



Minutes

Regular Meeting of the ACD Board of Supervisors

Time: August 18, 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 (departed at 7pm)

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator
Katie Evans, NRCS District Conservationist (attended remotely)

Chair Lindahl called the meeting to order 5:06pm

August Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda.

Additions noted: (W) Cost Share Request Wyatt – Soil Health (X) Policy update – Soil Health Cost Share.

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

Consent Agenda

A. Approve July Minutes

B. Receive Staff Activity Reports

C. Receive ACD July Financial Reports Subject to Audit

D. Receive Rum River Partnership July Financial Reports Subject to Audit

- Meixell moved the August consent agenda items. Luthner 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	CCWD Citizen's Advisory 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 Meeting	X		
Holder	Lower Rum River WMO	X		
Holder	Lower St. Croix Watershed Partnership Workshop	X		
Meixell	Mississippi River WMO		X	

F. Partner Report

NRCS District Conservationist, Katie Evans provided an overview of her report.

G. Authorize Joining the MN Municipal Money Market Fund (4M)

The Board reviewed a resolution from PMA Asset Management and a memo prepared by Lord. Lord explained that currently ACD funds are either in a bank account earning 0.2% interest or in CDs earning around 3.75-4.5%. Prior to investing in CDs, we conduct cashflow analysis because the funds are not liquid for 3-24 months depending on the term of the CD. To make sure we can cover short term cashflow needs, we often have \$400K-\$700K in our bank accounts drawing little to no interest. MN Municipal Money Market (4M see 4MFund.com) fund is a League of Minnesota Cities investment fund. The 4M funds currently have an approximate 4% rate of return on liquid funds. This option will allow ACD to keep more funds invested and cut the time spent on cash flow analyses. Lord explained that this fund has never lost money, interest rates are comparable to CDs, the funds are liquid, and the 4M adheres to MN Statute 118, which dictates how public entities are allowed to invest.

- Meixell moved to adopt the resolution authorizing ACD to become a member of the 4M fund and extend the benefit of the fund to the Rum River Watershed Partnership if they concur. Luthner seconded the motion. All ayes, motion carried.

H. Paid Leave ACD Policy and Discussion

Lord explained that since the last board meeting, he pulled some options together for the MN Paid Leave Act, which starts on January 1, 2026. With the state's system, and most private options, it will work like unemployment; where employees get checks directly from the state for extended paid leave. Normally, employees contribute in-part, or in-whole, to many expenses through deductions from their paychecks, namely: PERA, FICA, state and federal income tax, flexible spending accounts, childcare accounts, health savings plans, deferred revenue accounts, etc. During leave, State law requires that benefits be maintained, but if the employer isn't writing the employee a check, reimbursements will have to be used instead of deductions. This will make payroll very complicated, particularly pretax deductions. Our current payroll system (QuickBooks) isn't designed to accommodate this.

The cost of Paid Family and Medical Leave (PFML) is covered by employers and employees paying a premium that is tied to the total cost of payroll. For small employers like ACD, the State of MN would charge 0.66% of annual payroll. Lord secured a quote from a private insurance company that offers the same coverage for 0.59%. They are also willing to reimburse ACD as the employer instead of directly paying employees. This would greatly simplify payroll and deductions.

- Truchon moved to use a private sector equivalent plan. Meixell seconded the motion. All ayes motion carried.
- Meixell moved that ACD would use quarter hour increments for administration of the benefit. Truchon seconded the motion. All ayes, motion carried.

State law requires employers to pay at least 0.22% of payroll toward premiums, with the remainder being deducted from employee compensation. After some discussion the consensus was for ACD to cover 100% of premiums up to an amount to be determined.

The PFML benefit covers a portion of wages, currently 52%-88%, with lower percentages for higher wage employees. ACD's current Extended Medical Benefit (EMB) covers 100% of wages up to the amount accrued by employees over time. Lord questioned if ACD wanted to cover some of the difference between the PFML benefit to full wages. The Board discussed in detail.

- Meixell proposed that the Board would supplement compensation to ensure employees receive not less than 75% of regular wages. Holder seconded the motion. All ayes, motion carried.

Lord noted that all options require considerable modifications to ACD's policies and Handbook, which could be modified in the future. Lord will present the Board's actions to staff to garner employee feedback.

