

# Minutes

## Regular Meeting of the ACD Board of Supervisors

Time: July 21, 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  
 Mary Engstrom – Interested Observer (attended via Zoom)

Chair Lindahl called the meeting to order 5:06pm

**July Agenda** - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted (X) Contract and Payment approval and (Y) MASWCD Response to Resolution Process.

- Luthner moved to approve the amended July agenda. Holder seconded the motion. All ayes, motion carried.

### Consent Agenda

**A. Approve June Minutes**

**B. Receive Staff Activity Reports**

**C. Approve ACD June Financial Reports**

**D. Approve Rum River Partnership June Financial Reports**

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

### New Business Information Items

#### **E. Watershed and Other Meetings**

The Board discussed watershed and other meetings they attended.

Supervisor	Meeting/ Organization	Attended	No Meeting	Did not Attend
Lindahl	RCWD Citizen's Advisory & CCWD Citizen's Advisory Joint Meeting	X		
Lindahl	Upper Rum River WMO		X	
Luthner	Lower St. Croix Watershed Partnership		X	
Luthner	Sunrise River WMO		X	
Truchon	RCWD Citizen's Advisory & CCWD Citizen's Advisory Joint Meeting	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	MASWCD Area IV	X		
Truchon	MASWCD Area IV	X		
Holder	MASWCD Area IV & Tour	X		

## **F. Partner Report – NA**

### **G. Field Tour for Supervisors – gage interest and discuss Scope**

Lord questioned if the Board would be interested in a tour of ACD projects sometime in the fall. The Board discussed and all expressed interest. Lord stated he would likely have Water Resource Specialist Breanna Keith and Natural Resource Technician Brian Clark provide the tour and he will get back with dates and times for the Board to decide on.

### **H. Paid Leave ACD Policy and Discussion**

Lord noted that the implementation of the MN Paid Leave Act starts on January 1, 2026. ACD's policies will have to be adapted to accommodate this. Lord stated he plans on addressing related issues spanning several meetings to have the Board make decisions and formulate a policy, similar to the process undertaken for retirement benefits.

MN Paid Leave will essentially work like unemployment. When an employee is on leave, largely for Family Medical Leave Act (FMLA) type events (serious illness of self or other, or parenting leave), they will receive a check for a portion of their wages directly from the state. This will be paid for through a payroll deduction covered by the employer and/or employee.

Lord pointed out our current policy explaining how everything works then outlined how the policy will change. Many decisions have to be made before January 1, by the Board and this topic will likely be on every board meeting agenda until 2026.

## **New Business Action Items**

### **I. Contract Amendment – Beager Subsurface Sewage Treatment System Fix up**

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson requesting cancellation of a Septic System award from November 2024 due to the landowner having unforeseen family circumstances in spring of 2025.

- Truchon moved to cancel the 2024 Beager SSTS Fix-Up agreement for a septic system replacement at 6200 325th Lane, Stacy, MN and unencumber funds totaling \$16,110. Meixell seconded the motion. All ayes, motion carried.

### **J. Contract Amendment – MWMO – 2025 Monitoring**

The Board reviewed a memo prepared by Larson requesting an amendment to the MWMO monitoring contract to include algae analysis on Highland Lake in Columbia Heights.

- Meixell moved to approve the contract amendment for the 2025 Sullivan/Sandy and Highland Lake Monitoring Agreement, to increase the contract amount by \$1,024.50 to conduct algae analysis on Highland Lake in Columbia Heights. Luthner seconded the motion. All ayes, motion carried.

### **K. Contractor Change – Sunrise Chain of Lakes Stabilization 2**

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting a contractor change for the Sunrise Chain of Lake Shoreline Stabilization phase 2. The contractor selected by the ACD board in June 2025 to construct the Sunrise Chain of Lakes Shoreline Stabilizations phase 2 has been mostly unresponsive. As of July 14, they have not executed the contract (required within 30 days of bid award), provided other needed documents including an insurance certificate and bonds, or begun construction. They have missed several self-imposed deadlines for addressing these items and beginning work. ACD staff have provided at least four reminders. As of July 17, they missed the 30-day deadline in the project manual to sign the contract. Staff recommend rescinding the contract and awarding it to the next lowest bidder.

