



AGENDA

SUPERVISOR REGULAR BOARD MEETING
TUESDAY, JANUARY 18, 2022 5PM

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/87250052157?pwd=MjJEcEpgSXlyZWwTTVacW9XTkZQT09>

5:00 - Regular Meeting – START RECORDING THE MEETING

Selection of Officers and Committees

Public Comments

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

New Business Informational Items

- C. Watersheds
- D. Partner Report
- E. No Mow May

New Business-Action Items

- F. Approval of Financial Reports – December 31, 2021
- G. Approve 2022 Resolutions (Meeting Schedule and Insurance)
- H. MASWCD 2022 Dues
- I. SSTS Fix up Grant Close out
- J. ACD Grants Close out and Financial Report Signature Delegation
- K. Rum 1W1P Submission for State Approval
- L. Well Sealing Contract
- M. Seasonal Assistant Technician

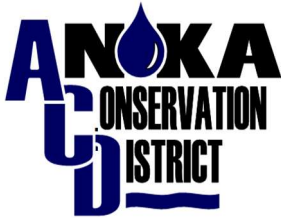
Additions

- N. Peterson Engagement Letter for December 31, 2021 Audit
- O.
- P.

Pay Bills

FYI /Meetings

- February 15-18 – MECA Conference – ACD to receive Innovation Award
- February 21 – Holiday – ACD Closed
- February 22 – ACD Regular Board meeting at ACD Office – 5:00 PM



BOARD MEETING MINUTES

DATE: JANUARY 18, 2022
TIME: 5:00 PM
LOCATION: ACD OFFICE; 1318 MCKAY DR NE
HAM LAKE, MN 55304

Selection of Officers

Truchon requested nominations for Officers

- Lindahl moved to cast a unanimous ballot for the entire slate of 2021 Officers to stand for 2022. LeMay seconded the motion all ayes, motion carried.

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Sharon LeMay, Secretary
Colleen Werdien, Supervisor

Members Absent: Glenda Meixell, Treasure (attend remotely in a non-official capacity)

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator
Steve Christopher, BWSR Board Conservationist

Public Comments – None

Chair Truchon Called the meeting to order 5:14pm

Selection of Committee Assignments

Truchon requested nominations for Committee Assignments

- Lindahl moved to cast a unanimous ballot for the entire slate of 2021 Committee assignments to stand for 2022. Werdien seconded the motion all ayes, motion carried.

Selection of Liaison Assignments

Werdien inquired if a Board member wanted to take over her position as the URRWMO liaison. Lindahl volunteered and Werdien stated she would be the alternate.

- Lindahl moved to cast a unanimous ballot for the entire slate of 2021 Liaison assignments with modifications as listed above, to stand for 2022. Werdien seconded the motion all ayes, motion carried.

Werdien questioned how Open Meeting Law applies to meeting such as Rum 1W1P. Must members be in person to vote? Because the Rum River 1W1P is a Joint Powers Entity they need to follow Open Meeting Law. Lord suggested we could set up the ACD conference room as a satellite location for southern members to participate in a meeting remotely provided the meeting location is posted with sufficient notice.

Approve the January Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted (N) Peterson Engagement Letter for audit of the 2021 financials.

- Werdien moved to approve the January Agenda as amended. Lindahl seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approval of December Minutes

B. Review of the Staff Activity Reports

Truchon noted a correction to the minutes stating she did attend the RCWD Citizens advisory Committee Meeting in December.

- LeMay moved to approve the consent agenda with the minutes updated that Truchon did attend the RCWD committee Meeting. Lindahl seconded the motion. All ayes, motion carried.

New Business-Information Items

C. Watershed Meetings

The Board discussed watershed organization meeting attendance as follows:

- Jim Lindahl; CCWD Advisory Committee Meeting –Did Not Attend
- Sharon LeMay; Lower St. Croix 1W1P – There will not be another Lower St. Croix 1W1P until late January
- Glenda Meixell; MWMO Citizens Advisory Meeting –Did attend
- Collen Werdien; LRRWMO & Rum River 1W1P – Attended the LRRWMO Meeting and the Rum River 1W1P Meeting
- Mary Jo Truchon; Rice Creek Watershed District Citizen’s Advisory Committee – Did not Meet in January

D. Partner Report

Hogge presented his NRCS Report

E. No Mow May

Lord prepared a Memo in regards to the “No Mow May” program. At the December meeting Werdien introduced a campaign in Wisconsin called the No Mow May and wondered if ACD might emulate it. Lord then committed find out more details about the program and get back to the Board in February. He learned that the campaign actually focuses on reduced lawn size and inter-planting lawns with flowers, which is essentially the Lawns to Legumes (L2L) program. LeMay pointed out that most landowners do not mow their lawns in May. After much discussion, the Board agreed that it would not be comfortable promoting post-poned mowing as a pollinator friendly activity based on current information. ACD will continue to focus resources to continue promoting L2L and rewilding directly.

New Business-Action Items

F. December Financials

- Truchon moved to approve the December Financial reports. LeMay seconded the motion. All ayes, motion carried.

Lord stated that he and Berkness scrambled to pull the finances together and as of today found a couple updates needed. Further stating that it is highly probable that more updates might be found, and in that case, he will bring the financials back for approval at the February meeting. Lord pointed out the net income for the year was higher than expected, stating staff did an amazing job. LeMay suggested we consider bringing staff wages to 100%.

G. Approve 2022 Resolutions (Meeting Schedule and Insurance)

- Werdien moved to approve Resolution 01-2022 regarding February 2022 – January 2023 Meeting Schedule as presented. Lindahl seconded the motion. All ayes, motion carried.
- LeMay moved to approve Resolution 02-2022 regarding county provided insurance as presented. Werdien seconded the motion. All ayes, motion carried.

H. MASWCD 2022 Dues

The Board reviewed MASWCD Dues and accomplishments.

- Truchon moved to approve paying 2022 dues to the MASWCD for \$5,750.58. Werdien seconded the motion. All ayes, motion carried.

I. SSTS Fix up Grant Close Out

The Board reviewed a memo prepared Watershed Projects Manager Jamie Schurbon related to the close out of the 2021 SSTS fix up Grant.

- Lindahl moved to approve closing out the 2021 SSTS fix up Grant (P21-3101) and signing the final financial report. LeMay seconded the motion. All ayes, motion carried.

J. ACD Grants Close out and Financial Report Signature Delegation

The Board reviewed a memo prepared by Berkness regarding grants that need to be reported in eLINK and closed out with a final financial report.

- Werdien moved to approve the closeout of the grants listed below and delegate Chris Lord to sign the final financial reports (if required by grant).Lindahl seconded the motion. All ayes, motion carried.

- 2020 NRBG Septic Systems (P20-6973) – Close out
- 2021 NRBG – Wetland Conservation Act (P21-6706) – Close out
- 2021 NRBG – Shoreland (P21-6878) – Close out
- 2021 NRBG - Local and Water Management P21-6532– Close out
- 2021 Conservation Delivery P21-5084– Close out

K. Rum 1W1P Submission for State of Approval

The Board reviewed a memo prepared by Schurbon that outlined a timeline of the Rum River One Watershed One Plan for state approval with some updated plan priorities. The Board reviewed the updates.

- LeMay moved to authorize Werdien to vote on behalf of the ACD at the Rum 1W1P Policy Committee regarding whether to submit the plan to BWSR for 90-day review and approval. Lindahl seconded the motion. All ayes, motion carried.

L. Well Sealing Contract

The Board reviewed a memo prepared by Water Resource Technician Kris Larson regarding a Well Sealing contract. Lord explained that the grant was for \$184,400 and the district was hoping to use more of the funds for larger cost share programs. Further stating that in the upcoming year, ACD will look into redirecting or possibly sending back some of the money for other Well Sealing programs throughout the state.

- Werdien moved to approve the Well Sealing Contract CWFWS 2022-26 Fridley-Bluedorn for \$360 in cost share. LeMay seconded the motion. All ayes, motion carried.

M. 2022 Seasonal Assistant Technician Position

The Board reviewed a memo prepared by Larson requesting permission to post for a seasonal assistant technician position. Lord stated that this is a position that is posted every-year and is full time non-benefit except it does include paid holidays.

- Lindahl moved to approve staff hiring a Seasonal Assistant District Technician to begin as early as March 2022 with compensation per the ACD's compensation plan. LeMay seconded the motion. All ayes, motion carried.

N. Peterson Engagement Letter for 2021 December 31 Audit

The Board reviewed the engagement letter and contract.

- LeMay moved to approve moving forward with Peterson completing the 2021 Audit and signing the engagement letter. Werdien seconded the motion. All ayes, motion carried.

PAY BILLS


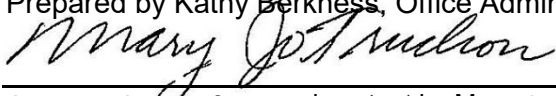
- Werdien moved to approve electronic payments EP1568 - EP1583 & DD2329 - DD2358 & check numbers 15685 -15729. LeMay seconded the motion. All ayes, motion carried.

The Board reviewed the FYIs and meetings. Lord explained that ACD was nominated for an innovation award, which will be presented at the MECA conference. Water Resource Specialist Jared Wagner will be at the conference working at the ACD Rain Guardian booth and will accept the award on behalf of ACD.

FYI /Meetings

- February 15-18 MECA Conference – ACD to receive an Innovation Award
- February 21, Holiday ACD Closed.
- February 22 - ACD Board Meeting Office in Ham Lake 5pm
- April 30 – ACD Tree and Shrub pick up

- Anoka County WROC Events - Go to Anoka SWCD website Click on “Outreach” then “Events” from Dropdown (direct link: <https://www.anokaswcd.org/index.php/educational/events.html>)
- Lindahl moved to adjourn at 6:15pm. Truchon seconded the motion. All ayes, motion carried.

	2/28/2022
Prepared by Kathy Berkness, Office Administrator	Date
	2/28/2022
Approved as to form and content by Mary Jo Truchon, Chair	Date



AGENDA

SUPERVISOR REGULAR BOARD MEETING
MONDAY, FEBRUARY 28, 2022 5PM

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/81306976233?pwd=c2s4a05VMnpSV0JuN2h3dTdETmhLQT09>

4:30 Supervisor Training – Jared Wagner - Rum Riverbank Grant Initiative

5:00 - Regular Meeting – START RECORDING THE MEETING

Public Comments

Approve the 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. Approval of Financial Reports – December 2021 and January 2022

New Business Informational Items

- D. Watersheds
- E. Partner Report
- F. Rain Guardian Promotion – International Erosion Control Association and Ohio Stormwater Conference
- G. MASWCD -
 - Legislative
 - Elections

Personnel Committee Meetings February 16, 2022

- H. Probationary Evaluation, Engagement Position Recruitment and Compensation Plan

New Business-Action Items

- I. Blaine SNA Mowing Contract
- J. Paternity Leave Request Memo – Jared Wagner
- K. 2022 SRWMO Monitoring and Management Contract
- L. 2022 RCWD Monitoring and Management Contract
- M. 2022 MWMO Professional Services Agreement
- N. 2022 LRRWMO Monitoring and Management Contract
- O. 2022 URRWMO Monitoring and Management Contract
- P. 2022 CCWD Monitoring and Management Work Plan
- Q. 2022 Bar Web Database Hosting Memo
- R. 2022 Metro Conservation District Dues
- S. Carp Solutions Contract
- T. Well Sealing Contract
- U. Well Sealing Reimbursement
- V. Rare Plan Rescue Professional Services Payment Approval Request
- W. Rain Guardian Distributor Agreements with Porous Technologies, LLC and Ferguson Waterworks
- X. GreenCorps

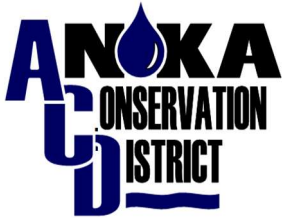
Additions

- Y. Sunrise River Chain of Lakes Carp Management Project Payment Approval
- Z.

Pay Bills

FYI /Meetings

- March 21 - ACD Regular Board meeting at ACD Office – 5:00 PM
- March 9 - MASWCD Legislative Briefing – Details TBD
- March 24 - Area 4 Meeting, Rogers MN – Details TBD



BOARD MEETING MINUTES

DATE: FEBRUARY 28, 2022
TIME: 5:00 PM
LOCATION: ACD OFFICE; 1318 MCKAY DR NE
HAM LAKE, MN 55304

Members Present: Mary Jo Truchon, Chair
Glenda Meixell, Treasurer
Sharon LeMay, Secretary
Colleen Werdien, Supervisor

Members Absent: Jim Lindahl, Vice Chair

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

Public Comments – None

Chair Truchon Called the meeting to order 5:14pm

Approve the February Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted (Y) Sunrise River Chain of Lakes Carp Management Project Payment Approval.

- LeMay moved to approve the February Agenda as amended. Meixell seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approval of January Minutes

B. Review of the Staff Activity Reports

C. Approve the December 2021 and January 2022 Financials

- Meixell moved to approve the consent agenda. LeMay seconded the motion. All ayes, motion carried.

New Business-Information Items

D. Watershed Meetings

The Board discussed watershed organization meeting attendance as follows:

- Colleen Werdien; LRRWMO & Rum River 1W1P – Did attend the Rum River 1W1P Meeting
- Sharon LeMay; Lower St. Croix 1W1P – Did meet

LeMay brought up that the St. Croix 1W1P Group is debating on whether to become a Joint Powers Entity instead of a Collaboration and was looking for input from the Board. LeMay stated she is in favor of a Collaboration. The Board discussed the differences in both. Lord stated that he will have Watershed Projects Manager Jamie Schurbon provide a supervisor training on the subject next month.

- Glenda Meixell; MWMO Citizens Advisory Meeting –Did not meet
- Mary Jo Truchon; Rice Creek Watershed District Citizen's Advisory Committee – Did meet

E. Partner Report

NA

F. Rain Guardian Promotion – International Erosion Control Association (IECA) and Ohio Stormwater Conference

The board reviewed a memo prepared by Stormwater Specialist Mitch Haustein regarding the Stormwater Conferences ACD is registered to attend to promote the Rain Guardian. Lord explained that the IECA conference had already occurred that he attended in Water Resource

Specialist Jared Wagner's absence on Thursday and Friday. Wagner set up the display on Wednesday and accepted the innovative award for the Rain Guardian, a nature picture. Lord explained that conference expenses are budgeted.

