



Minutes

Regular Meeting of the ACD Board of Supervisors

Time: September 15, 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 5:05pm

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

Additions noted: (V) Authorization Request – Seasonal Technician (W) Payment Approval ISG Ditch 20 Wetland Restoration.

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

Consent Agenda

A. Approve August Minutes

B. Receive Staff Activity Reports

C. Receive August ACD Financial Reports Subject to Audit

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

- Meixell moved the August consent agenda items. Luthner seconded the motion. All ayes, motion carried.

Committee Meetings

E. Personnel – September 10

The Board reviewed the minutes of the September 10th Personnel Committee meeting. Committee members met individually with the two probationary employees. Self-evaluations of each employee along with comments and observations by the District Manager were provided to committee members prior to the meeting. The District Manager was not present for evaluations.

- Meixell moved to successfully end the probationary period and retain Jordi Johnson and Balin Magee in the Technician class and provide wage adjustments commensurate with ACD's compensation plan effective October 1, 2025. Holder seconded the motion. All ayes, motion carried

F. 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

Supervisor	Meeting/ Organization	Attended	No Meeting	Did not Attend
Truchon	RCWD Tour of Moore Lake	X		
Holder	Lower Rum River WMO	X		
Holder	Lower St. Croix Watershed Partnership			X
Meixell	Mississippi River WMO	X		

G. Partner Report

NA

H. Rum River OHF 2 – Martin Meadows Wetland Enhancement Status Update

The Board reviewed an informational memo prepared by Water Resource Specialist Breanna Keith regarding the Martin Meadows Wetland Enhancement. This project is using Rum River OHF Phase 2 grant funds, and all contracts and agreements were approved at the September 2024 board meeting. Since then, vegetation management plans have evolved, and more detailed designs have been finalized and adjusted to conform to permitting requirements. As a result, anticipated installation costs have increased from \$35,000 as noted in the September 2024 memo, to approximately \$65,000 now. This change is still within the scope of prior Board action and the overall budget. This memo is to simply inform the board.

New Business Information Items

I. Agreement Renewal – Lower St. Croix Partnership Funding Master Agreement

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon regarding ACD's three-year agreement with the Chisago SWCD to receive funding from the Lower St. Croix Partnership, which needs to be renewed for another three years (2026-2028).

- Meixell moved to approve the renewal amendment to the master grant sub-recipient agreement with the Chisago SWCD with a new expiration of December 31, 2028. Holder seconded the motion. All ayes, motion carried.

J. Contract Approval Well Sealing – Haffely

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson requesting approval of a well-sealing contract.

- Meixell moved to approve the well-sealing contract below for \$450 in cost share. Luthner seconded the motion. All ayes, motion carried.

Activity Name	H & H Well Services	Mork Well Co Inc.	Grant Match 60% for resident cost share
CWFWS-2025-8-Stacy-Haffely	\$750.00	\$1,452.75	\$450.00

K. Contract Approval Anoka County Phase III Rum River Revetments

The Board reviewed a memo prepared by Larson requesting approval for the Rum River Revetment Phase 3 Contract Agreement with Anoka County. ACD was awarded a contract with Anoka County Parks to install 2,500 feet of cedar tree revetments along the Rum River within Anoka County, 2025-2028. This project is being funded through a Conservation Partners Legacy grant that was awarded to Anoka County Parks in 2025. The work will be completed through a partnership between ACD, Anoka County Parks, and the Conservation Corps of MN. Revetment projects will be installed on private and public lands.

- Luthner moved to approve a contract for services with Anoka County for the Phase III Rum River Revetment Program to install a minimum of 2,500 linear feet of revetments along the Rum River in Anoka County. Holder seconded the motion. All ayes, motion carried.

L. Project Approval – Johnson Wetland Restoration

The Board reviewed a memo prepared by Keith requesting approval for a Wetland Restoration. Lord pointed out the wetland on the Map. The Board discussed. This project will restore hydrology and wetland vegetation in a two-acre channelized floodplain wetland draining to the Rum River on private land in Andover. The wetland is on the downstream end of a 150-acre watershed containing residential development and cropped fields, resulting in anticipated water quality benefit of approximately 4 pounds of Total Phosphorus reduced per year.

- Truchon moved the two motions listed below. Luthner seconded the motion. All ayes, motion carried.
 - Authorize the use of FY23 Rum River Watershed-Based Implementation Funding funds for a wetland restoration project at the Johnson property in Andover.
 - Authorize the Board Chair to enter into associated project agreements, deed restrictions, easement agreements, and construction contracts based on the most cost-effective quote and contract structure.

