# Agenda

## Regular Meeting of the ACD Board of Supervisors

Time: January 21, 2025 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely Join ACD Board Meeting:

The ACD Board meets on-site. Use the link below if you are interested in attending remotely.
https://us02web.zoom.us/j/86882880746?pwd=dElKYmFPZHFKbmtrbXB0OTF0d0Qxdz09

Selection of Chair

**5:00 - Regular Meeting – START RECORDING THE MEETING and CHAIR CALLS MEETING TO ORDER**

**Public Comments**

Selection of Chair

Approve the January Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

**Consent Agenda**

A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Rum River Watershed Partnership December Financials

Preliminary December 31, 2024 Financials

D. ACD December Financials

Committee Meeting

E. Personnel Committee Meeting – Employee Recruitment

New Business Informational Items

F. Assign Officers and Committees
G. Watersheds and Other Meetings
H. Partner Report

New Business-Action Items

I. Approve 2024 Resolutions (Meeting Schedule, Insurance, Authorized Signor)
J. Contract Approval – 2025 Lab Selection
K. Contract Approval – ASP Rescue Professional Services
L. Contract Approval – RCWD Pollinator Pathways Mini Grant
M. Grant Approval – MDA Noxious Weeds 2025
N. Return of Funds to BWSR Well Sealing
O. Return of Funds to BWSR Soil Health
P. Project Approval – Sunrise Chain of Lakes Shoreline Stab. 2
Q. Payment Approval Ditch 13 MDM Study
R. Payment Approval Soil Health Technical Assistance
S. Payment Approval WCD Rare Plant Program ASP 7
T. Payment Approval Well Sealing Reimbursement
U. Payment Approval – Enhanced Street Sweeping

Additions

V.
W.

Pay Bills

- ACD
- Rum River Watershed Partnership

FYI /Meetings

- February 17 – Holiday – ACD Closed
- February 18 – Tentative ACD Board Meeting - TBD
- TBD - ACD Day at the Capital
- **March 4** - MASWCD Legislative Briefing and Reception
- **March 5** - SWCD Day at the Capitol

# Minutes

## Regular Meeting of the ACD Board of Supervisors

Time: January 21, 2025 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

| | |
|---|---|
| Members Present: | Jim Lindahl, Chair<br>Glenda Meixell, Vice Chair<br>Kate Luthner, Treasurer<br>Danielle Holder, Secretary<br>Mary Jo Truchon |
| Others Present: | Chris Lord, District Manager<br>Kathy Berkness, Office Administrator |

**Selection of Chair**

Lord called for nominations for Chair

- Truchon nominated Lindahl for Chair. Lord called for additional nominations three times. Hearing none, nominations were closed. Lord called for a vote for Lindahl to serve as Chair. All ayes, motion carried

Chair Lindahl called the meeting to order 5:03pm

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

- Luthner moved to approve the January agenda. Lindahl seconded the motion. All ayes, motion carried.

**Consent Agenda**

**A. Approve December Minutes**
**B. Receive Staff Activity Reports**
**C. Approve Rum River Partnership December Financial Reports**

- Meixell moved the January consent agenda items. Lindahl seconded the motion. All ayes, motion carried.

**D. Approve ACD December Financial Reports**

The Board reviewed the December 31, 2024 Financials. Lord pointed out the changes from the initial finances sent to the Board to the version distributed at the meeting. Lord stated he was pleased with the results after all the revenue transfers and invoicing from grant reporting resulting in a net income of $275,438.83.

- Lindahl moved to accept the December 31, 2024 financials as presented. Luthner seconded the motion. All ayes, motion carried.

**Committee Meeting**

**E. Personnel Meeting – Employee recruitment**

The Board reviewed the Personnel Committee recommendations to approve a Technician position description, announcement, and ranking criteria. Lord pointed out that the committee combed through the details to arrive at the presented materials.

- Meixell moved to approve the Technician class position posting and recruitment material as presented. Luthner seconded the motion. All ayes, motion carried.

**F. Assign Officers and Committees**

Lindahl called for nominations for Vice Chair

- Truchon nominated Meixell for Vice Chair. Lindahl called for additional nominations three times. Hearing none, nominations were closed. Lindahl called for a vote for Meixell to serve as Vice Chair. All ayes, motion carried

Lindahl called for nominations for Treasurer

- Meixell nominated Luthner as Treasurer. Lindahl called for additional nominations three times. Hearing none, nominations were closed. Lindahl called for a vote for Luthner to serve as Treasurer. All ayes, motion carried.

Lindahl called for nominations for Secretary

- Truchon nominated Holder for Secretary. Lindahl called for additional nominations three times. Hearing none, nominations were closed. Lindahl called for a vote for Holder serve as Secretary. All ayes, motion carried.

The Board discussed Committee Assignments and they were decided as follows:

- Finance – Luthner (Chair) and Holder - Lindahl as alternate
- Operations – Lindahl (Chair) and Truchon - Holder as alternate
- Personnel – Meixell (Chair) and Truchon - Luthner as alternate

- Meixell moved to approve the slate of committee assignments as listed above. Lindahl seconded the motion. All ayes, motion carried.

The Board discussed external committee assignments.

- Metro Conservation Districts (MCD) - Meixell (Lindahl alternate)
- MASWCD Metro Area 4 - Meixell, Truchon, Lindahl, Holder and Luthner
- Coon Creek Watershed District (CCWD) Citizen Advisory - Lindahl
- Rice Creek Watershed District (RCWD) Citizen Advisory - Truchon
- Liaison to Upper Rum River WMO (URRWMO) - Lindahl
- Liaison to Lower Rum River WMO (LRRWMO) - Holder
- Liaison to Sunrise River WMO (SRWMO) - Luthner
- Liaison to the Mississippi WMO (MWMO) - Meixell
- Anoka County Board Liaison - Chair Lindahl (Vice Chair Meixell as alternate)
- 1W1P – Rum River - Holder with Lindahl as alternate
- 1W1P – St. Croix - Luthner with Truchon as alternate

- Meixell moved to approve the entire slate listed above of external committee assignments. Luthner seconded the motion. All ayes, motion carried.

**New Business Informational Items**

### G. 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 WD Tour | X | | |
| Lindahl | Upper Rum River WMO | | | X |
| Luthner | Lower St. Croix 1W1P | | | X |
| Luthner | Sunrise River WMO | X | | |
| Meixell | Mississippi River WMO | X | | |
| Meixell | Area IV Meeting | | X | |
| Truchon | Rice Creek WD Citizen's Advisory | | X | |

### H. Partner Report

None

**New Business Action Items**

### I. Approve 2024 Resolutions

The Board reviewed the four resolutions. Lord explained the resolutions as follows:

- 2025-01 sets Board meeting dates, times and location,
- 2025-02 requires Anoka County to provide liability insurance,
- 2025-03 grants the District Manager authority and discretion to manage Rain Guardian business affairs including waiver of the $500 spending threshold, and

  - 2025-04 designates the Board Chair as the authorized signer to all documents related to Board approved actions and allows them to delegate that authority to staff on a case by case basis.
- Truchon moved to adopt resolution 2025-01 designating Board meeting details February 18, 2025 through January 20, 2026. Holder seconded the motion. All ayes, motion carried.
- Truchon moved to adopt resolution 2025-02 Requiring Anoka County to provide Liability Insurance for the ACD. Luthner seconded the motion. All ayes, motion carried.
- Luthner moved to adopt resolution 2025-03 authorizing the Management of the Rain Guardian Pretreatment Chamber Business. Truchon seconded the motion. All ayes, motion carried.
- Meixell moved to adopt resolution 2025-04 designating the Chair of the Board of Supervisors as the signer for all documents and providing delegation authority. Luthner seconded the motion. All ayes, motion carried.

**J. Contract Approval - 2025 Lab Selection**

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson regarding approval to select the MVTL as the Lab. Lord explained that Instrumental Research will be the lab for the E.coli monitoring.

- Luthner moved to accept 2025 lab services quote from MVTL labs along with the 2025 Instrumental Research for the E. coli testing. Holder seconded the motion. All ayes, motion carried.

**K. Contract Approval - Rare Plant Rescue Professional Services**

The Board reviewed a memo and two contracts prepared by Restoration Ecologist Carrie Taylor. One contract is with the Critical Connections and the other is with the MN Landscape Arboretum. Lord explained that Taylor used the same contracts as the prior year with the exception limiting compensation to time and materials with a not to exceed amount.

- Truchon moved to approve Professional Services Contracts with the University of MN Landscape Arboretum and Critical Connections Ecological Services starting January 2025 and expiring June 1, 2028. Each contract will not exceed $70,500.00. Luthner seconded the motion. All ayes, motion carried.

**L. Contract Approval - RCWD Pollinator Pathways Mini Grant**

The Board reviewed a memo and contract prepared by Taylor. ACD received $91,900 from BWSR to implement the North Metro Pollinator Pathway. The contract is with Rice Creek Watershed District (RCWD) for $10,000 to implement a native plant mini-grant program for residents to create and enhance habitat on their properties. Demand for this grant has far exceeded funding availability in recent years.

- Luthner moved to approve a Professional Services Contract with the Rice Creek Watershed District, expiring December 1, 2026, to expand their native plant mini-grant program in 2025 and 2026, not to exceed $10,000. Truchon seconded the motion. All ayes, motion carried.

**M. Grant Approval - MDA Noxious Weeds**

The Board reviewed a memo prepared by Restoration Technician Logan Olson requesting approval of an MDA Noxious Weed grant geared toward treatment of non-native *Phragmites*. The funding is for cutting and treating common buckthorn and Siberian elm at River's Bend Park in the City of Ramsey.

- Meixell moved to approve the MDA noxious Weed Grant for $15,000. Truchon seconded the motion. All ayes, motion carried.

**N. Return of Funds - BWSR Well Sealing Grant**

The Board reviewed a return of funds to BWSR for $74,437.54 in unused grant funds for Well Sealing C20-6313. Lord explained that ACD was not able to use all the funds and had our heights set too high when applied for the $240,000. Lindahl questioned how many wells were sealed over with Lord responding he believed 67 wells or so further stating he is pleased with the overall outcome. ACD has scaled down expectations and has $70,000 in a new grant funds to spend over the next three years.

- Truchon moved to approve sending $74,437.54 back to BWSR for the Well Sealing Grant C20-6313. Meixell seconded the motion. All ayes, motion carried.

**O. Return of Funds - BWSR Soil Heath Grant**

The Board reviewed a return of funds to BWSR for $1,595.12 in unused grant funds for Soil Health Cost Share P23-2663.

- Truchon moved to approve sending $1,595.124 back to BWSR for the 2023 Soil Health Grant P23-3663. Meixell seconded the motion. All ayes, motion carried.

**P. Project Approval - Sunrise Chain of Lakes 2**

The Board reviewed a memo by Natural Resource Technician Brian Clark and Water Resource Specialist Breanna Keith regarding projects identified for the Sunrise Chain of Lakes Shorelines Phase 2. Lord explained that both Clark and Keith identified 8 sites, which will use a bulk of the funds. Two additional sites had previous installations done and do not qualify for Sunrise CWF grant fund but will use SWCD Aid funds instead. Lord further explained when using public funds we want to make sure there is a high level of public benefit.

- Luthner moved the actions below. Meixell seconded the motion. All ayes motion carried.

➢ Project Sites – Select the Ramsey, Kline, Carson, Bouley, Fox, Krogmann & Godes, Bibus, Smith, Hanna, and Kirchhoff sites for shoreline stabilization cost share. In the event the construction quotes exceed available funds, priority will go to those scored highest by ACD staff.
➢ Authorize entering into landowner agreements, deed restrictions, and access easements with each selected landowner.
➢ Encumber funds towards the sites listed from the Clean Water Fund grant “Sunrise Chain of Lakes Shoreland Stabilization – Phase 2”, WBIF Grant to the Sunrise River WMO, and SWCD Aid.

**Q. Payment Approval - Ditch 13 MDM Study**

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting payment to ISG for their work on the draft study on Ditch 13. ISG completed a draft study report that included 38 structural practices, plus a map of soil health practices ranked by cost-benefit.

- Luthner moved to approve payment of ISG invoice 113262 for the Ditch 13 MDM Plan for $805.00. Payment to be delivered after receipt of work products acceptable to ACD’s project manager. Meixell seconded the motion. All ayes, motion carried.

**R. Payment Approval - Soil Health Technical Assistance**

The Board reviewed a memo prepared by Schurbon requesting payment to Isanti SWCD for their technical assistance with the soil health project.

- Meixell moved to approve the payment of Isanti SWCD invoice #2024-178 for $733.59 for soil health technical assistance. Truchon seconded the motion. All ayes, motion carried.

**S. Payment Approval - Washington Conservation District**

The Board reviewed a memo prepared Taylor requesting payment to the Washington Conservation District for professional services for the Rare Plant Rescue Program. Their support consisted of rare plant survey, rescue, monitoring and mapping.

- Luthner moved to approve payment of invoice #6803 for $5.699.50 to Washington Conservation District for their Rare Plant Rescue Program professional services. Meixell seconded the motion. All ayes, motion carried.

**T. Payment Approval - Well Sealing Reimbursement**

The Board reviewed a memo prepared by Larson requesting well sealing cost share reimbursement.

- Meixell moved to approve cost share payment of $2,760 to Carolyn Hardle. Luthner seconded the motion. All ayes, motion carried.

**U. Payment Approval - Enhanced Street Sweeping**
The Board reviewed a memo by Schurbon requesting payment to Linwood for 7.08 curb miles of street sweeping accomplishments.

- Lindahl moved to approve payment of $708 to Linwood Township for invoice #2024-34 for partial reimbursement of enhanced street sweeping at Linwood and Martin Lakes. Truchon seconded the motion. All ayes, motion carried.

**<u>Pay Bills</u>**
**ACD**

- Meixell moved to approve electronic payments EP-2124 to EP-2155 and check numbers 16843 to 16885. Noting the void of 16781 replaced by 16843 (Design & Fabricating $15,005) and check 16674 (Well Sealing Cost Share Reimbursement for $240) replaced with check number 16844. Truchon seconded the motion. All ayes, motion carried.

**Rum River Partnership**

- Meixell moved to approve check numbers 1045-1051. Truchon seconded the motion. All ayes, motion carried.

**<u>FYI /Meetings/Latest News</u>**
The Board discussed meetings and dates

- February 17 - Presidents Day – Office closed
- February 18 - ACD Board Meeting Office Ham Lake 5pm
- March 4 - MASWCD Legislative Briefing and Reception
- March 5 - SWCD Day at the Capital
- March 17 - ACD Board Meeting Office Ham Lake 5pm

- Meixell moved to adjourn at 6:33. Lindahl seconded the motion. All ayes, motion carried.