G. MASWCD

Legislative

The Board reviewed the correspondence from the MASWCD regarding the Legislative day and the briefing. After much discussion, it was decided that ACD's legislative meeting days are March 10th and March 14 and would occur via zoom. The Board consensus that they would like a legislative work group before the meetings to get a clear picture of message ACD is trying to convey. The Board decided on March 7.

Elections

The Board reviewed the election information from the MASWCD and the new boundaries. Lord explained the process stating there is not as much time for ACD to review and update as there was with the previous redistricting. Lord stated that the Board could meet before the April meeting to discuss the re-districting.

H. Personnel Committee

Probationary Evaluation:

The Board reviewed the Personnel meeting minutes. Lord pointed out that he is pleased with Keith's performance

- LeMay moved to approved ending Breanna Keith's probationary period and retaining her in the Technician class and providing a wage adjustment commensurate with ACD's compensation plan effective February 26, and Keith's job performance at the current Board approved rate of 97% to target. Werdien seconded the motion. All ayes, motion carried.

Engagement Position Recruitment:

Lord explained the lack of applicants so far and provided an overview of modifications to hopefully entice applicants.

- LeMay moved to approve the modifications bulleted below. Meixell seconded the motion.
 - Modify the title to include 'Natural Resources' to better align with likely keyword searches by applicants,
 - Update the compensation rates to account for the 2022 Federal Payscale,
 - Remove the 1 year minimum experience requirement,
 - Allow for significant related experience in lieu of a post-secondary degree,
 - Eliminate the assignment element of the application.

All ayes, motion carried.

Compensation Plan:

Every five years ACD updates its Compensation Plan to ensure market competitiveness. The Personnel Committee recommended integrating a Specialist and Principal level Engagement Class. Lord explained that the Board does not need a motion for this now but it is something ACD is working toward. Washington Conservation District is currently contracting with a firm to do a Market Analysis and have offered to share the results. This update should occur prior to wage adjustment Board action in June.

New Business-Action Items

I. Blaine SNA Mowing Contract

The Board reviewed a memo and contract prepared by Restoration Ecologist Carrie Taylor pertaining to the Blaine SNA Mowing contract. Native Resource Preservation provided a

quote within the grant budget, they are qualified for this project, and have appropriate equipment. Total compensation will not exceed \$8,868.00 for mowing 3.59 new acres and 3.8 acres of resprouts at the Blaine Preserve SNA.

- Meixell moved to award the Blaine SNA Tree and Shrub Winter Mowing Contract to Native Resource Preservation. Werdien seconded the motion. All ayes, motion carried.

J. Paternity Leave Request Memo – Jared Wagner

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner requesting time off when his baby is born. Lord explained that employees have extended medical benefit time that can be used for any FMLA qualifying event.

- Meixell moved to approve Wagner's paternity leave request as submitted. LeMay seconded the motion. All ayes, motion carried.

K. SRWMO 2022 Monitoring and Management Contract

The Board reviewed the 2022 Monitoring and Management contract outline for the SRWMO.

- Meixell moved to enter into the 2022 Monitoring and Management contract with SRWMO. LeMay seconded the motion. All ayes, motion carried.

L. RCWD 2022 Monitoring and Management Contract

The Board reviewed the 2022 Monitoring and Management Contract for the RCWD. Lord outlined the work plan.

- LeMay moved to enter into the 2022 Monitoring and Management contract with RCWD. Werdien seconded the motion. All ayes, motion carried.

M. MWMO 2022 Monitoring and Management Service Agreement

The Board reviewed the 2022 Monitoring and Management Service agreement for the MWMO. Lord outlined the work plan.

- Meixell moved to enter into the 2022 Monitoring and Management contract with MWMO. Werdien seconded the motion. All ayes, motion carried.

N. LRRWMO 2022 Monitoring and Management Contract

The Board reviewed the 2022 Monitoring and Management work outline for LRRWMO.

- Werdien moved to enter into the 2022 Monitoring and Management contract with the LRRWMO. Meixell seconded the motion. All ayes, motion carried.

O. URRWMO 2022 Monitoring and Management Contract

The Board reviewed the 2022 Monitoring and Management outline for the URRWMO.

- LeMay moved to enter into the 2022 Monitoring and Management contract with URRWMO. Meixell seconded the motion. All ayes, motion carried.

P. CCWD 2022 Monitoring and Management Work Plan

The Board reviewed the 2022 Monitoring and Management Work Plan for the CCWD. Lord outlined the work plan.

- Meixell moved to enter into the 2022 Monitoring and Management contract with CCWD. LeMay seconded the motion. All ayes, motion carried.

Q. Barr Web Database Hosting Memo

The Board reviewed a memo and contract prepared by Wagner related to annual hosting of the web database.

- Meixell moved to enter into the hosting agreement for our web database application with Barr Engineering and approve the \$1,200 payment for services outlined. LeMay seconded the motion. All ayes, motion carried.

R. 2022 Metro Conservation District Dues (MCD)

The Board reviewed the MCD dues.

- Meixell moved to approve paying \$1,600 dues to the MCD. Werdien seconded the motion. All ayes, motion carried.

S. Carp Solutions Contract

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon regarding approval of a Carp Solutions Contract.

- Werdien moved to approve a contract for services between Carp Solutions LLC and ACD for Sunrise River Chain of Lakes Carp Management Services 2022 for \$58,500 and authorize the District Manager to execute change orders for this contract up to \$5,000. Meixell seconded the motion. All ayes, motion carried.

T. Well Sealing Contract

The Board reviewed a memo prepared by Water Resource Technician Kris Larson regarding a Well Sealing contract.

- Meixell moved to approve the Well Sealing Contract CWFWS 2022-27 Coon Rapids Norton for \$925 in cost share. LeMay seconded the motion. All ayes, motion carried.

U. Well Sealing Contract Reimbursement

The Board reviewed a memo prepared by Larson regarding a Well Sealing contract payment.

- Truchon moved to approve reimbursement for Well Sealing Cost Share Contract Mickey Bluedorn CWFWS 2022-26 for \$360. Meixell seconded the motion. All ayes, motion carried.

V. Rare Plant Rescue Professional Services Payment Approval Request

The Board reviewed a memo prepared by Taylor requesting payment to Critical Connections for project work on the Rare Plant Rescue Grant. Lord explained that the payment is for work done in 2021 and the invoice was just recently received.

- Truchon moved to approve payment of \$21,560 for Critical Connections Ecological Services Invoice No. 2021-04-01 for professional services provided for the LSO HC ASP7 Rare Plant Rescue Grant. Werdien seconded the motion. All ayes, motion carried.

W. Rain Guardian Distribution – Porous Technologies, LLC and Ferguson Waterworks

The Board reviewed a memo prepared by Haustein regarding the west coast distributor change. Lord explained that Porous Technologies contacted ACD to suggest that we transfer the distributorship to Ferguson Waterworks. This was a likely long-term outcome since Ferguson Waterworks secured distribution rights over the rest of the nation.

- Meixell moved to execute the Agreement amendment with Porous Technologies, LLC that changes the expiration date to February 28, 2022. LeMay seconded the motion. All ayes, motion carried
- Meixell moved to authorize staff to negotiate an agreement with Ferguson Waterworks for the marketing and distribution of Rain Guardian pretreatment chambers in the territory formerly covered by Porous Technologies, LLC, and authorize the Board Chair to execute the agreement. LeMay seconded the motion. All ayes, motion carried.

X. GreenCorp

The Board reviewed a memo and resolution prepared by Lord. An application for a Minnesota GreenCorps (MN GreenCorps) member is being prepared and requires a supporting Board resolution. This is the program that placed Emily Johnson with ACD in 2017. This position will aid the Natural Resources Outreach and Engagement Coordinator Position.

- LeMay moved to pass the resolution in support of the MN GreenCorps application, which indicates Anoka Conservation District's commitment to host a Minnesota GreenCorps member and a willingness to enter an agreement with the MPCA should Anoka Conservation District's application be selected. Meixell seconded the motion. All ayes, motion carried.

Y. Sunrise River Chain of Lakes Carp Management Project Payment Approval.

The Board reviewed a memo prepared by Schurbon requesting payment to Carp Solutions for their work on the Carp Management Project.

- Werdien moved to approve \$1,000 payment of invoice ACD2_2-16-22 to Carp Solutions LLC for services provided to under the Sunrise River Chain of Lake Carp Management Services 2021 Contract. Truchon seconded the motion. All ayes, motion carried.

PAY BILLS

- Meixell moved to approve electronic payments EP1584 - EP1601 & DD2359 – DD2403 & check numbers 15730-15760. LeMay seconded the motion. All ayes, motion carried.

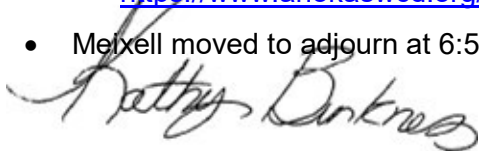
FYI /Meetings

- March 7 - Legislative Workshop - Zoom
- March 10 - ACD Legislative Appointment Day
- March 14 - ACD Legislative Appointment Day
- March 21 - ACD Regular Board meeting at ACD Office – 5:00 PM
- March 24 - Area 4 Meeting, Rogers MN – Details TBD
- Before April Meeting – Re-districting Workshop
- April 30 - ACD Tree and Shrub pick up

- Anoka County WROC Events - Go to Anoka SWCD website Click on "Outreach" then "Events" from Dropdown (direct link:

<https://www.anokaswcd.org/index.php/educational/events.html>)

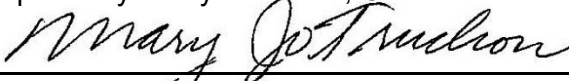
- Meixell moved to adjourn at 6:52pm. Truchon seconded the motion. All ayes, motion carried.



3/21/2022

Prepared by Kathy Berkness, Office Administrator

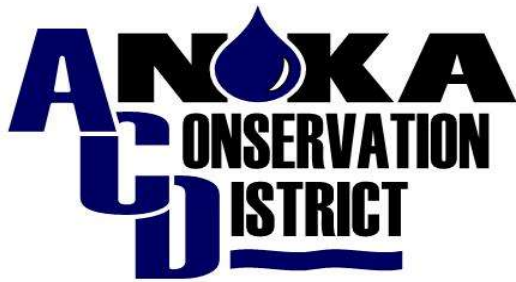
Date



3/21/2022

Approved as to form and content by Mary Jo Truchon, Chair

Date



Remotely Join ACD Board Meeting:

The ACD Board meets on-site. Use the link below if you are interested in attending remotely.

4:30 Supervisor Training – Mollie Annen – Water Resource Almanac 2021

5:00 - Regular Meeting – START RECORDING THE MEETING

Public Comments

Approve the 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. Approval of Financial Reports – February 2022

New Business Informational Items

- D. Watersheds
- E. Partner Report
- F. Legislative Outreach Recap

Committee Meeting

- G. Personnel Committee Meeting March 17
 - Outreach Applicant Interviews and Selection
 - Authorize Posting Technician Position
 - Accept Annen Resignation in Good Standing

New Business-Action Items

- H. Blaine Preserve SNA Payment to Native Resource Preservation
- I. Purchase an Infiltration Kit
- J. Sidewalk Construction
- K. Rain Garden Landowner Contracts
- L. Lawns to Legumes Contract
- M. Well Sealing Contract
- N. Well Sealing Cost Share Payment
- O. Purchase an Updated ArcGIS License
- P. Lakeshore Stewardship Landowner Contract
- Q. Burman Payment Request to Landbridge Ecological

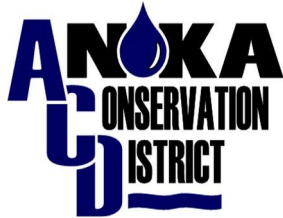
Additions

- R. 2022 LIDAR Agreement with Anoka County
- S. 2022 District Capacity Grant
- T.
- U.
- V.

Pay Bills

FYI /Meetings

- March 24 - Area 4 Meeting, Cabela's 20200 Rogers Drive Rogers MN – 9:15am
- Set up workshop before April Meeting related to Redistricting
- April 18 - ACD Regular Board meeting at ACD Office – 5:00 PM
- April 30 – ACD Tree and Shrub Pick up



BOARD MEETING MINUTES

DATE: MARCH 21, 2022

TIME: 5:00 PM

LOCATION: ACD OFFICE: 1318 MCKAY DR NE
HAM LAKE, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Char
Glenda Meixell, Treasurer
Sharon LeMay, Secretary
Colleen Werdien, Supervisor

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

Public Comments – None

Chair Truchon Called the meeting to order 5:00pm

Approve the March Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted (R) 2022 LiDAR Agreement with Anoka County (S) 2022 District Capacity Grant.

- Meixell moved to approve the March Agenda as amended. LeMay seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approval of February Minutes

B. Review of the Staff Activity Reports

C. Approve the February 2022 Financials

- Lindahl moved to approve the consent agenda items. Meixell seconded the motion. Truchon, Meixell, LeMay, Werdien ayes. Lindahl voted as present. Motion carried.

New Business-Information Items

D. Watershed Meetings

The Board discussed watershed organization meeting attendance as follows:

- Collen Werdien; LRRWMO & URRWMO – Did attend the URRWMO and LRRWMO Meetings
- Sharon LeMay; Lower St. Croix 1W1P – Did not meet
- Glenda Meixell; MWMO Citizens Advisory Meeting –Attended the meeting
- Mary Jo Truchon; Rice Creek Watershed District Citizen’s Advisory Committee – Attended the meeting
- Jim Lindahl, Coon Creek Watershed Advisory Committee Meeting – Attended the meeting

Partner Report

The Board reviewed the partner report.

E. Legislative Outreach

The Board reviewed correspondence from the MASWCD providing an update on the SWCD Aid legislation. Lord provided an overview of the legislative meetings stating Senator Newton and Representative Koegel offered to help with ACD’s levy bill. Lord suggested adding the legislative aids to his outreach list. Truchon thanked Lord for all his hard work. The Board discussed the timeline of redistricting and decided on a workshop date of April 7, at 8:30am.

F. Personnel Committee

Outreach Application Interviews and Selection

The Board reviewed the Personnel minutes. LeMay stated that the top two candidates both have Masters Degrees on the technical side and are highly qualified. After selecting the prefer candidate,

Lord shared their respective starting salaries, which varied due to prior experience.

