



Minutes

Regular Meeting of the ACD Board of Supervisors

Time: June 16, 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 5:02pm

May Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Addition noted (T) Paid Leave

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

Consent Agenda

A. Approve May Minutes

B. Receive Staff Activity Reports

C. Approve ACD May Financial Report

D. Approve Rum River Partnership May Financial Reports

- Meixell moved the June consent agenda items. Truchon seconded the motion. All ayes, motion carried.

Committee Meetings

E. Personnel Meetings June 5 and June 10

The Board reviewed the Personnel Committee Meetings. Lord detailed the evaluation themes and warranted actions for each. Compensation plan modifications were explained to each employee during evaluations. Lord became aware of a deficiency in the current compensation plan during evaluations. While the plan draws attention to performance above or below a class (inter-class), it fails to consider performance within a class (intra-class). Each class has more than a 100-point span. To gain the 100 points, an employee would have to elevate their responsibility within each of the eight competencies by nearly a full point. As is, those working at the top of a class and at the bottom would be compensated the same, all other factors being equal. Lord detailed the addition of intra-class performance considerations to compensation plan. Draft modification language was presented. The language also updated examples to be more contemporary as well as adjusting performance adjustments to consider 'years since the last promotion' when indexing baseline performance expectations.

- Meixell moved to adopt the compensation plan modifications as presented. Truchon seconded the motion. All ayes, motion carried.

Lord explained that during the evaluation, competency rating demonstrating an employee is consistently performing outside of the range for their current class would warrant discussion of a promotion or demotion. Lord recommended Brian Clark be promoted from Technician to Specialist 1 based on this analysis.

- Luthner moved to approve retaining all employees in their current classes, except for Brian Clark, who warrants a promotion to Specialist 1 effective July 1, 2025. Meixell seconded the motion. All ayes, motion carried.

Lord noted that the Board approved funds sufficient to restore wages to 100% of the target compensation per ACD's Compensation Plan, and approved budget allowances of \$30,000 in 2025 and \$60,000 in 2026. If intra-class modifications to the compensation plan recommended above are implemented, wage adjustments will exceed the approved budget amount as shown in the table below.

Intra-class %	2025 Cost of Adjustment	\$ In Excess of 2025 Budget	% In Excess of 2025 Budget
0%	\$0	\$847 remaining	-2.8%
2%	\$1,955	\$1,108	3.7%
3.5%	\$3,421	\$2,574	8.6%
5%	\$4,887	\$4,040	13.5%

- Meixell moved to approve providing compensation adjustments for regular staff effective July 1, 2025 commensurate with ACD's compensation plan, incorporating 100% to target, a \$.83/hr base, a 5% intra-class factor, and a 25% inter-class adjustment for B.Clark to account for limited use of engineering licensure on behalf of ACD anticipated in the coming six months. Luthner seconded the motion. All ayes, motion carried.

Lord explained that ACD currently has two employees within their six-month probationary period. One, hired on March 10, the other hired April 1. ACD policy is for the Board to act on probationary status prior to the six-month anniversary, which would require action in August for the March 10 employee. This would effectively cut the probationary period to five months. Wage adjustments often coincide with the satisfactory end of a probationary period and with the beginning of a fiscal quarter. October 1, can serve as an appropriate date for both probationary employees.

- Meixell moved to approve pre-emptively extending the March 10th employee's probationary period by one month to provide a full six month evaluation period and to align with the end of third quarter. Luthner seconded the motion. All ayes, motion carried.

Lord explained that when hiring seasonal employees in the spring of the year, they are compensated at the prior year's pay scale, since all other staff remain at that pay scale until July 1. Lord noted that ACD's seasonal employee is undergoing the evaluation process and is doing a good job and Lord requested that we align her wages with the 2025 pay scale in accordance with the compensation plan.

- Meixell moved to approve providing a wage adjustment for seasonal staff per ACD's compensation plan effective July 1, 2025. Luthner 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.

Supervisor	Meeting/ Organization	Attended	No Meeting	Did not Attend
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	
Holder	NRCS Local Work Group	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.

New Business Action Items

H. Contract Approval – Obwell

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson requesting approval of the Obwell agreement. Lord stated that we don't yet have the agreement, but the deadline to approve will be before the July Meeting, if history is a good indicator.

- Truchon moved to approve ACD entering into the Professional and Technical Services agreement with the State of MN for FY26 Observation Well Monitoring Contract. Luthner seconded the motion. All ayes, motion carried.

I. Contract Approval – Kauk Subsurface Sewage Treatment System Fix up

The Board reviewed a memo prepared by Larson requesting approval for a SSTS replacement grant for Leslie Kauk. This project will use \$14,652.45 of 2025 MPCA SSTS Upgrade NRBG fix-up funds and \$10,570.05 of 2025 SSTS NRBG fix-up funds. \$25,222.50 will be allocated for this project. Calculation: $\$27,080.00 + \$945.00 = \$28,025.00$ (total project cost) $\times 90\% = \$25,222.50$ (grant amount).

