



Minutes

Regular Meeting of the ACD Board of Supervisors

Time: March 16, 2026, 5:00PM

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

Members Present: Jim Lindahl, Chair
 Glenda Meixell, Vice Chair (attended remotely)
 Kate Luthner, Treasurer (attended remotely)
 Danielle Holder, Secretary (attended remotely)
 Mary Jo Truchon (attended remotely)

Others Present: Chris Lord, District Manager
 Kathy Berkness, Office Administrator

Chair Lindahl called the meeting to order 5:01pm

Public Comments – Michael attended the meeting remotely. When asked if he wanted to introduce himself or share other comments, there was no answer. Michael remained logged-in and self-muted for the entire meeting.

March Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted (U) Classification & Compensation Plan Modification.

- Luthner moved to approve the amended March agenda. Holder seconded the motion. Five ayes (Lindahl, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.

Consent March Agenda

A. Approve February Minutes

B. Receive ACD Staff Reports

C. Receive February ACD Financial Reports Subject to Audit

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

- Meixell moved the March consent agenda items. Luthner seconded the motion. Five ayes (Lindahl, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. 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	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	Rum River Watershed Partnership		X	
Meixell	Mississippi River WMO	X		

F. The Board reviewed the NRCS report provided by Katie Evans.

G. Day at the Capitol

The Board reviewed the meetings scheduled for legislators. Lord stated that Berkness will distribute the link to the Google document, where members may sign up for meetings. Staff assignments will be determined later. Most of the meetings are scheduled for March 24 and March 26, with one additional meeting taking place this Friday.

New Business Action Items

H. ACD Office Modification

Lord explained based on significant input from staff on workstation adequacy and cost, it makes sense to pursue a short-term strategy of:

- using office partitions to divide large offices into two workstations,
- building walls to create separate offices where practical, and
- utilizing common areas more efficiently.

Long-term, an extension may be needed to expand staff or if the small workstations, share spaces and lack of common areas proves problematic.

Earlier discussions with the Board directed staff to devise alternatives that

- retained long-term flexibility,
- maintained the value of the property, and
- preserved options to lease separate spaces if downsizing was necessary

ADA compliance was also considered. All of these are adhered to in the following proposal, which also avoids investing in anything that would be undone if we build the extension.

Lord presented a potential floor plan that included:

- Three new walls with 36" doors.
- Three 8' tall partitions.
- Repurposing cabinets currently in the northern reception area.

Lord further explained that the shower concept is reflected in the space between the mechanical room and the men's room but may not be feasible. ACD can retain most of the desks, but some will need to be replaced with standing desks. Separate consideration is being given to installing a small bathroom in the basement. Lord provided a budget from the work explaining that staff can do some of the work.

Element	Notes	Cost	Qty	Total
Walls				\$8,750
Framing/insulation/drywall	Staff could frame, insulate and hang drywall to control cost	\$2,000	3	\$6,000
6 Panel Wood Doors	Staff installed	\$350	2	\$700
Base and Casing Trim	Staff installed	\$150	3	\$450
Move lights		\$200	2	\$400
Install light switches		\$300	4	\$1,200
Move cabinets	Staff installed			
Counters	Staff installed	\$300	2	\$600
Partitions	Staff installed	\$700	3	\$2,100
Standing L-Desks		\$550	6-8	\$4,400
Contingency	20%			\$3,170
Total				\$19,020

- Truchon moved to authorize the District Manager to move forward with office modifications per the attached budget. The precise configuration of partitions and walls is still being settled by staff. Meixell seconded the motion. Five ayes (Lindahl, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried
- Truchon moved to authorize the District Manager to negotiate lease terms with Einstein SEO based on projected shared use of the space. Luthner seconded the motion. Five ayes (Lindahl, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.

I. Grant Agreement Approval - The Nature Conservancy (TNC) – Wetland Restoration

The Board reviewed a memo prepared by Water Resource Specialist, Jared Wagner requesting approval to enter into a grant agreement with TNC for up to \$45,000 for wetland restoration projects in 2026. Policy changes at the federal level have made implementation more difficult for federal staff, which has in turn made it more difficult for TNC to get their corporate grant dollars in the ground. Lord explained there are several projects that could benefit from these funds.

- Holder moved to enter into grant agreement with The Nature Conservancy for up to \$45,000 for wetland restoration projects in 2026. Meixell seconded the motion. Five ayes (Lindah, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.

J. CCM Crew Time – Ziegler Easement Live Staking

The Board reviewed a memo prepared by Wagner requesting approval to enter into an agreement with the Conservation Corps to live stake the Ziegler easement using Outdoor Heritage Fund grant dollars.

