Minutes

Regular Meeting of the ACD Board of Supervisors

Time June 15, 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 Jared Wagner, Water Resource Specialist (Zoom departed at 6:53)

Chair Lindahl called the meeting to order 5:12pm

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

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

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

Consent June Agenda

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

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

Committee Meeting

E. Operations – June 2 – Facilities Enhancement and Maintenance Schedule

The Board reviewed the Operations Committee minutes. Lord highlighted revisions to the maintenance schedule, including repairs that were deferred to allow for immediate McKay facility modifications. The Board reviewed and discussed the schedule. Lord also provided details regarding the planned basement bathroom installation.

- Lindahl moved to approve the maintenance schedule as modified, with updated expense totals of $19,500 for 2026 and $16,000 in 2027. Meixell seconded the motion. All ayes, motion carried
- Lindahl moved to approve adding $20K to the 2026 budget to accommodate addition of the lower-level bathroom with shower and laundry. Luthner seconded the motion. All ayes, motion carried.

F. Finance Committee – June 3 – 2026 Budget Updates, 2027 Draft Budget, Wage Adjustments, County Allocation Request, Facilities Enhancement Financial Strategy

Lord reviewed key items from the Finance Committee meeting, including proposed changes to the 2026 budget and 2027 draft budget. Following the Finance Committee, several corrections were made that impacted the bottom line of the 2026 and 2027 budgets. A separate memo detailing those changes was included.

2026 Budget Update

The 2026 Budget with updates and corrections includes the following elements:

- Staffing and compensation
    - Restore compensation to 100% of target effective July 1 ~$88K
    - Compensation and promotions per updated classification and compensation plan
    - Retain all staff at their demonstrated class

- Fund balances for administration, programs, and property maintenance to be grown per planned need
- Rain Guardian revenues – 98% of 2025.
- McKay maintenance per schedule - $19.5K
- Incorporate all existing grants and contracts
- Office reconfiguration - $24K
- Lower level bathroom - $20K
- No speculative grants
- Net revenue including pay adjustments and assuming staff can complete all available workload of $18,225

2027 Draft Budget

The 2027 Draft Budget includes the following elements:

- $16,000 available for McKay maintenance per schedule
- Staffing and compensation
    - 100% to target
    - Assume 2.5% COLA per May MN CPI
    - Continue 2026 regular staff positions
    - Employee paced advancement
- On-call seasonal crews equivalent to 0.71 FTE per prior years usage
- 5% increase in taxable fringe benefits on January 1, 2027 (to $1,298/month for FT employees)
- Rain Guardian revenues – 9% increase over 2026
- Rain Guardian concrete forms - $15K.
- SWCD Aid flat to 2026
- Speculative CPL Revetment grant included ($42.5K staff)
- County Request:
    - No Groundwater Specialist proposed – focus on planning with in-house staff
    - Request $38K increase from Anoka County to assist with PFML costs and inflation
    - Request vehicle safety assistance from county - $12K
- No other speculative grants
- Negative net revenue of ~($222K)

Wage Adjustments

Lord noted that wage adjustments are reviewed in June, with approved adjustments taking effect at the beginning of the third quarter (July 1). The Finance Committee recommends an allocation amount. The Personnel Committee uses that allocation to develop specific recommendations for Board action at the June meeting. Approved wage adjustment amounts cover the cost of adjustments over the following 18 months; therefore, one-third will be included in the 2026 budget and two-thirds in the 2027 budget.

Lord explained that under the updated classification and compensation plan, ACD staff are currently paid, on average, at 91% of target. Restoring wages to 100% of target would require $270,000.

- Luthner moved to approve the 2026 budget update (net $18,225) and 2027 draft budget (net -$221,988) including a wage adjustment allocation for 100% to target resulting in a county general services contribution request of $300,772 (14.5% greater than received in 2026), plus a vehicle donation ($12,000) to help keep ACD's aging fleet safe for staff use. Holder seconded the motion. All ayes, motion carried.