M. Paid Family Medical Leave (PFML) ACD Policy

The Board reviewed a memo prepared by Lord regarding the PFML policy. Lord provided detail of what the Board had already approved. Lord stated he met with staff about the policy. Staff appreciate that the Board looks out for the best interest of ACD employees. The proposed 75% minimum wage coverage proposal offers protections that exceed PFML, but fall short of ACD's current benefit, particularly for long-term employees. A 25% wage reduction discourages use of the benefit and comes at a time when employees may be experiencing significant medical expenses.

The current benefit can be described simply as:

1. Up to 16 weeks of fully paid leave (18 weeks when using ESST also).

Lord went over his recommendations. Using 16 weeks as a threshold to maintain, staff offer a proposal that limits liability to ACD, rewards long-term service, and retains the benefit value.

1. Secure PFML private sector coverage, which provides partial wage reimbursement to ACD.
2. Continue to accrue ESST and EMB at a combined total of 10 days per year with an accrual and carryover cap of 80 hours (legislatively mandated) and 400 hours, respectively.
 - While ESST applies to all employees, EMB accrual would only apply to benefit eligible employees.
 - 400 hours is a reduction from the current 640-hour accrual cap. At current rates 392+ hours would be needed to maintain wages for ACD highest paid employee.
3. To adjust 2025 EMB balances, all carryover on 12/31/2025 would be multiplied by 0.625 to establish starting balances for 1/1/2026.

Luthner suggested retaining the FMLA section in the handbook. Lord suggested moving the FMLA details to the appendix. After some discussion the Board stated that moving it to the appendix would work.

- Meixell moved the actions listed below. Holder seconded them. All ayes, motion carried.
 - Change the policy in the handbook to tie EMB to the State of MN PFML instead of the Federal FMLA.
 - Move FMLA section to the appendix.
 - Rename EMB to Supplemental Family and Medical Leave (SFML) to make it clear that it applies to Family and Medical Leave, but not for leave such as vacation, and that it is an add-on to the base PFML benefit.

- Clarify that the benefit is counted in hours (480 for full time), not weeks (12), allowing the intermittent and part time use of PFML and SFML to extend longer than 12 calendar weeks.

N. Management Plan Approval - Preiner Wetland Bank

The Board reviewed a memo prepared by Lord requesting approval for a MPJWR Wetland Bank Management plan. Several years ago, ACD agreed to serve as the long-term steward of a 124-acre wetland restoration project in the City of Columbus. The wetland restoration was completed for wetland banking credits. U.S. Army Corps of Engineers approval of this bank was contingent on the landowner securing a public entity to undertake long-term maintenance. ACD agreed to serve in this capacity. The structure of this partnership is the first of its kind. ACD accepted a conservation easement on the property along with a \$100K stewardship endowment from the landowner. With interest, the endowment is currently valued at \$106,981. ACD agreed to manage the site to maintain the ecological enhancements until the endowment and interest ran out with hopes of stretching it to 40 years. Jason Huseh of Critical Connections Ecological Services has been managing the site and prepared the management plan. Taylor will work with him on minor modifications. The Board reviewed tables and maps provided by staff.

- Meixell moved to approve the MPJWR Wetland Mitigation Bank: Long Term Management Plan subject to minor modifications by ACD Restoration Ecologist Carrie Taylor. Holder seconded motion. All ayes, motion carried.

O. Contract and Payment Approval – Stenson Gamm Prairie Restorations

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting Payment to Prairie Restorations for their contracted vegetation management on 8.1 acres of the Gamm Conservation Easement.

- Luthner moved to approve payment of Invoice 015676, for \$750.00 to Prairie Restoration, Inc, for establishment mowing, conducted on the Gamm Conservation Easement for the OHF Riparian Vegetation Enhancement. Meixell seconded the motion. All ayes, motion carried.

P. Payment Approval – Prairie Restoration Veg Establishment

The Board reviewed a memo prepared by Schurbon requesting payment to Prairie Restoration for their contracted vegetation management on the Martin Lake Shoreline Stabilizations.

- Meixell moved to approve payment of \$1,500 to Prairie Restorations, Inc. for invoice 016514. Holder seconded the motion. All ayes, motion carried.

Q. Payment Approval – Riverfront Park – Edge Ecosystem

The Board reviewed a memo prepared by Taylor requesting Payment to Edge Ecosystems for their contracted work on River Front Park. They completed the initial herbicide application, shallow till sand harrow and follow up herbicide

- Holder moved to approve payment of \$2,055.00 to Edge Ecosystems LLC for Invoice 1255, which includes all work within the Contract and all work completed. Luthner seconded the motion. All ayes, motion carried.

