



Minutes

Regular Meeting of the ACD Board of Supervisors

Time: April 20, 2026, 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 5:06pm

Public Comments – None – One remote attendee remained muted with camera off for the entire meeting.

April Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. None noted.

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

Consent April Agenda

A. Approve March Minutes

B. Receive ACD Staff Reports

C. Receive March ACD Financial Reports Subject to Audit

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

- Meixell moved the March consent agenda items. Truchon 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	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. Partner Report - NA

G. Prevailing Wage Report

Lord presented a prevailing wage report that will be shared at the April Area IV meeting. He outlined recent legislative changes requiring most conservation projects to comply with prevailing wage standards. Lord also reviewed the wage certification process and noted several shortcomings.

The Board discussed developing an MASWCD resolution for prevailing wage that better reflects current market conditions and relies on a more representative, unbiased data set.

- Lindahl move to direct Lord to proceed with drafting a prevailing wage resolution. Luthner seconded the motion. All ayes, motion carried.

New Business Action Items

H. Bank Account Closure Approval – Village Bank

Lord explained that the Rum River Watershed Partnership recently acquired its own Federal Tax ID suggested by the auditor. We are currently using Village Bank for this program. Schurbon is in process of setting up a new bank account with First National Bank, so the Village bank accounts are no longer needed.

- Truchon move to close the Village Bank accounts. Meixell seconded the motion. All ayes, motion carried.

I. Einstein SEO Lease

Lord explained that Einstein SEO agreed to rent until the end of April. Lord indicated that there may still be an opportunity for a limited unit sharing lease and would like to explore that possibility. Einstein was on a month-to-month lease and provided 30-days’ notice.

- Meixell moved to end the lease with Einstein SEO as of April 30 and return their security deposit with interest. Luthner seconded the motion. All ayes, motion carried.

J. Contract Approval – 2026 Monitoring and Management

The Board reviewed a memo prepared by Watershed Projects Manager, Jamie Schurbon, outlining the workplans and the amounts for contracted 2026 Water Monitoring and Management with Linwood Lake Improvement Association, Mississippi WMO and Coon Creek Watershed District.

- Meixell moved to approve the 2026 Water Monitoring and Management Contracts as listed below, including any modified contract scope or amount requested by the contracting partner, consistent with ACD’s Fee Schedule, and approved by the ACD District Manager. Luthner seconded the motion. All ayes, motion carried.

• Linwood Lake Improvement Association	\$ 2,300
• Coon Creek Watershed District	\$23,550
• Mississippi WMO	\$16,111.90

K. Contract Approval– DNR Mitigation Fund

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval of a contract with the DNR Endangered Species Mitigation Fund which provides funding for rare species that have been impacted by past permitted development. Lord explained that this is very exciting in that it represents a shift in DNR’s approach to use of Mitigation Funds by contracting with a local partner to advance the science on rare species management. We will work with Cedar Creek Ecosystem Science Reserve to conduct valuable research on species specific translocation and propagation approaches.

- Truchon moved to enter into a grant agreement with the DNR for \$64,800 for the MN DNR Endangered Species Mitigation fund and authorize Chris Lord to sign the Contract. Holder seconded the motion. All ayes, motion carried.

L. Contract Approval – Pollinator Pathways

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

2026-L2L-Fridley-Allen	\$	125.00	\$	500.00
2026-L2L-Fridley-Eischeid	\$	125.00	\$	500.00
2026-L2L-Coon Rapids-Engel	\$	125.00	\$	500.00
2026-L2L-Oak Grove-Falconer	\$	125.00	\$	500.00
2026-L2L-Fridley-Hein	\$	125.00	\$	500.00
2026-L2L-Blaine-Lee	\$	125.00	\$	500.00
2026-L2L-Fridley-Paulson	\$	125.00	\$	500.00
2026-L2L-Anoka-Wagner	\$	125.00	\$	500.00
2026-L2L-Coon Rapids-Warmack	\$	125.00	\$	500.00
2026-L2L-Fridley-Yost	\$	125.00	\$	500.00
2026-L2L-Elk River-Zimmer	\$	125.00	\$	500.00

- Luthner moved to approve the cost share contracts listed above. Meixell 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 payment. The Board noted that recommended Recher was not 60% of the low quote. Berkness left a message for Larson for clarification. The Chair opted to pass over the item by unanimous consent pending a reply. Larson replied and corrected the recommended motion for Recher as noted below.

- Luthner moved to approve the well-sealing cost share contracts per the table below noting the correction of Recher’s amount. Holder seconded the motion. All ayes, motion carried.

Activity Name	Bastian Well Services Inc.	Mork Well Co Inc.	Grant Match 60% for resident cost share. 10% contingency fee included.
CWFWS-2025-13-CoonRapids-Stephenson	\$1,925.00	\$3,435.00	\$1,270.50
CWFWS-2025-14-HamLake-Recher	\$500.00 \$550	\$997.00	\$550.00 \$330

- Meixell moved to approve the payment of the well-sealing cost share contract listed below. Truchon seconded the motion. All ayes, motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2025-13-CoonRapids-Gardner Zach Gardner	\$855.00	\$1,605.00

N. Project Agreement - Ecological Enhancement Becklin Homestead Park (covered before Well Sealing)

The Board reviewed a memo prepared by Watershed Specialist Jared Wagner requesting approval to enter into agreement with Isanti County for habitat enhancement at the Becklin Homestead. The floodplain forest along the river has been displaced by a reed canary monoculture, with the floodplain trees set back 30-100 feet from the river’s edge. The trees that do exist on the forest fringe are ash, which have all recently succumbed to emerald ash borer. The river meanders near the upstream portion of this area and is undercutting the riverbank due to the shallow rooted carpet of reed canary

- Truchon motioned to enter into project agreement with the Isanti County for habitat enhancement work at Becklin Homestead Park and approved up to \$8,000 Rum River OHF grant funds for ACD staff to hire a prescribed burn crew to burn the project area this spring. Luthner seconded the motion. All ayes, motion carried.