- LeMay moved to approve offering the Natural Resource Outreach and Engagement Coordinator position to Lydia Voth Rurup with a starting wage of \$21.00/hour to \$22.00/hour to be negotiated by the District Manager, with a preferred start date not later than April 11, 2022 conditional on satisfactory verification of references, prior employment, education, criminal background and driving record.

In the event that Lydia declines the position, offer the position to Nichole Henger with the same stipulations except for a starting wage of \$24.52/hr.

Werdien seconded the motion. All ayes, motion carried.

Technician Position Recruitment

Lord explained that the Technician position left vacant by Mollie Annen's resignation is a regular position needed to address current and pending workload obligations and is incorporated into the budget. The recruitment schedule and criteria are identical to what was used to recruit District Technician Breanna Keith. The position announcement and position description are the same as Keith's with updated hiring wage range to reflect 2022 rates. Lord stated there are some larger grants ACD hopes to get, and there might be a need for another Technician position this fall but we will have to wait and see.

- LeMay moved to approved authorizing the District Manager to initiate the recruitment process for a Natural Resource Technician using the provided position announcement, position description, recruitment schedule and recruitment criteria. Lindahl seconded the motion. All ayes, motion carried.

Employee Resignation in Good Standing

Lord explained that Annen provided two weeks' notice and did not have any disciplinary actions. Resignations in good standing allow employees to receive accumulated FTO up to 240 hours as severance.

- Meixell moved to recommend finding Annen's resignation to be in good standing. Werdien seconded the motion. All ayes, motion carried.

New Business-Action Items

G. Blaine Preserve SNA Payment to Native Resource Preservation

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor pertaining to the Blaine SNA Mowing contract.

- Werdien moved to approve payment of \$8,868.00 for Native Resource Preservation Invoice 1662 for land management services provided for the LSOHC ASP 6 grant. LeMay seconded the motion. All ayes, motion carried.

H. Purchase of MPD Infiltrometer Kit

The Board reviewed a memo and correspondence about MPD Infiltrometers. Lord explained that ACD has been looking for an effective way to track rain garden efficacy over time. We also came to realize during Comp Planning that urban/suburban soil health could have a large impact on water resources management but that there was very little data on soil health characteristics in developed landscapes. Lord explained that during the International Erosion Control Association conference, he came across a product that would enable ACD to advance on both fronts, but it is quite expensive. MPD Infiltrometer Kit. \$10,000 for the kit with 100 tests included; future tests, \$30 each. Lord stated he is trying to negotiate it down to \$8,000 with 200 initial test credits, expecting to land somewhere short of that. The product was developed by St. Anthony Fall Laboratory and purchased by a company in New Brighton. We have 2022 District Capacity Funds ear marked for this purchase.

- Lindahl moved to authorize the purchase of a 3 unit MPD Infiltrometer Kit not to exceed \$10,000. LeMay seconded the motion. All ayes motion carried.

I. Sidewalk Construction

The Board reviewed a memo prepared by Lord requesting funds for sidewalk construction. Lord explained that he would like to use the same contractor that built the pole building.

- Meixell moved to authorize the District Manager to proceed with the installation of the new walkway connecting the upper parking lot to the lower parking lot not to exceed \$7000. Werdien seconded the motion. All ayes, motion carried.

J. Rain Garden Contracts

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon regarding approval for two Rain Garden Contracts.

- Lindahl moved to approve the landowner agreements for rain gardens at 203 Washington Street in Anoka and 15170 Oneida Street NW in Ramsey. LeMay seconded the motion. All ayes, motion carried.

K. Lawns to Legumes

The Board reviewed a memo prepared by Taylor requesting approval of three Lawns to Legumes Contracts.

- LeMay moved to approve the Lawns to Legumes contracts as listed below. Lindahl seconded the motion. All ayes, motion carried.

Activity Name	Budget	
	Grant Match 25% for resident cost share	L2L Demo grant
L2L-2022-33-Ramsey-Glosimodt	\$500.00	\$1,500.00
L2L-2022-32-Spring Lake Park-Dougherty	\$250.00	\$750.00
L2L-2022-Fridley-Mondloh	\$250.00	\$750.00

L. Well Sealing Contracts

The Board reviewed a memo prepared by Water Resource Technician Kris Larson regarding a Well Sealing contracts.

- Lindahl moved to approve the Well Sealing Contracts as listed below. Meixell seconded the motion. All ayes, motion carried.

Activity Name	Art Torgenson & Son Well Co	McCullough & Sons Well Drilling	Barott Drilling Services Inc	Bastian Well Service Inc	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2022-28-Centerville-Karjalahti	\$2,000.0	\$2,675.0			\$1,200.0	
CWFWS-2022-29-Fridley-Eyler			\$1,400.0	\$975.0	\$585.0	
						\$ 165,763.70

M. Well Sealing Contract Reimbursement

The Board reviewed a memo prepared by Larson regarding a Well Sealing contract payment.

- Meixell moved to approve reimbursement for Well Sealing Cost Share Contract Todd Norton CWFWS 2022-27 for \$555. Truchon seconded the motion. All ayes, motion carried.

N. Purchase of updated ArcGIS License

The Board reviewed a memo prepared by District Technician Breanna Taylor requesting permission to approve purchase of an ArcGIS Desktop and components.

- Meixell moved to approve the purchase of an ArcGIS Desktop Basic term license subscription (\$667/ year) and ArcGIS Spatial Analyst term subscription (\$500/ year). Total purchase amount for 2022: \$1167. Lindahl seconded the motion. All ayes, motion carried.

O. Lakeshore Stewardship Landowner Contract

The Board reviewed a memo prepared by Taylor pertaining to a Lakeshore Stewardship contract.

- LeMay moved to approve the 2022 Lakeshore Stewardship Contract: Fawn Lake - Dale. Meixell seconded the motion. All aye, motion carried.

P. Burman Payment Request to Landbridge Ecological.

The Board reviewed a memo prepared by Taylor pertaining to the Burman Payment request to Landbridge Ecological.

- Lindahl moved to approve payment of \$3,575.00 for Landbridge Ecological Invoice No. 1026 for land management services provided for the Robert and Marilyn Burman WMA enhancement funded by the LSOHC ASP 6 grant. Meixell seconded the motion. All ayes motion carried.

Q. 2022 LiDAR Contract with Anoka County

Lord provided detail about the contract stating the LiDAR software is very useful to ACD.

- Meixell moved to approve the LiDAR contract with Anoka County not to exceed \$2,500. LeMay seconded the motion. All ayes, motion carried

R. 2022 District Capacity

The Board reviewed the District Capacity memo prepared by Lord outlining the budget. Werdien questioned the portion allocated to Carp removal. Lord explained that it will cover staff time that is not currently being covered by Schurbon’s Carp Grant and help fill the holes.


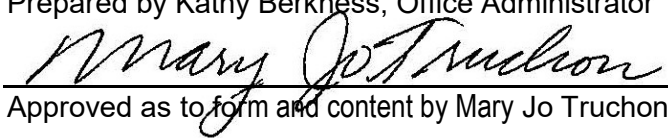
- LeMay moved to approve the 2022 SWCD Local Capacity Services (P22-6081) budget and authorize the chair to execute related documents. Lindahl seconded the motion. All ayes, motion carried.

Pay Bills

- Meixell moved to approve electronic payments EP1602- EP1612 & DD23404 – DD2434 & check numbers 15761-15780. Lindahl seconded the motion. All ayes, motion carried.

FYI /Meetings

- March 24 - Area 4 Meeting, Cabela’s Rogers MN – 9am
- April 7 Meeting – Re-districting Workshop – 8:30am
- April 18 - ACD Board Meeting, Ham Lake Office 5pm
- April 30 - ACD Tree and Shrub pick up
- Anoka County WROC Events - Go to Anoka SWCD website Click on “Outreach” then “Events” from Dropdown (direct link: <https://www.anokaswcd.org/index.php/educational/events.html>)
- Lindahl moved to adjourn at 6:11pm. LeMay seconded the motion. All ayes, motion carried.

	4/18/2022
Prepared by Kathy Berkness, Office Administrator	Date
	4/18/2022
Approved as to form and content by Mary Jo Truchon, Chair	Date



AGENDA

SUPERVISOR REGULAR BOARD MEETING
MONDAY, APRIL 18, 2022 5PM

Remotely Join ACD Board Meeting:

The ACD Board meets on-site. Use the link below if you are interested in attending remotely.

4:30 Supervisor Training –Jamie Schurbon – One Watershed One Plan

5:00 - Regular Meeting – START RECORDING THE MEETING

Public Comments

Approve the 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. Approval of Financial Reports – March 2022

New Business Informational Items

- D. Watersheds
- E. Partner Report

New Business-Action Items

- F. ACD Redistricting
- G. 2022 Fee Schedule Update
- H. Rain Garden Construction Bid Results
- I. Sunrise River Chain of Lakes Carp Management Payment
- J. Landbridge Burman WMA Payment Request
- K. Well Sealing Contract Approval
- L. Well Sealing Cost Share Reimbursement

Additions

- M. SSTS Fix Up Grant
- N. BWSR Lawns to Legumes Grant Agreement
- O. District Capacity Shoreline Stewardship Cost Share
- P. Area IV Dues
- Q.
- R.
- S.
- T.

Pay Bills

FYI /Meetings

- Set a Personnel Meeting for Interviews Natural Resource Technician Position
- April 30 – ACD Tree and Shrub Pick up
- May 16 - ACD Regular Board meeting at ACD Office – 5:00 PM
- May 30 - Memorial Day



BOARD MEETING MINUTES

DATE: APRIL 18, 2022

TIME: 5:00 PM

LOCATION: ACD OFFICE: 1318 MCKAY DR NE
HAM LAKE, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Char
Glenda Meixell, Treasurer
Sharon LeMay, Secretary
Colleen Werdien, Supervisor

Others Present: Chris Lord, District Manager
Kathy Berkness, Office Administrator
Rani Nichols, Interested Landowner

Public Comments – None

Chair Truchon Called the meeting to order 5:05pm

Approve the April Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted (M) SSTS Fix up Grant, (N) BWSR Lawns to Legumes Grant Agreement (O) District Capacity Shoreline Stewardship Cost Share (P) Area IV 2022 Dues.

- Lindahl moved to approve the April Agenda as amended. Meixell seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approval March Minutes

B. Review of the Staff Activity Reports

C. Approve the March 2022 Financials

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

New Business-Information Items

D. Watershed Meetings

The Board discussed watershed organization meeting attendance as follows:

- Colleen Werdien; LRRWMO & URRWMO – Did attend the LRRWMO special meeting
- Sharon LeMay; Lower St. Croix 1W1P – No meeting
- Glenda Meixell; MWMO Citizens Advisory Meeting –No meeting
- Mary Jo Truchon; Rice Creek Watershed District Citizen’s Advisory Committee – Attended the meeting
- Jim Lindahl, Coon Creek Watershed Advisory Committee Meeting – Attended the meeting

E. Partner Report

The Board reviewed the Partner Report

New Business-Action Items

F. ACD Redistricting

The Board reviewed redistricting information provided by Stormwater and Shoreland Specialist Mitch Hausteine. Lord explained the ACD Board of Supervisors, Anoka County Representatives, and ACD staff gathered for an Anoka Conservation District redistricting workshop on April 7, 2022 to review five alternative redistricting configurations. The boundaries described in option one were identified as the preferred option while adhering to all redistricting criteria. The Anoka County Board of

Commissioners approved the attached boundaries at their regular meeting on April 12, 2022. The final document will be sent to Truchon's email for docuSign signature.

- Meixell moved to adopt the Resolution 2022-03: Anoka Conservation District – Decennial Election District Redistricting. LeMay seconded the motion. All aye, motion carried.

G. 2022 Fee Schedule

The Board reviewed a memo prepared by Berkness regarding updates to the Fee Schedule. What prompted the review of fees was a consultant request to rent ACD equipment listed in our fee schedule on the website. This triggered a conversation about ACDs rental policy and the need to make it more specific in terms of project location and audience as ACD's equipment rental policy is geared more to help Anoka County landowners get natural resource projects in the ground and less for making profit. There are other minor changes within the fee schedule such as the deletion of staff pictures and bios as they are already listed on the website along with other minor changes.

- Meixell moved to approve the updates to the 2022 Fee Schedule. Lindahl seconded the motion. All ayes, motion carried.

H. Rain Garden Construction Bid Results

The Board reviewed a memo and correspondence provided by Watershed Projects Manager Jamie Schurbon. Berkness provided an updated memo and bid results prepared by Schurbon. The Board reviewed and discussed the results. Lord pointed out the project locations and noted that they were bid separately due in part of to prevailing wage law restrictions. According to the Chisago SWCDs attorney, projects can be considered separate when the success or failure of each is independent of the other. The Board discussed and pointed out the need for further clarification from the state as it pertains to the prevailing wage policy.

- Meixell moved to approve the bid received from Shoreline Landscaping for the 203 Washington Street rain garden for \$20,328.70 and authorize the District Manager to execute a construction contract and any change orders within 10% of the contract amount. LeMay seconded the motion. All ayes, motion carried.
- Lindahl moved to approve the bid received from Minnesota Native Landscapes, Inc for the 15170 Oneida Street rain garden for \$20,693.80 and authorize the District Manager to execute a construction contract and any change orders within 10% of the contract amount. Meixell seconded the motion. All ayes, motion carried.

I. Sunrise River Chain of Lakes Carp Management Payment Approval

The Board reviewed a memo and related material requesting payment to Carp Solutions for the Sunrise River Chain of Lake Carp Management Project. The Board discussed the next steps outlined by Schurbon.

- Lindahl moved to approve \$1,500 payment of invoice "ACD 4_10_22 to Carp Solutions LLC for services provided under the Sunrise River Chain of Lake Carp Management Services 2022 Contract. Meixell seconded the motion. All ayes, motion carried.

J. Landbridge Burman WMA Payment Request

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval of payment to Landbridge Ecological for services done at the Burman WMA project. Lord pointed out the project location on the map. The Board discussed.

- Werdien moved to approve payment of \$16,445.09 for Landbridge Ecological Invoice number 1031 for land management services provided for the Robert and Marilyn Burman WMA with funding by the LSOHC ASP 6 grant. Meixell seconded the motion. All ayes, motion carried.

K. Well Sealing Contracts

The Board reviewed a memo prepared by Water Resource Technician Kris Larson regarding well sealing contracts to approve. Lord provided an overview.

