Minutes

Regular Meeting of the ACD Board of Supervisors

Time July 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 Kathie Evans, NRCS District Conservationist (Attended via Zoom - departed at 5:20)

Chair Lindahl called the meeting to order 5:06pm

Public Comments – None

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

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

Consent July Agenda

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

- Meixell moved the July 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. Luthner stated she won't be able to make the Lower River Watershed Partnership Boat tour on July 30. Holder stated she would like to attend if there is room. Berkness stated she would pass this along to Watershed Projects Manager Jamie Schurbon.

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 – Evan's provided detail regarding NRCS activities.

G. Informational Update – Rum River Outdoor Heritage Fund - Martin Meadows

The Board reviewed memo prepared by Water Resource Specialist Breanna Keith regarding a change order amounting to $8,133.50 to the Martin Meadows project. This is still well below the 40% change order allowance. Lord explained construction of this project and associated change order quotes provided by MNL are as follows: Top-dressing and minor re-grading of the earthen ditch plug to meet design elevation following settling from winter installation costing $3,765.00 and

foliar treatment of buckthorn and reed canary grass re-sprouts; supplemental seeding of wetland scrape area costing $3,073.50.
In addition to a change order during initial construction totaling $1,295.00, the current cumulative total for change orders of $8,133.50 is still well below the 40% change order allowance of $17,610.

New Business Action Items

H. Agreement Approval – Wagner Remote Work

The Board reviewed Water Resource Specialist Jared Wagner's remote work agreement. Lord explained the timing of Wagners remote status is set to begin August 3, as he sold his house over the weekend. Truchon questioned if his working remotely opened additional space for others. Lord explained that he will need a smaller workspace for Wagner when he comes into the office hence his current desk space could be used for an in-office employee. The Board discussed. Lord explained the ACD equipment that Wagner will be bringing with him

- Truchon moved to enter into the remote work agreement with Jared Wagner. Holder seconded the motion. All ayes, motion carried.

I. Approve Contract – Audit Services – Peterson Companies

ACD's 2025 financials need to be audited. Lord explained that he plans to work with Peterson Company LLC to balance and finalize the 2025 financial statements and report before initiating the audit. Lord also noted that the RRWP audit may no longer be incorporated into ACD's. ACD needs to prepare a separate RRWP financial report. We are waiting to hear from the OSA if the RRWP needs to have an audit completed for FY25 financials. If so, we'll need a separate engagement letter.

- Holder moved to authorize contracting with Peterson Company LLC to complete FY 25audits for ACD and RRWP (if needed) and sign the related engagement letters. Luthner seconded the motion

J. Expense Approval – Survey Equipment

The Board reviewed a memorandum prepared by Watershed Projects Manager Jamie Schurbon about needed survey equipment updates, maintenance and repair. Luthner stated that she would hope employees would ask the Board for funds to fix equipment before it becomes such a problem.

- Truchon moved to approve up to $4,500 for servicing of the R12i and total station survey equipment by Frontier Precision. Meixell seconded the motion. All ayes, motion carried.

K. Consider the Rum River Watershed Partnership FY27 Budget

The Board reviewed a memo prepared by Shurbon regarding the Rum River Watershed Partnership. The Rum River Watershed Partnership (RRWP) developed a budget and work plan for its FY27 Watershed-Based Implementation Funding (WBIF) grant, totaling $1,339,969. ACD and other partners were invited to comment, and no concerns have been expressed. Staff recommend that no comments be submitted.

Implications for ACD in this budget are minimal. Since we have had relatively exclusive access to the metro pot of WIBF grant funds (~$569K every two years), we have limited our funding requests to the RRWP. We have only asked for money to cover our time serving as fiscal agent. The FY27 RRWP budget includes $43,000 requested for ACD administrative services.

Lord explained this was for informational purposes only as Supervisor Holder represents ACD at RRWP meeting and votes on ACD's behalf. Concerns or comments should be directed to Holder.

L. Contract Amendment – SSTS Fix up - Avery

The Board reviewed a memorandum prepared by Water Resource Specialist Kris Larson regarding some alterations to the Avery SSTS Fix up grant. Lord explained that Ms. Avery has been without a functioning septic system for some time, and the failing system continues to threaten groundwater and public health. Her property is near Sandshore Lake, adding additional environmental risks. To complete the project, Larson recommends extending the current grant agreement to 10/31/2026. The contractor's goal was to honor the original quote, but due to rising material costs in 2026, a 5%

increase of $1,125.50 over the original bid is being proposed. Larson is suggesting an increase in ACD's cost share and the customers contribution

- Meixell moved to approve the extension amendment to Avery SSTS fix up grant to expire on 10/31/2026 to complete a septic replacement at 633 237th Ave NW St. Francis MN and approve an increase as listed below from $20,259 to $21,271.95 from Northside Sepic Services. Luthner seconded the motions. All ayes, motion carried.