February 18, 2025

Prepared by Kathy Berkness, Office Administrator Date

February 18, 2025

Approved as to form and content by Jim Lindahl, Chair Date

# Agenda

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Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

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**5:00 - Regular Meeting – START RECORDING THE MEETING and CHAIR CALLS MEETING TO ORDER**

**Public Comments**

Approve the February Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

**Consent Agenda**
A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Rum River Watershed Partnership January Financials
D. ACD January Financials

Committee Meetings
E. Personnel Committee Meeting – Natural Resource Technician Interviews

New Business Informational Items
F. Watersheds and Other Meetings
G. Partner Report

New Business-Action Items
H. Retirement Benefits
I. SWCD Aide Resolution
J. MASWCD Area IV 2025 Dues
K. Peterson Company LTD Letter of Engagement for 2024 Audit
L. DNR License Agreement for National Heritage Information System Rare Features Data
M. Contract Approval – North Woods Preservation Enhancement – Edge Ecosystems
N. Contract Approval River's Bend Landbridge
O. Contract Approval and Payment Approval – Subsurface Sewage Treatment System Upgrade _ Damiani
P. Contract Approval Subsurface Sewage Treatment System Upgrade - Hedrick
Q. Grant Approval – Clean Water Fund
R. Grant Allocation – Conservation Contracts
S. Payment Approval – Andover Rum River Trail – Rock Leaf Water
T. Payment Approval – Nation Fish and Wildlife Foundation Monarch Great River Greening
U. Payment Approval – Lamprey Pass - Landbridge
~~V. Pay Equity Report Approval~~

Additions
W.
X.
Y.

Pay Bills
- ACD
- Rum River Watershed Partnership - NA

FYI /Meetings
- **March 4** - MASWCD Legislative Briefing and Reception
- **March 5** - SWCD Day at the Capitol
- **March 17** – ACD Board Meeting Ham Lake Office

# Minutes

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Time: February 18, 2025 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

| | |
|---|---|
| Members Present: | Jim Lindahl, Chair<br>Glenda Meixell, Vice Chair<br>Kate Luthner, Treasurer<br>Danielle Holder, Secretary<br>Mary Jo Truchon |
| Others Present: | Chris Lord, District Manager<br>Kathy Berkness, Office Administrator<br>Jamie Schurbon, Watershed Projects Manager (departed at 6:30)<br>Katie Evans, NRCS District Conservationist |

Chair Lindahl called the meeting to order 5:00pm

**February Agenda -** Call for additions, deletions, or transferring consent agenda items to the regular agenda. Remove Item (V) Pay Equity Report. Add MCD February 25 meeting to FYI. Plan to discuss Day at Capitol in FYIs.

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

**Consent Agenda**

**A. Approve January Minutes**
**B. Receive Staff Activity Reports**
**C. Approve ACD January Financial Report**
**D. Approve Rum River Partnership January Financial Reports**

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

**Committee Meeting**

**E. Personnel Meeting – Employee Interviews**

The Board reviewed the Personnel Committee minutes from the meeting on February 15, 2025 outlining the Natural Resource Technician Interviews and Restoration Technician Logan Olson's resignation. The committee recommendation was to offer Natural Resource Technician positions to Jordi Johnson and Balin Magee with a starting wage of $26.55/hour and $27.84/hour respectively, with a preferred start date for Johnson not later than March 10, 2025 and Magee in early April, conditional on satisfactory verification of references, prior employment, education, criminal background and driving record. In the event that Jordi Johnson declines the position, offer the position to Skyler Werner with the same stipulations except for a starting salary of $27.92 and a start date after Magee.

- Meixell moved the committee recommendation on filling the Natural Resource Technician positions. Truchon seconded the motion. All ayes, motion carried.
- Meixell moved to approve Olson's resignation to be in good standing. Lindahl 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 | | |

| Supervisor | Meeting/ Organization | Attended | No Meeting | Did not Attend |
|---|---|---|---|---|
| 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 | | |
| Meixell | Mississippi River WMO | | X | |
| Meixell | Metro Conservation Districts | | X | |
| All | Metro Area Conservation Districts (Area IV) | | X | |

**G. Partner Report**
Evan's was present, reported on the NRCS activity, and provided a staffing update.

**<u>New Business Action Items</u>**
**H. Retirement Benefits**
Schurbon was present to discuss the Retirement Benefits Policy. Schurbon explained the policy has been on the books since 2002. It had minor updates in 2023 to address some confusing language but did not address other underlying concerns. In December, the Board directed staff to provide alternatives that provided a benefit that was easy to administer, easy to calculate financial commitments, tiered by years of service, and does not roll in disability.

The suggested changes to the plan would be:

- Convert the benefit from paid from retirement until death to a lump sum
- Add a requirement that the benefit be paid to a Health Care Savings Plan (HCSP), which provides significant tax benefits but also dictates how the funds may be used toward a broad array of health expenses.
- Remove the family benefit
- Update the calculation of the benefit to be tiered by years of service and current benefit dollars

The Board discussed in great detail and decided on the following:

- Eligibility to receive the benefit employees must have worked at ACD for a certain number of years (not yet determined but likely 10-15) AND leave employment with ACD at a retirement eligible aged, per PERA's definition of retirement eligibility, which may be subject to change
- Utilize a Health Care Savings Plan through the Minnesota State Retirement Systems as a vehicle to distribute funds to the employee (tax free in and out and limited to health/dental/vision premiums and other direct expenses). Funds can only be used after you retire, end MN public employment, or are collecting disability from a MN pension plan.
- Create a tiered structure that provides larger benefits for those who have been with ACD longer.
- Remove disability from ACD's retirement benefit eligibility. The reason is that ACD already provided short and long term disability insurance to protect employees financially.
- Calculate the cost of the benefit to ACD and provide a plan that ACD can afford.
- Index the benefit to ACD's contribution to health insurance (currently our taxable fringe benefit) at the time of retirement.
- Timing of distribution of funds is under discussion and may be limited by HCSP policy. It could be multiple payments before retirement, one payment at retirement, or multiple after retirement. **More to come on this.**
- Discussed, but did not decide on, providing non-retirement severance pay (your unused FTO up to 240hrs when you leave ACD) to a HCSP. Pros: HCSP contributions are not taxed in or out. Cons: Funds can only be used after you retire, end MN public employment, or are collecting disability from a MN pension plan. **More to come on this.**

**I. SWCD Aid Resolution**
The Board reviewed the SWCD Aid Resolution required by BWSR for the aid funds received that are in place of District Capacity. Lord pointed out that the resolution spans 2025-2026.

- Luthner moved to approve the guidelines for SWCD Aid utilization for 2025-2026 to be posted to ACD's website. Holder seconded the motion. All ayes, motion carried.

**J. MASWCD Area IV 2025 Dues**

- Meixell moved to approve the MASWCD Area IV 2025 Dues for $350. Lindahl seconded the motion. All ayes, motion carried.

**K. Peterson Company LTD Letter of Engagement for the 2024 Audit**

The Board reviewed the engagement Letter with ACD Auditor Peterson LTD. Lord explained that the ACD is the fiscal agent for the Rum River Watershed Plan (RRWP) and incorporates their finances into ours. Schurbon was told by the state auditor that the audit for the (RRWP) is due June 1, versus October 1, when the ACD audit is due. Both Schurbon and Lord are currently sorting this out. The plan is to have Peterson LTD work directly with the State auditor to resolve this situation.

- Meixell moved to approve the Peterson Letter of Engagement for the 2024 ACD audit pending the resolution of the due date. Luthner seconded the motion. All ayes, motion carried.

**L. DNR License Agreement for Natural Heritage Information System (NHIS) Rare Features Data**

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting permission to renew the NHIS rare features database agreement.

- Luthner moved to approve entering into a license agreement with the MN DNR for access to NHIS rare features data and downloadable GIS Data. Holder seconded the motion. All ayes, motion carried.

**M. Contract Approval – North Wood Preservation Enhancement – Edge Eco Systems**

The Board reviewed a memo and prepared by Taylor requesting approval to contract with Edge Ecosystems LLC to enhance a 9-acre prairie in Andover. Lord pointed out that one of the species outlined in the contract is for removal of Easter Red Cedar trees. Lord stated that ACD uses the Cedars in all the revetment projects and they are hard to find. If possible, ACD will take on the task of removing the cedars at the project site, which may decrease the contract amount.

- Truchon moved the recommendations listed below. Luther seconded the motion. All ayes, motion carried.
    - ➢ Enter into a Project Installation, Operation and Maintenance Agreement with the City of Andover to assist with overseeing the project and maintaining the project.
    - ➢ Enter into a Contract with Edge Ecosystems LLC not to exceed $5,100.00 to enhance a 9-acre prairie.

**N. Contract Approval – Rivers Bend Landbridge**

The Board reviewed a memo and prepared Taylor requesting an approval to enter into contract with Landbridge Ecological to control 1.5 miles of Buckthorn and remove 30 Siberian Elms at River's Bend Park.

- Meixell moved to enter into contract with Landbridge Ecological LLC not to exceed $11,502.14 to control invasive buckthorn and Siberian Elm at Rivers Bend Park. Holder seconded the motion. All ayes, motion carried.

**O. Contract and Payment Approval Septic System Fix up Grant - Damiani**

The Board reviewed a memo prepared by Water Resource Specialist Larson requesting an amendment to increase a contract and then payment.

- Meixell moved the recommendations listed below. Holder seconded the motion. All ayes, motion carried.
    - ➢ Amend the Damiani SSTS Fix-Up grant agreement, increasing the grant award from $19,136.00 to $19,986.00.
    - ➢ Approve payment of $680.00 to Anthony Damiani using 2025 SSTS Natural Resource Block Grant Upgrade Fix-Up funds for design fees for a septic replacement at 3254 182nd Lane NE, East Bethel.

**P. Contract and Approval Septic System Fix up Grant - Hedrick**

The Board reviewed a memo prepared by Water Resource Specialist Larson requesting approval of a septic system contract at 8045 Viking Blvd NE, Linwood.

- Holder moved to approve the SSTS Fix Up Grant using 2025 SSTS Natural Resource Block Grant SSTS Fix-Up funding not to exceed $4,621.50 or 90% of the final invoice, whichever is lesser for a septic system replacement at 8945 Viking Blvd NE, Linwood Township. Meixell seconded the motion. All ayes, motion carried.

**Q. Grant Approval - Clean Water Fund**

The Board reviewed a memo prepare by Larson requesting approval of two grant agreements.

- Luthner moved to approve grant agreements with BWSR to protect ground water through targeted well sealing and ditch 20 wetland restoration to benefit Typo and Martin Lakes (grant numbers and amounts listed below). Meixell seconded the motion. All ayes, motion carried.
    - Phase II: Protecting Groundwater Quality in Anoka County through Targeted Well Sealing (C25-0236) $70,000
    - Ditch 20 Wetland Restoration Benefitting Typo and Martin Lakes (C25-0221) $221,375.00

**R. Grant Allocation - Conservation Contracts**

The Board reviewed a memo prepared by Stormwater and Shoreland Specialist Mitch Haustein regarding the allocation of 2024 and 2025 Conservation Contract Grant Funds (formerly state cost share). Lord stated that ACD has two pots of funds expiring in 12/31/2025 with each at $13,896. The Sunrise Chain of Lakes could benefit from additional technical assistance using these funds. Any excess technical assistance funds can be used to supplement installation funds. Lord stated in the past there were many restraints in using the funds but BWSR has eased up on some of their restrictions.

- Truchon moved to allocate 2024 and 2025 Conservation Contracts grant funds to technical assistance and/or installation for the Sunrise Chain of Lakes Shoreland Stabilization – Phase 2 projects. Meixell seconded the motion. All ayes, motion carried.

**S. Payment Approval – Andover Rum River Trail – Rock Leaf Water (RLW)**

The Board reviewed a memo prepared by Taylor requesting payment to RLW for buckthorn control at the City of Andover foodplain forest property along the Rum River. The Board reviewed the project maps.

- Luthner moved to approve payment to Rock Leaf Water LLC $12,750 for completing buckthorn control at the Andover Rum River Trail. Meixell seconded the motion. All ayes, motion carried.

**T. Payment Approval – Great River Greening (GRG)– National Fish and Wildlife Foundation (NFWF) Monarch and Pollinator**

The Board reviewed a memo prepared by Taylor requesting payment to Great River Greening for their partnership tasks in the Monarch and Pollinator grant. Lord explained that the grant is ACD's only federal grant, which ACD has not been paid for yet by NFWF for the 2024 expenses. The Board discussed holding off on paying any of our partners until we are sure we will be reimbursed. Luthner suggested keeping a list of all the partners that are owed.

- Truchon moved to approve the payment to GRG contingent on verification that we will be reimbursed by NFWF. Meixell seconded the motion. All ayes, motion carried.

**U. Payment Approval – Lamprey Pass - Landbridge**

The Board reviewed a memo prepared by Taylor requesting payment to Landbridge Ecological LLC for 16.1 acres of buckthorn control at Lamprey Pass WMA

- Meixell moved to approve payment to Landbridge Ecological LLC Invoice #3015, $28,915.60, for buckthorn control completed at Lamprey Pass WMA. Holder seconded the motion. All ayes, motion carried.

**~~V. Pay Equity Report~~**

**Pay Bills**
**ACD**

- Luthner moved to approve payments EP-2157 to EP-2173 and check numbers 16886 to 16902. Meixell seconded the motion. All ayes, motion carried.

**Rum River Partnership**

- NA

The Board discussed the day at the Capitol and decided that ACD will do Zoom meetings.

**FYI /Meetings/Latest News**
The Board discussed meetings and dates

- March 4 - MASWCD Legislative Briefing and Reception
- March 5 - SWCD Day at the Capitol - the Board discussed and decided that ACD will meet with legislators via Zoom
- March 17 - ACD Board Meeting Office Ham Lake 5pm

- Meixell moved to adjourn at 7:20. Holder seconded the motion. All ayes, motion carried.

Kathy Berkness 3/18/2025
Prepared by Kathy Berkness, Office Administrator Date

James P Lindahl 3/18/2025
Approved as to form and content by Jim Lindahl, Chair Date

# Agenda

## Regular Meeting of the ACD Board of Supervisors

Time: March 17, 2025 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely Join ACD Board Meeting:
The ACD Board meets on-site. Use the link below if you are interested in attending remotely.
https://us02web.zoom.us/j/89757478083?pwd=nVeOROcjAKHXDj6d1PAhTqEuuDGVoX.1

**4:30 Supervisor Training – ACD Annual Report Review – Becky Wozney**

**5:00 - Regular Meeting – START RECORDING THE MEETING and CHAIR CALLS MEETING TO ORDER**

**Public Comments**

Approve the March Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

**Consent Agenda**

A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. Rum River Watershed Partnership February Financials
D. ACD February Financials

New Business Informational Items

E. Watersheds and Other Meetings
F. Partner Report
G. ACD Legislative Meetings

New Business-Action Items

H. Retirement Benefits
I. Contract & Project Approvals – 221st Ave Native Plantings
J. Contract Approval – Xyres Fen Wetland Monitoring
K. Contract Approvals - WMO Monitoring and Management for 2025
L. Contract Approval – Subsurface Sewage Treatment System Replacement – Ravnik
M. Payment Approval Stantec Engineering Invoices
N. Payment Approval – Rivers Bend Project
O. 2024 ACD Annual Report
P. 2025 ACD Annual Implementation Plan

Additions

Q. Contract Approval – Subsurface Sewage Treatment System Replacement – Arellano
R.
S.
T.
U.

Pay Bills

- ACD
- Rum River Watershed Partnership - NA

FYI /Meetings

- **April 7** - MASWCD Metro Area 4 Meeting, Rogers MN
- **April 21** – ACD Board Meeting Ham Lake Office
- **April 26** – Tree and Shrub Pickup

# Minutes

## Regular Meeting of the ACD Board of Supervisors

Time: March 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
Kathy Berkness, Office Administrator
Jamie Schurbon, Watershed Projects Manager (present for item H, 5:35 to 6:05)

Chair Lindahl called the meeting to order 5:04pm

**March Agenda** - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Addition Noted (Q) Contract Approval – Subsurface Sewage Treatment System Replacement - Arellano

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

**Consent Agenda**

**A. Approve February Minutes**
**B. Receive Staff Activity Reports**
**C. Approve ACD February Financial Report**
**D. Approve Rum River Partnership February Financial Reports**

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

**New Business Informational 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 | 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 | |
| Meixell | Mississippi River WMO | X | | |
| Meixell | Metro Conservation Districts | X | | |
| All | Metro Area Conservation Districts (Area IV) | | X | |

**F. Partner Report**

The Board reviewed Katie Evans, NRCS District Conservationist's activity report.