- Lindahl moved to approve the well sealing contracts as listed below. LeMay seconded the motion. All ayes, motion carried.

Activity Name	McCullough & Sons Well Drilling	Barott Drilling Services Inc	Mork Well Co Inc	Bastian Well Service Inc	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2022-30-Centerville-Billingsley	\$3,000.00	\$1,610.00			\$966.00	
CWFWS-2022-31-Fridley-Ostland		\$1,410.00		975.00	\$585.00	
CWFWS-2022-32-Anoka-Olson			\$797.00	\$450.00	\$270.00	
CWFWS-2022-33-Anoka-Schmidt				\$985.00	\$591.00	
						\$ 163,936.70

L. Well Sealing Contract Reimbursement

The Board reviewed a memo prepared by Larson regarding a well sealing contract payment.

- Werdien moved to approve reimbursement for Well Sealing Cost Share Contract Richard Karjalahti CWFWS 2022-28 for \$1,200. Meixell seconded the motion. All ayes, motion carried.

Lord pointed out a future project Larson is working on getting the finances finalized. It is a very large well at 8-12 inch diameter and about 600 feet deep into the Mount Simon-Hinckley aquifer, the deepest aquifer in the Twin Cities. This is an old irrigation well on a farm that used vintage water for farming purposes. The Board discussed and came to the consensus that any wells identified in the Mount Simon- Hinckley aquifer should be a priority to receive cost share.

M. SSTS Fix up Grant

The Board reviewed a memo prepared by Larson requesting funds for a septic system fix up project.

- LeMay moved to approve a Septic System Fix-Up Grant for Josie Tasler and Kyle Kappes at 17310 Hiawatha Beach Dr NE, City of Ham Lake for an amount not to exceed \$16,448.40 or 90% of the low bid, whichever is lesser. Lindahl seconded the motion. All ayes, motion carried.

N. BWSR Lawns to Legumes Grant Agreement

The Board reviewed a memo prepared by Taylor requesting approval of the Lawns to Legumes Grant Agreement.

- Werdien moved to approve the Minnesota Board of Water and Soil Resources North Metro Pollinator Corridor Demonstration Neighborhood Grant Agreement, C22-2646. Meixell seconded the motion. All ayes, motion carried.

O. District Capacity Shoreline Stewardship Cost Share

The Board reviewed a memo prepared by Taylor requesting District Capacity Funds for a cost share project.

- LeMay moved to approve 2022-Shoreline Stewardship-Mississippi-Wallmow cost share contract requesting \$1,210.00 in grant funds with \$500.00 match to install native plantings on Mississippi River shoreline. Werdien seconded the motion. All ayes, motion carried.

P. 2022 Area IV Dues of \$200

- Meixell moved to approve paying 2022 Area IV membership dues. Lindahl seconded the motion. All ayes, motion carried.

Pay Bills

- Meixell moved to approve electronic payments EP1613- EP1629 & DD2435 – DD2471 & check numbers 15781-15807. LeMay seconded the motion. All ayes, motion carried.

FYI /Meetings

The Board discussed meetings and dates. Lord pointed out the schedule for the hiring process for the Natural Resource Technician scheduled for May 10. Lord provided a timeline for upcoming Committee Meetings.

- Operations committee – McKay maintenance and improvements
- Finance Committee Meeting - 2022 and 2023 budgets including wage adjustment allotment
- Personnel Committee Meeting – interview and employee recruitment, classification and compensation plan updates, employee evaluations and wage adjustments

Committee members will be contacted to set up meetings.

The Board discussed who would be filing to run for SWCD Board Supervisor this year. Truchon pointed out the timeline for filing.

- April 30 - ACD Tree and Shrub pick up
- May 10 – Personnel Meeting for Technician interviews
- May 16 - ACD Board meeting Ham Lake Office
- Anoka County WROC Events - Go to Anoka SWCD website Click on “Outreach” then “Events” from Dropdown (direct link: <https://www.anokaswcd.org/index.php/educational/events.html>)
- Lindahl moved to adjourn at 6:11pm. LeMay seconded the motion. All ayes, motion carried.



Prepared by Kathy Berkness, Office Administrator

May 16, 2022

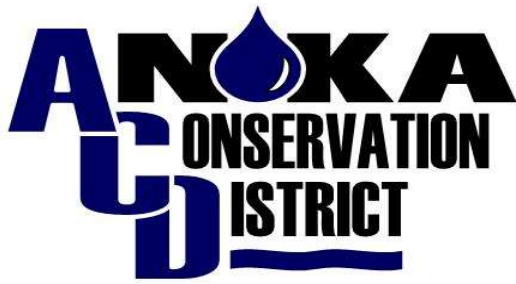
Date



Approved as to form and content by Mary Jo Truchon, Chair

May 16, 2022

Date



AGENDA

SUPERVISOR REGULAR BOARD MEETING
MONDAY, MAY 16, 2022 5PM

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/89016570430?pwd=a3hRMk9GU0RCSIB4OTBjcCtXYVdaZz09>

4:30 Supervisor Training – Rum River Corridor Enhancement Project – OHF Grant Application

5:00 - Regular Meeting – START RECORDING THE MEETING

Public Comments

Approve the 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. Approval of Financial Reports – April 2022

Committee Meetings

- D. Operations Committee May 5 – McKay Maintenance Schedule
- E. Personnel Meeting May 10
 - Natural Resource Technician Interview and Selection
 - Classification and Compensation Plan

New Business Informational Items

- F. Watersheds
- G. Climate Change Action – Discussion (Truchon)
- H. Partner Report

New Business-Action Items

- I. Lower St Croix Annual Plan of Work
- J. Sunrise Carp Project Payments
- K. CCEsr Brush Removal Payment Request
- L. Lawn to Legumes Cost Share Contract Approval
- M. Washington Conservation District Invoice for Engineering Services
- N. Dellwood River Park Rum OHF Project Agreement
- O. MN Green Corps Host Site Agreement
- P. Lake George Lake Improvement District 2022 Monitoring and Management Contract for Services
- Q. Well Sealing Contracts
- R. Well Sealing Contract Amendment
- S. Well Sealing Cost Share Reimbursements
- T. SSTS Fix Up Grant Application
- U. Critical Connections Ecological Services (CCES) Service Agreement
- V. OHF Rum River Enhancement Phase 2 Match
- W. Metro Conservation Network (MCNet) Financial Support Request
- X. Apparel and Gear Policy

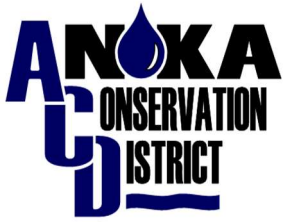
Additions

- Y. MASWCD Legislative Update
- Z. 2022 BWSR Grant Agreements

Pay Bills

FYI /Meetings

- Set Finance Meeting before June Meeting
- Set Personnel Meeting before June Meeting
- June 20 - ACD Regular Board meeting at ACD Office – 5:00 PM
- June 23 – MASWCD Area IV Meeting – Details TBD



BOARD MEETING MINUTES

DATE: MAY 16, 2022

TIME: 5:00 PM

LOCATION: ACD OFFICE; 1318 MCKAY DR NE
HAM LAKE, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Char
Glenda Meixell, Treasurer
Sharon LeMay, Secretary
Colleen Werdien, Supervisor

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

Public Comments – Rani Nicholas explained that she was just attending to listen in.

Chair Truchon Called the meeting to order 5:03pm

Approve the May Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted (Y) MASWCD Legislative Update (Z) BWSR Grant Agreements.

- Lindahl moved to approve the May Agenda as amended. Meixell seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approval April Minutes

B. Review of the Staff Activity Reports

C. Approve the April 2022 Financials

- Meixell moved to approve the consent agenda items. LeMay seconded the motion. All ayes, motion carried.

Committee Meetings

D. Operations Committee May 5 – McKay Maintenance Schedule

Lindahl provided an overview. Lord pointed out updates to the McKay maintenance schedule including replacing the carpet in the common space, updating the lower walkway, changing to LED security lights in the parking lot, and updating the attic stairway along with other miscellaneous tasks.

- Lindahl moved to approve the ACD Headquarters maintenance schedule as presented. Werdien seconded the motion. All ayes, motion carried

E. Personnel Meeting May 10

Natural Resource Technician Interview and Selection

LeMay provided detail of the meeting.

- Werdien moved to offer the Natural Resource Technician position to Logan Olson with a starting wage of \$21.00/hour with a preferred start date no later than June 13, 2022 conditional on satisfactory criminal background and driving record checks.
- In the event that Logan declines the position, offer the position to Blake Matti with the same stipulations.
Meixell seconded the motion. All ayes, motion carried.

Classification and Compensation Plan Adjustments

The Board reviewed and discussed the material provided by Lord related to classification and compensation plan adjustments. Lord provided detail.

- LeMay moved to approve the Classification Plan and Compensation Plan Structure as listed below and incorporate changes into ACDs handbook as needed. Lindahl seconded the motion. All ayes, motion carried.

Proposed classes and compensation ranges.

Class	Experience (FTE Yrs)	Min Degree/ Yrs Experience		Min @100%	Hire Max @ 100%	Max @100%	Index (G/S specialist)
Manager	9	BS/9	MS/8	\$40.51	\$52.67	\$58.74	1.75
Admin 2	3	BA/3	MA/2	\$25.47	\$33.10	\$38.20	1.1
Admin 1	1	AA/3	BA/1	\$20.84	\$25.00	\$31.25	.9
Engagement 2	4	BA/4	MA/3	\$28.94	\$37.62	\$43.41	1.25
Engagement 1	1	BA/1	MA/0	\$21.99	\$26.39	\$32.99	.95
Engineer 2	4	BS/4	MS/3	\$38.20	\$49.66	\$57.30	1.65
Engineer 1	2	BS/2	MS/1	\$32.41	\$42.13	\$48.62	1.4
Principal	7	BS/7	MS/6	\$35.88	\$43.06	\$53.82	1.55
Specialist 2	5	BS/5	MS/4	\$31.25	\$37.50	\$46.88	1.35
Specialist 1	3	BS/3	MS/2	\$27.32	\$32.78	\$40.98	1.18
Technician	1	BS/1	MS/0	\$23.15	\$27.78	\$34.73	7/1
Seasonal	0	BS/0	MS/0	\$19.68	\$23.61	\$29.52	.85
Assist	0	AA/2	BS/0	\$16.21	\$21.07	\$24.31	.7

New Business-Information Items

F. Watershed Meetings

Supervisors discussed watershed organization meetings they attended:

- Collen Werdien; LRRWMO and Rum River 1W1P– Attended the LRRWMO and the Rum River 1W1P
- Sharon LeMay; Lower St. Croix 1W1P – Attended the meeting
- Glenda Meixell; MWMO Citizens Advisory Meeting –Attended the Meeting
- Mary Jo Truchon; Rice Creek Watershed District Citizen’s Advisory Committee – Attended the meeting
- Jim Lindahl, Coon Creek Watershed Advisory Committee Meeting & URRWMO – Attended the meeting

G. Climate Change

Truchon inquired if the Board has a Climate Change Policy to provide a directive to staff. She would like something incorporated into the ACD Comp plan. Lord suggested instead of amending the Comp Plan, ACD could incorporate something into the 2023 annual plan which he will soon be working on. Lord stated the messaging can get a little tricky. The Board discussed with the consensus that everything ACD does is in the best interest of climate change. It can be a hot button political issue.

H. Partner Report

NA

New Business-Action Items

I. Lower St Croix Plan of Work

The Board reviewed a Memo regarding the Lower St. Croix Annual plan of work prepared by Watershed Projects Manager Jamie Schurbon. LeMay explained that she was pleased with the plan and it is well rounded. The Board discussed.

- Lindahl moved to approve the Lower St Croix Partnership 2022-23 Plan of work. Meixell seconded the motion. All ayes, motion carried.

J. Sunrise River Chain of Lakes Carp Management Payment Approval

The Board reviewed a memo and related material requesting payments to WSB and Carp Solutions for the Sunrise River Chain of Lakes Carp Management Project. The Board discussed the next steps outlined by Schurbon in his memos.

- Meixell moved to approve \$4,064.25 payment of invoice “R-017420-000-5” dated 4/21/2022 to WSB for services provided under the 2021 Sunrise River Chain of Lake Carp Management Services contract. Lindahl seconded the motion. All ayes, motion carried.
- Meixell moved to approve \$1,500 payment of invoice “ACD 4_10_22” to Carp Solutions LLC for services provided under the Sunrise River Chain of Lakes Carp Management Services 2022 Contract. Meixell seconded the motion. All ayes, motion carried.

K. CCESR Brush Removal Payment Request

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval of payment to Family Tree and Brush Service for services done at the Cedar Creek Ecosystem Science Reserve to enhance habitat. Lord stated that the CCESR staff coordinated the work and received the bids. The preferred method would be to have the U of M pay the bill and ACD would reimburse them instead of paying the contactor directly but U of MN protocols make that very difficult.

- LeMay moved to approve payment of \$30,000.00 for Family Tree and Brush Service Invoice No. 1262 for land management services provided for the Cedar Creek Ecosystem Science Reserve enhancement funded by the LSOHC ASP 7 grant. Meixell seconded the motion. All ayes, motion carried.

L. Lawns to Legumes Cost Share Contract Approval

The Board reviewed a memo prepared by Taylor requesting approval of five Lawns to Legumes cost share contracts.

- Werdien moved to approve the Lawns to Legumes contracts as listed below. LeMay seconded the motion. All ayes, motion carried.

Activity Name	Budget	
	Grant Match 25% for resident cost share	L2L Demo grant
2022-L2L-Fridley-Engel	\$250.00	\$750.00
2022-L2L-Circle Pines-Bachmayer	\$250.00	\$750.00
2022-L2L-Coon Rapids_Peace Lutheran Church	\$500.00	\$1,500.00
2022-Lino Lakes_County Lakes Park	\$400.00	\$775.00
2022-Lino Lakes_Living Waters Church	\$500.00	\$1,500.00

M. Washington Conservation District Invoice for Engineering Services

The Board reviewed a memo and invoice prepared by Water Resource Specialist Jared Wagner requesting approval of payment to WCD for their engineering services for the Rum Riverbank projects.

- Lindahl moved to approve payment of \$260.79 for WCD #5610 for engineering services provided under the WCD-ACD Technical Services Agreement for Rum Riverbank stabilization projects. Meixell seconded the motion. All ayes, motion carried.