- Meixell moved to rescind the contract award to Alpha Services LLC for the Sunrise Chain of Lakes Shoreline Stabilizations 2025-26 project due to failure to comply with the requirements listed in the bid documents that the contract be executed within 30 days of the

contractor receiving notice of the award. Truchon seconded the motion. All ayes, motion carried.

- Luthner moved to approve a contract with Landbridge Ecological Services for Sunrise Chain of Lakes Shoreline Stabilizations 2025-26 project in the amount of \$112,281.67 for the base bid and Alternate 1. Holder seconded the motion. All ayes, motion carried.

Lord stated that the below motion was needed as it would have changed the grant funds available to landowners a tad. Instead of altering all the contracts we can use local funds to make up the difference, which is around \$2,500.

- Meixell moved to affirm that landowner contributions for as-bid construction costs are the dollar amount shown in previously approved landowner agreements. Clarify that the landowner contribution to any construction change orders will be the percentage shown in the landowner agreement. Truchon seconded the motion. All ayes, motion carried.

**L. Contractor Selection – Reibe Park Rum Riverbank Stabilization**

The Board reviewed a memo prepared by Schurbon requesting approval to pick the lowest bid for the Rum Riverbank stabilization project construction in the City of Princeton at Riebe Park.

- Meixell moved to approve the motions as listed below. Truchon seconded the motion. All ayes, motion carried.
  - Award a construction contract to Sunram Construction, Inc for the Riebe Park Rum Riverbank Stabilization Project in the amount of \$140,922.50 including alternates 1, 2, and 3.
  - Authorize the District Manager to execute change orders up to 20% of the contract amount.
  - Authorize signing the operations and maintenance agreement with the City of Princeton.
  - Encumber \$115,922.50 of OHF2 grant funds.

**M. Contract and 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.

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

Activity Name	McCullough & Sons Well Drilling	McCullough Well Services	Bastian Well Service Inc.	Husnik Well Co.	Grant Match 60% for resident cost share
CWFWS-2025-6-LinoLakes-BRFEnterprises	\$4,200.00			\$4,680.00	\$2,520.00
CWFWS-2025-7-Fridley-Beine		\$3,150.00	\$2,200.00		\$1,320.00

- 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-2025-5-ColumbiaHeights-Hoch Dennis Hoch	\$1,530.00	\$2,600.00

**N. Payment Approval – Cedar Creek Conservation Area (CCCA) - Landbridge Planting**

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval for payment to Landbridge Ecological for their establishment site prep mowing, herbicide control, prescribed burn and native seeding at the 18510 Lake George Blvd Oak Grove MN property.

- Holder moved to approve payment of \$1,743.27 for Invoice #3158 to Landbridge Ecological, LLC, for completing the second mowing at the Cedar Creek Conservation Area project. Meixell seconded the motion. All ayes, motion carried.

**O. Payment Approval – Cedar Creek Ecosystem Science Reserve (CCESR)**

The Board reviewed a memo prepared by Carrie Taylor requesting approval for payment to MN Native Landscapes their completed mowing, prescribed burn and seeding at the at the (CCESR). Luthner questioned why the amount is so much more as the same work was done at the CCCA site for a fraction of the cost of \$1,743.27. Lord explained that this was part of the contract that was approved with MNL and includes work since November 2024. Lord noted it is good to ask questions and more detail should be included in the memo such as a map and the acreage treated.

- Holder moved to approve payment to MN Native Landscapes Invoice #52683, \$8,000.00 for completing the prescribed burn. Meixell seconded the motion. All ayes, motion carried.

**P. Payment Approval – Gamm Easement – Prairie Restorations**

The Board reviewed a memo prepared by Carrie Taylor requesting approval for payment to Prairie Restorations for their native seeding mixes and installing erosion control blankets at Moore Lake Park.