Activity Name	Budget		
	Original Amount	Amount increased	Updated Amount
Total Project Cost	$22,510.00	$1,125.50	$23,635.50
Grant Award (90% of Project Cost)	$20,259.00	$1,012.95	$21,271.95
Landowner Portion (10% of Project Cost)	$2,251.00	$112.55	$2,363.55

M. Contract Amendment and Payment Gutknecht Rum River Critical Area Riverbank Planting

The Board reviewed Restoration Technician Balin Magee's memo requesting approval to amend the project agreement for a critical area planting and make payment to the landowner.

- Holder moved to approve the contract amendment for Gutknecht Rum River Critical Area Planting 2026 project and approve reimbursement payment of $999.17 to Wendy Gutknecht. Luthner seconded the motion. All ayes, motion carried.

N. Payment Approval – City of Anoka Stormwater Pond Enhancement Feasibility Study

The Board reviewed a memorandum prepared by Schurbon requesting payment to the City of Anoka. The City hired a consultant to do design and feasibility work for enhancement of a stormwater pond at 4th Ave and Grant St, to be reimbursed by state grant funds administered by ACD. This project was specifically identified in the FY25 Rum Metro WBIF grant work plan. Schurbon has received all consultant invoices, which the city paid. This payment from ACD is to reimburse the city for 50% designs and feasibility report for the 4th Ave and Grant St stormwater pond enhancement project. Work includes pollutant reduction estimates. No additional work planned.

- Luthner moved to approve payment of $7,515 to the City of Anoka for Invoice #03101. Meixell seconded the motion. All ayes, motion carried.

O. Payment Approval – Landowner - Pollinator Pathways

The Board reviewed a memorandum prepared by Restoration Technician Jordi Johnson requesting payment to the Wagners for their Pollinator Pathways project.

- Truchon moved to approve payment of $500 to 2025-L2L-Anoka –Wagner. Holder seconded the motion. All ayes, motion carried.

P. Contract and Payment Approval Well Sealing

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

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

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2025-15-Blaine-Shultz Sharon Shultz	$1,080.00	$1,800.00
CWFWS-2025-16-Cedar-Howard Kyle Howard	$420.00	$700.00

Q. Payment Approvals – SSTS fix up - Stanek

The Board reviewed a memo prepared by Larson requesting payment to Casper Excavating for installing a septic system and to Mike Stanek for reimbursement for design/certificate.

- Truchon moved to approve the payments using 2026 SSTS Upgrade NRBG Fix Up Funds for replacement at 18337 Leyte St NE East Bethel as follows: $20,947.50 to Casper's Excavating Inc.,(Payment contingent on ACD receiving a certificate of compliance and all other closeout documentation) and $585 to Mike Stanek for Landowner Reimbursement design/certificate of non-compliance for a septic system replacement. Luthner seconded the motion. All ayes motion carried.

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

The Board reviewed a memorandum prepared by Restoration Ecologist Carrie 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 $4,054.21 to Landbridge Ecological for invoice #4738 Holder seconded the motion. All ayes, motion carried.

S. Payment Approval – ISG - Ditch 13 Wetland Restoration

The Board reviewed a memorandum prepared by Schurbon requesting payment approval to ISG 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 $2,978.75 to ISG for Invoice #134558 for the Ditch 13 Wetland Restoration Project. Meixell seconded the motion. All ayes, motion carried.

T. ACD and Rain Guardian Website Updates

The Board reviewed a memorandum prepared by Berkness requesting approval for upgrading the ACD and Rain Guardian websites. Luthner suggested looking into SquareSpace as their features were sufficient for another board that she sits on for a fairly complex operation that includes online payments.

- Luthner moved to authorize the contracting with Webkeeping for the migration of the ACD and Rain Guardian websites not to exceed $6,454 (ACD) and $1,950 (Rain Guardian)

<u>Pay Bills</u>

ACD

- Luthner moved to approve electronic payments EP-2516 through EP-2544 and check numbers 17347 through 17389. (Adding the pre-approval of check 17389 to Rycom LLC for electrical work not to exceed $500) Meixell seconded the motion. All ayes, motion carried.

Rum River Partnership

- Luthner moved to approve check number 1000 – 1004. Meixell seconded the motion. All ayes, motion carried.

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

- August 17 – ACD Board Meeting – 5pm ACD Office in City of Ham Lake

- Meixell moved to adjourn at 6:19. Holder seconded the motion. All ayes, motion carried.

Kathy Berkness
Prepared by Kathy Berkness, Office Administrator — 08/17/2026 Date

James P Lindahl
Approved as to form and content by Jim Lindahl, Chair — 08/17/2026 Date