County Budget Request, Strategy & Justification

Lord stated that he updated the budget request to the county and highlighted key points including foreshadowing 2028 request intentions.

Luthner suggested including our challenges with deferred vehicle and facilities maintenance in the justification.

- Truchon moved to approve the budget request, including minor changes to incorporate the deferred maintenance. Luthner seconded the motion. All ayes, motion carried.

Facilities Enhancement Financial Strategy

Lord noted that Haustein prepared a draft framework regarding a building addition. The document was predicated on four guiding principles: Staff First – facilities expansion not to be pursued at the expense of employee compensation; Fiscal Conservatisms – ACD financial stability must be the priority; Practical Alternatives – lower cost internal space optimization strategies should be pursued first; Long-term Flexibility – additions should enhance future options in the event that ACD needs to down size.

The option of financing the space was discussed at length and may present an opportunity to pursue the extension while minimizing operational risk. Lord intends to reach out to Anoka County to explore options.

Thereafter, the document provided considerations for feasibility analysis, design authorization, and construction authorization. No action was taken.

G. Personnel – June 9 – Staff Evaluation of District Manager; Transition Staff Member to Remote

Lord reported that Principal staff presented a summary of staff feedback regarding the District Manager's performance and proficiency. The summary incorporated information gathered through the District Manager evaluation process, including 12 staff survey responses, anonymous written comments from staff, and additional observations compiled by Principal Staff. District Manager Chris Lord was not present during this discussion.

The Board reviewed the request for Jared Wagner to transition to a remote work arrangement. Wagner participated via Zoom to provide additional information and answer questions from the Board. Following discussion, the Board expressed consensus that Wagner is a valuable asset to the District. Truchon commented that she was very pleased with Wagner's thorough written addendum to the Personnel Committee, noting that he clearly outlined the responsibilities of his position and provided a comprehensive plan demonstrating how all duties and services would continue to be effectively covered under a remote work arrangement.

- Meixell moved to recommend approving the transition of Jared Wagner to a primarily remote position with quarterly performance reviews contingent upon his relocation beyond a reasonable commuting distance to the office. Truchon seconded the motion. All ayes, motion carried.

H. Personnel – June 10 – Evaluations; Themes and Actions if Warranted; Employee Retention & Class Acknowledgments; Wage Adjustments

Evaluations

Committee members met individually with the twelve regular, non-probationary Anoka Conservation District (ACD) staff members. Prior to the meeting, committee members reviewed employee self-evaluations alongside comments and observations from the District Manager.

Principal staff led a new process this year to gather and distill feedback from all staff regarding the District Manager's performance. The resulting document was discussed and incorporated into the District Manager's self-evaluation. The District Manager was absent during individual evaluations, attending only his own evaluation at the conclusion of the session.

Themes and Actions if Warranted

Lord provided details regarding the core themes, concerns, observations, and actions that emerged from employee evaluations and committee notes. The Board discussed items related to policy development, equipment and facilities, workload planning and implementation, employee recognition, employee onboarding, and communication dynamics, grievances, and conflict resolution.

Employee Retention and Class Acknowledgements

Under the revamped classification and compensation plan, functional progression scores determine an employee's job class based on nine weighted competencies:

- communications/ contacts
- complexity
- psychological demand
- physical and environmental demand
- accountability and consequence
- independent action/ initiative
- supervision
- expertise
- organizational impact

Beyond the Tier 1–4 classes across the Technical, Administrative, and Engagement tracks, the "Principal" designation is capped at two employees, and the "Managerial" designation is capped at one employee.