New Business Action Items

I. Project Approval – Cedar Creek Conservation Area Riverbank Enhancement

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner requesting approval for the Cedar Creek Conservation Area project to address 550-feet of severely eroding Rum Riverbank. Rather than armoring this slope, which would require grading the bank back and clearing the trees along all 550 feet, the proposal is to use this site as a test site for bendway weirs as a standalone measure. Bendway weirs are rock features that protrude into the water to redirect erosive flow from outer bends and back towards the center of the channel. Lord stated because it is not on private land it is a good opportunity to assess this practice.

- Luthner moved the following motions listed below. Holder seconded the motion. All ayes, motion carried.
 - Authorize Chair to enter into a project agreement with Anoka County for a Rum River enhancement project at Cedar Creek Conservation Area.
 - Encumber the anticipated funds needed for construction; \$141,000 from the Rum River OHF Phase 2, and \$25,000 from the Anoka County matching fund.

J. Project – Approval Rum Central Site 3 Riverbank Enhancement

The Board reviewed a memo prepared by Wagner requesting approval of Rum Central Site 3 Riverbank Enhancement project. Lord explained "Site 3" at Rum River Central Regional Park had a riverbank bioengineering project installed by ACD in 2003. The site is 400 feet long, and had a severely eroding bank, which was stabilized with bendway weirs, rootwads, low rock riprap in select areas, and native vegetation. The site has held up okay over 22-years, but needs some enhancement work to prevent areas from getting worse. ACD will enhance the existing project area using OHF Phase 2 grant.

- Meixell moved the actions listed below. Luthner seconded the motion. All ayes, motion carried.
 - Authorize entering into a project agreement with Anoka County for a Rum River enhancement project at the Rum River Central Regional Park "Site 3" project area.
 - Encumber the anticipated funds needed for construction; \$204,000 from the Rum River OHF Phase 2, and \$36,000 from the Anoka County matching fund.

K. Grant Approval - Outdoor Heritage Fund

The Board reviewed a memo prepared by Berkness requesting approval for two Outdoor Heritage Fund Grants:

- Rum River Corridor Fish and Wildlife Habitat Enhancement – Phase 3 for \$1,356,000 (HRE07)
- Anoka Sand Plain Habitat Conservation – Phase 10 for \$553,000 (HA03)

Lord suggested listing the project managers as the authorized representatives so they receive all grant correspondence directly. Lindahl and Lord will remain as signers of the grants.

- Meixell moved to approve Jared Wagner as authorized representative of the Rum River Corridor Fish and Wildlife Habitat Enhancement Phase 3 and Carrie Taylor as authorized representative for the Anoka Sand Plain Habitat Conservation Phase 10 and to approve all grant related material. Holder seconded the motion. All ayes, motion carried.

L. Contract Approval – Kings Island – MNL

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval to contract with MN Native Landscapes for planting, invasive species control, and removal of infested trees at Kings Island, a City of Anoka Park.

- Truchon moved to approve the Kings Island Invasive Species Control Contract to MN Native Landscapes to conduct invasive species foliar herbicide treatment in September 2025, not to exceed \$5,875.25. Meixell seconded the motion. All ayes, motion carried.

Luthner questioned whether or not this site was a good option for goats. Lord acknowledged that it might be and will follow up with Carrie on that to see if we should take this treatment in another direction prior to signing the MNL contract. The Board supports alternatives that reduce the use of herbicide.

M. Contract Approval – Fiedler SSTS Fix up

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson requesting approval for an SSTS replacement grant for David Fielder. This project will use \$16,126.19 of 2025 MPCA SSTS Upgrade NRBG fix-up funds and \$8,865.00 of 2025 SSTS NRBG fix-up funds. \$24,991.19 will be allocated for this project. This will utilize the remaining SSTS fix-up funds.

- Meixell moved to approve a SSTS Fix-Up Grant, not to exceed \$24,991.19 or 90% of the final invoice, whichever is lesser for a septic system replacement at 14751 Waconia St NE, Ham Lake. Luthner seconded the motion. All ayes, motion carried.

N. Contract and Payment Approval – Pollinator Pathways

The Board reviewed a memo prepared by Restoration Technician Jordi Johnson requesting Payment to a landowner and one contract approval for the pollinator pathway project.

- Meixell moved to approve the Pollinator Pathways cost share payment to Anoka County landowner as listed below. Holder seconded the motion. All ayes, motion carried.