**G. ACD Legislative Meeting**

The Board discussed their meetings with legislators via Zoom, which were also attended by senior staff; Watershed Projects Manager Jamie Schurbon, Shoreland and Stormwater Specialist Mitch Haustein, and District Manager Chris Lord. The consensus by the Board and staff is that meetings were successful and it is good to connect with the legislators even if there is not a lot on the docket to discuss.

**New Business Action Items**
**H. Retirement Benefits**
Schurbon was present to discuss the Retirement Benefits Policy. At the February meeting ACD's Board directed staff to develop a replacement retiree benefit for long-term employees who retire from ACD in good standing, excluding disability but including:

- simple administration;
- easily calculated liability;
- utilization of the Health Care Savings Plan (HCSP) offered by the MN State Retirement System (MSRS);
- tiered benefits that increase with duration of service;
- indexed to ACD's contribution to single health insurance at the time of retirement.

Schurbon explained that he and Lord developed a policy for consideration as directed, which has been reviewed by the MSRS. The Board reviewed the draft policy.

While benefit eligibility would be based on calendar years of service, the benefit amount is tied to FTE's. The highest 10-years in terms of FTE would be used to determine the pro-rated benefit, which at 100% would be equal to the annual taxable fringe benefit at the time of retirement (currently $14,124/yr). This annual benefit (potentially pro-rated) is then multiplied by a multiplier, which is based on calendar years of service. The benefit will be paid to an HCSP.

| Years of Continuous Benefit-Eligible Service at ACD | Multiplier* | Value (2025) |
|---|---|---|
| <10 | 0 (ineligible) | $0 |
| 10 | 0.5 | $ 7,062 |
| 15 | 1.0 | $14,124 |
| 20 | 1.5 | $21,186 |
| 25 | 2.0 | $28,248 |
| 30 | 2.5 | $35,310 |
| 35 | 3.0 | $42,372 |
| 40 | 3.5 | $49,434 |

*Multiplier increases 0.1 per year of service. Only multiples of five are shown.

At the February meeting, the Board asked for a five-year cost forecast. The table below shows projected financial liability as employees become eligible for the benefit (10+ years of service and 55 years or older). The table assumes all retirement benefit eligible employees worked full time for their high 10, the taxable fringe benefit increased 5% annually, and none of the benefit eligible employees leave employment with ACD.

| Year | Liability for employees benefit-eligible (10+yrs) AND retirement-eligible (age 55+) | # employees benefit-eligible AND retirement-eligible |
|---|---|---|
| 2025 | $62,146 | 2 |
| 2026 | $68,219 | 2 |
| 2027 | $85,644 | 3 |
| 2028 | $99,573 | 3 |
| 2029 | $109,960 | 3 |

At the suggestion of staff, and direction of the Board, disability was remove from the definition of retirement. The rationale for this change in policy was due to the potential financial implications, which has since been addressed through structural changes in the benefit. Payment upon death was also discussed. Consensus was to restore the benefit for retirement due to disability as outlined in the PERA policy, but not to include a death benefit, which could be addressed through a life insurance benefit.

Separate from, but related to, the retirement severance benefit, is the normal severance benefit. Accumulated unused paid leave up to 240 hours is payed to employees as a severance benefit when they leave employment with ACD in good standing. Under the recommended policy revision, for retirees only, severance pay will be deposited to the HCSP instead of being included in the final paycheck. This arrangement is preferred by our four current employees who are closest to retirement age. This costs ACD nothing additional for the District.

Schurbon also explained the Handbook is also updated to reflect that the MN Deferred Compensation Plan (MNDCP) offers pre or after tax options.

- Meixell moved to approve the ACD Handbook updates as presented including modification of retiree benefits, severance pay for retirees, and MNDCP and direct the District Manager to add a retiree benefits fund to future budgets. Holder seconded the motion. All ayes, motion carried.

**I. Contract & Project Approvals - 221st Ave Native Plantings**

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner requesting funding for vegetation establishment at Rum River Stabilization projects installed in 2024. Approvals are needed for four sites, two of which are applying for Rum River Watershed Based Implementation Funds (WBIF) to establish native vegetation, and two are utilizing already approved Outdoor Heritage Funds (OHF). Three quotes were secured and all are within the budget and all three companies have done quality work for ACD.

- Truchon moved to approve cost share for Heath (up to $5,898.95) and Hanson (up to $7,000.00) for critical area plantings at 3441 and 3461 221st Ave NW respectively utilizing Rum River WBIF grant funds and Anoka County Rum River Enhancement Initiative match. Luthner seconded the motion. All ayes, motion carried.

$12,700 in Outdoor Heritage Funds (OHF) have already been approved for vegetation establishment at 3509 and 3577 221st Ave NW. Funds will be used to establish native vegetation and add a top of slope buffer to increase the stability and ecological diversity of the site. Three quotes were secured and all are within the budget and all three companies have done quality work for ACD.

- Truchon moved to enter into deed restrictions and project agreements with the Heaths, Hansons, Martzs, and Bad Medicine Rum River LLC for native buffer and critical area plantings on four properties on 221st Ave. NW and to enter into a construction contract with Landbridge Ecological for the combined amount of $17,183.16 to install native plantings at four properties on 221st Ave. NW. Meixell seconded the motion. All ayes, motion carried.

**J. Contract Approvals - Xyres Fen Wetland Monitoring**

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson requesting permission to enter into an agreement with Critical Connections Ecological Services (CCES). They have requested the professional services of the Anoka Conservation District (ACD) to monitor hydrology in eight wetlands borings on a parcel of private land owned by CCES. This would be the 6th year of monitoring at these sites.

- Truchon moved to enter into a 2025 Professional Services Agreement with CCES to monitor wetland hydrology not to exceed $7,000. Meixell seconded the motion. All ayes, motion carried.

**K. Contract Approvals - WMO Monitoring and Management for 2025**

The Board reviewed a memo prepared by Watershed Project Manager Jamie Schurbon requesting approval of five monitoring and management contracts. The Board reviewed the amounts of the contract along with a brief description of each.

| WMO | Amount | Components |
|---|---|---|
| Lower Rum River WMO | $60,215 | **Admin** (watershed coordinator, state reports, grant applications)<br>**Outreach** (website, outreach coordination, newsletters)<br>**Monitoring** (lake and river water quality, lake levels, student biomonitoring, wetland level monitoring)<br>**Projects** (water quality grant fund, match for grants) |
| Coon Creek Watershed District | $50,724.08 | **Reference Wetland Monitoring/Analyses** (7 sites)<br>**Lake Level Monitoring** (4 sites)<br>**Stream Water Quality Sampling** (7sites)<br>**Stream Flow Measurements** (7-sites)<br>**Stream Hydrology Monitoring/Analyses** (3 sites)<br>**Additional Water Almanac Reporting** |
| Sunrise River WMO | $41,192 | **Admin** (watershed coordinator, city reports, state reports, grant applications)<br>**Outreach** (website, outreach coordination, newsletters, well water wise promotion, displays and swag for community events)<br>**Monitoring** (biomonitoring, lake levels, wetland levels, stream water quality monitoring)<br>**Projects** (street sweeping study, match for OHF grants) |
| Upper Rum River WMO | $30,402 | **Admin** (watershed coordinator, city reports, state reports, grant applications)<br>**Outreach** (website, outreach coordination, newsletters)<br>**Monitoring** (lake water quality, lake levels, wetland level monitoring)<br>**Projects** (water quality grant fund, carp mgmt., demonstration projects on public lands) |
| Lower St. Croix (LSC) Partnership – Chisago SWCD | $15,000 | Contract is through the Chisago SWCD as fiscal agent for the LSC Partnership. Each SWCD in the Lower St. Croix is receiving a share of these funds. No match required. Expiration date is Dec 31, 2027.<br>The funding is for "**project development**" - work to advance bringing projects to a construction stage including landowner outreach and developing project concepts. I expect we'll use it specifically to develop project concepts for improving a tributary to Linwood Lake on a DNR property. |

- Meixell moved to approve 2025 contracts with the Lower Rum River WMO, Coon Creek Watershed District, Sunrise River WMO, Upper Rum River WMO, and Chisago SWCD. Luther seconded the motion. All ayes, motion carried.

**L. Contract Approval – Subsurface Sewage Treatment System (SSTS) Replacement – Ravnik**

The Board reviewed a memo prepared by Larson requesting approval for SSTS costs share.

- Holder moved to approve 2025 SSTS Upgrade NRBG fix-up grant, not to exceed $19,980.00 or 90% of the final invoice, whichever is lesser for a septic replacement at 530 157th Ave NE, Ham Lake. Luthner seconded the motion. All ayes, motion carried.

**M. Payment Approval – Stantec Engineering Services**

The Board reviewed a memo prepared 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 2/21/2025.

| Site | Work Order | Budget | Current Invoice | Invoiced to Date | Remaining |
|---|---|---|---|---|---|
| Rum Central Regional Park - Site 3 | 2025-01 | $ 17,368.40 | $ 1,674.00 | $ 1,674.00 | $15,694.40 |
| Anoka Nature Preserve | 2025-02 | $ 17,746.40 | $ 1,846.00 | $ 1,846.00 | $15,900.40 |
| Cedar Creek Conservation Area | 2025-03 | $ 17,746.40 | $ 1,768.50 | $ 1,768.50 | $15,977.90 |
| Riebe Park | 2025-04 | $ 17,435.40 | $ 1,674.00 | $ 1,674.00 | $15,761.40 |
| Totals | | $ 70,296.60 | **$ 6,962.50** | $ 6,962.50 | $63,334.10 |

- Luthner moved to approve paying Stantec Invoices totaling $6,962.50 for engineering services through 2/21/2025 related to Rum River bioengineering projects. Holder seconded the motion all area. All ayes, motion carried.

**N. Payment Approval – Rivers Bend Project**

The Board reviewed a memo and prepared Schurbon requesting payment to the City of Ramsey to reimburse them for eligible portions of the Rum Rivers Bend Pond project. Lord pointed out the pond will treat a new commercial development as well as an older residential development. The latter didn't previously have treatment and is the only portion for which grant funds are being used.

- Lindahl moved to provide reimbursement payment of $156,675.51 to the City of Ramsey for construction of the Rivers Bend Project. Holder seconded the motion. All ayes, motion carried.

**O. 2024 ACD Annual Report**

The Board reviewed and accepted the 2024 Annual Report. Lord provided a summary of the report and format changes. Luthner suggested sending out a hard copy and adding a QR code. The Board decided that a hard copy should be sent to Anoka County Commissioners, Anoka County Legislators, and city administrators.

**P. 2025 ACD Implementation Plan**

The Board reviewed the 2025 ACD Implementation Plan. Lord stated that the plan will be ready to post after Lindahl finalizes the prelude. Meixell pointed out a grammatical change.

- Meixell moved to approve the 2025 ACD Implementation Plan with updates. Luthner seconded the motion. All ayes, motion carried.

**Q. Contract Approval – Subsurface Sewage Treatment System Replacement – Arellano**

The Board reviewed a memo prepared by Larson requesting approval of an SSTS cost share contract.

- Luthner moved to approve 2023 Rum Metro WBIF SSTS fix-up grant funds, not to exceed $22,266.00 or 90% of the final invoice, whichever is lesser for a septic system replacement at 16222 Ramsey Blvd NW, Ramsey. Holder seconded the motion. All ayes, motion carried.

**<u>Pay Bills</u>**

**ACD**

- Luthner moved to approve payments EP-2174 to EP-2188 and check numbers 16903 to 16917. Meixell seconded the motion. All ayes, motion carried.

**Rum River Partnership**

- Luthner moved to approve checks 1052 and 1053. Meixell seconded the motion. All ayes, motion carried.

**<u>FYI /Meetings/Latest News</u>**

The Board discussed meetings and dates

- April 21, ACD Board Meeting Office in Ham Lake 5pm
- April 26 - Tree and shrub pick up
- May 26 - Memorial Day Holiday
- June 19 – Emancipation Day Holiday
- July 9 - MASWCD Metro Area 4 Meeting and Tour – details to come

- Holder moved to adjourn at 7:04. Meixell seconded the motion. All ayes, motion carried.

Kathy Berkness
April 21, 2025

Prepared by Kathy Berkness, Office Administrator Date

James P Lindahl
April 21, 2025

Approved as to form and content by Jim Lindahl, Chair Date

# Agenda

## Regular Meeting of the ACD Board of Supervisors

Time: April 21, 2025 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely Join ACD Board Meeting:
The ACD Board meets on-site. Use the link below if you are interested in attending remotely.
https://us02web.zoom.us/j/87400763480?pwd=OFd62OZbUbLVyTSWUJaPdbbkSkZazR.1

**4:30 Supervisor Training - Rain Guardian Overview - Mitch Haustein**

**5:00 - Regular Meeting – START RECORDING THE MEETING and CHAIR CALLS MEETING TO ORDER**

**Public Comments**

Approve the April Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

**Consent Agenda**

A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. ACD March Financials
D. Rum River Watershed Partnership March Financials

New Business Informational Items

E. Watersheds and Other Meetings
F. Partner Report

New Business-Action Items

G. Contract Approvals – Water Monitoring
H. Contract Approval – Pollinator Pathways
I. Payment Approval – Engineering Services - Stantec
J. Payment Approval – Rivers Bend – Landbridge
K. Payment Approval – Kern – MNL Red Rock

Additions

L. Contract Approval Carp Solutions
M. Contract Approvals for Well Sealing
N. Contract Amendment Approval Sub Sewage Treatment System Replacement
O. Payment Approval Sub Sewage Treatment System Replacement
P.
Q.
R.