Employee	Track	Class
Chris Lord	Managerial	Managerial
Mitch Haustein	Technical	Principal
Jamie Schurbon	Technical	Principal
Balin Magee	Technical	Tier 1
Kathy Berkness	Administrative	Tier 2
Kris Larson	Technical	Tier 2
Jordi Johnson	Technical	Tier 2
Brian Clark	Technical	Tier 2 (PE Licensure Premium)
Breanna Keith	Technical	Tier 3
Becky Wozney	Technical	Tier 3
Jared Wagner	Technical	Tier 4
Carrie Taylor	Technical	Tier 4

- Meixell moved to approve retaining all regular employees and acknowledging their respective class and track. Luthner seconded the motion. All ayes, motion carried.

Wage Adjustments

Lord noted that the Finance Committee's recommended 2026 and 2027 budgets include sufficient funds to restore wages to 100% of target compensation per ACD's Compensation Plan.

- Truchon moved to approve compensation adjustments for regular staff effective July 1, 2026, consistent with ACD's compensation plan at 100% of target. Wage adjustments shall not be less than they would have been under the previous system. The motion explicitly recognizes that Brian Clark is functioning at 100% with respect to the active use of his professional engineering licensure. Meixell seconded the motion. All ayes, motion carried.

New Business Informational Items

I. 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	Lake George LID Lake Tour	X		
Luthner	Lower St. Croix Watershed Partnership		X	
Luthner	Sunrise River WMO		X	
Truchon	RCWD Citizen's Advisory Meeting	X		
Truchon	Area IV Meeting	X		
Holder	Area IV Meeting	X		
Holder	Lower Rum River WMO		X	
Holder	Rum River Watershed Partnership		X	
Holder	Area IV Meeting	X		
Holder	Lake George LID Boat Tour	X		

Supervisor	Meeting/ Organization	Attended	No Meeting	Did not Attend
Meixell	Area IV Meeting	X		
Meixell	Mississippi River WMO	X		
Meixell	Area IV Meeting	X		

J. Partner Report – None

K. Colleen Werdien's Passing

The Board reviewed former Board Member Colleen Werdien's obituary

- Truchon moved to add a link to Werdien's obituary on the ACD website, along with information regarding Lord's 35th anniversary with ACD. Luthner seconded the motion. All ayes, motion carried.

L. 2027 Strategic Planning Summary

The Board reviewed the strategic planning summary prepared by Haustein, which summarized the planning meeting results.

<u>New Business Action Items</u>

M. Contract Award – Cedar Creek Conservation Area Rum Riverbank Stabilization

The Board reviewed a memorandum prepared by Water Resources Specialist Jared Wagner requesting authorization to enter a contract with Blackstone Contractors, LLC for installing bendway weirs and other features at Cedar Creek Conservation Area.

- Meixell moved to enter a construction contract with Blackstone Contractors, LLC for the Cedar Creek Conservation Area Rum Riverbank Stabilization project for the Base Bid with Alternate 1 in the amount of $97,175.00, and to authorize the District Manager to execute change orders up to 10% of the contract amount. Truchon seconded the motion. All ayes, motion carried.

N. Contract Award – Rum River Central Regional Park Site 3 Riverbank Enhancement

The Board reviewed a memorandum prepared by Wagner requesting authorization to enter a contract with JC Hallet Construction for construction of the Rum River Central Regional Park Site 3 Riverbank Enhancement.

- Luthner moved to enter a construction contract with JC Hallet Construction for the Rum River Central Regional Park Site 3 Riverbank Enhancement project in the amount of $139,984.50, and to authorize the District Manager to execute change orders up to 10% of the contract amount. Meixell seconded the motion. All ayes, motion carried.

O. Contract Award - Ziegler Oxbow Wetland Enhancement

The Board reviewed a memorandum prepared by Wagner requesting approval to enter a contract with Sunram Construction, Inc. for the Ziegler Wetland Enhancement project.

- Meixell moved to enter a construction contract with Sunram Construction, Inc. for the Ziegler Oxbow Enhancement project in the amount of $54,566.00, and to authorize the District Manager to execute change orders up to 10% of the contract amount. Luthner seconded the motion. All ayes, motion carried.

