

## Minutes

### Regular Meeting of the ACD Board of Supervisors

Time: November 17, 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

Chair Lindahl called the meeting to order 4:58pm

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

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

#### **Consent November Agenda**

##### **A. Approve October Minutes**

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

##### **C. Receive October ACD Financial Reports Subject to Audit**

##### **D. Receive October Rum River Partnership Financial Reports Subject to Audit**

- Truchon moved the November consent agenda items. Luthner seconded the motion. All ayes, motion carried.

##### **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	
Lindahl	Planting at CR Dam Regional Park	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		X	
Meixell	Mississippi River WMO		X	
Meixell	MASWCD Area IV Meeting	X		

The Board discussed CCWD District Administrator Tim Kelly's retirement. Truchon suggested the office write a letter outlining the ACD District's appreciation of Kelly's service. Lindahl replied Kelly did a lot for the CCWD.

##### **F. Partner Report – NA**

#### **New Business Information Items**

##### **G. Agreement Amendment – Rum Metro FY23 WBIF Grant**

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting an amendment to the Rum Metro FY23 WBIF grant deadline from 12/31/2025 to one more year.

- Holder moved to approve amending the Rum Metro FY23 WBIF grant to expire 12/31/2026. Meixell seconded the motion. All ayes, motion carried.

#### **H. Agreement Approval – BWSR 2026-2027 NRBG, Conservation Delivery and Conservation Contracts**

The Board reviewed a memo prepared by Berkness requesting approval of the BWSR Grants for 2026-2027.

- Luthner moved to approve the BWSR 2026-2027 NRBG, Conservation Delivery and Conservation Contracts listed below. All ayes, motion carried.

Grant Title	Grant Agreement Number	Grant Amount
2026 – Shoreland NRBG	P26-0566	\$2,615
2027 – Shoreland NRBG	P27-0176	\$2,615
2026 – Local Water Management NRBG	P26-0392	\$8,094
2027 – Local Water Management NRBG	P27-0002	\$8,094
2026 - SSTS NRBG	P26-0651	\$21,200
2026 – SSTS Upgrade NRBG	P26-0737	\$42,983
2026 – WCA NRBG	P26-0479	\$63,191
2027 – WCA NRBG	P27-0089	\$63,191
2026/2027 Conservation Delivery	P26-0211	\$41,530
2026/2027 Conservation Contracts	P26-0301	\$27,792

#### **I. Agreement Approval – Rice Creek Watershed District 2026 Technical Services Agreement**

The Board reviewed a memo prepared by Breanna Keith, Water Resource Specialist, requesting approval of the RCWD 2026 Technical Service Agreement, which is slightly higher than prior years.

- Truchon moved to enter into the RCWD 2026 Technical Service Agreement with the Rice Creek Watershed District for ACD to provide technical services related to the Water Quality Grant Program. Meixell seconded the motion. All ayes, motion carried.

#### **J. Contract Termination – Rare Plant Rescue Professional Services**

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor regarding early termination of ACD's Professional Service contracts with the University of MN Landscape Arboretum and Critical Connection Ecological Service, LLC. Taylors outlined several areas of concern along with a copy of the contract language that provides for early termination.

- Luthner moved to approve ending the professional services contracts with the University of MN landscape Arboretum and Critical Connection Ecological Services for services related to the Rare Plant Rescue Program. Holder seconded the motion. All ayes, motion carried.

#### **K. Payment Approval – CCES – Rare Plant Rescue**

The Board reviewed a memo prepared by Taylor requesting payment of \$5,989.80 to Critical Connections Ecological Services for work completed January 1, 2025 through July 11, 2025. The invoice was for \$8,130.20 but some of the services were not eligible for the ASP rescue program , not part of the contract, and not request, while others were not complete.

- Meixel moved to approve payment of \$5,989.80 for Critical Connections Ecological Services Invoice No. 2025-04-01 for professional services provided for the LSOHC ASP 8 Rare Plant Rescue Grant. Luthner seconded the motion. All ayes, motion carried.

#### **L. Payment Approval – Fiedler - SSTS Fix up**

The Board reviewed a memo prepared by Larson requesting approval for an SSTS fix up payment to Cedar Septic & Sewer and payment of the project participant for a portion of the design fee.