Project ID	Landowner In Kind	Grant	Project Status
2025-L2L-Spring Lake Park-O'Neil	\$ 125.00	\$ 500.00	Complete

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

Budget	Landowner In Kind	Grant
2025-L2L-Fridley-Bottila	\$ 125.00	\$ 500.00

O. 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 40% design so far and have invoice proportionate amount expected for design cost.

- Luthner moved to approve payment of \$3,890 to I & S Group for invoice 121254. Holder seconded the motion. All ayes, motion carried.

P. Payment Approval – Kauk SSTS Fix Up – Lashinski Septic Surface

The Board reviewed a memo prepared by Larson requesting payment to Lashinski Septic for their Septic System fix up at 13237 Jefferson St. NE Blaine.

- Truchon moved to approve payment of \$25,222.50 to Lashinski Septic Service, using 2025 SSTS Upgrade NRBG Funds and 2025 SSTS NRBG Funds, for a septic replacement at 13237 Jefferson St NE, Blaine. Payment is contingent on receipt of a certificate of compliance from the City of Blaine and confirmation that the contractor received landowner payment. Luthner seconded the motion. All ayes, motion carried.

Q. Payment Approval – Ravnik SSTS Fix Up – Gustafson Excavating

The Board reviewed a memo prepared by Larson requesting payment to Gustafson Excavating for their Septic System fix up and Katherine Ravnik for design work at 530 157th Ave NE Ham Lake.

- Truchon moved to approve payment of \$19,125.00 to Gustafson Excavating Inc., using 2025 SSTS Upgrade NRBG Funds, for a septic replacement at 530 157th Ave NE, City of Ham Lake. Payment is contingent on receipt of a certificate of compliance from the City of Ham Lake. Holder seconded the motion. All ayes, motion carried.
- Truchon moved to approve payment of \$3,677.07 to Katherine Ravnik, using 2025 SSTS Upgrade NRBG Funds, for a design, certificate of non-compliance, and professional tree removal for a septic replacement at 530 157th Ave NE, City of Ham Lake. Payment is contingent on receipt of a certificate of compliance from the City of Ham Lake. and confirmation that the contractor received landowner payment. Holder seconded the motion. All ayes, motion carried.

R. Payment Approval – Ryman SSTS Fix Up – Casper Excavating

The Board reviewed a memo prepared by Larson requesting payment to Casper Excavating for their Septic System fix up and Barbar Ryman for design work at 1715 191st Ave NW Oak Grove.

- Meixell moved to approve payment of \$21,275.55 to Casper's Excavating Inc., using Rum Metro 2023 WBIF Fix-Up funds, for a septic replacement at 1715 191st Ave NW, Oak Grove, MN. Payment is contingent on receipt of a certificate of compliance from the City of Oak Grove. Luthner seconded the motion. All ayes, motion carried.
- Luthner moved to approve payment of \$900.00 to Barbara Ryman, using Rum Metro 2023 WBIF Fix-Up funds for a design and certificate of non-compliance for a septic replacement at 1715 191st Ave NW, Oak Grove. Payment is contingent on receipt of a certificate of compliance from the City of Oak Grove. Meixell seconded the motion. All ayes, motion carried.

S. Payment Approval – Incentive Payment – Winter Soil Health

The Board reviewed a memo written by Restoration Technician Balin Magee requesting an incentive payment to Andrew Winter for his work with Prairie Restorations installing 1.7 acres of native grasses and pollinator species.

- Truchon moved to approve the one-time payment of \$850 to Andrew Winter for cost share on completing the conservation cover project on 1.7 acres of his property. Holder seconded the motion. All ayes, motion carried.

T. Payment Approval and Amendment – Well Sealing

Judith Beine was awarded a well-sealing grant on July 21, 2025. Bastian was the low bid and cost share rates were based on that. Once Bastian saw the nature of the problem, he had to back away from the project because he lacked the necessary equipment. McCullough's Well Services was the next low bidder and originally quoted \$3,150.00 for the work, outlining that additional fees would be incurred if the scope of the project work were to change. When attempting to seal the well, McCullough encountered an obstruction. To remove the obstruction, McCullough deployed a camera into the well and created a custom-fabricated tool to line the interior of the 1" copper suction line. The work had to be completed by hand, using specialized equipment to hand pull the pump, wire, and suction line. For reference, it took McCullough over 5 hours to move the copper line 4 inches and more than 16 hours to complete the job. The new price went from \$3,150 to \$9,850.00.