N. Dellwood River Park Rum OHF Project Agreement

The Board reviewed a memo and agreement prepared by Wagner requesting approval of to enter agreements with the City of St. Francis to complete a riverbank stabilization project on the Rum River.

- Lindahl moved to enter into the agreements below for a riverbank stabilization and restoration at Dellwood River Park with the City of St. Francis. LeMay seconded the motion. All ayes, motion carried.
 - Design, Construction, and O&M of Riverbank Stabilization and Restoration Project, and
 - Deed Restriction and Easement Agreement for Access to Maintain/Repair Riverbank Stabilization Project

O. MN Green Corps Host Site Agreement

The Board reviewed a memo prepared by Lord about the MN GreenCorps host site agreement. Lord explained that ACD has been awarded the opportunity once again to serve as a host site to a GreenCorps member. This is the program former employee Emily Johnson originally came to ACD under. The member will serve at ACD starting September 2022 until August 2023, in a full time capacity. Lord explained that Truchon will be sent a DocuSign email around June 22, which needs to be signed before July 7.

- Meixell moved to enter into a host site agreement for the 2022-2023 MN GreenCorps program with the State of Minnesota, Minnesota Pollution Control Agency and authorize Truchon to execute all related documents. Lindahl seconded the motion. All ayes, motion carried.

P. Lake George Lake Improvement District 2022 Monitoring & Management Contract for Services

The Board reviewed a memo prepared by Office Administrator Kathy Berkness requesting approval of the 2022 LGID 2022 Monitoring and Management Contract.

- Lindahl moved to approve the contract for services between LGID and ACD for Water Monitoring and Management. Werdien seconded the motion. All ayes, motion carried.

Q. Well Sealing Contracts

The Board reviewed a memo prepared by Water Resource Technician Kris Larson regarding well sealing contracts to approve. Lord provided an overview.

- Lindahl moved to approve the well sealing contracts as listed below. Werdien seconded the motion. All ayes, motion carried.

Activity Name	E.H. Renner & Sons	Mork Well Co Inc	Barott Drilling Services Inc	Don Stodola Well Drilling Co Inc	Bastian Well Service Inc	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2022-34-Anoka-Martinson	\$2,510.0		\$1,520.0			\$912.0	
CWFWS-2022-35-CoonRapids-Rajotte			\$1,850.0		\$550.0	\$330.0	
CWFWS-2022-36-Fridley-Figueroa			\$1,520.0	\$800.0		\$480.0	
CWFWS-2022-37-Blaine-Terhaar		\$787.0			\$1,100.0	\$472.2	
							\$ 162,082.50

R. Well Sealing Contract Amendment

The Board reviewed a memo prepared by Water Resource Technician Kris Larson regarding a well sealing contract amendment and approval. Lord provided an overview stating Virginia Kost owns a

retired sod farm in Ham Lake with a large irrigation well. This well was drilled in 1976 and is 555 feet deep with a casing diameter of 12-inches. Lord further explained that we should provide additional assistance to Ms. Kost to help cover these large-scale costs. The Mount Simon-Hinckley aquifer is a significant aquifer that needs to be protected from contamination and misuse.

- Meixell moved to increase landowner funding from 60% to 80% of the total project cost for the Kost's well sealing project and enter into a Cost Share Agreement with Kost as listed below. LeMay seconded the motion. All ayes, motion carried.

Activity Name	E.H. Renner & Sons	Barott Drilling Services Inc	Grant Match 80% for resident cost share	Remaining Budget
CWFWS-2022-38-HamLake-Kost	\$37,3670.00	\$22,480.50	\$17,984.40	
				\$ 144,098.10

S. Well Sealing Contract Reimbursement

The Board reviewed a memo prepared by Larson regarding well sealing contract payments.

- Werdien moved to approve reimbursement for well sealing cost share contracts as listed below. LeMay seconded the motion. All ayes, motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2022-29-Fridley-Eyler Lynn Eyler	\$ 585.00	\$ 975.00
CWFWS-2022-33-Blaine-Schmidt Randy Schmidt	\$ 591.00	\$ 985.00
CWFWS-2022-32-Anoka-Olson Chris Olson	\$ 270.00	\$ 450.00

T. SSTS Fix up Grant Application

The Board reviewed a memo prepared by Larson requesting funds for a septic system fix up project.

- LeMay moved to approve a Septic System Fix-Up Grant for Perevertaylo's at 644 176th Lane NE, City of Ham Lake for an amount not to exceed \$26,037.00 or 90% (\$14,427.60 from the 2022 fix up funds and \$11,609.40 from the 2022 NRBG SSTS Admin funds). Lindahl seconded the motion. All ayes, motion carried.

U. Critical Connections Ecological Services (CCES) Service Agreement

The Board reviewed a memo prepared by Larson requesting approval of a Service Agreement with Critical Connections Ecological Services.

- Meixell moved to approve entering into a 2022 Professional Services Agreement between CCES and ACD for wetland hydrology monitoring totaling \$3,150.00. Lindahl seconded the motion. All ayes, motion carried.

V. OHF Rum River Enhancement Phase 2 Match

The Board reviewed a memo prepared by Wagner requesting ACD match for Phase 2 Rum River Habitat Enhancement Grant Application. Lord provided detail stating we have the opportunity to include local ACD match funds to get to 10% match. Typically, ACD has not done this before but Rain



AGENDA

SUPERVISOR REGULAR BOARD MEETING
MONDAY JUNE 20, 2022 5PM

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/89350789531?pwd=Q25JdC81dDM4SHdnaExBTE83dHdVZz09>

4:30 Supervisor Training – ArcGIS Online Overview – Breanna Keith

5:00 - Regular Meeting – START RECORDING THE MEETING

Public Comments

Approve the 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. Approval of Financial Reports – May 2022

Committee Meetings

- D. Finance Committee June 10 – 2022 and 2023 Budget
- E. Personnel Meetings - June 15 & June 16
 - Performance Evaluations
 - Employee Class and Wage Adjustments
 - Classification Plan Correction

New Business Informational Items

- F. Watersheds
- G. Partner Report

New Business-Action Items

- H. Rainbow Rip-Rap Repair – Amendment to the Construction Agreement
- I. Lake George Shoreline Stabilization Bids
- J. Sunrise Chain of Lakes Carp Management Payment
- K. Adoption of the Rum River Comprehensive Water Management Plan
- L. Washington Street Rain Garden Payment Approval
- M. Anoka Cooperative Weed Management Area Cost Share Reimbursement
- N. Lawns to Legumes Reimbursement and Contract Approval
- O. Lower St Croix Convene Representative Selection
- P. Well Sealing Cost Share Contract Approvals and Reimbursements
- Q. SSTS Fix Up Grant Applications:
 - 648 157th Ave NW, Andover 55304
 - 8536 241st Ave NE, Stacy 55079

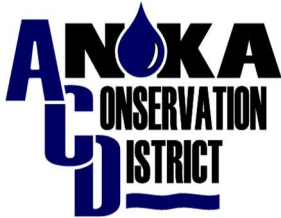
Additions

- R. Mikkelson prairie NRP Payment Approval
- S. SSTS Fix Up Contractor Payment
- T. NRCS Local Work Group
- U.
- V.

Pay Bills

FYI /Meetings

- June 23 – MASWCD Area IV Meeting – Carver SWCD
- July 4 – 4th of July Holiday
- July 18 - ACD Regular Board meeting at ACD Office – 5:00 PM



BOARD MEETING MINUTES

DATE: JUNE 20, 2022

TIME: 5:00 PM

LOCATION: ACD OFFICE: 1318 MCKAY DR NE
HAM LAKE, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Char
Glenda Meixell, Treasurer
Sharon LeMay, Secretary
Colleen Werdien, Supervisor

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

Public Comments – None

Chair Truchon Called the meeting to order 5:03pm

Approve the June Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted (R) Mikkelson Prairie NRP Payment Approval (S) SSTS Fix up Contractor Payment (T) NRCS Work Group.

- Lindahl moved to approve the June Agenda as amended. Meixell seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approval May Minutes

B. Review of the Staff Activity Reports

C. Approve the May 2022 Financials

- Meixell moved to approve the consent agenda items. LeMay seconded the motion. All ayes, motion carried.

Committee Meetings

D. Finance Committee June 10: 2022 Budget Update, 2023 Budget and Wage Adjustments

Lord pointed out the updates to the 2022 and 2023 budgets and explained there are no big surprises. The committee recommended \$150,000 for wage adjustments to cover the rest of this year and all of next year.

- Meixell moved to approve the 2022 and 2023 budgets as adjusted with \$150,000 for wage adjustments in 2022-2023 resulting in a county general services contribution request in 2023 of \$284,826 and net revenue of \$82,422 and \$0 in 2022 and 2023 respectively. LeMay seconded the motion. All ayes, motion carried.

E. Personnel Meetings June 15 – June 16

Performance Evaluations

Lord explained that the committee completed performance evaluations by meeting with each employee and discussing the evaluation outcomes from the self-evaluations and the Manager's comments. The Manager was not present during individual evaluations. Lord pointed out that the evaluation process was updated to integrate the classification plan adjustments approved at the last Board meeting.

Evaluation Themes and Urgencies

Lord briefly mentioned several themes common to multiple employees; workload, staff turnover, employee recruitment, office maintenance, vehicles, project design needs, the new classification plan, and BMP maintenance.

Classification Plan Correction

Lord provided detail on some rating errors in the new classification plan, wherein there was overlap between class ranges and where ratings were inverted between the Admin 1 and Admin 2 classes. Revised ratings were provided to correct the errors.

- Lindahl moved to approve the adjustments to the classification plan. Meixell seconded the motion. All ayes, motion carried.

Probationary Employee Progress

Lord completed a mid-term evaluation and will complete another prior to the six month probationary date and make a recommendation for Board action in August.

Employee Classification and Compensation Adjustments

Lord explained the newly adopted classification plan created several new job classes and eliminated others. All employees need to be assigned to a job class. For all but one position, the employee self-rating of job class aligned with that conducted by the District Manager. Where ratings aligned, the corresponding job class was selected. The Personnel Committee completed a rating of the one position where the rating did not align and selected the job class based on the results of their rating.

Meixell questioned if the committee had the funds to do what they wanted as far as raises. LeMay stated the committee would like to pay staff 100% to target wage but they work with the funds available. Lord stated that last year the committee was able to provide 97% to target and this year after all the updates is still at 97%, which is generous and we did not lose ground. With the proposed adjustment, all employees are between 97% and 100% to target.

- Werdien moved to approve assigning staff to the job class as shown below and provide compensation adjustments for regular non-probationary staff effective July 1, 2022 commensurate with ACD’s compensation plan incorporating a base of \$0.85 and 96.935% to target along with integrated performance and longevity consideration. Lindahl seconded the motion. All ayes, motion carried.

Employee	Assigned Job Class
Jared Wagner	Specialist 2
Breanna Keith	Technician
Mitch Haustein	Principal
Kathy Berkness	Administrative 2
Jamie Schurbon	Principal
Becky Wozney	Specialist 1
Kris Larson	Specialist 1
Carrie Taylor	Specialist 2
Lydia Voth	Engagement 1
Logan Olson	Technician
Chris Lord	Managerial

	Current % of Target	Proposed % of Target	Avg. Proposed % to Target
	88%	96.935%	97.431%
		2022	2023 Total for 1.5 yrs
Wage	\$ 43,609	\$ 87,218	\$ 130,828
Adjustment		\$ -	\$ -
PERA/FICA	\$ 6,389	\$ 12,778	\$ 19,166
Total	\$ 49,998	\$ 99,996	\$ 149,994
Limit	\$ 50,000	\$ 100,000	\$ 150,000
Remaining	\$ 2	\$ 4	\$ 6

Lord stated that staff is reporting that ACD’s Seasonal Technician is doing an outstanding job and recommended a \$1/hour wage adjustment.

- Lindahl moved to approve providing the seasonal employee \$1.00/hour wage adjustment in recognition of her outstanding performance to date. Meixell seconded the motion. All ayes, motion carried.

New Business-Information Items

F. Watershed Meetings

Supervisors discussed watershed organization meetings they attended:

- Collen Werdien; LRRWMO and Rum River 1W1P– Attended the LRRWMO

The Board discussed in great length the reasons behind the LRRWMO not wanting to participate in the Rum River 1W1P at this time in addition to Anoka County.

- Sharon LeMay; Lower St. Croix 1W1P – No Meeting
- Glenda Meixell; MWMO Citizens Advisory Meeting –No Meeting
- Mary Jo Truchon; Rice Creek Watershed District Citizen’s Advisory Committee – Attended the meeting
- Jim Lindahl, Coon Creek Watershed Advisory Committee Meeting & URRWMO – Attended the meeting

G. Partner Report

None

New Business-Action Items

H. Rainbow Rip-Rap Repair – Amendment to the Construction Agreement

The Board reviewed a memo related to a construction Agreement amendment for the Mississippi II grant prepare by Mitch Haustein, Stormwater and Shoreline Specialist. Lord explained ACD has a construction Agreement with JK Landscaping for riprap work required at the Rainbow Stabilization project. The terms of the agreement were for the installation to happen no later than June 30, 2022. The high water has made it difficult for installation thus an amendment is needed to extend to September 30, 2022.

- Lindahl moved to approve the amendment to the agreement for additional riverbank stabilization and restoration work for Don and Marlys Rainbow. Werdien seconded the motion. All ayes, motion carried.

I. Lake George Shoreline Stabilization Bids

The Board reviewed a memo and material related to bid approvals for the Lake George Shoreline properties prepared by Watershed Projects Manager Jamie Schurbon. Lord explained the original memo did not include the bids. A memo update details the bids that Schurbon received this morning. Lord explained that there is a 20% contingency in case bid amounts are higher. In this case, we needed all but \$41.03 of that 20% contingency. One of the landowners requested a change order to add 7 linear feet of rip-rap at an additional cost of \$2,218.26.

- Lindahl moved to approve the entire slate of bulleted items as listed below.
 - Select project sites - Select the Wylie, Graiziger, Dami, Netz, Backlund, and Isaacson sites for the 2021 Rum metro WBIF grant, Lake George shoreline stabilization activity.
 - Authorize landowner agreements - Authorize the District Manager or Chair to execute project landowner agreements with each of six selected landowners.
 - Select contractor - Select Minnesota Native Landscapes, Inc base bid of \$77,482.19 for construction of the Lake George Shoreline Stabilizations project.
 - Negotiate contractor contract - After execution of landowner agreements, authorize the District Manager to directly negotiate with the contractor in consideration of landowners who did not execute a landowner agreement or other changes to the work scope.
 - Change order #1 - Authorize the District Manager to execute a change order for up to \$3,000 for additional riprap at 21411 Old Lake George Blvd to correct new erosion since the project survey.
 - Additional change orders - Authorize the District Manager to execute additional change orders up to 10% of the contract amount.