- Meixell move to approve payment to Prairie Restoration Inc. Invoice # INV-014772 \$6,881.00 for seeding native seed mixes and installing erosion control blankets at Moore Lake Park. Luthner seconded the motion. All ayes, motion carried.

**Q. Payment Approval – Moore Lake Pollinator Project – Prairie Restorations**

The Board reviewed a memo prepared by Carrie Taylor requesting approval for payment to Prairie Restorations for establishment mowing to control weeds. The riparian cut bank on the Gamm Conservation Easement was identified as a high priority for enhancement. Scope of work includes removing buckthorn and honeysuckle, spot treating non-native weeds at the top of bank including in the old field, native seeding and establishment mowing. Enhancement activities will occur in 8.1 acres from fall 2023 through August 2025.

- Truchon moved to approve payment of Invoice 014742, for \$750.00 to Prairie Restoration, Inc, for establishment mowing, conducted on the Gamm Conservation Easement for the OHF Riparian Vegetation Enhancement. Holder seconded the motion. All ayes, motion carried.

**R. Payment Approval Martin Lake Vegetation Establishment – Prairie Restorations, Inc.**

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting payment to Prairie Restorations, Inc.

- Meixell moved to approve payment of \$1,500 to Prairie Restorations Inc. for invoice 014674. Truchon seconded the motion. All ayes, motion carried.

**S. Payment Approval 221<sup>st</sup> Plantings Landbridge**

The Board reviewed a memo from Water Resource Specialist Jared Wager requesting payment to Landbridge Ecological for two plantings. Job 1: Planting of 1,200 native plugs and two establishment visits at the two upstream properties utilizing BWSR funds. Job 2: Planting of 1,620 native plugs, 48 shrubs, and 2 trees with one establishment visit at the downstream two properties utilizing OHF funds. Job 1 has one more establishment later this year and Job 2 is complete.

- Luthner moved to approve payment of Landbridge Ecological invoice #3169 less 5% retainage for Job 1 and full payout of Job 2 for a total payment of \$13,624.66 for work completed at 221st Ave NW. Holder seconded the motion. All ayes, motion carried.

**T. Payment Approval - Ditch 20 - ISG**

The Board reviewed a memo prepared by Schurbon requesting payment to ISG for their design work on the Ditch 20 wetland project. They completed 30% design so far and have invoice proportionate amount expected for design cost.

- Truchon moved to approve payment of \$5,257.50 to I & S Group for invoice 120104. Meixell seconded the motion. All ayes, motion carried.

**U. Payment Approval – Rotz Septic- - Arellano SSTS**

The Board reviewed a memo prepared by Larson requesting to payment to Rotz Septic & Excavating for their septic system replacement at 16222 Ramsey Blvd NW Ramsey MN.

- Luthner moved to approve payment of \$22,266.00 to Rotz Septic & Excavating Inc., using Rum Metro 2023 WBIF Fix-Up funds, for a septic replacement at 16222 Ramsey Blvd NW, Ramsey, MN. Contingent on receipt of a certificate of compliance from the City of Ramsey. Holder seconded the motion. All ayes, motion carried.

**V. 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 6/30/2025.

Site	Work Order	Budget	Current Invoice	Invoiced to Date	Remaining
Rum Central Regional Park - Site 3	2025-01	\$ 17,368.40	\$ 2,384.50	\$ 6,213.50	\$11,154.90
Anoka Nature Preserve	2025-02	\$ 17,746.40	\$ -	\$ 2,428.50	\$15,317.90
Cedar Creek Conservation Area	2025-03	\$ 17,746.40	\$ 1,701.00	\$ 5,412.00	\$12,334.40
Riebe Park	2025-04	\$ 17,435.40	\$ 2,362.50	\$ 5,582.00	\$11,853.40
Totals		\$ 70,296.60	\$ 6,448.00	\$ 19,636.00	\$50,660.60

- Lindahl moved to approve payment of Stantec Invoice totaling \$6,448 for engineering services through 6/30/2025 related to Rum River bioengineering projects. Meixell seconded the motion. All ayes, motion carried.