Pay Bills

- ACD
- Rum River Watershed Partnership

FYI /Meetings

- **April 26** – Tree and Shrub Pickup
- May 19 – ACD Board Meeting Ham Lake Office
- May 26 – Memorial Holiday

# Minutes

## Regular Meeting of the ACD Board of Supervisors

Time: April 21, 2025 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

| | |
|---|---|
| Members Present: | Jim Lindahl, Chair<br>Glenda Meixell, Vice Chair<br>Danielle Holder, Secretary<br>Mary Jo Truchon |
| Members Absent: | Kate Luthner, Treasurer |
| Others Present: | Chris Lord, District Manager<br>Kathy Berkness, Office Administrator |

Chair Lindahl called the meeting to order 5:03pm

**April Agenda** - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Addition noted (L) Contract Approval–Carp Solution (M) Contract Approvals–Well Sealing (N) Contract Amendment–Subsurface Sewage Treatment System Replacement (O) Payment Approval Subsurface Sewage Treatment System Replacement

- Truchon moved to approve the amended April agenda. Holder seconded the motion. All ayes, motion carried.

**<u>Consent Agenda</u>**

**A. Approve March Minutes**

**B. Receive Staff Activity Reports**

**C. Approve ACD March Financial Report**

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

Truchon commented after reading the employee reports Staff is doing amazing work.

- Truchon moved the March consent agenda items. Holder seconded the motion. All ayes, motion carried.

**<u>New Business Informational Items</u>**

**E. 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 | | |
| Meixell | Mississippi River WMO | | X | |
| Meixell | Metro Conservation Districts | | X | |
| Meixell, Holder | Metro Area Conservation Districts (Area IV) | X | | |

**F. Partner Report**

The Board reviewed Katie Evans, NRCS District Conservationist's activity report.

**<u>New Business Action Items</u>**

**G. Contract Approvals Water Monitoring**

The Board reviewed a memo prepared by Watershed Project Manager Jamie Schurbon requesting approval of five monitoring and management contracts. Lord pointed out that there are two with Isanti SWCD. One Isanti SWCD will contract with ACD to help with the monitoring and the other is ACD contracting with Isanti SWCD to help with permitting as it pertains to the Ditch 20 Project. The Board reviewed the amounts of the contract along with a brief description of each.

- Meixell moved to approve the 2025 water monitoring contracts with the Rice Creek Watershed District, Mississippi WMO, Lake George Improvement Districts, and Isanti SWCD. Holder seconded the motion. All ayes, motion carried.

### H. Contract Approval – Pollinators Pathways

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval of a North Metro Pollinator Pathway Cost Share Contracts. Lord stated that originally grant was called Lawns to Legumes but is now referred to as Pollinator Pathways.

- Truchon moved to approve the contracts listed below. Meixell seconded the motion. All ayes, motion carried.

| **Budget** | Landowner In Kind | Grant |
|---|---|---|
| **2025-L2L-Ham Lake-DeRusha** | $ 125.00 | $ 500.00 |
| **2025-L2L-Fridley-Dominick** | $ 125.00 | $ 500.00 |
| **2025-L2L-Fridley-Jensen** | $ 125.00 | $ 500.00 |
| **2025-L2L-Oak Grove-Rains** | $ 125.00 | $ 500.00 |
| **2025-L2L-Fridley-Torpin** | $ 125.00 | $ 500.00 |
| **2025-L2L-Fridley-Johnson** | $ 125.00 | $ 500.00 |
| **2025-L2L-Fridley-Pentek** | $ 125.00 | $ 500.00 |
| **2025-L2L-Fridley-Buescher** | $ 125.00 | $ 500.00 |
| **2025-L2L-Fridley-Engel** | $ 125.00 | $ 500.00 |
| **2025-L2L-Fridley-Bottila** | $ 125.00 | $ 500.00 |
| **2025-L2L-Fridley-Yost** | $ 125.00 | $ 500.00 |
| **2025-L2L-Fridley-Carlson** | $ 125.00 | $ 500.00 |
| **2025-L2L-Fridley-Bauer** | $ 125.00 | $ 500.00 |
| **2025-L2L-Fridley-Sater** | $ 125.00 | $ 500.00 |
| **2025-L2L-Stacy-Stockinger** | $ 125.00 | $ 500.00 |

### I. Payment Approval – Stantec Engineering Services

The Board reviewed a memo prepared 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 3/21/2025

| **Site** | **Work Order** | **Budget** | **Current Invoice** | **Invoiced to Date** | **Remaining** |
|---|---|---|---|---|---|
| Rum Central Regional Park - Site 3 | 2025-01 | $ 17,368.40 | $ - | $ 1,674.00 | $15,694.40 |
| Anoka Nature Preserve | 2025-02 | $ 17,746.40 | $ - | $ 1,846.00 | $15,900.40 |
| Cedar Creek Conservation Area | 2025-03 | $ 17,746.40 | $ 1,186.00 | $ 2,954.50 | $14,791.90 |
| Riebe Park | 2025-04 | $ 17,435.40 | $ - | $ 1,674.00 | $15,761.40 |
| Totals | | $ 70,296.60 | **$ 1,186.00** | $ 8,148.50 | $62,148.10 |

- Meixell moved to approve payment of Stantec Invoice totaling $1,186.00 for engineering services through 3/21/2025 related to Rum River bioengineering projects. Holder seconded the motion. All ayes, motion carried.

**J. Payment Approval for Rivers Bend Park**

The Board reviewed a memo prepared by Taylor requesting payment to Landbridge Ecological LLC, for their completed work at the Rivers Bend Park in Ramsey MN. Lord pointed out that we need to be careful when using the project name Rivers Bend stating that there is a Rivers Bend Stormwater pond, a $300,000 project which is near the Rivers Bend Park. This particular project is actually occurring at the Rivers Bend Park. Lord pointed the project site out on the map.

- Meixell moved to pay Landbridge Ecological LLC $11,502.14 with BWSR Anoka Cooperative Weed Management Area, BWSR Habitat Enhancement, MN Department of Agriculture, and City of Ramsey funds for removal of woody invasive species. Holder seconded the motion. All ayes, motion carried.

**K. Payment Approval Kern – MNL Red Rock**

The Board reviewed a memo prepared by Taylor requesting payment to MNL Red Rock for their completed prescribed burn and seeding of native followers at the Kern site. Lord explained that the Kern property was put in an easement and that ACD holds management funds.

- Holder moved to pay MNL Red Rock Fire $5,017.25 with $2,000 of Kern Easement funds and $3,017.25 of BWSR HELP grant. Lindahl seconded the motion. All ayes, motion carried.

**L. Contract Approval Carp Solutions**

The Board reviewed a memo prepared Schurbon requesting approval of a contract with Carp Solutions to lease there equipment to catch carp. Lord explained that carp densities have gone down a lot due to ACD's harvest. Because we expect a smaller catch, renting the equipment will be much more cost effective. The lease agreement is a non-cancellable 12-month agreement that includes two box nets with associated gear; assistance with preparation, installation, and uninstallation; and net cleaning / maintenance. The total cost is $10,800.

- Meixell moved to approve the Equipment Lease & Servicing Agreement with Carp Solutions in the amount of $10,800. Authorize payment of the full amount on the specified delivery date of July 7, 2025. Holder seconded the motion. All ayes, motion carried

**M. Contract Approval Well Sealing**

The Board reviewed a request by Larson to approve Well Sealing Contracts. The Anoka Conservation District was awarded a BWSR Clean Water Funds to seal, high-priority, unused wells located within in Anoka County. The District will review quotes from licensed well sealers and will approve cost share amounts based on lowest cost, qualifications, and responsiveness.

- Lindahl moved to approve the cost share contracts as listed below. Truchon seconded the motion. All ayes, motion carried.

| Activity Name | Bastian Well Service Inc. | McCullough & Sons Well Drilling | Husnik Well Drilling Company | Mork Well Co Inc. | Salverda Well Co. | Dana's Wells | Essential Pump & Well | E.H. Renner & Sons | Grant Match 60% for resident cost share |
|---|---|---|---|---|---|---|---|---|---|
| CWFWS-2025-2-Andover-Yangi | $575.00 | | | $1,897.00 | | | $2,950 | | $345.00 |
| CWFWS-2025-1-CoonRapids-Pendroy | $1,550 | | | $2,605.00 | | | | $7,804.00 | $930.00 |
| CWFWS-2025-3-Anoka-Heuring | | | | | | $2,100 | | $2,564.00 | $1,260.00 |
| CWFWS-2025-4-Centerville-Countryman | | $3,200 | $1,825.00 | | $1,395.00 | | | | $837.00 |

**N. Contract Amendment Approval Subsurface Sewage Treatment System Replacement**
The Board reviewed a request for amendment to an SSTS contract amount. Tree removal was inadvertently omitted from a prior quote. Tree removal will cost $3,135.63, which is eligible for reimbursement under the same grant terms. The lowest bidder remained the same, even with the additional tree removal fee. The grant award should be increased by $2,822.06 to cover 90% of the additional cost. The project has not yet been started.

- Meixell moved to amend the Ravnik SSTS Fix-Up grant agreement, increasing the approved grant award from $19,980.00 to $22,802.06, using 2025 SSTS Upgrade NRBG fix-up funds, for a septic replacement at 530 157th Ave NE Ham Lake. Truchon seconded the motion. All ayes, motion carried.

**O. Payment Approval Sub Sewage Treatment System (SSTS) Replacement**
The Board reviewed a memo prepared by Larson requesting payment for a SSTS replacement. Payment was to the contractor and to the customer for design work. The Board questioned the $77.50 payment for design work did not seem correct amount as payment should be 90% of the total. Lord stated that if it is the wrong amount Larson would need to bring back to the Board in May.

- Truchon moved the following motions. Meixell seconded the motion. All ayes, motion carried.

**Recommended Motion #1:**

Approve payment of $3,924.00 to Smith's Septic & Excavating LLC., using 2025 SSTS Natural Resource Block Grant Upgrade Fix-Up funds, for a septic replacement at 8045 Viking Blvd NE, Linwood Twp.

**Recommended Motion #2:**

Approve payment of $77.50 to Cheryl Hedrick, using 2025 SSTS Natural Resource Block Grant Upgrade Fix-Up funds, for design/inspection fees for a septic replacement at 8045 Viking Blvd NE, Linwood Twp.

**Pay Bills**
**ACD**

- Meixell moved to approve payments EP-2189 to EP-2122 and check numbers 16918 to 16941. Holder seconded the motion. All ayes, motion carried.

**Rum River Partnership**

- Meixell moved to approve checks 1054 – 1059 (Noting the void of check 1055). Holder seconded the motion. All ayes, motion carried.

**FYI /Meetings/Latest News**
The Board discussed meetings and dates

Lord explained that a 2026 planning meeting is needed with staff and supervisors, followed by a Finance Committee meeting to recommend 2025 budget updates and a 2026 budget. Both should occur before the May Board meeting. After the May meeting, the Personnel Committee will meet for employee evaluations and wage adjustments. The Board narrowed in on May 6 as a good day for the planning meeting. Berkness will verify the date with Luthner.

- Set Planning Meeting before the May Board Meeting
- Set Finance Committee meeting before the May Board Meeting
- May 19, ACD Board Meeting Office in Ham Lake 5pm
- May 26 - Memorial Day Holiday
- Set up Personnel Meeting(s) before the June Meeting

- June 19 – Emancipation Day Holiday
- July 4th Holiday
- July 9 - MASWCD Metro Area 4 Meeting and Tour – details to come

- Lindahl moved to adjourn at 5:58. Holder seconded the motion. All ayes, motion carried.

Kathy Berkness ______________________________ 5/19/2025
Prepared by Kathy Berkness, Office Administrator Date

James P. Lindahl ______________________________ 5/19/2025
Approved as to form and content by Jim Lindahl, Chair Date

# Agenda

## Regular Meeting of the ACD Board of Supervisors

Time: May 19, 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely Join ACD Board Meeting:
The ACD Board meets on-site. Use the link below if you are interested in attending remotely.
https://us02web.zoom.us/j/81576577911?pwd=ARLnad4CBybiPaToeJNblWIJHOwGE3.1
**4:30 Supervisor Training – Anoka County Budget Request Presentation – Chris Lord**

**5:00 - Regular Meeting – START RECORDING THE MEETING and CHAIR CALLS MEETING TO ORDER**

**Public Comments**

Approve the May Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

**Consent Agenda**
A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. ACD April Financials
D. Rum River Watershed Partnership April Financials

Committee Meeting
E. Finance Meeting – 2025 and 2026 Budgets

New Business Informational Items
F. Watersheds and Other Meetings
G. Partner Report

New Business-Action Items
H. Contract Approval - Riverfront Park
I. Contract Approval - Rivers Bend Park
J. Contract Approval - Moore Lake Park
K. Contract Approval - Ditch 20 Wetland Restoration Professional Services
L. Contract Revision Isanti SWCD – Oxford Lake Monitoring
M. Contract Approval – Pollinator Pathways
N. Grant Approval - WBIF 2025 Coon Creek Rain Garden Rehab
O. Plan and Grant Amendments - Lower St. Croix Watershed Partnership
P. Payment Approval – Engineering Services – Stantec
Q. Payment Approval CCESR
R. Payment Approval Well Sealing
S. Payment Approval SSTS Hedrick Design Payment
T. Cost Share Request – Winter
U. Cost Share Request – Thole
V. Agreement Approval – City of Fridley Rain Garden Technical Services
W. MASWCD Resolutions
X. Life Insurance

Additions
Y. Water Tank Purchase
Z.

Pay Bills
- ACD
- Rum River Watershed Partnership

FYI /Meetings
- Set Personnel Meeting to occur prior to June Board meeting for Performance Evaluations
- County Budget Request Meeting likely in coming in four weeks – Manager and Treasurer Typically Attend
- June 3 - NRCS Local Work Group for Anoka County 1-3pm at Rum River Library
- June 16 – ACD Board Meeting Ham Lake Office
- June 19th – Emancipation Day Holiday
- July 9 Area IV Tour – Hennepin Hosting

# Minutes

## Regular Meeting of the ACD Board of Supervisors

Time: May 19, 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 5:07pm

**May Agenda** - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Addition noted (Y) Water Tank Purchase

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

**Consent Agenda**

**A. Approve April Minutes**
**B. Receive Staff Activity Reports**
**C. Approve ACD April Financial Report**
**D. Approve Rum River Partnership April Financial Reports**

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

**Committee Meetings**

**E. Finance Committee Meeting – 2025 and 2026 Budgets**
The Board reviewed the Finance Committee Meetings. Lord pointed out updates to the budget as listed below:

**2025 Budget Update**

- Staffing and compensation
  - Restore compensation to 100% of target effective July 1 ~$30K
  - Promotion from Technician to Specialist 1 with Engineering 1 class adjustment
  - Retain all other staff at current class
- Computer, Capital, Program and Property Maintenance funds to be grown per planned need.
- Rain Guardian revenues – 84% of 2024.
- Rain Guardian concrete forms - $30K
- McKay maintenance per schedule - $31K
- Incorporate all existing grants and contracts
- Net revenue including pay adjustments and assuming staff can complete all available workload $124K
- SWCD Aid down from 2024 by 40K - $139K
- Decent probability funding not included:
  - Rum River Watershed Partnership – underspending WBIF funds.