Werdien seconded the motion. All ayes, motion carried.

J. Sunrise River Chain of Lakes Carp Management Payment Approval

The Board reviewed a memo and related material requesting payment to Carp Solutions for the Sunrise River Chain of Lakes Carp Management Project. The Board discussed the next steps outlined by Schurbon in his memos.

- Meixell moved to approve \$4,221.00 payment of invoice “ACD 6_2_22” to Carp Solutions LLC for services provided under the Sunrise River Chain of Lakes Carp Management Services 2022 Contract. Lindahl seconded the motion. All ayes, motion carried.

K. Adoption of the Rum River Comprehensive Water Management Plan

The Board reviewed a memo prepared by Schurbon regarding the Rum River Watershed Partnership plan adoption and JPA. Lord explained the Rum River Watershed Comprehensive Watershed Management Plan (CWMP) was state approved on May 25, 2022. Eligible parties have 60 days from that date to become initial parties to the joint powers agreement that will form the Rum River Watershed Partnership to implement that plan. The Board needs to designate a Supervisor representative and alternate.

- Lindahl moved to approve the resolution to adopt and implement the Rum River Comprehensive Watershed Management Plan. Designate District 1 Supervisor (Werdien or successor) as the primary ACD representative, District 2 Supervisor (Lindahl or successor) as alternate, and Jamie Schurbon as staff representative. Werdien seconded the motion. All ayes, motion carried.

L. Washington Street Rain Garden Payment Approval

The Board reviewed a memo prepared by Schurbon for payment to Shoreline Landscaping for services provided under the 203 Washington Street Rain Garden Contract.

- Lindahl moved to approve \$20,128.70 payment of invoice 3806 to Shoreline Landscaping for services provided under the 203 Washington Street rain garden contract. Werdien seconded the motion. All ayes, motion carried.

M. Anoka Cooperative Weed Management Area (ACWMA) Cost Share Reimbursement

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting payment to an ACWMA cost share participant.

- Lindahl moved to reimburse Westminster Camp Ajawah \$483.92. Meixell seconded the motion. All ayes, motion carried.

N. Lawns to Legumes Cost Share Contract Approval

The Board reviewed a memo prepared by Taylor requesting approval of five Lawns to Legumes cost share contracts and reimbursement for one existing contract.

- Meixell moved to approve the following.
 - Reimburse Janet Mondloh \$750 (Contract 2020- L2L Fridley Mondloh) for eligible L2L expenses
 - Approve the Lawns to Legumes contracts as listed below.

	Landowner In	
	Kind	grant - OHF rate
2022-L2L-Fridley-NSCforArts	\$ 250.00	\$ 400.00
2022-L2L-Anoka County Libraries	\$ 500.00	\$ 1,500.00
2022-L2L-Coon Rapids-City Parks		\$ 1,925.00
2022-L2L-Fridley-City Parks		\$ 1,500.00
2022-L2L-Fridley-Park Plaza Cooperative	\$ 625.00	\$ 940.00

LeMay seconded the Motion. All aye, motion carried.

O. Lower St. Croix WBIF Convene Representative Selection

The Board reviewed a memo prepared by Schurbon requesting Lower St. Croix WBIF convene representative selection.

- Lindahl moved to select Jamie Schurbon as ACD’s representative at the Lower St. Croix metro WBIF grant process in 2022. LeMay seconded the motion. All ayes, motion carried.

P. Well Sealing Contracts Approval and Reimbursements

The Board reviewed a memo prepared by Water Resource Technician Kris Larson regarding well sealing contract approval and reimbursements. Lord pointed out that there is a motion needed to approve the contracts and a motion to approve reimbursements

- Lindahl moved to approve the well sealing contracts as listed below. Werdien seconded the motion. All ayes, motion carried.

Activity Name	Bergerson /Caswell	Don Stodola Well Drilling Co Inc	McCullough & Sons Well Drilling	Bastian Well Service Inc	Benjamin Franklin Plumbing North Metro	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2022-38-Fridley-Hughes	\$1,960			\$1,200		\$720.0	
CWFWS-2022-39-Fridley-Kloiber		\$1,600			\$2,500	\$960.0	
CWFWS-2022-40-CoonRapids-Jaeger			\$4,650	\$900.0		\$540.0	
							\$ 141,538.10

- Werdien moved to approve reimbursement for well sealing cost share contracts as listed below. LeMay seconded the motion. All ayes, motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2022-31-Fridley-Ostlund Florence Ostlund	\$ 585.00	\$ 975.00
CWFWS-2022-35-CoonRapids-Rajotte Mark Rajotte	\$ 330.00	\$ 550.00

Q. SSTS Fix up Grant Applications

The Board reviewed a memo prepared by Kris Larson requesting funds for two septic system fix up projects.

- Meixell moved to approve a Septic System Fix-Up Grant for Tacheny at 8536 241st Ave NE, Stacy, MN for an amount not to exceed \$17,784.00 or 90% of the low bid, whichever is less. LeMay seconded the motion. All ayes, motion carried.
- Lindahl moved to approve a Septic System Fix-Up Grant for Freeby at 648 157st Ave NW, Andover, MN for an amount not to exceed \$17,424.90 or 90% of the low bid, whichever is less. LeMay seconded the motion. All ayes, motion carried.

R. Mikkelson WMA Prairie Enhancement NRP Contractor Payment

The Board reviewed a memo and corresponding material prepared by Taylor requesting payment to NRP for the Mikkelson Prairie.

- LeMay moved to approve payment of \$902.00 for NRP Invoice 1777 for services provided for CPL grant #156253. Lindahl seconded the motion. All ayes, motion carried.

S. SSTS Fix up Contractor Payment

The Board reviewed a memo prepared by Larson requesting payment to a contractor for a fix up grant. Werdien questioned if there are income thresholds and Lord stated that there are income thresholds for eligibility. Also, ACD prioritizes projects in shoreline areas.

- Lindahl moved to approve payment of \$16,448.40 to Casper's Excavation Inc. using MPCA Septic System Fix-Up Grant funds for replacement of a failing septic system at 17310 Hiawatha Beach NE, City of Ham Lake. Meixell seconded the motion. All ayes, motion carried.

T. NRCS Work Group

Lord stated he received spreadsheets from the NRCS to complete the EQIP plan but since none of the issues have changes since last year would like to get permission to use last year's plan.

- Lindahl moved to apply the 2021 NRCS EQIP work plan to current year. Meixell seconded the motion. All ayes, motion carried.

Pay Bills

- Meixell moved to approve electronic payments EP1642- EP1654 & DD2494 – DD2515 & check numbers 15837-15872. LeMay seconded the motion. All ayes, motion carried.

FYI /Meetings

The Board discussed the Area IV meeting and transportation to the event. Lord stated he would be attending and could drive.

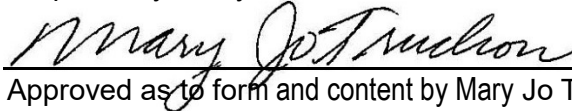
- July 18 - ACD Board meeting Ham Lake Office
- Anoka County WROC Events - Go to Anoka SWCD website Click on "Outreach" then "Events" from Dropdown (direct link: <https://www.anokaswcd.org/index.php/educational/events.html>)
- Lindahl moved to adjourn at 6:43pm. Meixell seconded the motion. All ayes, motion carried.



7/18/2022

Prepared by Kathy Berkness, Office Administrator

Date



7/18/2022

Approved as to form and content by Mary Jo Truchon, Chair

Date



AGENDA

SUPERVISOR REGULAR BOARD MEETING
MONDAY JULY 18, 2022 5PM

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/83696006272>

4:30 Supervisor Training – Carrie Taylor – Ecological Resource Projects Update

5:00 - Regular Meeting – START RECORDING THE MEETING

Public Comments

Approve the 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. Approval of Financial Reports – June 2022

New Business Informational Items

- D. Watersheds
- E. Partner Report

New Business-Action Items

- F. 2022 SRWMO Contract Amendment
- G. Anoka Cooperative Weed Management Grant Final Financial Report
- H. Payment to Contractor for the Rain Garden Install - 2021 Rum WBIF Grant
- I. Well Sealing Contracts and Reimbursements
- J. Lawns to Legumes Contract Approval

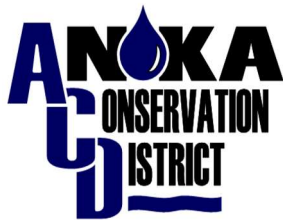
Additions

- K. Leindecker Cost Share Grant
- L. LOHC Rum Bio Engineering WCD Invoice #6
- M. Wright SWCD Shared Service Agreement
- N. Non Structural Practices added to ACD Cost Share Policies
- O.
- P.
- Q.
- R.
- S.

Pay Bills

FYI /Meetings

- August 15 - ACD Regular Board meeting at ACD Office – 5:00 PM
- September 5 – Labor Day
- November 8 – Election Day



BOARD MEETING MINUTES

DATE: JULY 18, 2022

TIME: 5:00 PM

LOCATION: ACD OFFICE; 1318 MCKAY DR NE
HAM LAKE, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Char
Glenda Meixell, Treasurer
Sharon LeMay, Secretary
Colleen Werdien, Supervisor

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

Public Comments – Truchon outlined two comments she received from the public. One from a resident in Blaine on 125th right of Lexington who commented that the well water levels dropped 30 feet. Lindahl stated that he believes it was a dewatering issue discussed at the CCWD meeting. The other from a resident concerned about a news article she read about putting turbines in the Coon Rapids Dam.

Chair Truchon Called the meeting to order 5:11pm

Approve the July Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted (K) Leindecker Cost Share Grant (L) LOHC Rum Bio Engineering WCD invoice #6 (M) Wright SWCD Shared Services Agreement (N) Non Structural Practices added to the ACD Cost Share Policies. Meixell mentioned that she would like to add Area IV Tour and Meeting to item (D) Watershed Meetings.

Truchon commented when reading the staff reports there are so many new programs she is not familiar with and would appreciate staff spelling out the words instead of using acronyms. Lord commented that staff should always spell out the words first before using an acronym and will communicate this request to the staff.

Werdien requested transferring Watershed Projects Manager Jamie Schurbon's activity report to the regular agenda and discuss as Item (O)

- Meixell moved to approve the July Agenda as amended. Lindahl seconded the motion. All eyes, motion carried.

Consent Agenda

A. Approval June Minutes

B. Review of the Staff Activity Reports

C. Approve the June 2022 Financials

- LeMay moved to approve the consent agenda items. Werdien seconded the motion. All eyes, motion carried.

New Business-Information Items

D. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings they attended:

- Jim Lindahl, Coon Creek Watershed Advisory Committee Meeting & URRWMO – Attended both meetings
- Collen Werdien; LRRWMO and Rum River 1W1P – No Meetings but did attend the Area IV tour and meeting
- Sharon LeMay; Lower St. Croix 1W1P – No Meeting
- Glenda Meixell; MWMO Citizens Advisory Meeting – Did Attend MWMO and the Area IV tour and meeting

- Mary Jo Truchon, Rice Creek Watershed District (RCWD) Citizen’s Advisory Committee – No RCWD meeting but did attend the Area IV Tour and meeting

E. Partner Report

None

New Business-Action Items

F. 2022 SRWMO Contract Amendment

The Board reviewed an amendment to the SRWMO Water Monitoring and Management agreement for 2022 prepared by Watershed Projects Manager Jamie Schurbon. Lord explained that the SRWMO contract needs amending to add administration services that ACD will provide.

- Meixell moved to approve the amendment to the SRWMO Water Monitoring and Management revision from \$53,925.80 to \$56,325.80. LeMay seconded the motion. All ayes, motion carried.

Werdien inquired if ACD increased the fee schedule rates to accommodate the increases. Lord explained ACD typically updates the rates at the beginning of the year but since we have new position categories, the fee schedule should be updated accordingly.

G. Anoka Cooperative Weed Management Grant Financial Report

The Board reviewed a memo and BWSR financial report prepared by Restoration Ecologist Carrie Taylor closing out the Anoka Cooperative Weed Management Phase 2 Grant.

- Lindahl moved to sign the final BWSR financial report for the Anoka Cooperative Weed Management Phase 2 grant number C20-8033. Werdien seconded the motion. All ayes, motion carried.

H. Payment to Contractor for Rain Garden Installation – 2021 Rum WBIF Grant

The Board reviewed a memo prepared by Schurbon and corresponding material requesting payment to Minnesota Native Landscapes for the installation of a rain garden.

- Lindahl moved to approve payment of \$20,865.80 for invoice 34742 to Minnesota Native Landscapes, Inc. for services provided under the 1570 Oneida Street Rain Garden Contract. Payment shall be made only after receipt of the close out documents by ACD Staff. LeMay seconded the motion. All ayes, motion carried.

I. Well Sealing Contracts Approval and Reimbursements

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson regarding well sealing contract approval and reimbursements. Lord pointed out that the contractor backed out for the large well the Board discussed last meeting in the Mount Simon-Hinckley aquifer. A quote from another contractor was secured.

- Lindahl moved to void previous contract for the CWFWS-2022-38-HamLake-Kost project. LeMay seconded the motion. All ayes, motion carried.
- Lindahl moved to approve the well sealing contracts as listed below. Meixell seconded the motion. All ayes, motion carried.

Activity Name	Barott Drilling Serviucues Inc.	McCullough & Sons Well Drilling	Bastian Well Service Inc	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2022-41-Blaine-Rasmussen	\$1,520		\$1,100	\$660.0	
CWFWS-2022-42-LinoLakes-Roth	\$1,300	\$3,700		\$780.0	
CWFWS-2022-43-HamLake-Kost	\$22,480.50 (Void)	\$26,450 (New Bid)		\$21,160 (80% match)	
					\$ 136,692.25

- Meixell moved to approve reimbursement for well sealing cost share contracts as listed below. LeMay seconded the motion. All ayes, motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2022-36-Fridley-Figueroa Milton Figueroa	\$ 480.00	\$ 800.00
CWFWS-2022-39-Fridley-Kloiber Joe Kloiber	\$ 960.00	\$ 1,600.00

J. Lawns to Legumes Reimbursements and Contracts

The Board reviewed a memo prepared by Taylor requesting approval of a L2L cost share reimbursement and two cost share contracts.