- Luthner moved to approve a SSTS Fix-Up Grant, not to exceed \$25,222.50 or 90% of the final invoice, whichever is lesser for a septic system replacement at 13237 Jefferson St. NE, Blaine. Holder seconded the motion. All ayes, motion carried.

J. Contract Approval – Ryman Subsurface Sewage Treatment System Fix up

The Board reviewed a memo prepared by Larson requesting approval for an SSTS replacement grant for Barbara Ryman. This project will use \$8,629.95 of 2025 SSTS NRBG fix-up funds and \$12,645.60 of Rum Metro 2023 WBIF funds. \$22,445.55 will be allocated for this project. Calculation: $\$23,639.50 + \$1,300.00 = \$24,939.50$ (total project cost) $\times 90\% = \$22,445.55$ (grant amount).

- Truchon moved to approve an SSTS Fix-Up Grant, not to exceed \$22,445.55 or 90% of the final invoice, whichever is lesser for a septic system replacement at 1715 191st Avenue NW, Oak Grove. Meixell seconded the motion. All ayes, motion carried.

K. Payment Approval Well Sealing

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

- Meixell moved to approve the cost share contract listed below. Luthner seconded the Motion. All ayes, motion carried.

Activity Name	McCullough & Sons Well Drilling	Essential Pump & Well	Grant Match 60% for resident cost share
CWFWS-2025-5-ColumbiaHeights-Hoch	\$3,200.00	\$2,550.00	\$1,530.00

- Meixell moved to approve the cost share contract payment listed below. Luthner seconded the Motion. All ayes, motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2025-3-Anoka-Heuring Christine Heuring	\$960.00	\$1,600.00

L. 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 5/23/2025.

Site	Work Order	Budget	Current Invoice	Invoiced to Date	Remaining
Rum Central Regional Park - Site 3	2025-01	\$ 17,368.40	\$ 1,349.00	\$ 3,829.00	\$13,539.40
Anoka Nature Preserve	2025-02	\$ 17,746.40	\$ 137.50	\$ 2,428.50	\$15,317.90
Cedar Creek Conservation Area	2025-03	\$ 17,746.40	\$ 447.00	\$ 3,711.00	\$14,035.40
Riebe Park	2025-04	\$ 17,435.40	\$ 799.00	\$ 3,219.50	\$14,215.90
Totals		\$ 70,296.60	\$ 2,732.50	\$ 13,188.00	\$57,108.60

- Luthner moved to approve payment of Stantec Invoice totaling \$2,732.50 for engineering services through 5/23/2025 related to Rum River bioengineering projects. Lindahl seconded the motion. All ayes, motion carried.

M. Payment Approval Ditch 13 MDM Plan

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting payment to ISG for their final work on the Ditch 13 Study.

- Meixell moved to approve Payment of ISG Invoice 118763 for Ditch 13 MDM Plan for \$295. Payment to be delivered after receipt of work products acceptable to ACD's project manager. Lindahl seconded the motion. All ayes, motion carried.

N. Payment Approval – Landbridge Planting at 221st

The Board reviewed a memo prepared by Wagner for payment to Landbridge Ecological for establishment of native vegetation at the 221st Ave Oak Grove Property.

- Meixell moved to approve payment for Landbridge Ecological invoice #3116 less 5% retainage for a total payment of \$3,072.41 for work completed at 221st Ave NW. Holder seconded the motion. All ayes, motion carried.

O. Payment Approval – 19255 E Front Blvd Rain Garden

The Board reviewed a memo prepared by Schurbon requesting payment to Dunaway Construction for their work at the 19255 East Front Blvd Biofiltration Basin Project. The project treats a 0.55 drainage area. The Water drains to a catch basin and is piped into Coon Lake without treatment. The project is now done and the basin is functional.

- Luthner moved to pay Dunaway Construction invoice dated 6-9-2025 for \$6,902 for construction of the 19255 East Front Blvd Biofiltration Basin Project. Payment to be from the SRWMO WBIF FY25 grant. Truchon seconded the motion. All ayes, motion carried.

P. Contract Approval – Pollinator Pathways

The Board reviewed a memo prepared by Restoration Technician Jordi Johnson requesting Payment to three landowner pollinator projects and payment to Outback for the Thole project. In addition there is a payment to RCWD for their Collaboration in the Pollinator Pathways Project.

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

Approve Lawns to Legumes Cost Share Reimbursement for Anoka County landowners:

Project ID	Landowner In Kind	Grant	Project Status
2025-L2L-Fridley-Yost	\$ 125.00	\$ 500.00	Complete
2025-L2L-Fridley-Pentek	\$ 125.00	\$ 500.00	Complete
2025-L2L-Fridley-Torpin	\$ 125.00	\$ 500.00	Complete

- Pay Outback Invoice #4288 for \$463.75 for Thole pollinator project.
- Pay Rice Creek Watershed District Invoice #2025-04 for \$500 to reimburse them for the North Metro Pollinator Pathways Grant.