**2026 Draft Budget**

- $10,000 available for McKay maintenance per schedule
- Staffing and compensation
  - Assume 2.5% increase to federal payscale
  - Continue 2025 regular staff positions
  - Recruit Groundwater Specialist 0.75 FTE $71K
  - Promotion from Specialist 1 to Engineer 1
- On-call seasonal crews equivalent to .625 FTE per prior years usage
- 10% increase in taxable fringe benefits on January 1, 2026 (~$118/month for FT employees).

- Rain Guardian revenues – 5% increase over 2025.
- Rain Guardian concrete forms - $20K.
- SWCD Aid flat to 2025.
- County Request:
  - Request funds from Anoka County for a Groundwater Specialist
  - Request 15% inflation/COLA adjustment from Anoka County (5% each for 2024, 2025, 2026)
  - Request vehicle safety assistance from county - $12K
- No speculative grants
- Negative net revenue of -$146.7K

Lord noted that he and the treasurer typically attend the budget presentation to the County in June. This year the County is waiting to have those meetings in August because of so much legislative uncertainty.

- Luthner moved to approve the 2025 budget update and 2026 budget as presented, which includes a wage adjustment allocation for 100% to target resulting in a county general services contribution request of $262,772 (16% greater than received in 2025), plus a Technical Capacity allocation of $71,007 to hire a Groundwater Specialist in April of 2026, plus a vehicle donation ($12,000) to help keep ACD's aging fleet safe for staff use. Meixell 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 | |
| Meixell | Mississippi River WMO | X | | |
| Meixell | Metro Conservation Districts | | X | |

### G. Partner Report

The Board reviewed Katie Evans, NRCS District Conservationist's activity report. Lord pointed out the Anoka County Local Work Group meeting on June 3, at the Rum River Library form 1pm-3pm suggesting a Board member attend with him. Holder stated she would check her schedule and get back to Lord.

**New Business Action Items**

### H. Contract Approval – Riverfront Park

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval of a contract with Edge Ecosystems. This third phase of the Lawns to Legumes Pollinator Pathways program provides funding for residents and public spaces such as libraries, places of worship and parks. Anoka County Parks identified a turf area at Riverfront Regional Park along the Mississippi River Regional Trail to convert to a pollinator planting. ACD will complete the seeding and coordinate a volunteer planting. Anoka Parks will assist with establishment and management.

- Truchon moved to enter into a Contract with Edge Ecosystems LLC not to exceed $2,055 for site preparation at Riverfront Regional Park. Luthner seconded the motion. All ayes, motion carried.

### I. Contract Approval – Rivers Bend Park

The Board reviewed a memo prepared by Taylor requesting approval of a Prairie Restoration Contract for planting and watering Native Plants at Rivers Bend Park in Ramsey.

- Holder moved to enter into a Contract with Prairie Restoration Inc. not to exceed $7,739.45 for planting and watering native plants at Rivers Bend Park in the City of Ramsey. Meixell seconded the motion. All ayes, motion carried.

**J. Contract Approval – Moore Lake Park**

The Board reviewed a memo prepared by Taylor requesting approval of a Prairie Restoration Inc. contract for seeding. The City of Fridley identified Moore Lake as a priority site where part of the beach will be converted to a natural shoreline, wet and dry prairie. Site preparation is complete. Prairie Restoration Inc. submitted the lowest bid to broadcast native seed mixes and cover the area in erosion blanket. Lord stated the HELP 3 Grant will be funding the contract.

- Meixell moved to enter into a Contract with Prairie Restoration Inc. not to exceed $6,881 for seeding native seed mixes and installing erosion control blankets at Moore Lake Park. Luthner seconded the motion. All ayes, motion carried.

**K. Ditch 20 Wetland Restoration Professional Services Contract**

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting approval to enter into contract with ISG for Ditch 20 Project design and management work.

- Truchon moved to approve the contract for professional services with ISG for the Ditch 20 Wetland Restoration Benefitting Typo and Martin Lakes with an amount up to $30,400, and authorize the District Manager to approve amendments of up to 15% of the contract amount. Holder seconded the motion. All ayes, motion carried.

**L. Contract Revision Isanti SWCD – Oxford Lake Monitoring**

The Board reviewed a memo prepared by Schurbon revising a contract. Lord explained the ACD board approved a $4,900 contract with Isanti SWCD wherein ACD would monitor water quality in seven lakes in Oxford Township. An error was made when calculating lab expenses. As a result, a revised contract adding $1,600 is needed.

- Meixell moved to approve the revised contract for services with Isanti SWCD for 2025 Oxford Lakes Monitoring Assistance in the amount of $6,500. Truchon seconded the motion. All ayes, motion carried.

**M. Contract Approval – Pollinator Pathways**

The Board reviewed a memo prepared by Restoration Technician Jordi Johnson requesting approval of five pollinator contracts.

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

| Budget | Landowner In Kind | Grant |
|---|---|---|
| **2025-L2L-Spring Lake Park-O'Neil** | $ 125.00 | $ 500.00 |
| **2025-L2L-Blaine-Johnsville Library** | $ 125.00 | $ 500.00 |
| **2025-L2L-St. Francis-St. Francis Library** | $ 125.00 | $ 500.00 |
| **2025-L2L-Blaine-Northtown Library** | $ 125.00 | $ 500.00 |
| **2025-L2L-Fridley-Turkish American Society** | $ 125.00 | $ 500.00 |

**N. Grant Approval – WBIF 2025 Coon Creek Rain Garden Rehab**

The Board reviewed a memo prepared by Lord requesting approval of a WBIF grant to revamp some of the rain gardens installed in the Coon Creek watershed. Lord stated there are 48 rain gardens that are eligible and are over 10 years old. Lord stated he anticipates this will result in the rehabilitation of approximately 10 rain gardens.

- Meixell moved to approve WBIF grant C25-0323 Rain Garden Revitalization in CCWD for $71,000. Luthner seconded the motion. All ayes, motion carried.

**O. Plan and Grant Amendments Lower St Croix Watershed Partnership**

The Board reviewed a memo prepared by Schurbon requesting an amendment to the St. Croix watershed plan make the St. Croix River itself a priority waterbody (it was previously implied but not stated) and expand the priority areas for forestry practices.

- Luthner moved to approve the proposed amendment to the Lower St. Croix Comprehensive Watershed Management Plan expanding the priority areas for forest management and woodland stewardship plans, and adding the St. Croix River to the list of regionally significant waters. Holder seconded the motion. All ayes, motion carried.

Additionally, Schurbon requested approval to amend the FY23 WBIF grant to expand the types of eligible targeting studies to include forest plans and modify the budget to reflect actual demand for each activity type and request a one-year grant extension.

- Truchon moved to approve the Lower St. Croix FY23 WBIF grant work plan revision adding forest plans as an eligible targeting analysis, revising the work plan budget, and requesting a one-year grant extension. Meixell seconded the motion. All ayes, motion carried.

**P. 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 4/18/2025

| Site | Work Order | Budget | Current Invoice | Invoiced to Date | Remaining |
|---|---|---|---|---|---|
| Rum Central Regional Park - Site 3 | 2025-01 | $ 17,368.40 | $ 806.00 | $ 2,480.00 | $14,888.40 |
| Anoka Nature Preserve | 2025-02 | $ 17,746.40 | $ 445.00 | $ 2,291.00 | $15,455.40 |
| Cedar Creek Conservation Area | 2025-03 | $ 17,746.40 | $ 309.50 | $ 3,264.00 | $14,482.40 |
| Riebe Park | 2025-04 | $ 17,435.40 | $ 746.50 | $ 2,420.50 | $15,014.90 |
| Totals | | $ 70,296.60 | **$ 2,307.00** | $ 10,455.50 | $59,841.10 |

- Luthner moved to approve payment of Stantec Invoice totaling $2,307.00 for engineering services through 4/18/2025 related to Rum River bioengineering projects. Meixell seconded the motion. All ayes, motion carried.

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

The Board reviewed a memo prepared by Taylor requesting payment to MN Native Landscapes for completing mowing and seeding at the CCESR.

- Truchon moved to Pay MN Native Landscapes Invoice #51410, $7,950.02 for completing the mowing and seeding. Luthner seconded the motion. All ayes, motion carried.

**R. Payment Approval Well Sealing**

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

- Lindahl moved to approve the cost share contracts as listed below. Luther seconded the Motion. All ayes, motion carried.

| Activity Name | Budget | |
|---|---|---|
| | Reimbursement Amount | Total Project Cost |
| CWFWS-2025-2-Andover-Yangi<br>Youa Yangi | $345.00 | $575.00 |
| CWFWS-2025-4-Centerville-Countryman<br>Mike Countryman | $837.00 | $1,395.00 |
| CWFWS-2025-1-CoonRapids-Pendroy<br>Kathy Pendroy | $930.00 | $1,550.00 |

**S. Payment Approval Subsurface Sewage Treatment System (SSTS) Replacement**

The Board reviewed a memo prepared by Larson requesting payment for an SSTS replacement.

Cheryl Hedrick has completed an SSTS Fix-Up project and the contractor has been paid in full. A mistake was made and the reimbursement check, for design costs, approved at ACD's April board meeting, was for the wrong amount. A check for $77.50 was approved and sent to the Hedrick's residence. She is still entitled to $620.00 for design/inspection fees

- Truchon moved to approve payment of $620.00 to Cheryl Hedrick, using 2025 SSTS Natural Resource Block Grant Upgrade Fix-Up funds, for design/inspection fees for a septic replacement at 8045 Viking Blvd NE, Linwood Twp. Meixell seconded the motion. All ayes, motion carried.

**T. Cost Share Request - Winter**

The Board reviewed a memo prepared by Restoration Technician Balin Magee requesting approval of a cost share request for a cover crop using Soil Health funds.

- Truchon moved to approve Soil Health Funding of $850 for 1.7 acres of conservation cover planting with pollinator species at the Winter site. Luthner seconded the motion. All ayes, motion carried

**U. Cost Share Request – Thole**

The Board reviewed a memo prepared Magee requesting approval of a cost share request for the Thole property at 18422 Kettle River Blvd NE in Columbus; an old farm field that has encroachment of Siberian elm and other invasive vegetation and wind erosion. The site would benefit from native seed to bolster the existing native vegetation, compete with the invasive vegetation encroachment, and reduce wind erosion. The project consists of 4.25 acres of native seeding, 1000 square feet of bee lawn and native shrubs for a 140-foot-long berm

- Truchon moved to approve the Cost Share Agreement for Thole using the funds as listed below. Holder seconded the motion. All ayes, motion carried

| **Budget** | Landowner In Kind | Soil Health Grant | Pollinator Pathway |
|---|---|---|---|
| **2025-L2L-Soil Health-Thole** | $800.00 | $2,125.00 | $745.00 |

**V. Agreement Approval – City of Fridley Rain Garden Technical Serves**

The Board reviewed a request for an agreement with City of Fridley for Rain Garden Technical Services prepared by Stormwater and Shoreline Specialist Mitch Haustein. The City of Fridley is seeking curb-cut rain garden technical assistance, including the evaluation of five existing gardens for potential rehabilitation and new designs for up to six gardens within their 2026 street reconstruction project area. ACD has successfully provided similar services in prior years.

- Meixell moved to execute the agreement for services between ACD and the City of Fridley for rain garden assessment and design services with compensation to ACD not to exceed $21,625.00. Luthner seconded the motion. All ayes, motion carried.

**W. MASWCD Resolutions**

The Board reviewed a memo prepared by Lord regarding the MASWCD Resolutions. The Board discussed submitting a resolution to end the MASWCD Resolution Committees practice of voting on resolutions and sharing the results to sway outcomes. After much discussion Luthner provided an overview stating what the Committee should be doing is soliciting the group for resolutions, editing, auditing, combining and providing a framework for the resolutions to have more information posted. There should be a place on the MASWCD website where there is more information about each resolution. The resolution process should be the supervisors' vote on the Area level and should reach out to the author if there are questions. Lord stated he is hosting a Managers meeting about the process on May 27th to discuss. The Board directive is to have Lord prepare a resolution about the MASWCD resolution process and present it at the June Meeting and have the Board review and tweak it.

**X. Life Insurance**

The Board reviewed a memo prepared by Lord outlining a group life insurance with PERA. Lord explained during retirement benefit discussions we realized that per the policy that we prepared, a long-term employee who had earned a large retirement benefit, would receive none of it were they to die before age 55. As a remedy, the possibility of providing life insurance was discussed. The Insurance is a set monthly rate with a benefit that reduces over time. The current plans are $9, $12, or $16/month/employee. The rate never increases. The Board discussed and all appeared in favor with a decision to tackle at a later date.

**Y. Water Tank Purchase**

The Board reviewed a memo prepared by Magee requesting approval to purchase a water tank. Lord explained this request was previously approved in 2024 but we did not get around to purchasing it. There is OHF funds that will pay for the 100 – 150lbs Water Tank will and will cost anywhere from $5,000 to $7,000. No motion is needed as it is already in the 2025 budget.

Lord commented that it is good to see new employees Magee and Johnson have items in the packet.

**Pay Bills**

**ACD**

- Luthner moved to approve payments EP-2213 to EP-2232 and check numbers 16942 to 16964. Truchon seconded the motion. All ayes, motion carried.

**Rum River Partnership**

- None.

**FYI /Meetings/Latest News**

The Board discussed the meeting and dates. Meixell and Truchon stated they will get back to Berkness with dates that work for the Personnel Committee Meetings. Berkness stated she will send out any information on the Area IV Meeting and Tour when she receives it and members can let her know if they want to attend as there will likely be a fee.

- June 3 – Local Work Group Meeting 1pm-3pm – Rum River Library
- Personnel Meeting(s) before the June Meeting
- June 16 - ACD Board Meeting ACD Office
- June 19 – Emancipation Day Holiday
- July 4 – Independence Day Holiday
- July 9 - MASWCD Metro Area 4 Meeting and Tour – details to come

- Holder moved to adjourn at 6:53. Meixell seconded the motion. All ayes, motion carried.