- Truchon moved to amend grant agreement, CWFWS-2025-7-Fridley-Beine, to increase the grant award from \$1,320.00 to \$5,910.00 to seal an unused well at 180 Talmadge Way NE, Fridley. Holder seconded the motion. All ayes, motion carried.

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

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2025-6-LinoLakes-BRFEnterprises		
BRF Enterprises	\$2,520.00	\$4,200.00
CWFWS-2025-7-Fridley-Beine	\$5,910.00	\$9,850.00
Judith Beine		

U. Berkness Modified Work Schedule

The Board reviewed a memo prepared by Berkness requesting a modified work schedule that would allow her to have Fridays off year-round.

- Truchon moved to approve the Berkness modified work schedule. Luthner seconded the motion. All ayes, motion carried.

Truchon departed at 7pm

V. Computer System Upgrades

Lord explained that the 2025 budget accommodates \$10,150 for software, computer components and laptops. We have already spent \$8,709 and have over \$1,000 in known software fees through the end of the year. The total additional cost of the items below is \$18,440. We are projecting a net revenue of \$120,000 in 2025 so we should be able to afford this without going into the red.

Windows Upgrade \$240
 Server Upgrade \$14,500
 Backups and Security \$3,700

Total \$18,440

The Board reviewed Lord's Memo requesting more budget funds for computer upgrades, server upgrades, and backup & security enhancements.

- Luthner moved to authorize up to \$20,000 for computer in system upgrades. Meixell seconded the motion. All ayes, motion carried.

Additions

W. Cost Share Request – Wyatt – Soil Health (covered after item X)

Lord stated that the Board needs to update the Cost Share policy (item X) before this motion can be addressed. The Board reviewed a memo prepared by Watersheds Manager Jamie Schurbon requesting cost share approval. The applicants, Bruce Wyatt and Nelson Wyatt PTR, will plant 180 acres of 3-species (or more) cover crops for one year. Planting will occur in August-September 2025 in East Bethel near Cedar Creek. The Wyatt Partnership plans to implement 180 acres of practice in Anoka County (and additional in Isanti County), but per ACD policy grant awards are capped at 40 acres.

- Luthner moved to approve the Wyatt Partnership soil health funding request of \$2,400 for one year of cover crops on 40 acres during 2025-2026. Holder seconded the motion. All ayes, motion carried.

X. Policy Update – Soil Health Cost Share (covered before item W)

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting revision of the ACD's soil health cost share policy to allow 1-year contracts instead of requiring only three-year contracts. The ACD policy change is in response to a policy change by the funding

source (BWSR). This will apply to the practices of cover crops, tillage management, crop rotation and is needed before item W can be approved.

- Luthner moved to approve the revised policy for non-structural land management practices in the ACD Handbook. Holder seconded the motion. All ayes, motion carried.

Pay Bills

ACD

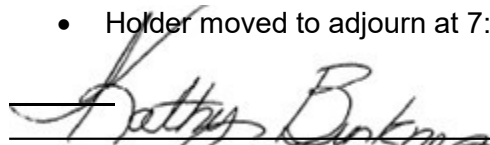
- Luthner moved to approve payments EP-2280 to EP-2298 and check numbers 17029 to 17051. Meixell seconded the motion. All ayes, motion carried.

Rum River Partnership

- Luthner moved to approve check number 1068-1069. Meixell seconded the motion. All ayes, motion carried.

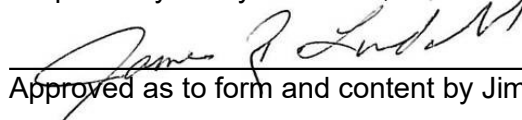
FYI /Meetings/Latest News

- Set Personnel Meeting for Employee Probationary Period – before September 15 Meeting
 - September 1 – Labor Day – Office closed
 - September 15 – ACD Board Meeting ACD Office
 - September 25 – Area IV Meeting - Details - TBD
 - October 16 – ACD Project Tour - Details - TBD
 - November 11 – Veterans Holiday – Office closed
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- Holder moved to adjourn at 7:26. Meixell seconded the motion. All ayes, motion carried.



Prepared by Kathy Berkness, Office Administrator

09/15/2025
Date



Approved as to form and content by Jim Lindahl, Chair

09/15/2025
Date