- Werdien moved to approve the following.
 - Reimburse Jolene Bemis \$158.40 (Contract 2020- L2L Andover Bemis) for eligible L2L expenses
 - Approve the Lawns to Legumes contracts as listed below.

Budget	Landowner In Kind	grant - OHF rate
2022-L2L-Fridley-Flage	\$ 225.00	\$ 690.00
2022-L2L-Fridley-Nelson	\$ 250.00	\$ 750.00

Meixell seconded the motion. All aye, motion carried.

K. Leindecker Cost Share Grant

The Board reviewed a memo prepared by Larson regarding approval of a cost share application and agreement for a revetment project. Lord explained that this project is funded by Anoka County. They received the CPL grant ACD staff applied for and are contracting with the District to implement. The ACD will use CCM Crew days to assist with the installation. Lord pointed out that the CPL cost share amount should be in the motion.

- Lindahl moved to approve the cost share application using \$6,683.68 of Anoka County CPL funds, \$4,700 in CCM grant crew days, \$625 in donated cedar trees, and \$167 in harvested live stakes for the Leindecker Revetment Project and enter into project agreement. Meixell seconded the motion. All ayes, motion carried.

L. WCD Engineering for the OHF Rum Riverbank Stabilization

The Board reviewed a memo and invoice prepared by Water Resource Specialist Jared Wagner requesting payment to Washington Conservation District for engineering services.

- Lindahl moved to approve payment of \$3,515.06 for WCD #5671 for engineering services provided under the WCD-ACD technical services agreement for Rum Riverbank stabilization projects. Meixell seconded the motion. All ayes, motion carried.

M. Wright SWCD Shared Services Agreement

Lord stated that ACD has been working with Washington Conservation District for their engineering service but the staff engineer is not able to keep up ACD’s workload, which is much greater in Mitch’s absence. The shared service agreement with Wright SWCD would allow us to use WSWCD’s engineer. Lord explained we received a copy of WSWCD’s standard agreement but the language in the indemnification clause needs to be changed before Lord can recommend signing it. Approval would allow Lord to move forward when the service agreement is ready.

- Werdien moved to approve entering into a shared services agreement with the Wright SWCD for up to \$10,000 in engineering services and authorize the District Manager to work with Wright SWCD to get an approvable contract for Truchon to sign. LeMay seconded the motion. All ayes, motion carried.

N. Cost Share Policy – Addition of Non Structural Practices

The Board reviewed a memo prepared by Lord requesting permission to include non-structural practices such as cover crops and conservation tillage into ACD’s cost share policy. Lord explained the Lower St. Croix (LSC) 1W1P includes non-structural practices. For the funds to be available to Anoka County producers, we must incorporate these practices into our cost share policy. The Board reviewed an example provided by Lord listed below.

Residue and Tillage Management – No-Till & Strip-Till

- (a) Must follow NRCS Practice Standard 329 for No-Till/Strip-Till*
- (b) Three-year contract*
- (c) \$20/acre/year*
- (d) Implementation can occur on different acres within the three-year contract or on the same acres consecutively*
- (e) 100 acres/year maximum per person, entity, or corporation*

- LeMay moved to direct staff to amend ACD’s cost share policy to incorporate non-structural practices consistent with LSC partners and bring the updated policy to the board for final approval. Lindahl seconded the motion. All ayes, motion carried.

O. Jamie Schurbon’s Activity Report

Werdien brought attention to Schurbon’s report where he noted a Coon Lakeshore project installed in 2016, was bulldozed by the new owner. In this particular case, the property did not have a deed restriction in place. Lord stated that it is too late to put a deed restriction on this property but it is a something staff does now.

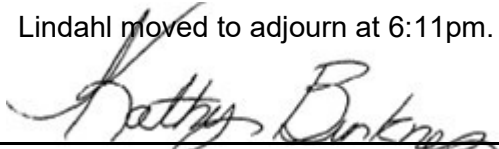
Pay Bills

- Meixell moved to approve electronic payments EP1654- EP1672 & DD2516 – DD2546 & check numbers 15873-15908. Werdien seconded the motion. All ayes, motion carried.

FYI /Meetings

The Board discussed meetings and dates. Truchon suggested Berkness add the primary election date of August 9.

- August 9 – State primary election
- August 15 - ACD Board meeting Ham Lake Office
- September 5 – Labor Day
- Anoka County WROC Events - Go to Anoka SWCD website Click on “Outreach” then “Events” from Dropdown (direct link: <https://www.anokaswcd.org/index.php/educational/events.html>)
- Lindahl moved to adjourn at 6:11pm. LeMay seconded the motion. All ayes, motion carried.



Prepared by Kathy Berkness, Office Administrator

08/15/2022

Date



Approved as to form and content by Mary Jo Truchon, Chair

08/15/2022

Date



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/83696006272>

Supervisor Training - NA

5:00 - Regular Meeting – START RECORDING THE MEETING

Public Comments

Approve the 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. Approval of Financial Reports –July 2022

New Business Informational Items

- D. Watersheds
- E. Partner Report

New Business-Action Items

- F. 2022 Rum River WBIF Grant Agreement
- G. 2022 Lower St. Croix Work Plan Amendment
- H. Sunrise Chain of Lakes Project Contractor Payment Request
- I. OHF Miller Stabilization Final Pay Voucher
- J. OHF Miller Warranty and Repair Works
- K. Lawns to Legumes – Reimbursement and Contract Approval
- ~~L. Rare Plant Rescue Professional Services Payment Approval Request - REMOVED~~
- M. Cost Share Funds Encumbrance
- N. Anoka Street Reconstruction Rain Garden: Funding Approval
- O. Landowner Agreement Authorization for Mississippi River Stabilization Phase 2
- P. Website Up Project Cost Estimate
- Q. Well Sealing Cost Share Reimbursements
- R. ACD Cost Share Policy Update
- S. Septic Tank Fix up Grant Payout
- T. Martin Lakeshore stabilization Cost Share Grant Applications (two applications)
- U. Fee Schedule Update Q3 2022
- V. Rum Central Regional Park Boat Launch Area Stabilization Utilizing OHF Funds.
- W. Lakeshore Stewardship Program – Sunset Bay HOA

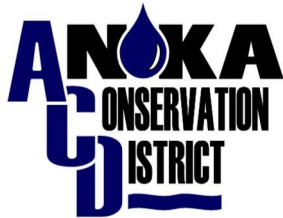
Additions

- X.
- Y.
- Z.
- AA.

Pay Bills

FYI /Meetings

- September 19 - ACD Regular Board meeting at ACD Office – 5:00 PM
- September 5 – Labor Day
- November 8 – Election Day



BOARD MEETING MINUTES

DATE: AUGUST 15, 2022

TIME: 5:00 PM

LOCATION: ACD OFFICE; 1318 MCKAY DR NE
HAM LAKE, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair (arrived at 5:19)
Glenda Meixell, Treasurer
Sharon LeMay, Secretary
Colleen Werdien, Supervisor

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

Public Comments – Truchon inquired if Board members have public comments. Meixell and Werdien made comment that League of Women Voters member attended the Anoka County budget hearing and inquired if the County requested a budget proposal from ACD. Lord explained the County never sends a request for a budget proposal; we just have to send it in to them. The Board discussed. Truchon passed along a complement she received from an ACD project participant who lives in the City of Fridley along the Rice Creek. This individual worked with ACD to have a rain garden installed using the RCWD cost share funds. She commented she is very impressed with the ACD staff she worked specifically naming Stormwater Specialist Mitch Haustein, Water Resource Specialist Jared Wagner and Watershed Projects Manager Jamie Schurbon. She reviewed her rain garden after a storm event and was very happy with how it performed.

Chair Truchon Called the meeting to order 5:11pm

Approve the August Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Deletion of Item (L) Rare Plant Rescue Professional Services Payment Approval Request. Meixell commented that there are new staff that she is not familiar with asking if it would be possible for staff to add their picture to their activity reports. Lord stated he would notify staff.

- Meixell moved to approve the July Agenda as amended. Werdien seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approval July Minutes

B. Review of the Staff Activity Reports

C. Approve the July 2022 Financials

- LeMay moved to approve the consent agenda items. Meixell seconded the motion. All ayes, motion carried.

New Business-Information Items

D. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings they attended:

- Jim Lindahl, Coon Creek Watershed Advisory Committee Meeting & URRWMO – Attended both meetings
- Colleen Werdien; LRRWMO and Rum River 1W1P – Attended both meetings
- Sharon LeMay; Lower St. Croix 1W1P – Attended the meeting
- Glenda Meixell; MWMO Citizens Advisory Meeting – No meeting
- Mary Jo Truchon, Rice Creek Watershed District (RCWD) Citizen's Advisory Committee – Attended the RCWD Tour

E. Partner Report

None – Lord stated he should probably reach out to NRCS Soil Conservationist Logan Berg for a report.

New Business-Action Items

F. 2022 Rum River WBIF Grant Agreement

The Board reviewed a 2022 Rum River WBIF Grant agreement and memo prepared by Watershed Projects Manager Jamie Schurbon. This pot of money is \$371,157 for the metro portions of the Rum River Watershed. Projects to be funded were selected by the group including ACD, Lower Rum River WMO, Upper Rum River WMO, and two city representatives. There is a separate “whole watershed” pot of money of about \$1M. Lord explained that the grant funds come to ACD as we are the fiscal agent. Werdien inquired if ACD is going to need additional staff to administer all the programs. Lord replied ACD was the fiscal agent for the previous grant. If the whole Rum and/or OHF grants come through then we will definitely need more staff. Lord provided a budget summary overview off all the projects.

- Werdien moved to approve the agreement with the MN Board of Water and Soil Resources for 2022 Metro WBIF – Rum River Watershed grant ID C22-5234P. Lindahl seconded the motion. All ayes, motion carried.

G. 2022 Lower St Croix Work Plan Amendment

The Board reviewed a memo prepared by Lord regarding the 2022 Lower St. Croix Work Plan Amendment. Lord explained two members brought forth some very large-scale excellent projects that present an opportunity to spend the funds. The concern, of a few committee members is that there is not quite enough money to cover the projects thus funds from the next grant round would need to be pre-earmarked without a work plan or grant agreement in place. The group did vote to fund both projects but a couple members were not happy with the lack of process. LeMay stated she voted to fund both, as they are priority projects and no other projects were brought forth. The committee members are going to consider a process change. Truchon commented that she thought that it was a good thing to vote for as ACD is all about improving water quality, funds are available and no other projects were brought to the table. Lord explained that 60% of the members must vote for it to pass.

- LeMay moved to approve the July 25, 2022, policy committees recommendation as paraphrased by ACD District Manager of the Lower St. Croix Partnership Policy Committee that includes amending the FY21 LSC WBIF work plan budget and allocating FY23 LSC WBIF grant funds to fully fund the CLFLWD Sunrise River Wetland Restoration and the SWCD Trout Brook projects with updates as listed below. Meixell seconded the motion. All ayes, motion carried.
 1. Amend that the FY21 work plan to reduce
 - A2 Structural Ag. BMPs by \$52,826,
 - A4 Non-Structural BMPs by \$100,000,
 - A7 Internal Analysis by \$33,500, and
 - A9 Technical/Engineering by \$40,000.And to increase
 - A5 Structural Urban BMPs by \$160,000, and
 - A6 Wetland Restoration Implementation by \$66,326.
 2. Approve \$350,000 in FY 21 WBIF funds for the Trout Brook Project
 3. Approve at least \$80,449 in FY 21 WBIF funds and not more than \$220,000 in FY 23 WBIF funds for the Sunrise River Wetland Restoration Project;

H. Sunrise River Chain of Lakes Carp Management Payment Approval

The Board reviewed a memo requesting payments to Carp Solutions for the Sunrise River Chain of Lakes Carp Management Project. The Board discussed.

- Lindahl moved to approve the following payments. LeMay seconded the motion.
 - \$9,690.00 payment of invoice “ACD 7_17_22” to Carp Solutions LLC for services provided to under the Sunrise River Chain of Lake Carp Management Services 2022 contract.
 - \$10,260.00 payment of invoice “ACD 8_3_22” to Carp Solutions LLC for services provided to under the Sunrise River Chain of Lake Carp Management Services 2022 contract

All ayes, motion carried.

I. OHF Miller Stabilization Final Pay Voucher

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner requesting final payment to Dryden Excavating for Construction work on the Miller Stabilization Project. Lord provided project detail stating a lot of paperwork was needed from Dryden to close out the project and for ACD to pay the remaining amount of \$6,246.70. Lord pointed out the property for sale sign in the picture, which is why a deed restriction is needed quickly.

- Meixell moved to approve final payment of \$6,246.70 to Dryden Excavating. Werdien seconded the motion. All ayes, motion carried.

J. OHF Miller Warranty and Repair Works

The Board reviewed the memo prepared by Wagner requesting funds needed for repair work on the Miller streambank stabilization. Lord explained the high water caused some seed to wash out. Dryden then did some reseeding and plans to complete additional planting of bare-roots and plugs. One thing ACD is going to do better is to structure projects so that we have the ability to manage the vegetation elements of structural projects until vegetation is well established. Sometimes projects are installed close to the grant deadline so there is not always time to focus on the vegetation component. Truchon questioned if ACD has to pay for vegetation elements. Lord used the five riverbank projects along the Rum River and Mississippi further down on the agenda as an example. Stating ACD staff is structuring the projects so the stabilization elements will be installed in 2022. In 2023, another funding source will be utilized to install vegetation as a critical area planting BMP.

- Lindahl moved to approve \$1,650 expenditure from Rum River OHF Phase 1 grant for Prairie Restorations, Inc. supplemental planting at the Miller Site. Meixell seconded the motion. All ayes, motion carried.

K. Lawns to Legumes (L2L) Reimbursements and Contracts

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval of a L2L cost share reimbursement and two cost share contracts. LeMay questioned the various amounts listed for landowner match. Lord explained that usually it is 50/50 but varies because landowners time can't be reimbursed with L2L funds, but can be used as match. Lord stated that with his own L2L project through BWSR the value of his time contribution far exceeded the cost of materials covered by the grant.