Kathy Berkness — June 16, 2025

Prepared by Kathy Berkness, Office Administrator — Date

James R Lindahl — June 16,2025

Approved as to form and content by Jim Lindahl, Chair — Date

# Agenda

## Regular Meeting of the ACD Board of Supervisors

Time: June 16, 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely Join ACD Board Meeting:
The ACD Board meets on-site. Use the link below if you are interested in attending remotely.
https://us02web.zoom.us/j/82172530546?pwd=AdW4aw1HeVPRJESddzI6alOFZbZx2k.1

**4:30 Supervisor Training – Rum River Grant Initiative – Jared Wagner**

**5:00 - Regular Meeting – START RECORDING THE MEETING and CHAIR CALLS MEETING TO ORDER**

**Public Comments**

Approve the June Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

**Consent Agenda**

A. Approval of Regular Board Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. ACD May Financials
D. Rum River Watershed Partnership May Financials

Committee Meetings

E. Personnel Committee Meetings June 5 and June 10

New Business Informational Items

F. Watersheds and Other Meetings
G. Partner Report

New Business-Action Items

H. Agreement - Obwell
I. Contract Approval - Kauk Subsurface Sewage Treatment System Fix up
J. Contract Approval - Ryman - Subsurface Sewage Treatment System Fix up
K. Contract and Payment Approval –Well Sealing
L. Payment Approval - Engineering Services - Stantec
M. Payment Approval - Ditch 13 MDM Plan
N. Payment Approval - #1Native Planting Projects at 221st Ave NW
O. Payment Approval - 19255 E Blvd Rain Garden
P. Payment Approvals – Pollinator Pathways
Q. Contractor Selection – Sunrise Chain of Lakes Stabilization
R. NRCS Local Work Group
S. MASWCD Resolution

Additions

T. Paid Leave Policy
U.
V.
W.
X.

Pay Bills

- ACD
- Rum River Watershed Partnership

FYI /Meetings

- June 19th – Emancipation Day Holiday
- July 9 - Area IV Tour – Hennepin Hosting
- July 21 – ACD Board Meeting Ham Lake Office
-

# 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<br>Glenda Meixell, Vice Chair<br>Kate Luthner, Treasurer<br>Danielle Holder, Secretary<br>Mary Jo Truchon |
| Others Present: | Chris Lord, District Manager<br>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.

**<u>Consent Agenda</u>**

**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.

**<u>Committee Meetings</u>**

**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) x 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) x 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<br>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 carred.

**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

- Holder moved to adjourn at 7:04. Meixell seconded the motion. All ayes, motion carried.

Kathy Berkness
Prepared by Kathy Berkness, Office Administrator — July 21, 2025 Date

James R Lindahl
Approved as to form and content by Jim Lindahl, Chair — July 21, 2025 Date

# Agenda

## Regular Meeting of the ACD Board of Supervisors

Time: July 21, 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely Join ACD Board Meeting:
The ACD Board meets on-site. Use the link below if you are interested in attending remotely.
https://us02web.zoom.us/j/84686227359?pwd=0EeTHoNpkb8qzX7tY3zADrlWnR5yjA.1

**4:30 Supervisor Training – Brian Clark - Engineering in Natural Resources and how the use of Licensure Works**

**5:00 - Regular Meeting – START RECORDING THE MEETING and CHAIR CALLS MEETING TO ORDER**

**Public Comments**

Approve the July Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

**Consent Agenda**

A. Approval of Regular Board June Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. ACD June Financials
D. Rum River Watershed Partnership June Financials

New Business Informational Items

E. Watersheds and Other Meetings
F. Partner Report
G. Field Tour for Supervisors – gage interest and discuss scope
H. Paid Leave ACD Policy Discussion

New Business-Action Items

I. Contract Amendment – Beager Subsurface Sewage Treatment System Fix up
J. Contract Amendment – MWMO – 2025 Monitoring
K. Contractor Change – Sunrise Chain of Lakes Stabilization
L. Contractor Selection – Reibe Park Rum Riverbank Stabilization
M. Contract and Payment – Approval Well Sealing
N. Payment Approval – Cedar Creek Conservation Area- Landbridge
O. Payment Approval – Cedar Creek Ecosystem Science Reserve – MN Native Landscapes
P. Payment Approval – Gamm Easement - Prairie Restorations, Inc.
Q. Payment Approval – Moore Lake – Prairie Restorations, Inc.
R. Payment Approval – Martin Lake Veg Establishment – Prairie Restorations, Inc.
S. Payment Approval – 221st Plantings – Landbridge
T. Payment Approval – Ditch 20 Wetland Restoration – ISG
U. Payment Approval – Rotz Septic Arellano Sewage Treatment System
V. Payment Approval – Engineering Stantec
W. Payment Approval – Anoka County Parks – Rum Revetment CPL 2

Additions

X. Payment and Contract Approval – Pollinator Pathways
Y. MASWCD Response to Resolution Process
Z.

Pay Bills

- ACD
- Rum River Watershed Partnership

FYI /Meetings

- August 18 – ACD Board Meeting Ham Lake Office
- August 30 – MCD Manager Meeting
- September 10-11 - MASWCD Governance 101, Waite Park MN
- September 15 – ACD Board Meeting Ham Lake
- September 25 - MASWCD Metro Area 4 Meeting

# 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<br>Glenda Meixell, Vice Chair<br>Kate Luthner, Treasurer<br>Danielle Holder, Secretary<br>Mary Jo Truchon |
| Others Present: | Chris Lord, District Manager<br>Kathy Berkness, Office Administrator<br>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.

**<u>New Business Action Items</u>**

**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<br>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 221st 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.

**<u>Additions</u>**

## 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.

Kathy Berkness 8/18/2025

Prepared by Kathy Berkness, Office Administrator Date

James P Lindahl 8/18/2025

Approved as to form and content by Jim Lindahl, Chair Date

# Agenda

## Regular Meeting of the ACD Board of Supervisors

Time: August 18, 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely Join ACD Board Meeting:
The ACD Board meets on-site. Use the link below if you are interested in attending remotely.
https://us02web.zoom.us/j/82049685708?pwd=679v9IzTJK4aI8V2BKEeKKbO0SPsGV.1

**4:30 Supervisor Training – Kris Larson - Monitoring Almanac**

**5:00 - Regular Meeting – START RECORDING THE MEETING and CHAIR CALLS MEETING TO ORDER**

**Public Comments**

Approve the August Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

**Consent Agenda**

A. Approval of Regular Board July Meeting Minutes
B. Review of Staff Activity Reports and Programs
C. ACD July Financials
D. Rum River Watershed Partnership July Financials

New Business Informational Items

E. Watersheds and Other Meetings
F. Partner Report

New Business-Action Items

G. Authorize Opening a MN Municipal Money Market Fund (4M) and Approve Resolution
H. Paid Leave ACD Policy
I. Project Approval - Cedar Creek Cons. Area Riverbank Enhancement
J. Project Approval - Rum Central Site 3 Riverbank Enhancement
K. Grant Approval Outdoor Heritages – Rum River Corridor Fish & Wildlife Habitat Enhancement 3 & Anoka Sand Plain Habitat Cons. Ph 10
L. Contract Approval - Kings Island – MNL
M. Contract Approval – Fiedler SSTS Fix up
N. Contract & Payment Approval – Pollinator Pathways
O. Payment Approval – Ditch 20 Wetland
P. Payment Approval – Kauk SSTS Fix Up – Lashinski Septic Services
Q. Payment Approval – Ravnik SSTS Fix up – Gustafson Excavating
R. Payment Approval – Ryman SSTS Fix up – Casper Excavating
S. Payment Approval – Winter - Soil Health
T. Payment Approval and Amendment – Well Sealing
U. Berkness Modified Work Schedule
V. Computer System Upgrades

Additions

W. Cost Share Request – Wyatt - Soil Health
X. Policy Update – Soil Health Cost Share

Pay Bills

- ACD
- Rum River Watershed Partnership

FYI /Meetings

- August 30 – MCD Manager Meeting
- September 10-11 - MASWCD Governance 101, Waite Park MN
- September 15 – ACD Board Meeting Ham Lake
- September 25 - MASWCD Metro Area 4 Meeting
- Plan a Field Project Tour for the Board this Fall
- Open Meeting Law Change
- Schedule Personnel Meeting for Employee Probationary Period

# 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<br>Glenda Meixell, Vice Chair<br>Kate Luthner, Treasurer<br>Danielle Holder, Secretary<br>Mary Jo Truchon (departed at 7pm) |
| Others Present: | Chris Lord, District Manager<br>Kathy Berkness, Office Administrator<br>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 157the 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<br>BRF Enterprises | $2,520.00 | $4,200.00 |
| CWFWS-2025-7-Fridley-Beine<br>Judith Beine | $5,910.00 | $9,850.00 |

**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.

**<u>Additions</u>**

**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

- Holder moved to adjourn at 7:26. Meixell seconded the motion. All ayes, motion carried.

Kathy Berkness | 09/15/2025
Prepared by Kathy Berkness, Office Administrator | Date

James P Lindahl | 09/15/2025
Approved as to form and content by Jim Lindahl, Chair | Date

# Agenda

## Regular Meeting of the ACD Board of Supervisors

Time: September 15, 2025, 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely Join ACD Board Meeting:
The ACD Board meets on-site. Use the link below if you are interested in attending remotely.
https://us02web.zoom.us/j/81030008492?pwd=DobRuOvyI28moAiXbxAUP6xyxfmvR5.1

**4:30 Supervisor Training – Balin Magee - Anoka Cooperative Weed Management**

**5:00 - Regular Meeting – START RECORDING THE MEETING and CHAIR CALLS MEETING TO ORDER**

**Public Comments**

Approve the August Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

**Consent Agenda**

A. Approval of Regular Board August Meeting Minutes
B. Review Staff Activity Reports and Programs
C. ACD August Financials
D. Rum River Watershed Partnership August Financials

Personnel Committee Meetings

E. Employee Probationary Period – September 10, 2025

New Business Informational Items

F. Watersheds and Other Meetings
G. Partner Report
H. Rum River OHF2 – Martin Meadows Wetland Enhancement Status Update

New Business-Action Items

I. Agreement Renewal – Lower St. Croix Partnership Funding Master Agreement
J. Contract Approval – Well Sealing – Haffely
K. Contract Approval – Anoka County – Phase III Rum River Revetments
L. Project Approval – Johnson Wetland Restoration
M. Paid Family and Medical Leave (PFML) – ACD Policy
N. Management Plan Approval – Preiner Wetland Bank
O. Payment Approval – Stenson Gamm – Prairie Restoration
P. Payment Approval – Vegetation Establishment – Prairie Restoration
Q. Payment Approval – Riverfront Park – Edge Ecosystem
R. Payment Approval – Phragmites – PLM Lake and Land Management Corp
S. Payment Approval – NFWF – Monarch – Great River Greening
T. Payment Approval – Stantec
U. Payment Approval –Pollinator Pathways - RCWD

Additions

V. Authorization Request – Seasonal Technician
W. Payment Approval ISG Ditch 20 Wetland Restoration
X.
Y.
Z.

Pay Bills

- ACD
- Rum River Watershed Partnership

FYI /Meetings

- September 25 - MASWCD Metro Area 4 Meeting
- October 16 – Field Project Tour – Details TBD
- October 20 – ACD Board Meeting Ham Lake

# 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.

**<u>New Business Information Items</u>**
**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 Huseth 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 Cre4ek 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.

Kathy Berkness 10/16/2025

Prepared by Kathy Berkness, Office Administrator Date

James R Lindahl 10/16/2025

Approved as to form and content by Jim Lindahl, Chair Date

# Agenda

## Regular Meeting of the ACD Board of Supervisors

Time: October 20, 2025, 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely Join ACD Board Meeting:
The ACD Board meets on-site. Use the link below if you are interested in attending remotely.
https://us02web.zoom.us/j/87633759882?pwd=Q2ywWrSL7t9CGR7REt8nWwSMleGH77.1

**4:30 Supervisor Training – Chris Lord- MASWCD Resolutions**

**5:00 - Regular Meeting – START RECORDING THE MEETING and CHAIR CALLS MEETING TO ORDER**

**Public Comments**

Approve the October Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

**Consent Agenda**

A. Approval of Regular Board September Meeting Minutes
B. Review Staff Activity Reports and Programs
C. Approval of the ACD September Financials Subject to Audit
D. Approval of the Rum River Watershed Partnership September Financials Subject to Audit

New Business Informational Items

E. Watersheds and Other Meetings
F. Partner Report
G. MASWCD Resolutions

New Business-Action Items

H. Agreement Renewal - RRWP Master Agreement
I. Contract Approval - Anoka Nature Preserve - Landbridge
J. Contract Approval - Bethel WMA Sedge Meadow – MNL
K. Contract Approval - Coon Rapids Dam Regional Park - MNL
L. Contract Approval - Linwood Township Enhanced Street Sweeping 2026
M. Contract Approval - Well Sealing
N. Grant Agreement - Approval -SSTS Program
O. Contract Approval – Avery - SSTS Fix up
P. Contract Approval – Stanek – SSTS Fix Up
Q. Contract Change Order Approval – Martin Meadows
R. Project Construction Approvals – Ditch 20 Wetland Restoration
S. Payment Approval - Riebe Park Rum Riverbank Project
T. Payment Approval - CCCA – Landbridge
U. Payment Approval - ISG – Ditch 20 Wetland Restoration
V. Payment Approval - Rivers Bend – PRI
W. Payment Approval - Stantec -Rum River OHF Bio-Engineer
X. Payment Approval - Wyatt Cover Crop Project
Y. Payment Approval - Pollinator Pathways
Z. Payment Dues Approval - NACD Dues
AA. Envirothon Contribution
BB. Payment Roof Replacement

Additions

CC.
DD.

Pay Bills

- ACD
- Rum River Watershed Partnership

FYI /Meetings

- November 17 - ACD Board Meeting ACD Office
- November 27 & 28 Thanksgiving Holiday
- December 1-3 MASWCD Convention Double Tree Hotel in Bloomington

# Minutes

## Regular Meeting of the ACD Board of Supervisors

Time: October 20, 2025, 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

| | |
|---|---|
| Members Present: | Jim Lindahl, Chair<br>Glenda Meixell, Vice Chair<br>Kate Luthner, Treasurer<br>Danielle Holder, Secretary<br>Mary Jo Truchon |
| Others Present: | Chris Lord, District Manager<br>Kathy Berkness, Office Administrator |

Chair Lindahl called the meeting to order 5:05pm

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

Additions noted: (BB) Authorization to Pay the Roofing Contractor after he completes the ACD roof.

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

**Consent October Agenda**

**A. Approve September Minutes**

**B. Receive Staff Activity Reports**

**C. Receive September ACD Financial Reports Subject to Audit**

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

- Meixell moved the October consent agenda items. Truchon 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 | |
| Luthner | ACD Tour | X | | |
| Truchon | RCWD Citizen's Advisory Meeting | | | X |
| Truchon | RCWD Tour | X | | |
| Truchon | ACD Tour | X | | |
| Holder | Lower Rum River WMO | X | | |
| Holder | Lower St. Croix Watershed Partnership | | X | |
| Holder | ACD Tour | X | | |
| Meixell | Mississippi River WMO | | X | |
| Meixell | MASWCD Area IV Meeting | X | | |
| Meixell | ACD Tour | X | | |

**F. Partner Report - NA**

**G. MASWCD Resolutions**

Lord provided detail to each resolution that did not get covered during the supervisor training he provided to the Board before the meeting.

**<u>New Business Information Items</u>**

**H. Agreement Renewal – Rum River Watershed Partnership**

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon explaining that ACD's three-year agreement with the Rum River Watershed Partnership (RRWP) to receive funding needs to be renewed for another three years (2026-2028).

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

**I. Contract Approval – Anoka Nature Preserve - Landbridge**

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting authorization to approve a contract with Landbridge. Activities for the contractor include tree removal, herbaceous weed control, prescribed burn, purchasing and installing native seed and establishment mowing within 10.3 acres. Lord explained that Taylor provided additional detail in the memo outlining how herbicide use was minimized.