NOTE: Larson called back with clarification related to the well sealing cost share contract (return to item M).

O. Project Approval – South Linwood Dr NE - Lakeshore Cost Share

The Board reviewed a memo prepared by Water Resource Specialist Breanna Keith requesting approval of a cost share agreement with Pamela Senft for lakeshore stabilization and native plant buffer at 5785 South Linwood Drive on Linwood Lake utilizing \$7,474 from Sunrise WBIF 2025 and \$6,365 from Sunrise WMO Cost Share.

- Holder moved to approve a cost share grant of \$13,839 for Pamela Senft for a lakeshore stabilization and native plant buffer at 5785 South Linwood Dr. NE on Linwood Lake. Authorize the District Manager or Chair to sign a project landowner agreement, deed

restriction, and access easement. The District Manager may authorize grant amount increases up to 15% based on actual construction costs, provided funding sources exist. Truchon seconded the motion. All ayes, motion carried.

P. Distributor Agreement Approval – Rain Guardian – Ferguson Waterworks

The Board reviewed a memorandum prepared by Stormwater and Shoreland Specialist Mitch Haustein requesting a Rain Guardian pretreatment chamber distributor agreement extension with Ferguson Waterworks. Lord pointed out the current agreement is set to expire on June 30, 2026 and the agreement would extend through June 30, 2028, providing exclusive distribution to Ferguson Waterworks in 46 of the lower 48 states, with Wisconsin being shared and Minnesota being excluded.

- Luthner moved to execute the Rain Guardian pretreatment chamber distributor agreement extension with Ferguson Waterworks. Holder seconded the motion. All ayes, motion carried.

Q. Payment Approval – ISG Ditch 20 Wetland Restoration

The Board reviewed a memorandum prepared by Watershed Projects Manager Jamie Schurbon requesting payment approval to Dimke Excavating for Ditch 20 project installation. The project is 90+% complete and the payment recommendation includes 5% retainage.

- Truchon moved to approve payment of \$93,983 to Dimke Excavating for the Ditch 20 wetland restoration project. Meixell seconded the motion. All ayes, motion carried.

R. Decommissioning Old Computers

Lord explained that ACD had to replace many laptops in 2025 due to incompatibility with Windows 11. The laptops have no market value. As a result, we have 14 laptops in various states of operability slated for decommissioning. Decommissioning takes time and effort to wipe any lingering ACD data and licensure as well as the cost of recycling them responsibly.

Lord explained that several staff have expressed interest in the laptops for personal use with the understanding that the computers are incapable of running Windows 11. None of the computers can access ACD's network. Lord requested authorization to allow staff to take computers free of charge with the following understanding

- When the time comes, the computers will be wiped of data and recycled,
- ACD data will be deleted as it is encountered during normal use,
- If the batteries or power cords are compatible with ACD hardware at the time of decommissioning, they will be brought into ACD.
- Computers will not be given to another person without first wiping all ACD related data and licensure.
- The computers are for home/family use only.
- Luthner moved to authorize the District Manager to distribute computers to interested staff with the above stipulations. If interest exceeds availability, the lottery system will be used. Truchon seconded the motion. All ayes, motion carried.

Pay Bills

ACD

- Luthner moved to approve electronic payments EP-2450- 2473 and check numbers 17258-17289. Meixell seconded the motion. All aye, motion carried.

Rum River Partnership

- Luthner moved to approve check numbers 1088-1093 (noting the void of 1091). Meixell seconded the motion. All aye, motion carried.

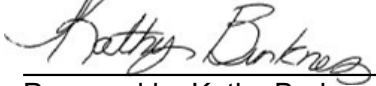
FYI /Meetings/Latest News

- May 18 - ACD Board Meeting 5pm ACD Office Ham Lake

- May 25 - ACD Memorial Holiday
- June 4 - Area IV - Isanti SWCD Summer Tour

The Board discussed meetings and dates. Lord stated that a Finance Committee meeting is needed to go over compensation increases and the Budget. Thereafter a personnel committee meeting is needed for evaluations. We also need another workshop for the Board for compensation plan updates, a personnel committee for handbook updates, and a 2027 Planning session for all supervisors and staff.

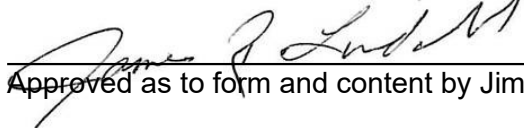
- Holder moved to adjourn at 6:22. Meixell seconded the motion. All aye, motion carried.



Prepared by Kathy Berkness, Office Administrator

May 18, 2026

Date



Approved as to form and content by Jim Lindahl, Chair

May 18, 2026

Date