P. Contract Approval – CCESR – Rare Plant Surveys

The Board reviewed a memorandum prepared by Restoration Ecologist Carrie Taylor requesting approval to enter a contract with Cedar Creek Ecosystem Science Reserve for professional services. Lord explained that the agreement is associated with a DNR grant for rare plant transplantation analysis.

- Luthner moved to enter a contract with Cedar Creek Ecosystem Science Reserve for up to $10,180.00 to provide professional services for the Rare Plant Conservation project. Meixell seconded the motion. All ayes, motion carried.

Q. Contract Approval – Gutknecht – Critical Area Planting

The Board reviewed a memorandum prepared by Restoration Technician Balin Magee requesting approval to enter a cost-share contract with the Gutknecht's for a critical area riverbank planting in the amount not to exceed $1,137.73 with 35% landowner match.

- Meixell moved to approve $1,137.73 in cost-share per the application for the Gutknecht Rum

River critical area planting and authorize execution of the project agreement. Luthner seconded the motion. All ayes, motion carried.

R. Contract and Payment Approval Well Sealing

The Board reviewed a request by Water Resource Specialist Kris Larson to approve well sealing cost-share contracts and payment.

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

Activity Name	Bastian Well Services Inc.	Mork Well Co Inc.	Grant Match 60% for resident cost share.
CWFWS-2025-15-Blaine-Shultz	$1,800.00	$4,615.00	$1,080.00
CWFWS-2025-16-Cedar-Howard	$700.00	$997.00	$420.00

- Truchon 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-2025-13-CoonRapids-Stephenson Kevin Stephenson	$960.00	$1,600.00

S. Payment Approvals – Great River Greening and Sherburne County Parks

The Board reviewed a memorandum prepared by Taylor regarding the National Fish and Wildlife Foundation (NFWF) Monarch Butterfly and Pollinator Conservation Fund award of $250,000 to ACD for ecological habitat restoration and enhancement projects supporting pollinators. Great River Greening submitted Invoice #5 for $30,775.79 and a report including grant deliverables and match. Sherburne County Parks and Trails submitted Invoice #4329 for $18,920.42 and a report including grant deliverables and match. This is the final invoice from each before the final grant report on June 30,2026. Throughout the program, Great River Greening (GRG) restored 10 acres, enhanced 389.4 acres, engaged over 375 people, lead 8 events and provided $542,367.86 in matching funds. Sherburne County Parks restored 160 acres, enhanced 52 acres, engaged at least 40 people, lead 3 events, completed Integrated Monarch Monitoring Program at one site, and provided $29,967.60 in match. Collectively, ACD, GRG, and Sherburne County Parks exceeded grant deliverables.

- Luthner moved to pay Great River Greening $30,775.79 for Invoice #5 and Sherburne County Parks $18,920.42 for Invoice #4329 with the National Fish and Wildlife Foundation Monarch Butterfly and Pollinator Conservation Fund for Professional Services project management. Holder seconded the motion. All ayes, motion carried.

T. Payment Approvals – Landbridge – Anoka Nature Preserve Prairie Restoration

The Board reviewed a memorandum prepared by Taylor requesting payment to Landbridge Ecological for herbaceous weed control on 10.3 acres at the Anoka Nature Preserve.

- Luthner moved to approve payment of $2,502.90 to Landbridge Ecological for invoice #4658. Holder seconded the motion. All ayes, motion carried.

U. Payment Approval – ISG - Ditch 13 Wetland Restoration

The Board reviewed a memorandum prepared by Watershed Projects Manager Jamie Schurbon requesting payment approval to ISG invoiced for project engineering work on the Ditch 13 Wetland Restoration Project, which is entering the permitting phase. ISG completed concept designs and updated pollution reduction estimates needed for the permit application.

