seconded the motion. All ayes, motion carried.

#### **Q. Payment Approval Cedar Creek Ecosystem Science Reserve (CCESR)**

The Board reviewed a memo prepared by Taylor requesting payment to MN Native Landscapes for completing mowing and seeding at the CCESR.

- Truchon moved to Pay MN Native Landscapes Invoice #51410, \$7,950.02 for completing the mowing and seeding. Luthner seconded the motion. All ayes, motion carried.

#### **R. Payment Approval Well Sealing**

The Board reviewed a request by Water Resource Specialist Kris Larson to approve Well Sealing Contracts. Anoka Conservation District was awarded a BWSR Clean Water Fund grant to seal, high-priority, unused wells located within in Anoka County. The District will review quotes from licensed well sealers and will approve cost share amounts based on lowest cost, qualifications, and responsiveness.

- Lindahl moved to approve the cost share contracts as listed below. Luther seconded the Motion. All ayes, motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2025-2-Andover-Yangi Youa Yangi	\$345.00	\$575.00
CWFWS-2025-4-Centerville-Countryman Mike Countryman	\$837.00	\$1,395.00
CWFWS-2025-1-CoonRapids-Pendroy Kathy Pendroy	\$930.00	\$1,550.00

#### **S. Payment Approval Subsurface Sewage Treatment System (SSTS) Replacement**

The Board reviewed a memo prepared by Larson requesting payment for an SSTS replacement.

Cheryl Hedrick has completed an SSTS Fix-Up project and the contractor has been paid in full. A mistake was made and the reimbursement check, for design costs, approved at ACD's April board meeting, was for the wrong amount. A check for \$77.50 was approved and sent to the Hedrick's residence. She is still entitled to \$620.00 for design/inspection fees

- Truchon moved to approve payment of \$620.00 to Cheryl Hedrick, using 2025 SSTS Natural Resource Block Grant Upgrade Fix-Up funds, for design/inspection fees for a septic replacement at 8045 Viking Blvd NE, Linwood Twp. Meixell seconded the motion. All ayes, motion carried.

#### **T. Cost Share Request - Winter**

The Board reviewed a memo prepared by Restoration Technician Balin Magee requesting approval of a cost share request for a cover crop using Soil Health funds.

- Truchon moved to approve Soil Health Funding of \$850 for 1.7 acres of conservation cover planting with pollinator species at the Winter site. Luthner seconded the motion. All ayes, motion carried

#### **U. Cost Share Request – Thole**

The Board reviewed a memo prepared Magee requesting approval of a cost share request for the Thole property at 18422 Kettle River Blvd NE in Columbus; an old farm field that has encroachment of Siberian elm and other invasive vegetation and wind erosion. The site would benefit from native seed to bolster the existing native vegetation, compete with the invasive vegetation encroachment, and reduce wind erosion. The project consists of 4.25 acres of native seeding, 1000 square feet of bee lawn and native shrubs for a 140-foot-long berm

- Truchon moved to approve the Cost Share Agreement for Thole using the funds as listed below. Holder seconded the motion. All ayes, motion carried

Budget	Landowner In Kind	Soil Health Grant	Pollinator Pathway
2025-L2L-Soil Health-Thole	\$800.00	\$2,125.00	\$745.00

#### **V. Agreement Approval – City of Fridley Rain Garden Technical Services**

The Board reviewed a request for an agreement with City of Fridley for Rain Garden Technical Services prepared by Stormwater and Shoreline Specialist Mitch Haustein. The City of Fridley is seeking curb-cut rain garden technical assistance, including the evaluation of five existing gardens for potential rehabilitation and new designs for up to six gardens within their 2026 street reconstruction project area. ACD has successfully provided similar services in prior years.

- Meixell moved to execute the agreement for services between ACD and the City of Fridley for rain garden assessment and design services with compensation to ACD not to exceed \$21,625.00. Luthner seconded the motion. All ayes, motion carried.

#### **W. MASWCD Resolutions**

The Board reviewed a memo prepared by Lord regarding the MASWCD Resolutions. The Board discussed submitting a resolution to end the MASWCD Resolution Committees practice of voting on resolutions and sharing the results to sway outcomes. After much discussion Luthner provided an overview stating what the Committee should be doing is soliciting the group for resolutions, editing, auditing, combining and providing a framework for the resolutions to have more information posted. There should be a place on the MASWCD website where there is more information about each resolution. The resolution process should be the supervisors' vote on the Area level and should reach out to the author if there are questions. Lord stated he is hosting a Managers meeting about the process on May 27<sup>th</sup> to discuss. The Board directive is to have Lord prepare a resolution about the MASWCD resolution process and present it at the June Meeting and have the Board review and tweak it.

#### **X. Life Insurance**

The Board reviewed a memo prepared by Lord outlining a group life insurance with PERA. Lord explained during retirement benefit discussions we realized that per the policy that we prepared, a

long-term employee who had earned a large retirement benefit, would receive none of it were they to die before age 55. As a remedy, the possibility of providing life insurance was discussed. The Insurance is a set monthly rate with a benefit that reduces over time. The current plans are \$9, \$12, or \$16/month/employee. The rate never increases. The Board discussed and all appeared in favor with a decision to tackle at a later date.

#### **Y. Water Tank Purchase**

The Board reviewed a memo prepared by Magee requesting approval to purchase a water tank. Lord explained this request was previously approved in 2024 but we did not get around to purchasing it. There is OHF funds that will pay for the 100 – 150lbs Water Tank will and will cost anywhere from \$5,000 to \$7,000. No motion is needed as it is already in the 2025 budget.

Lord commented that it is good to see new employees Magee and Johnson have items in the packet.

#### **Pay Bills**

##### **ACD**

- Luthner moved to approve payments EP-2213 to EP-2232 and check numbers 16942 to 16964. Truchon seconded the motion. All ayes, motion carried.

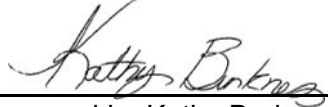
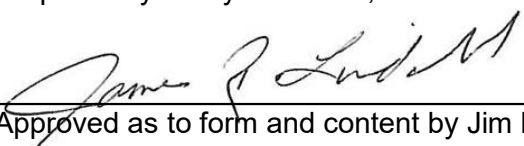
#### **Rum River Partnership**

- None.

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

The Board discussed the meeting and dates. Meixell and Truchon stated they will get back to Berkness with dates that work for the Personnel Committee Meetings. Berkness stated she will send out any information on the Area IV Meeting and Tour when she receives it and members can let her know if they want to attend as there will likely be a fee.

- June 3 – Local Work Group Meeting 1pm-3pm – Rum River Library
  - Personnel Meeting(s) before the June Meeting
  - June 16 - ACD Board Meeting ACD Office
  - June 19 – Emancipation Day Holiday
  - July 4 – Independence Day Holiday
  - July 9 - MASWCD Metro Area 4 Meeting and Tour – details to come
- 
- Holder moved to adjourn at 6:53. Meixell seconded the motion. All ayes, motion carried.

	June 16, 2025
Prepared by Kathy Berkness, Office Administrator	Date
	June 16, 2025
Approved as to form and content by Jim Lindahl, Chair	Date