- Truchon moved to approve the Anoka Nature Preserve contract with Landbridge Ecological, not to exceed $48,177.70. Meixell seconded the motion. All ayes, motion carried.

**J. Contract Approval – Bethel WMA Sedge Meadow – Minnesota Native Landscapes (MNL)**

The Board reviewed a memo prepared by Taylor to approve a contract with MNL for work at the Bethel WMA. Activities for the Contractor include tree and shrub control, mowing reed canary grass, installing a mowed trail as a burn break, and a prescribed burn for an 18-acre sedge meadow. If herbicide is not used then the shrubs will resprout and make burning conditions unsafe/not allowed.

Holder mentioned that it would be nice to know the types of herbicide used for these projects and the reason that specific type is used. Lord explained that ACD has a vegetation management policy that Taylor provided a supervisor training on before Holder started and we will make sure she receives the policy. Luthner also mentioned that we should have a storage process and disposal policy and that it would be nice to have some sort of protocol. Lord stated that the hazardous chemicals are labeled in a cabinet.

- Truchon moved to approve the Bethel WMA Sedge Meadow Enhancement Contract with MN Native Landscapes, not to exceed $19,425.70. Meixell seconded the motion. All ayes, motion carried.

**K. Contract Approval – Coon Rapids Dam Park – Minnesota Native Landscapes (MNL)**

The Board reviewed a memo prepared Taylor to approve a contract with MNL for work at the Coon Rapids Dam Regional Park. Proposed ASP10 project activities for a contractor include 35 acres of invasive tree and shrub control, non-native Siberian Elm tree removal and a prescribed burn in an 8.3-acre prairie, and site preparation for turf to pollinator planting in two areas totaling 1.1 acres. Lord noted that Anoka County does not want goats used for liability reasons.

- Truchon moved to approve the Coon Rapids Dam Regional Park Tree Removal, Invasive Species Control and Turf to Pairie Contract with MN Native Landscapes not to exceed $98,575. Holder seconded the motion. All ayes, motion carried.

**L. Contract Approval Linwood Township Street Sweeping 2026**

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting approval of a street sweeping agreement with Linwood Township and program funding agreement with Chisago SWCD. The Lower St. Croix Partnership (LSCP) has awarded $1,590 to ACD for enhanced street sweeping of 15.9 curb miles in Linwood Township around Linwood and Martin Lakes. ACD needs to approve two agreements; one with Chisago SWCD, which manages the LSCP funding, and another with Linwood Township who is completing the street sweeping.

- Luthner moved to approve the 2026 enhanced street sweeping agreement with Linwood Township and the program funding agreement with the Chisago SWCD. Holder seconded the motion. All ayes, motion carried.

**M. Contract and Payment approval Well Sealing**

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

- Luthner moved to approve the well-sealing cost share contract below for $300. Holder seconded the motion. All ayes, motion carried.

| Activity Name | McCullough & Sons Well Drilling | Mork Well Co Inc | Bastian Well Service Inc. | Husnik Well Co. | Grant Match 60% for resident cost share |
|---|---|---|---|---|---|
| CWFWS-2025-9-Blaine-Jorde | | $1,147.00 | $500.00 | | $300.00 |

- Meixell moved to approve the well-sealing cost share payment below for $450. Truchon seconded the motion. All ayes, motion carried

| Activity Name | Budget | |
|---|---|---|
| | Reimbursement Amount | Total Project Cost |
| CWFWS-2025-8-Stacy-Haffely<br>Cora Haffely | $450.00 | $750.00 |

**N. Grant Approval FY26 Subsurface Sewage Treatment System (SSTS)**

The Board reviewed a memo prepared by Larson requesting approval for the FY 26 SSTS fix up agreement. The MPCA approved $64,183 in funding for fix up grants. ACD has not yet received the agreement. The total funding includes $21,200, the base amount allocated to counties and an additional $42,983 in fix up funding.

- Holder moved for ACD enter into the agreement with the State of MN For the FY26 SSTS Program to upgrade failing septic systems in Anoka County. Luthner seconded the motion. All ayes, motion carried.

**O. Contract Approval – Avery- SSTS Fix up**

The Board reviewed a memo prepared by Larson requesting approval for an SSTS fix up grant in St. Francis.

- Truchon moved to approve a SSTS Fix-Up Grant, not to exceed $20,259.00 or 90% of the final invoice, whichever is lesser, for a septic system replacement at 633 237th Ave NW, St. Francis. This is contingent on ACD receiving the executed FY26 SSTS grant agreement and a certificate of non-compliance. Luthner seconded the motion. All ayes, motion carried.

**P. Contract Approval – Stanek- SSTS Fix up**

The Board reviewed a memo prepared by Larson requesting approval for a SSTS fix up grant in East Bethel MN.

- Luthner moved to approve a SSTS Fix-Up Grant, not to exceed $21,532.50 or 90% of the final invoice, whichever is lesser, for a septic system replacement at 18336 Leyte St NE East Bethel. This is contingent on ACD receiving the executed FY26 SSTS grant agreement and a certificate of non-compliance. Meixell seconded the motion. All ayes, motion carried.

**Q. Contract Change Order Approval – Martin Meadows**

The Board reviewed a memo prepared by Water Resource Specialist Breanna Keith requesting contract approval for work on Martin Meadows Wetland Enhancement. Bidding is complete, the low bid is well under budget and highly qualified, and a contractor has been selected accordingly. Construction is expected to begin in late October or early November. To ensure smooth installation with some adaptability given the unique nature of this project, staff recommend authorizing the District Manager to execute change orders up to 40% of the contract as needed during the construction of this project, which is equivalent to the original project budget based on the Designer's Estimate.

- Meixell moved to award the contract of $44,025 for Martin Meadows Wetland Restoration to MN Native Landscape and authorize the District Manager to execute change orders for up to 40% of the contract total. Luthner seconded the motion. All ayes, motion carried.

**R. Project Construction Approval Ditch 20 Wetland Restoration**

The Board reviewed a memo prepared by Schurbon requesting project construction approvals for the Ditch 20 Wetland in Oxford Township of Isanti County. The lowest bidder is D & D Contracting. Their bid was based on removing the excavated material from the site and selling it. Our bid documents specifically prohibited removal of material off site because the anticipated cost savings from disposing of soils on-site has been approved by BWSR as the landowner's match. Moreover, the landowner does not want the driveway damage and noise from hundreds of trucks.

- Truchon moved the actions listed below. Luthner seconded the motion. All ayes, motion carried.
  - Award a construction contract to Dimke Excavating, Inc. for the Ditch 20 Wetland Restoration Project in the amount of $97,410.29.
  - Encumber $97,410.29 of FY25 CWF grant funds.
  - Authorize the District Manager to execute change orders up to the grant construction budget for this project.
  - Authorize signing the project operations and maintenance agreement with the landowners.
  - Approve payment of attorney or engineering fees required for Isanti County permits & easements up to $5,000.

**S. Payment Approval – Riebe Park Rum River Project**

The Board reviewed a memo prepared by Schurbon requesting payment to Suram Construction inc. for the Riebe Park Rum Riverbank Stabilizaton work. Work includes tree clearing, grading, shoreline protection, seeding erosion control. The work remaining includes live staking and removal of the bio-rolls after vegetation establishment. The city of Princeton has contributed $25,000.

- Meixell moved to approve payment of $131,894.79 to Sunram Construction for the Riebe Park Rum Riverbank Project, which includes 5% retainage. Luthner seconded the motion. All ayes, motion carried.

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

The Board reviewed a memo prepared by Taylor requesting payment to Landbridge Ecological LLC for their herbicide treatment of monocultures of reed canary grass and smooth brome at the Cedar Creek Conservation Area.

- Holder moved to approve payment of $1,835.04 for Invoice #4371 to Landbridge Ecological, LLC, for completing treatment at the Cedar Creek Conservation Area project. Luthner seconded the motion. All ayes, motion carried.

**U. Payment Approval –ISG – Ditch 20 Wetland Restoration**

The Board reviewed a memo prepared by Schurbon requesting payment to ISF for their engineering consulting of the Ditch 20 Wetland Restoration.

- Luthner moved to approve payment of $1,338.50 to ISG for invoice 124092. Holder seconded the motion. All ayes, motion carried.

**V. Payment Approval – Rivers Bend Critical Area Planting – Prairie Restorations (PRI)**

The Board reviewed a memo prepared by Taylor requesting payment to Prairie Restorations, Inc. for work at the Rivers Bend Park. PRI planted and watered plant plugs to fill in planting areas and bare soil locations at Rivers Bend Park in Ramsey utilizing Rum River Watershed Based

Implementation Funding available for Critical Area Plantings. The work was inspected and Taylor who was disappointed with the size of the plant plugs, some of which PRI claimed have started going dormant. Going forward Taylor will create a performance standard for the plant materials and watering in the Request for Quotes.

- Holder moved to pay Prairie Restoration Inc. Invoice #INV-017253, $7,739.45, for planting and watering native plants at Rivers Bend Park in the City of Ramsey. Meixell seconded the motion. All ayes, motion carried.

**W. 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 9/19/2025.

| 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 | $ 455.50 | $ 10,207.00 | $ 7,539.40 |
| Riebe Park | 2025-04 | $ 17,435.40 | $ - | $ 6,149.00 | $11,286.40 |
| Totals | | $ 70,296.60 | **$ 455.50** | $ 27,833.00 | $42,463.60 |

- Meixell moved to approve payment of Stantec Invoice totaling $455.50 for engineering services through 09/19/2025 related to Rum River bioengineering projects. Luthner seconded the motion. All ayes, motion carried.

**X. Payment Approval – Wyatt Cover Crop Project**

The Board reviewed a memo prepared by Schurbon requesting payment to Bruce & Nelson Wyatt for their 40 acres of cover crops.

- Truchon moved to approve payment of $2,400 to Bruce Wyatt for 2025-26 Cover Crops on 40 acres. Meixell seconded the motion. All ayes, motion carried.

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

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

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

| Project ID | Landowner In Kind | Grant | Project Status |
|---|---|---|---|
| **2025-L2L-Coon Rapids-Ender** | $ 125.00 | $ 500.00 | Complete |
| **2025-L2L-Fridley-Bauer** | $ 125.00 | $ 500.00 | Complete |
| **2025-L2L-Fridley-Carlson** | $ 125.00 | $ 500.00 | Complete |

**Z. Payment Approval – NACD Dues**

The Board reviewed the 2026 NACD dues material.

- Meixell moved to approve dues of $775. Holder seconded the motion. All ayes, motion carried.

**AA. Support the State Envirothon**

The Board reviewed a memo prepared by Lord regarding support to the State Envirothon. Lord explained each MASWCD Area hosts a local Envirothon. Area IV will be held at Kelley Farm this coming April. The winning team of each area competes at the State Envirothon. The state winner competes at the national Envirothon.

- Truchon moved to send $150 to support the State Envirothon. Meixell seconded the motion. All ayes, motion carried.

**BB. Payment to the Roof Contractor**

The Board reviewed a memo prepared by Schurbon requesting payment to J & D Construction for the ACD office roof replacement contingent upon completion of the work.

- Lindahl moved to approve payment of up to $15,800 to J & D Construction for reshingling the ACD office roof, contingent upon completion of work. Luthner seconded the motion. All ayes, motion carried.

**Pay Bills**

**ACD**

- Luthner moved to approve payments EP-2317 to EP-2341 and check numbers 17083 to 17128. (17127 and 17128 are blank for Envirothon and Roof) Meixell seconded the motion. All ayes, motion carried.

**Rum River Partnership**

- Luthner moved to approve check number 1072-1077. Meixell seconded the motion. All ayes, motion carried.

**FYI /Meetings/Latest News**

- November 11 – Veterans Holiday – Office closed
- November 17 – ACD Board Meeting 5pm ACD Office
- December 1-3 MASWCD Convention – Double tree Hotel

The Board discussed the meetings and dates specifically the convention.

- Meixell moved to adjourn at 7:00. Luthner seconded the motion. All ayes, motion carried.

Kathy Berkness

Prepared by Kathy Berkness, Office Administrator — 11/17/2025 Date

James J Lindahl

Approved as to form and content by Jim Lindahl, Chair — 11/17/2025 Date

# Agenda

## Regular Meeting of the ACD Board of Supervisors

Time November 17, 2025, 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely Join ACD Board Meeting:
The ACD Board meets on-site. Use the link below if you are interested in attending remotely.
https://us02web.zoom.us/j/83677848675?pwd=acP46scCzQHws3w4q3tAhFbxtAE1Rm.1

**4:30 Supervisor Training – Jordi Johnson – Pollinator Pathways**

**5:00 - Regular Meeting – START RECORDING THE MEETING and CHAIR CALLS MEETING TO ORDER**

**Public Comments**

Approve the November Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

**Consent Agenda**
A. Approval of Regular Board October Meeting Minutes
B. Review Staff Activity Reports and Programs
C. Approval of the ACD October Financials Subject to Audit
D. Approval of the Rum River Watershed Partnership October Financials Subject to Audit

New Business Informational Items
E. Watersheds and Other Meetings
F. Partner Report

New Business-Action Items
G. Agreement Amendment – Rum Metro FY23 WBIF Grant
H. Agreement Approval – BWSR 2026-2027 NRBG, Conservation Delivery, and Conservation Contacts
I. Agreement Approval – RCWD 2026 Technical Services
J. Contract Termination – Rare Plant Rescue Professional Services
K. Payment Approval – CCES – Rare Plant Rescue
L. Payment Approval – Fiedler – SSTS Fix-up
M. Payment Approval – ISG – Ditch 20 Wetland Restoration Engineering
N. Payment Approval – Landbridge - 221 Ave Planting
O. Payment Approval – Landbridge – Sunrise Shorelines Phase 2
P. Payment Approval - MNL - Kings Island
Q. Payment Approval – Landowners - Pollinator Pathways
R. Payment Approval – RCWD - Pollinator Pathways
S. Payment Approval – Stantec – Rum River Stabilizations
T. Payment Approval – Sunram – Reibe Park Rum River Stabilization
U. Payment Approval – Well Sealing
V. Project Approval – Dellwood River Park Ecological Enhancement
W. Project Cancellation – Glosimodt Conservation Cover
X. Seasonal Assistant District Technician Hiring Request

Additions
Y.
Z.
AA.

Pay Bills
- ACD
- Rum River Watershed Partnership

FYI /Meetings
- November 27 & 28 Thanksgiving Holiday
- December 1-3 MASWCD Convention Double Tree Hotel in Bloomington
- December 15 - ACD Board Meeting - ACD Office
- Set Ops Committee for Office Headquarters Maintenance Schedule
- Set Personnel Committee for Evaluations and Handbook Updates
- Set Finance Committee for 2025 and 2026 Budget Updates

# 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 221st. 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 221st 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 221st 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 Princton.

- 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<br>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.