**W. Payment Approval Rum River Revetment – CPL 2 Contract C0010323**

The Board reviewed a memo prepared by Larson requesting payment to Anoka County Parks. Anoka County contracted ACD to install a minimum of 2,500 feet of revetment along the Rum River. ACD delivered 2,933’ of revetment and received \$105,000.00 from Anoka County in December 2024. The Conservation Partners Legacy (CPL) grant, awarded to Anoka County, was for \$95,000.00 for project installation and project management, and \$10,000.00 for Anoka County for grant administration and management.

- Lindahl moved to approve payment to Anoka County for \$10,000.00 for Rum River Revetments, Contract: C0010323. Luthner seconded the motion. All ayes, motion Carried.

**Additions**

**X. Contract and Payment Approval – Pollinator Pathways**

The Board reviewed a memo prepared by Restoration Technician Jordi Johnson requesting Payment to three landowner pollinator projects and four new pollinator contracts.

- Meixell moved to approve the Pollinator Pathways cost share payment to Anoka County landowners and others listed below. Luthner seconded the motion. All ayes, motion carried.

Project ID	Landowner	In Kind	Grant	Project Status
2025-L2L-Ham Lake-DeRusha	\$	125.00	\$ 500.00	Complete
2025-L2L-Fridley-Johnson	\$	125.00	\$ 500.00	Complete
2025-L2L-Oak Grove-Rains	\$	125.00	\$ 500.00	Complete

- Truchon moved to approve the Pollinator Pathways Cost Share Contracts as listed below. Meixell seconded the motion. All ayes, motion carried.

Budget	Landowner In Kind	Grant
2025-L2L-Andover-Crooked Lake	\$ 250.00	\$ 1000.00
2025-L2L-Coon Rapids-Ender	\$ 125.00	\$ 500.00
2025-L2L-Fridley-Hyland	\$ 125.00	\$ 500.00
2025-L2L-Fridley-Marquette	\$ 125.00	\$ 500.00

**Y. MASWCD Response to Resolutions**

The Board reviewed the MASWCD response to the resolutions and discussed. The discussion concluded in the realization that there are two fundamental requests embedded in the resolution that the ACD Board believes are critical.

- Votes by the Resolution Committee should not be distributed.
- Engagement with resolution authors to facilitate dialog and exchange information should be reciprocal and not limited to only responding to questions.
- Luthner motioned that if the discussion and/or action of the MASWCD Board was such that the two fundamental requests (mentioned above) will be fulfilled, then ACD requests the MASWCD rescind ACD’s resolution. Holder seconded the motion. All ayes, motion carried.

**Pay Bills**

**ACD**

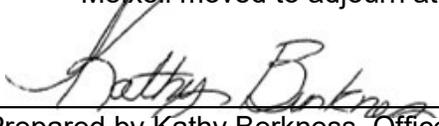
- Luthner moved to approve payments EP-2255 to EP-2279 and check numbers 16993 to 17028. Meixell seconded the motion. All ayes, motion carried.

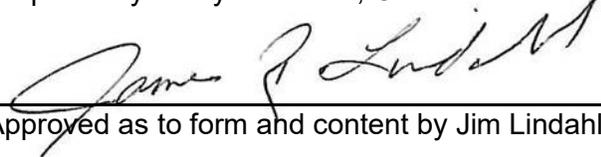
**Rum River Partnership**

- Luthner moved to approve check number 1061-1067. Holder seconded the motion. All ayes, motion carried.

**FYI /Meetings/Latest News**

- August 18 – ACD Board Meeting ACD Office
- Set a ACD project tour date for Board members this fall
- September 1- Memorial Holiday
- Meixell moved to adjourn at 6:41. Holder seconded the motion. All ayes, motion carried.

  
 Prepared by Kathy Berkness, Office Administrator 8/18/2025  
 Date

  
 Approved as to form and content by Jim Lindahl, Chair 8/18/2025  
 Date