- Luthner moved to approve payment of \$24,975 to Cedar Septic & Sewer for SSTS replacement and \$16.19 to Davide Fiedler for a portion of the design using the remaining 2025 SSTS NRBG Funds for a septic replacement at 14751 Waconia St NE Ham Lake MN Contingent on the receipt of certificate of compliance from the City of Ham Lake. Truchon seconded the motion. All ayes, motion carried.

#### **M. Payment Approval –ISG – Ditch 20 Wetland Restoration**

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting payment to ISG for engineering consulting on the Ditch 20 Wetland Restoration.

- Truchon moved to approve payment of \$945.00 to ISG for invoice 124995. Meixell seconded the motion. All ayes, motion carried.

**N. Payment Approval – Landbridge - Native Planting Projects at 221<sup>st</sup>. Ave NW**

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner requesting payment approval for Landbridge Ecological for maintain the plantings associated with the large stabilization effort at 221<sup>st</sup> Ave NW Oak Grove MN.

- Truchon moved to approve payment of Landbridge Ecological Invoice #4437 and 4451 for a total payment of \$1,587.45 for work completed at 221<sup>st</sup> Ave. Holder seconded the motion. All ayes, motion carried.

**O. Payment Approval – Landbridge – Sunrise Shorelines Phase 2**

The Board reviewed a memo prepared by Schurbon requesting payment approval for Landbridge Ecological for construction completed on 9 shoreline stabilizations at Coon, Linwood and Martin Lake.

- Holder moved to approve payment of Landbridge Ecological Invoices #4481 for \$105,554.91 for Sunrise Shorelines Phase 2 projects construction. Luthner seconded the motion. All ayes, motion carried.

**P. Payment Approval – Kings Island MN Native Landscapes**

The Board reviewed a memo prepared by Taylor requesting payment to Minnesota Native Landscapes for \$5,875.25 for invasive species control at Kings Island, a City of Anoka Park.

- Meixell moved to approve payment of \$5,875.25 to MN Native Landscapes for invoice #56434 for invasive species foliar herbicide treatment at Kings Island. Lindahl seconded the motion. All ayes, motion carried.

**Q. Contract and Payment Approval – Pollinator Pathways Reimbursements**

The Board reviewed a memo prepared by Restoration Technician Jordi Johson requesting payment to Pollinator Pathways cost share participants.

- Truchon moved to approve payment to the participants listed below. Luthner seconded the motion. All ayes, motion carried.

Project ID	Landowner In Kind	Grant	Project Status
2025-L2L-Stacy-Stockinger	\$ 125.00	\$ 500.00	Complete
2025-L2L-Fridley-Engel	\$ 125.00	\$ 500.00	Complete
2025-L2L-Fridley-Dominick	\$ 125.00	\$ 326.30	Complete
2025-L2L-Fridley-Sater	\$ 125.00	\$ 465.52	Complete

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

The Board reviewed a memo prepared by Taylor requesting payment to Rice Creek Watershed for three residential projects.

- Holder moved to approve payment of \$1,457.28 to the Rice Creek Watershed District for invoice #2025-11, which includes three residential Cost Share projects. Luthner seconded the motion. All ayes, motion carried.

**S. 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 10/17/2025.

- Luthner moved to approve payment to the participant listed below. Holder seconded the motion. All ayes, motion carried.

Site	Work Order	Budget	Current Invoice	Invoiced to Date	Remaining
Rum Central Regional Park - Site 3	2025-01	\$ 17,368.40	\$ -	\$ 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	\$ -	\$ 10,207.00	\$ 7,539.40
Riebe Park	2025-04	\$ 17,435.40	\$ 305.20	\$ 6,454.20	\$10,981.20
Totals		\$ 70,296.60	\$ 305.20	\$ 28,138.20	\$42,158.40

#### T. Payment Approval – Reibe Park Rum Riverbank Project

The Board reviewed a memo prepared by Schurbon requesting payment approval to Sunram construction for their contracted work at the Riebe Park Stabilization Project in the City of Princeton.