- Truchon moved to authorize the District Manager to enter into a one-week work agreement with Conservation Corps to live stake the riverbank on the Ziegler easement using Outdoor Heritage Fund grant dollars. Luthner seconded the motion. Five ayes (Lindah, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.

K. Contract Amendment Wetland Restoration Project Assistance - Isanti

The Board reviewed a memo prepared Watershed Projects Manager Jamie Schurbon requesting an amendment to increase the contract with Isanti SWCD. The existing contract with Isanti SWCD is for assistance with the Ditch 20 wetland restoration project. This amendment would expand it to include working on the Ditch 13 wetland restoration project as well, with additional funding.

- Lindahl moved to approve the amendment to the contract for services with the Isanti SWCD for wetland restoration permitting and assistance. Meixell seconded the motion. Five ayes (Lindah, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.

L. Contract Approval – Engineering of Ditch 13 Wetland Restoration Project

The Board reviewed a memo prepared by Schurbon to enter into a contract for professional services with ISG for engineering consulting on the Ditch 13 Wetland Restoration.

- Lindahl moved to approve the contract for professional services with ISG for the Ditch 13 Wetland Restoration Benefitting Typo and Martin Lakes with an amount of up to \$34,935. Authorize the District Manager to approve amendments of up to 15% of the contract amount. Meixell seconded the motion. Five ayes (Lindah, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.

M. Contract Approval – 2026 Monitoring and Management

The Board reviewed a memo prepared by Schurbon outlining the workplans and the amounts for contracted 2026 Monitoring and Management with LRRWMO, RCWD, URRWMO, and Lake George Improvement District.

- Holder moved to approve the 2026 Monitoring and Management Contracts as listed below. Board approval includes approval of any modified contract scope or amount requested by the contracting partner, consistent with ACD’s Fee Schedule, and approved by the ACD District Manager. Truchon seconded the motion. Five ayes (Lindah, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.

• Lake George Improvement Association	\$ 2,000
• Upper Rum River WMO	\$41,592
• Lower Rum River WMO	\$61,380
• Rice Creek Watershed District	\$ 5,720

N. Contract Approval– ASP Rescue 8 MN Landscape Arboretum

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval of a contract with the MN Landscape Arboretum. A previous contract was cancelled with them as the work plan was not specific enough. Board members reviewed the memo with the consensus that the outline of work is not specific enough and should include hour or dollar limits.

- Truchon moved to enter into a contract with MN Landscape Arboretum for up to \$10,000 for activities to support the ASP Rare Plant Rescue Program after Lord works with Taylor to provide more detail to the contract deliverables to the District Manager’s satisfaction. Luthner seconded the motion. Five ayes (Lindahl, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.

O. Contract Approval – Pollinator Pathways

The Board reviewed a memo prepared by Restoration Technician Jordi Johson requesting approval for six Pollinator Pathways cost share contracts listed below.

2025-L2L-Fridley-Maloney	\$	125.00	\$	500.00
2025-L2L-Ham Lake-Tyre	\$	125.00	\$	500.00
2025-L2L-Fridley-Rost	\$	125.00	\$	500.00
2025-L2L-Fridley-Alderink	\$	125.00	\$	500.00
2025-L2L-Coon Rapids-Hokanson	\$	125.00	\$	500.00
2025-L2L-Coon Rapids-Matusovic	\$	125.00	\$	500.00

- Lindahl moved to approve the cost share contracts listed above. Truchon seconded the motion. Five ayes (Lindahl, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.

P. 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 payment.

- Truchon moved to approve the well-sealing cost share contract per the table below. Luthner seconded the motion. Five ayes (Lindahl, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.

Activity Name	Bastian Well Services Inc.	Mork Well Co Inc.	Grant Match 60% for resident cost share
CWFWS-2025-12-CoonRapids-Gardner	\$1,425.00	\$4,839.00	\$855.00

- Holder moved to approve the payment of the well-sealing cost share contract listed below. Truchon seconded the motion. Five ayes (Lindahl, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2025-11-CoonRapids-Chadwick John Chadwick	\$855.00	\$1,425.00

Q. Payment Approval – Landbridge – ANP

The Board reviewed a memo prepared by Taylor requesting payment to Landbridge for services at the Anoka Nature Preserve. Truchon commented that she is glad to see the work being done without herbicide.

- Luthner moved to pay Landbridge Ecological \$17,833.90 using LSOHC ASP10 funds for tree removal at the Anoka Nature Preserve. Truchon seconded the motion. Five ayes (Lindahl, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.

R. Payment Approval – Bethel - MN Native Landscapes (MNL)

The Board reviewed a memo prepared by Taylor requesting payment to Minnesota Native Landscapes for \$11,050 for their work at the Bethel WMA in St. Francis. Work included tree and shrub control, burn break mowing, and prescribed burn.