- Holder moved to approve payment of $4,821.25 to ISG for Invoice #132812 for the Ditch 13 Wetland Restoration Project. Meixell seconded the motion. All ayes, motion carried.

V. Payment Approval – ISG - Ditch 20 Wetland Restoration
The Board reviewed a memorandum prepared by Schurbon requesting payment approval to ISG for ongoing construction oversight on the Ditch 20 Wetland Restoration project. The project is 98% complete.

- Holder moved to approve payment of $591.25 to ISG for Invoice #132811 for the Ditch 20 Wetland Restoration Project. Luthner seconded the motion. All ayes, motion carried.

W. Payment Approval – MNL for Dellwood River Park Restoration
The Board reviewed a memorandum prepared by Restoration Technician Jordi Johnson requesting payment to Minnesota Native Landscapes for buckthorn removal and mowing at Dellwood River Park.

- Truchon moved to approve payment to Minnesota Native Landscapes for Invoice #57663 less 5% retainage for a total payment of $18,827.80 using $14,351.80 of OHF Phase 3 funds and $4,476 of match provided by City of St. Francis. Holder seconded the motion. All ayes, motion carried.

X. Payment Approval – Stantec Engineering Services
The Board reviewed a memorandum prepared by Wagner requesting payment to Stantec for engineering services related to the Ziegler Oxbow Enhancement project.

- Truchon moved to approve payment to Stantec for Invoice #2582426, totaling $7,862.00, for engineering services provided. Luthner seconded the motion. All ayes, motion carried.

Y. Payment Approval – Sunram Construction, Riebe Park Rum Riverbank
The Board reviewed a memorandum prepared by Schurbon requesting payment to Sunram Construction for the completed work on the Riebe Park Rum Riverbank Stabilization.

- Meixell moved to approve final retainage payment of $7,022.68 to Sunram Construction for the Riebe Park Rum Riverbank Project. Holder seconded the motion. All ayes, motion carried.

Z. Payment Approval – Landowner - Pollinator Pathways
The Board reviewed a memorandum prepared by Johnson requesting payment to Zimmers for their Pollinator Pathways project.

- Luthner moved to approve payment of $472.35 to 2025-L2L-Elk River–Zimmer. Holder seconded the motion. All ayes, motion carried.

AA. Payment Approval – MNL Coon Rapids Regional Park
The Board reviewed a memorandum prepared by Taylor requesting payment to MNL for site prep at Coon Rapids Dam Regional Park.

- Meixell moved to pay MNL $1,900.00 for Invoice #2141 with Outdoor Heritage Funds for completing the initial turf herbicide treatment at Coon Rapids Dam Regional Park. Holder seconded the motion. All ayes, motion carried.

BB. Contract Approval - DNR Obwell Monitoring
The Board reviewed the Obwell Monitoring Agreement. Lord explained that the monitoring provides valuable well data; however, ACD is substantially undercompensated because the DNR identifies the nested wells as a single well, although the work to monitoring them is close to the same for wells spread out.

- Lindahl moved to approve the DNR agreement for monitoring services. Meixell seconded the motion. All ayes, motion carried.

<u>Pay Bills</u>
ACD

- Luthner moved to approve electronic payments EP-2497 through EP-2515 and check numbers 17314 through 17346. Meixell seconded the motion. All ayes, motion carried.

Rum River Partnership - NA

FYI /Meetings/Latest News

- June 7 – Chris Lord's 35 Anniversary at ACD
- June 19 – Emancipation Day Holiday – Office Closed
- July 4 – Independence Day Holiday – Office Closed
- July 20 – ACD Board Meeting – 5pm ACD Office in City of Ham Lake

- Holder moved to adjourn at 7:44. Meixell seconded the motion. All ayes, motion carried.

Kathy Berkness

Prepared by Kathy Berkness, Office Administrator	07/20/2026 Date

James P Lindahl

Approved as to form and content by Jim Lindahl, Chair	07/20/2026 Date