Q. Contractor Selection – Sunrise Chain of Lakes Shoreline Stabilizations

The Board reviewed a memo prepared by Water Resource Specialist Breanna Keith requesting approval of a construction contract. The Board reviewed the bid requests in the table below. Lord explained the Bid process. There was concern about the mere \$750 for alternate 2 (vegetation establishment) listed by Alpha services LLC and if that was a mistake. The Board discussed. Lord stated that even if they meant to put \$7500 it would still be within our budget and part of the motion is the District Manager is allowed to execute change orders up to 15%.

	Alpha Services LLC	Landbridge Ecological, Inc	Shoreline Landscaping & Contracting	Up North Hardscapes	JL Theis Inc.	Dresel Contracting Inc.
Base Bid (7 Sites)	\$83,388.00	\$99,999.72	\$136,371.48	\$136,747.90	\$331,298.48	372,001.85
Alternate 1 (2 Sites)	\$14,707.70	\$12,281.95	\$33,583.11	\$29,549.26	\$52,696.25	\$80,320.16
Alternate 2 (Vegetation Establishment Services)	\$750	N/A	\$12,600	\$6,000	\$16,900	\$43,200
TOTAL	\$98,845.70	\$112,281.67*	\$182,554.59	\$172,297.16	\$400,894.73	\$495,522.01

- Luthner moved the actions listed below. Meixell seconded the motion. All ayes, motion carried.
 - Select Alpha Services LLC based on their low bid of \$98,845.70 including the Base Bid, Alternate 1, and Alternate 2 for construction of the Sunrise Chain of Lakes Shoreline Stabilizations 2025 Project.
 - Authorize the District Manager to execute change orders for up to 15% of the contract total.
 - Encumber funds to match the bids from the selected contractor.

Keith provided an additional memo pertaining to the project regarding two previously approved projects requesting an increase cost share percentage because of special circumstance.

- Truchon moved to approve an increase in cost share rates for the Bouley and Ramsey shoreline stabilization projects from 70% to 75% for the Bouley and Ramsey sites. Meixell seconded the motion. All ayes, motion carried.

R. NRCS Local Work Group

NRCS hosted a local work group meeting on June 3rd to gather input on conservation priorities on agricultural lands. Many producers and partners were invited to provide input in person or by completing an online survey. Unfortunately, only one survey was received and Holder and Lord were the only attendees of the meeting. Since the ACD Board discussed priorities at length in prior years, applying the 2025 priorities to 2026 seems warranted.

- Luthner moved to inform NRCS that the priorities identified during the 2025 NRCS Local Work Group process remain relevant for 2026. Holder seconded the motion. All ayes, motion carried.

S. MASWCD Resolutions

The Board discussed submitting a resolution to end the MASWCD Resolution Committee's practice of voting on resolutions and sharing the results to sway outcomes. Lord stated he hosted a managers meeting on May 27th to discuss the resolutions, which was quite helpful. The Board discussed whether to submit a letter to MASWCD or a resolution. After much discussion, it was decided to submit both a letter and a resolution. The Board reviewed the resolution provided by Lord and made some modifications.

- Truchon moved to submit the amended resolution along with a letter to the MASWCD about their resolution process. Meixell seconded the motion. All ayes, motion carried.

T. Paid Leave Policy

Lord informed the Board of the new MN paid leave law that will begin on January 1, 2026. Lord explained the policy that it will be similar to how unemployment functions when employees have paid leave. Lord explained that under the new law, ACD employees would get less of a benefit, except for seasonal employees, because the new system only pays partial wages during leave. Lord provided some of the details stating the result of this policy will drastically change ACD's paid leave policy so expect discussion and changes in the near future.

Pay Bills

ACD

- Luthner moved to approve payments EP-2233 to EP-2254 and check numbers 16965 to 16992. (Noting the void of check number 16959 approved last month and 16983 and 16992 this month) Holder seconded the motion. All ayes, motion carried.

Rum River Partnership

- Luthner moved to approve check number 1060. Holder seconded the motion. All ayes, motion carried.

FYI /Meetings/Latest News

The Board discussed the Area IV Summer meeting and tour. It was decided Truchon and Lord will attend the Business meeting and Holder and Meixell will attend the meeting, tour and lunch.

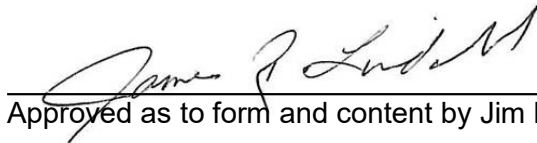
- July 4 – Independence Day Holiday
 - July 9 - MASWCD Metro Area 4 Meeting and Tour
 - July 21 – ACD Board Meeting ACD Office
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- Holder moved to adjourn at 7:04. Meixell seconded the motion. All ayes, motion carried.



Prepared by Kathy Berkness, Office Administrator

July 21, 2025

Date



Approved as to form and content by Jim Lindahl, Chair

July 21, 2025

Date