- Truchon moved to pay MNL \$11,050 using LSOHC ASP10 funds for forestry mowing and mowing a burn break at Bethel WMA. Holder seconded the motion. Five ayes (Lindahl, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.

S. Payment Approval – MNL- Dellwood River Park

The Board reviewed a memorandum prepared by Restoration Technician Jordi Johnson requesting payment in the amount of \$9,120 to Minnesota Native Landscapes for work completed at Dellwood River Park. The restoration services included tree removal, buckthorn removal, weed control, prescribed burning, and overseeding with native species. Lord noted his appreciation for the submission, adding that he was pleased to see this memo prepared by one of ACD’s newer employees.

- Lindahl moved to approve payment to Minnesota Native Landscapes for Invoice #57663 less 5% retainage for a total payment of \$9,120 using \$4,120 of OHF Phase 3 funds and \$5000 of match provided by URRWMO. Truchon seconded the motion. Five ayes (Lindahl, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.

Additions

T. Classification & Compensation Plan Modification

Lord explained that during the December evaluations, a need was identified to review the portion of the compensation plan that provides long-term rewards for prior employment and education beyond minimum requirements. While these factors are useful to anticipate performance to set hiring wages, within a year, performance can be assessed by direct observation. More recently, several other issues have come to light.

Issue	Consideration	Potential Solutions
Market Competitiveness	We are losing ground based on market trends as documented in updates to our wage analysis based on data from nearby SWCDs and recent job postings.	Increase the wage of the index position by a full grade.
Recruitment Advantage	Higher starting wages provide an advantage during recruitment. Higher max wages, less so.	Increase the starting wage while keeping the max wage relatively stable to manage costs.
Advancement Potential	Small organizations often run out of classes to advance to. We are at that point with technical staff.	Create Specialist 3, Engineer 3, and Engagement 3 classes.
Pay Acceleration	Compensation should keep pace with the rate of change in terms of contribution to ACD that rapidly evolving employees experience.	Shorten the 15-year duration from Min to Max compensation.
Performance Based Pay	ACD’s compensation plan is based on a Min rate and a Max rate with a trajectory to get from one to the other based on years of service. Opportunities to influence pay based on performance are small in comparison to an additional year of service. The competency rating system currently characterizes the nature of the work, but not the quality or volume of work.	Enhance opportunities to influence pay through performance. Add productivity to the competency rating to consider work quality, volume and revenue generation. Weigh performance more heavily than it currently is relative to longevity. Longevity will continue to be a fundamental element of compensation. Promotion to a higher class is based on performance, not longevity and should remain so.

Lord stated that he hopes to implement these changes prior to compensation review in June. Lord asked the Board how they preferred to proceed with addressing the matter. Lord noted that due to the complexity of what we are discussing, that once we develop an approach that integrates everything we want, it will be very difficult to modify it later without causing cascading problems.

Due to this, it's preferable to get input up front to inform what elements we incorporate into the system.

- Truchon moved to direct the District Manager to consult with Anoka County HR experts to solicit insights on evaluating and measuring performance and success. Thereafter, a workshop of the entire Board should be held to discuss and endorse specific approaches to address specific issues. Following that, the Personnel Committee, with input from staff, should develop a detailed proposal for Board consideration. Holder seconded the motion. Five ayes (Lindah, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.

Pay Bills

ACD

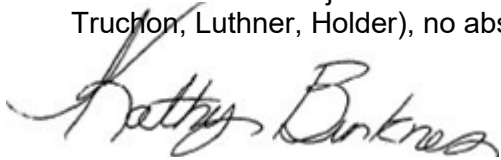
- Luthner moved to approve electronic payments EP-2432- 2449 and check numbers 17250-17257. Holder seconded the motion. Five ayes (Lindah, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.

Rum River Partnership

- NA

FYI /Meetings/Latest News

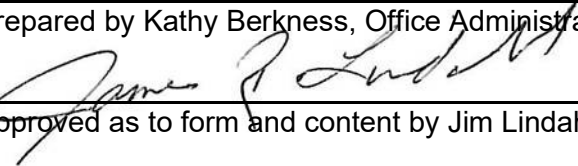
- April 20 - ACD Board Meeting 5pm ACD Office Ham Lake
 - April 23 - Metro Area 4 Meeting Cabela's in Rogers
 - April 25 - ACD tree and shrub pick up at ACD lower lot
 - May 25 - ACD Memorial Holiday
 - June - day TBD – Area IV - Isanti SWCD Summer Tour
- Holder moved to adjourn at 6:42. Meixell seconded the motion. Five ayes (Lindah, Meixell, Truchon, Luthner, Holder), no abstentions, no nays. Motion carried.



April 20, 2026

Prepared by Kathy Berkness, Office Administrator

Date



April 20, 2026

Approved as to form and content by Jim Lindahl, Chair

Date