- Meixell moved to approve payment of \$1,536.15 to Sunram Construction for the Riebe Park Rum Riverbank Project. Truchon seconded the motion. All ayes, motion carried.

#### U. Payment approval Well Sealing

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson Requesting approval of a well sealing payment.

- Truchon moved to approve the payment of the well-sealing cost share contract listed below for \$300. Holder seconded the motion. All ayes, motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2025-9-Blaine-Jorde		
Olivia Jorde	\$300.00	\$500.00

#### V. Project Approval – Ecological Enhancement of Dellwood River Park, St. Francis

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner describing a project to enhance several habitat types at the Dellwood Park in partnership with the City of St. Francis. ACD's Phase 3 Rum River Corridor Fish and Wildlife Habitat Enhancement grant, funded through the Outdoor Heritage Fund, includes \$112,500 for the enhancement of 15 acres of riparian lands through June 2030. This project would exceed that deliverable by 20%. The grant budget and timeline enable us to conduct four years of establishment work, effectively setting the project up for long-term success. Wagner sought endorsement of the project so he could move forward with planning and securing partner matching funds.

- Truchon moved to approve habitat enhancement work at Dellwood River Park utilizing Rum River Corridor Outdoor Heritage Grant funds within the grant budget. Holder seconded the motion. All ayes, motion carried.

#### W. Project Cancellation - Glosimodt Conservation Cover

The Board reviewed a memo prepared by Schurbon requesting project cancellation of the Glosimodt Conservation Cover. A 2024 conservation cover project with the Glosimodt's in the City of Ramsey failed. Staff feel the failure was beyond the owners' control and recommend cancelling the project. BWSR has approved the cancellation, and no repayment of funds is required.

- Meixell moved to approve the amendment to the Glosimodt Project agreement cancelling the conservation cover project. Luthner seconded the motion. All ayes, motion carried.

#### X. Seasonal Assistant District Technician Hiring Request.

The Board reviewed a memo prepared by Taylor requesting approval to hire Seasonal Assistant District Technicians to help complete grant deliverables for seven projects. Projects including Cedar Creek Ecosystem Science Reserve, Coon Rapids Dam Regional Park, Kings Island, Lamprey Pass WMA, St. Francis Willenbring Conservation Easement, Bethel WMA and Soderville Park include grant funds for winter invasive species treatment.

- Truchon moved to authorize the District Manager to recruit up to four Seasonal Assistant District Technicians to begin in January 2026 to work up to 40 hours per week through April

15,2026 on grant-funded projects within budget constraints and with compensation per the compensation plan with no benefits. Holder seconded the motion. All ayes, motion carried.

**Pay Bills**

**ACD**

- Luthner moved to approve payments EP-2342 to EP-2361 and check numbers 17127 to 17158. (Noting the void of 17156 due to a misprint) Lindahl seconded the motion. All ayes, motion carried.

**Rum River Partnership**

- Luthner moved to approve check number 1078. Meixell seconded the motion. All ayes, motion carried.

**FYI /Meetings/Latest News**

- December 1-3 MASWCD Convention Double Tree Hotel in Bloomington
- December 15 – Potluck before ACD Board Meeting 4:00pm
- December 15 - ACD Board Meeting - ACD Office 5pm
- Set Operations Committee for Office Headquarters Maintenance Schedule
- Set Personnel Committee for Evaluations and Handbook Updates
- Set Finance Committee for 2025 and 2026 Budget Updates

The Board discussed the meetings and dates.

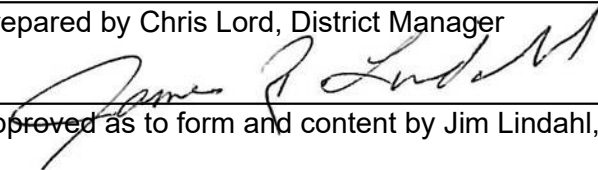
- Lindahl moved to adjourn at 6:07. Luthner seconded the motion. All ayes, motion carried.



Prepared by Chris Lord, District Manager

Date

12/15/2025



Approved as to form and content by Jim Lindahl, Chair

12/15/2025

Date