R. Payment Approval – Phragmites – PLM Lake and Land Management Corp

The Board reviewed a memo prepared by Taylor requesting Payment to PLM Lake and Land Management Corp for their contracted work to treat phragmites at 14 sites throughout Anoka County. Luthner brought up her concern with using such harsh chemicals and suggested staff look into alternative methods such as goats to treat Phragmites. The Board discussed. Holder suggested staff provide alternatives analysis for projects in their initial stages that consider non-herbicide options. Once the contract is approved to use herbicide, it's too late.

- Meixell moved to approve payment of \$3,648.84 to PLM Lake and Land Management Corp.

for Invoice #S16599. Holder seconded the motion. All ayes, motion carried.

S. Payment Approval – NFWF Monarch – Great River Greening

The Board reviewed a memo prepared by Taylor requesting payment to Great River Greening for their professional services. The work plan includes details including the sites, number of acres restored, number of acres enhanced, number of events and people reached, match requirement, monitoring requirements and financial and programmatic reporting requirements and timeline.

- Holder moved to approve payment to Great River Greening \$13,529.62 with the National Fish and Wildlife Foundation Monarch Butterfly and Pollinator Conservation Fund for Professional Services project management. Luther seconded the motion. All ayes, motion carried.

T. Payment Approval – Stantec Engineering Services

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner requesting payment to Stantec for engineering services related to Rum Riverbank stabilization and bioengineering projects. Wagner provided material outlining Stantec's work through 8/22/2025.

Site	Work Order	Budget	Current Invoice	Invoiced to Date	Remaining
Rum Central Regional Park - Site 3	2025-01	\$ 17,368.40	\$ 2,835.00	\$ 9,048.50	\$ 8,319.90
Anoka Nature Preserve	2025-02	\$ 17,746.40	\$ -	\$ 2,428.50	\$15,317.90
Cedar Creek Conservation Area	2025-03	\$ 17,746.40	\$ 4,339.50	\$ 9,751.50	\$ 7,994.90
Riebe Park	2025-04	\$ 17,435.40	\$ 567.00	\$ 6,149.00	\$11,286.40
Totals		\$ 70,296.60	\$ 7,741.50	\$ 27,377.50	\$42,919.10

- Luthner moved to approve payment of Stantec Invoice totaling \$7,741.50 for engineering services through 8/22/2025 related to Rum River bioengineering projects. Holder seconded the motion. All ayes, motion carried.

U. Contract and Payment Approval – Pollinator Pathways to RCWD Mini Grant

The Board reviewed a memo prepared by Taylor requesting payment to RCWD for their Pollinator Pathways mini grants.

- Luthner moved to approve payment of \$1,996.50 to Rice Creek Watershed District for Invoice #2025-11, which includes four residential cost share projects. Holder seconded the motion.

V. Authorization Request – Seasonal Technician

The Board reviewed a memo prepared by Taylor requesting approval to hire a seasonal technician. Lord reminded the Board that ACD had a seasonal employee that found another job.

- Truchon moved to authorize the District Manager to recruit a Seasonal Technician to work up to 40 hours per week within budget constraints and with compensation per the compensation plan through March 31, 2026. Holder seconded the motion. All ayes, motion carried.

W. 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. The design is 90% complete, which is reflected in the invoice.

- Holder moved to approve payment of \$8,599 to I & S Group for invoice 123070. Meixell seconded the motion. All ayes, motion carried.

Pay Bills

ACD

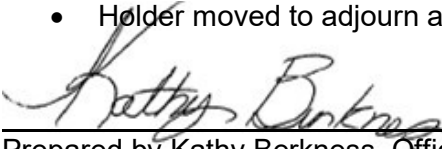
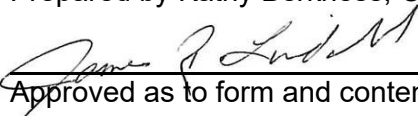
- Luthner moved to approve payments EP-2299 to EP-2316 and check numbers 17052 to 17082 noting the void of check numbers 10771 & 17072. Holder seconded the motion. All ayes, motion carried.

Rum River Partnership

- Luthner moved to approve check number 1071 and noted the void of check 1070. Meixell seconded the motion. All ayes, motion carried.

FYI /Meetings/Latest News

- October 16 – ACD Project Tour - Details – TBD
- October 20 – ACD Board Meeting 5pm ACD Office
- November 11 – Veterans Holiday – Office closed
- Holder moved to adjourn at 6:29. Meixell seconded the motion. All ayes, motion carried.

	<u>10/16/2025</u>
Prepared by Kathy Berkness, Office Administrator	Date
	<u>10/16/2025</u>
Approved as to form and content by Jim Lindahl, Chair	Date