______________________________ 1215/2025

Prepared by Chris Lord, District Manager Date

______________________________ 12/15/2025

Approved as to form and content by Jim Lindahl, Chair Date

# Agenda
## Regular Meeting of the ACD Board of Supervisors
Time December 15, 2025, 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Remotely Join ACD Board Meeting:
The ACD Board meets on-site. Use the link below if you are interested in attending remotely.
https://us02web.zoom.us/j/84864642641?pwd=3UJDuoWr04X3BKzSUHEy5FYUEq7qKB.1

**4:00 PM – Holiday Potluck**

**5:00 - Regular Meeting – START RECORDING THE MEETING and CHAIR CALLS MEETING TO ORDER**

**Public Comments**

Approve the December Agenda - Call for additions, deletions, or moving consent agenda items to the regular agenda

**Consent Agenda**
A. Approval of Regular Board November Meeting Minutes
B. Review Staff Activity Reports and Programs
C. Approval of the ACD November Financials Subject to Audit
D. Approval of the Rum River Watershed Partnership November Financials Subject to Audit

Committee Meetings
E. Operations Committee Meeting – Office Maintenance Schedule
F. Personnel Committee Meeting – Performance Evaluations and Handbook Updates
G. Finance Committee Meeting – Budget Updates

New Business Informational Items
H. Watersheds and Other Meetings
I. Partner Report

New Business-Action Items
J. ACD Fee Schedule Approval 2026
K. Project Agreement Approval – Dellwood River Park Eco Enhancement
L. Contract Approval – MVTL Labs – 2026 Lab Selection
M. Contract and Payment Approval – Well Sealing
N. Payment Approval – Landbridge - CCCA
O. Payment Approval - Johnson Critical Area Planting
P. Payment Approval – SCP and GRG - NFWF
Q. Payment Approval – Sherburne SWCD – Rare Plant Rescue
R. Payment Approval – MLA – Rare Plant Rescue
S. Payment Approval – Pollinator Pathways
T. Payment Approval – Ditch 13 Wetland Restoration
U. Payment Approval – Ditch 20 Wetland Restoration

Additions
V. Management Representation Letter – 2024 Audit
W.
X.

Pay Bills
- ACD
- Rum River Watershed Partnership

FYI /Meetings
- December 25 – Christmas Holiday
- January 1 – New Year Holiday
- January 19 – Martin Luther King Holiday
- January 20 - ACD Board Meeting - ACD Office
- Plan ACD Day at the Capitol

# Minutes

## Regular Meeting of the ACD Board of Supervisors

Time: December 15, 2025, 5:00PM
Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

| | |
|---|---|
| Members Present: | Jim Lindahl, Chair<br>Glenda Meixell, Vice Chair<br>Kate Luthner, Treasurer<br>Danielle Holder, Secretary<br>Mary Jo Truchon |
| Others Present: | Chris Lord, District Manager<br>Kathy Berkness, Office Administrator |

Chair Lindahl called the meeting to order 5:02pm

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

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

**Consent December Agenda**

**A. Approve November Minutes**
**B. Receive Staff Activity Reports**
**C. Receive November ACD Financial Reports Subject to Audit**
**D. Receive November Rum River Partnership Financial Reports Subject to Audit**

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

**Committee Meetings**

**E. Operations Committee Meeting**

Luthner provided an overview of the meeting stating the Operations committee focused on the McKay maintenance schedule, lease rates and the possible expansion of ACDs office. For the 2026 property maintenance schedule, sufficient funds are earmarked to replace two furnaces or AC units. Committee members agreed to push the replacement of the lower parking lot to 2027 and postpone work on ACD's office interior until we know if an office expansion is likely to happen.

- Lindahl moved to adopt the maintenance schedule as modified with a total of $16,000 in expenses. Truchon seconded the motion. All ayes, motion carried.

Lord explained that rental rates are increased based on the November CPI which is not out yet but estimated to be around 3%.

- Truchon moved to approve the lease rates increase automatically on January 1, 2026, in accordance with ACD policy. Lindahl seconded the motion. All ayes, motion carried.

Cramped office space is compromising productivity and professional development for some staff. Options to utilize the other building on ACD's property were discussed but rejected due to the likely erosion of office cohesion and ADA challenges. Expansion of ACD's office to the south to create a larger conference room and add individual offices was discussed along with the possibility of purchasing a different facility that meets ACD's needs. Lord was encouraged to research options.

**F. Personnel Meeting**

Lord reminded the Board that ACD conducts two performance evaluations per year, in June and December. Self-evaluations were completed by employees and the District Manager added comments. Thereafter, each employee met with the District Manager. Staff had the opportunity to rate the District Manager, the results of which were included in his evaluation. All evaluations were sent to the Personnel Committee Members. Common themes were compiled in a table from the evaluations while maintaining anonymity. The Board reviewed the common themes.

- Truchon moved to approve the retention of all staff in their current position classes and to revisit the compensation plan in March of 2026 to consider how credit for prior year's work may result in compensation inequity. Luthner seconded the motion. All ayes, motion carried.

Lord summarized handbook changes, specifically where the District Manager may authorize expenditures up to $1,000 not in the approved budget, which changed from $500. The capital threshold changed to $2,500 versus $500. Lord also drafted language for a policy on office coverage with alternative language for who must approve it; one with Board level approval, the other with District Manager level approval. The Board opted for the latter alternative to allow the District Manager authority to close the office, to be posted to ACD's website one week in advance.

- Truchon moved to approve the ACD Handbook revisions for 2026 as presented, with the Board to decide the percentage threshold, beyond which employees may have to contribute to the cost of PFML premiums. Meixell seconded the motion. All ayes, motion carried.

Lord directed attention to the Paid Family Medical Leave (PFML) section where the Board still needs to define what amount of PFML insurance premiums ACD will cover, expressed as a percent of payroll. The current cost is 0.59%. Staff suggested 1.0%, beyond which, the Board would consider if they wanted to require staff to contribute through deductions from their paychecks.

- Meixell moved to approved covering insurance premium costs up to 0.59% of payroll, beyond which, the Board would consider if they wanted to require staff to contribute through deductions from their paychecks. Luthner seconded the motion. All ayes, motion carried.

**G. Finance Committee Meeting**

Lord pointed out the updates to the 2025 and 2026 Budgets as listed below.

**2025 Budget Update** Attempted to incorporate all expenses and earned revenues

- Funds grown per planned need: Compensated Absences ($99,902), Retirement Severance ($62,146), Vehicle ($7,000) and Property Maintenance ($33,866)
- Partial use of available SWCD Aid funds
- Undesignated fund currently has ~$986,117, which is 59% of ACD's operating budget. Our policy is to have at least 25%
- Net revenue of ~$149,500

**2026 Budget Update**

- Funds grown Compensated Absences ($114,902), Retirement Severance ($68,219), Vehicle ($7,000)
- $28K deposit to McKay Maintenance fund, $16K available for repairs to McKay property
- $20K to Capital (Rain Guardian forms)
- Lease rate increase of est. 3% based on expected average annual MN CPI increase for last twelve months
- Continue all 2025 regular staff positions and anticipated promotions
- Convert 0.75FTE seasonal position to 1 FTE regular technician with 30% designated outreach workload
- Rain Guardian unit sales $4K lower than 2025
- No speculative grants
- 2027 WBIF likely to be available mid-2026, but not included in the budget
- 5% increase ($59/month) in employee taxable fringe benefits effective January 1; ACD's contribution to health care is $1,236/month for eligible employees.
- County general allocation increase of $35,780 for a total of $262,772
- Wage adjustment of 100% to target effective July 1, 2026 with a 1.5% inflationary adjustment over 2025
- Net revenue of $28,780

Luthner suggested preserving the original budget numbers in additional columns rather than replacing them with approved budget updates.

- Luthner moved to recommend approval of the 2025 and 2026 budge updates. Holder seconded the motion. All ayes, motion carried.

The board discussed the building extension and some alternatives such as moving to another location. Lord noted that three potential problems all came back with good resolutions; we will not need to expand the septic system, add new parking spaces, or add a fire suppression sprinkler system to the building. Lord will continue to research costs and provide design alternatives and recommendations as the matter evolves.

- Luthner moved to recommend approval of up to $200K be considered for the building extension. Holder seconded the motion. All ayes, motion carried.

**H. 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 | |
| Luthner | MASWCD Convention | X | | |
| Truchon | RCWD Citizen's Advisory Meeting | | X | |
| Truchon | MASWCD Convention | X | | |
| Holder | Lower Rum River WMO | X | | |
| Holder | Lower St. Croix Watershed Partnership | | X | |
| Holder | MASWCD Convention | X | | |
| Meixell | Mississippi River WMO | | | X |
| Meixell | MASWCD Convention | X | | |

The Board discussed CCWD District Administrator Tim Kelly's retirement party. Lord stated he attended. Lindahl stated Kelly had a wealth of knowledge regarding

**I.** Partner Report – The Board reviewed the NRCS report provided by Katie Evens.

**<u>New Business Information Items</u>**

**J. ACD Fee Schedule Approval**

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon outlining the changes to the ACD fee schedule for 2026. The employee hourly rates were updated along with some of the services provided by ACD.

- Luthner moved to adopt the 2026 fee schedule as presented. Holder seconded the motion. All ayes, motion carried.

**K. Project Agreement Approval – Dellwood River Park Eco Enhancement**

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner requesting approval to enter into a contract with the City of St. Francis for a Habitat enhancement at Dellwood Park.

- Lindahl moved to enter the contract and maintenance agreement with the City of St. Francis for habitat enhancement work at Dellwood River Park. Holder seconded the motion. All ayes, motion carried.

**L. Contract Approval – MVTL Labs – 2026 Lab Selection**

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson to select a lab to use for water sample analysis in 2026.

- Luthner moved to approve 2026 lab services from MVTL Labs for all parameters except E. coli, which would be through Instrumental Research. Holder seconded the motion. All ayes, motion carried.

**M. Contract approval Well Sealing**

The Board reviewed a memo prepared by Larson requesting approval of a well sealing contract

- Luthner moved to approve the contract for well-sealing cost share as listed below for $600. Meixell seconded the motion. All ayes, motion carried.

| Activity Name | Bastian Well Services Inc. | E.H. Renner & Sons. | Grant Match 60% for resident cost share |
|---|---|---|---|
| CWFWS-2025-10-Fridley-Johnsen | $1,000.00 | $2,560.40 | $600.00 |

**N. Payment Approval – Landbridge CCCA**

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting payment to Landbridge Ecological, LLC. for a prescribed bun and seeding on 10.3 acres of prairie and wetland at the Cedar Creek Conservation Area.

- Truchon moved to approve payment of $5,604.87 for Invoice #4514 to Landbridge Ecological LLC, for completing treatment at the Cedar Creek Conservation Area. Holder seconded the motion. All ayes, motion carried.

**O. Payment Approval – Johnson Critical Area Planting**

The Board reviewed a memo prepared by Resource Technician Balin Magee requesting payment to a landowner for a critical area planting installed by staff. This project is along 205 linear feet of Rum Riverbank in Andover. Work included installing 168 plant plugs. Lord commented that it is good for staff to complete installation labor to improve their understanding of what goes into it.

- Luthner moved to approve reimbursement to Daryl Johnson for the critical area planting project at 4519 175$^{th}$ Ave NW in the amount of $640.87 (90% of materials and installation labor). Holder seconded the motion. All ayes, motion carried.

**P. Payment Approval – to Great River Greening (GRG) & Sherburne County Parks for the National Fish and Wildlife Foundation (NFWF) Monarch Butterfly and Pollinator Grant**

The Board reviewed a memo prepared by Taylor requesting payment to subcontractors of the NFWF monarch program. Both GRG and Sherburne County Parks are completing grant eligible activities under subcontracts with ACD.

- Luthner moved to pay Great River Greening $12,498.91 and Sherburne County Parks and Trails $9,928.03 for activities under the National Fish and Wildlife Foundation Monarch Butterfly and Pollinator Conservation Fund. Holder seconded the motion. All ayes, motion carried.

**Q. Payment Approval – Sherburne SWCD – Rare Plant Rescue**

The Board reviewed a memo prepared by Taylor requesting payment to Sherburne SWCD for their assistance in coordinating a volunteer event and planting rescued Viola lanceolata at Sherburne National Wildlife Refuge. This is in association with the Outdoor Heritage Fund ASP8 Rare Plant Rescue program.

- Truchon moved to authorize payment of $673.50 to Sherburne SWCD for their services described in Invoice #2025359. Meixell seconded the motion. All ayes, motion carried.

**R. Payment Approval – MLA – Rare Plant Rescue**

The Board reviewed a memo prepared by Taylor requesting payment to MN Landscape Arboretum for their contracted work associated with the Outdoor Heritage Fund ASP8 Rare Plant Rescue program.

- Luthner moved to approve payment of $19,014.4 to Regents of the University of Minnesota Landscape Arboretum Invoice No. 2011041965 for professional services provided for the OHF ASP 8 Rare Plant Rescue grant. Holder seconded the motion. All ayes, motion carried.

**S. 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.

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

| Project ID | Landowner In Kind | | Grant | |
|---|---|---|---|---|
| **2025-L2L-Fridley-Marquette** | $ | 125.00 | $ | 500.00 |
| **2025-L2L-Fridley-Hyland** | $ | 125.00 | $ | 424.52 |

**T. Payment Approval – ISG – Ditch 13 Wetland Restoration**
The Board reviewed a memo prepared by Schurbon requesting payment to ISG for a pollution reduction estimate for the Ditch 13 Wetland Restoration.

- Luthner moved to approve payment of $2,107.50 to I & S Group for invoice 126495. Holder seconded the motion. All ayes, motion carried.

**U. Payment Approval – ISG – Ditch 20 Wetland Restoration**
The Board reviewed a memo prepared by Schurbon requesting payment to ISG for engineering consulting on the Ditch 20 Wetland Restoration.

- Luthner moved to approve payment of $3,263.50 to I & S Group for invoice 126649. Holder seconded the motion. All ayes, motion carried.

**V. Management Representation Letter - 2024 Audit**
The board reviewed the Management Representation Letter from Peterson for the 2024 ACD Audit. Lord pointed out an update and explained some of his frustrations related to communications with Peterson staff regarding some of the suggested adjustments to the finances.

- Holder moved to approve the Peterson Management Representation letter for the 2024 Audit, 2024 ACD Financial Report, and draft audit. Meixell seconded the motion. All ayes, motion carried.

**<u>Pay Bills</u>**
**ACD**

- Luthner moved to approve payments EP-2362 to EP-2380 and check numbers 17159 to 17187. (Noting the void of 17185) Meixell seconded the motion. All ayes, motion carried.

**Rum River Partnership**

- NA

**<u>FYI /Meetings/Latest News</u>**

- January 1, Office Closed for the Holiday
- January 19, Office Closed for the Holiday
- January 20 - ACD Board Meeting - ACD Office 5pm
- February 16, Office Closed for the Holiday
- Reminder to discuss ACD day at the Capitol

- Lindahl moved to adjourn at 6:48. Holder seconded the motion. All ayes, motion carried.

Kathy Berkness
Prepared by Kathy Berkness, Office Administrator — 1/20/26 Date

James J Lindahl
Approved as to form and content by Jim Lindahl, Chair — 1/20/26 Date