- Werdien moved to approve the following reimbursements. Meixell seconded the motion Reimburse Audrey Nelson for eligible 2020 L2L expenses:

	Landowner Match	grant - OHF rate
2022-L2L-Fridley-Nelson	\$506.25	\$274.81

Reimburse Peace Lutheran Church/We All Need Food and Water and Meagan Bachmayer for eligible 2022 L2L expenses:

	Landowner Match	grant - OHF rate
2022-L2L-Coon Rapids- Peace Lutheran Church	\$2,183.20	\$1,500.00
2022-L2L-Circle Pines-Bachmayer	\$752.64	\$750.00

All ayes, motion carried.

- Lindahl moved to approve Lawns to Legumes Cost Share Contracts for the North Metro Pollinator Corridor Demonstration Neighborhood as listed below. LeMay seconded the motion.

	Landowner Match	grant - OHF rate
2022-L2L-Lino Lakes-Scholl	\$250.00	\$750.00
2022-L2L-Fridley-Krueger	\$250.00	\$750.00
2022-L2L-Fridley-Green	\$250.00	\$750.00
2022-L2L-Coon Rapids-Brodt	\$250.00	\$500.00
2022-L2L-Coon Rapids-Salmonson	\$200.00	\$460.00

All ayes, motion carried.

~~L. Rare Plant Rescue Professional Services Payment Request (Removed)~~

M. Cost Share Encumbrance

The Board reviewed a memo prepared by Lord pointing out several pots of funding available to cost-share the installation of water quality improvement projects expiring at the end of 2022. We have several projects to utilize available funds. To fully utilize the funds, ACD needs to move quickly to make sure projects are installed before the end of the year. We need to expedite all possible elements of the process: design, bidding/quotes, encumbrance, landowner agreements, and installation. Lord stated that he might need to shuffle the funds throughout the process and would like the Board’s authorization to do so.

2018-2020 Mississippi River Stabilization Phase 2 – \$67,727

2019 District Capacity - \$16,941.50 for shoreland stewardship

2020 District Capacity - \$3,199.97 for shoreland stewardship

2020 State Cost Share - \$11,107 for BMP installation

2021 State Cost Share - \$11,107 for BMP installation

2021 District Capacity - \$7,500 for shoreland stewardship (not expiring but may be needed to make ends meet)

20221 District Capacity - \$19,000 for shoreland stewardship (not expiring but may be needed to make ends meet)

2022 State Cost Share - \$11,107 for BMP installation (not expiring but may be needed to make ends meet)

2023 State Cost Share - \$11,107 for BMP installation (not expiring but may be needed to make ends meet)

- Meixell moved to authorize the District Manager to encumber funds toward projects from the above listed grants to achieve full grant utilization. LeMay seconded the motion. All ayes, motion carried.

N. Anoka Street Reconstruction Rain Gardens: Funding Approval

The Board reviewed a memo prepared by District Technician Breanna Keith requesting approval for four curb cut rain gardens. Truchon inquired if Keith was in charge of the projects. Lord explained that she has been helping a lot and even though she has worked at ACD for a short period is working at a level higher than expected. Lord provided a breakdown of funding stating ACD has a great partnership with the City of Anoka and went over the project map in great detail.

- Lindahl moved to approve the rain garden projects at 211 McCann Ave., 3751 Roseberry Pl., 332 Coolidge St., and 3720 Rum River Dr., and encumber \$20,000 of 2021 Rum WBIF funds for construction, with anticipated reimbursement payment to the City of Anoka after construction. Werdien seconded the motion. All ayes, motion carried.

O. Landowner Agreements Authorization for the Mississippi River Stabilization Phase 2

The Board reviewed a memo prepared by Wagner requesting approval for funding for five projects along the Rum and Mississippi rivers in Anoka. Lord stated this coincides with the previous motion authorizing the District manager to encumber funds for projects. A motion is needed to move forward with the agreements. Due to extremely difficult access into these yards from the street, we are planning to utilize a contractor that can do the work via a barge. There is a very short window of time

to get all agreements in place and construction completed this year. Because the funds are expiring, waiting until the September Board meeting for project approval could prevent construction from happening this year, making the funds unusable to ACD. Lord pointed out the projects on the map. ACD has been working with Wright SWCD's engineer on the design element and things have been going well. Because the project amounts, ACD does not need to get sealed bids and directly negotiate with contractors. We must try to get at least two quotes.

- Lindahl moved to authorize the Chair to enter into project agreements with five landowners referenced (Rice, King, West, Talle, Chamberlain) and staff to negotiate directly with contractors within total anticipated project budget for construction. LeMay seconded the motion. All ayes, motion carried.

P. Website Project Cost Estimate

The Board reviewed a memo prepared by Berkness requesting approval of \$1,620 for website updates to be completed by Barb Bauman.

- LeMay moved to approve the website upgrades. Lindahl seconded the motion. All ayes, motion carried.

Q. Well Sealing Contracts Approval and Reimbursements

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson regarding well sealing cost share reimbursements.

- Lindahl moved to approve the well sealing cost share reimbursements as listed below. Meixell seconded the motion. All ayes, motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2022-37-Blaine-Terhar Gary Terhaar	\$ 660.00	\$ 1,100.00
CWFWS-2022-38-Fridley-Hughes Carol Hughes	\$ 357.00	\$ 595.00
CWFWS-2022-40-CoonRapids-Jaeger Amy Jaeger	\$ 540.00	\$ 900.00

R. ACD Cost Share Policy Update

The Board reviewed a memo prepared by Schurbon outlining updates to ACD's cost share policy. Lord explained that the Board discussed this at the last meeting. There are proposed changes to the policy in addition to the non-structural practices, such as adding well sealing.

- Meixell moved to approve the updated ACD cost share policy dated August 10, 2022. LeMay seconded the motion. All ayes, motion carried

S. SSTS Fix up Contractor Payment

The Board reviewed a memo prepared by Larson requesting payment to a contractor for an SSTS fix up grant.

- Werdien moved to approve payment of \$26,037.00 to Northside Septic Service LLC for the Perevertaylo's septic upgrade using MPCA Fix up and NRBG Septic admin funds. Lindahl seconded the motion. All ayes, motion carried.

T. Martin Lakeshore Stabilization Cost Share Grant Applications

The Board reviewed a memo prepared by Schurbon requesting funds for the stabilization of two projects on Martin Lake using District Capacity Shoreland Stewardship funds.

- Lindahl moved to approve the Stephanie and Kevin Lucas application for shoreline stabilization cost share at Martin Lake of \$1,208.14 or 50% of the actual cost, whichever is lesser. Meixell seconded the motion. All ayes, motion carried.

- Meixell moved to approve the Murney application for shoreline stabilization cost share at Martin Lake of \$12,795.51 or 70% of the actual cost, whichever is lesser. LeMay seconded the motion. All ayes, motion carried.

U. Fee Schedule Update

The Board reviewed a memo prepared by Lord about the updates to the fee schedule. Lord explained ACD has to update the fee schedule to incorporate the new position classes. Lord pointed out the fee schedule rates are infrequently used.

- Lemay moved to adopt the fee schedule for ACD position classes as presented retroactively effective to July 1, 2022. Truchon seconded the motion. All ayes, motion carried.

V. Rum Central Regional Park Boat Launch Area Stabilization Utilizing OHF Funds

The Board reviewed a memo prepared by Wagner requesting funds for a riverbank stabilization at Rum Central Regional Park near the boat launch. The Board reviewed the project details and the pictures.

- Meixell moved to approve County Parks’ cost share application and enter into project agreement for the Rum Central Regional Park Boat Launch Area Stabilization Project. Encumber funds according to anticipated project budget from the OHF Rum River Wildlife and Fish Habitat Enhancement Phase 1 grant. Lindahl seconded the motion. All ayes, motion carried.

W. District Lakeshore Stewardship Program

The Board reviewed a memo prepared by Keith requesting District Capacity Lakeshore Stewardship funds for a shoreline stabilization. The Board reviewed and discussed.

- Meixell moved to approve the 2022 Lakeshore Stewardship Program Sunset Bay HOA Contract with Landowner Match of \$2,000 and Grant funds of \$2,249. Werdien seconded the motion. All ayes, motion carried.

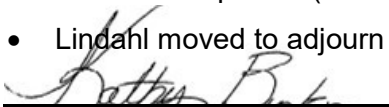
Pay Bills

- Meixell moved to approve electronic payments EP1673- EP1684 & DD2547 – DD2570 & check numbers 15909-15946. Noting the void of previously approved check 15707 replaced by check 15909 will not show on the report, as it had to be dated 12/31/2021 and void of check 15930. Lindahl seconded the motion. All ayes, motion carried.

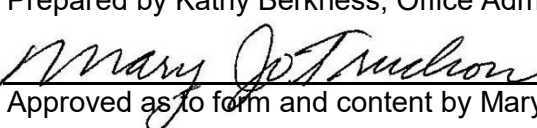
FYI /Meetings

The Board discussed meetings and dates.

- September 19 - ACD Board meeting Ham Lake Office
- November 8 –Election day
- November 11- Veterans Day Holiday
- November 24 and 25 – Thanksgiving Holiday
- Anoka County WROC Events - Go to Anoka SWCD website Click on “Outreach” then “Events” from Dropdown (direct link: <https://www.anokaswcd.org/index.php/educational/events.html>)
- Lindahl moved to adjourn at 6:11pm. LeMay seconded the motion. All ayes, motion carried.


 Prepared by Kathy Berkness, Office Administrator 09/19/2022

Date


 Approved as to form and content by Mary Jo Truchon, Chair 09/19/2022

Date



AGENDA

SUPERVISOR REGULAR BOARD MEETING
MONDAY SEPTEMBER 19, 2022 5PM

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/83696006272>

Supervisor Training - NA

5:00 - Regular Meeting – START RECORDING THE MEETING

Public Comments

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

Consent Agenda

- A. Approval of Regular Board Meeting Minutes – August 2022
- B. Review of Staff Activity Reports and Programs
- C. Approval of Financial Reports –August 2022

Personnel Committee Meeting September 15, 2022

- D. Probationary Employee Evaluation & Employee Retention and Recruitment

New Business Informational Items

- E. Watersheds
- F. Partner Report

New Business-Action Items

- G. 2023 Buffer Law and Local Capacity Services State Grant Agreement
- H. Lower St. Croix Partnership Ag Non-structural Funds Agreement
- I. Anoka County Insurance Liability Waiver
- J. Payment Approval for the Lake George Shoreline Stabilization Projects
- K. SSTS Fix up Reimbursements
- L. Lawns to Legumes
- M. Well Sealing
- N. Reimbursement: Sunset Bay HOA Shoreline Stewardship Project
- O. Rare Plant Rescue Professional Services Payment Request
- P. Mississippi River Bank Stabilization Dehn Agreement
- Q. LRRWMO Cost Share Funds Utilization
- R. Close Village Bank and Move funds to Wells Fargo
- S. Shoreline Stewardship Contract Request
- T. 2023 SSTS State Grant Agreement
- U. Mississippi Riverbank Stabilization Round 2 (C18-2864) Project Closeout – Rainbow

Additions

- V. Well Sealing Grant Extension/Amendment
- W.
- X.

Pay Bills

FYI /Meetings

- October 17 - ACD Regular Board meeting at ACD Office – 5:00 PM
- November 8 – Election Day
- November 11 - Veterans Day
- November 18 - MASWCD Metro Area 4 Meeting, Arden Hills MN
- November 24 & 25 – Thanksgiving Holiday
- December 12- 14 – MASWCD Annual Convention



BOARD MEETING MINUTES

DATE: SEPTEMBER 19, 2022

TIME: 5:00 PM

LOCATION: ACD OFFICE: 1318 MCKAY DR NE
HAM LAKE, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Glenda Meixell, Treasurer
Sharon LeMay, Secretary
Colleen Werdien, Supervisor

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

Chair Truchon Called the meeting to order 5:05pm

Approve the September Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Addition of Item (V) Well Sealing Grant Extension/Amendment.

- Meixell moved to approve the September Agenda as amended. Werdien seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approve August Minutes

B. Review of the Staff Activity Reports

C. Approve the August 2022 Financials

- Lindahl moved to approve the consent agenda items. LeMay seconded the motion. All ayes, motion carried.

Personnel Committee Meeting September 15, 2022

D. Probationary Employee Evaluation & Employee Retention and Recruitment

The Board reviewed the Personnel Minutes and LeMay and Lord briefed the Board on Committee Meeting details.

- LeMay moved to authorize extending the probationary period for Lydia Voth until up to December 2, 2022 to facilitate the transition to a position outside of ACD and to enable Voth to complete, or progress significantly on, several priority outreach tasks identified by the District Manager. During the probationary extension, Voth will provide documentation substantiating active pursuit of other employment to the District Manager's satisfaction. Meixell seconded the motion. All ayes, motion carried.

New Business-Information Items

E. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings they attended:

- Jim Lindahl, Coon Creek Watershed Advisory Committee Meeting & URRWMO – attended both meetings
- Colleen Werdien; LRRWMO and Rum River 1W1P – attended the LRRWMO meetings
- Sharon LeMay; Lower St. Croix 1W1P – No meeting
- Glenda Meixell; MWMO Citizens Advisory Meeting – attended the MWMO meeting
- Mary Jo Truchon, Rice Creek Watershed District (RCWD) Citizen's Advisory Committee – attended the meeting

F. Partner Report

None

New Business-Action Items

G. 2023 Buffer Law and SWCD Local Capacity Services Grant Agreement

- Lindahl moved to approve the 2023 State of Minnesota BWSR Buffer Law Agreement and the SWCD Local Capacity Service agreement PO 30000151466 as outlined below. LeMay seconded the motion. All ayes, motion carried.

This grant is for the following Grant Programs:		
P23-2532	2023 - Buffer Law (Anoka CD)	\$8,500
P23-2442	2023 - SWCD Local Capacity Services (Anoka CD)	\$136,725
Total Grant Awarded: \$145,225		

H. Lower St. Croix Partnership Ag Non-structural Fund Agreement

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon about the Lower St. Croix Partnership Ag Non –structural Funds Agreement.

- Meixell moved to approve the Lower St. Croix 1W1P 2021 Watershed Based Implementation Funding BWSR C21-4732 sub-agreement between the Chisago SWCD and ACD providing \$10,000 for nonstructural agricultural projects in the Anoka County portion of the Lower St. Croix Watershed. Lindahl seconded the motion. All ayes, motion carried.

I. Anoka County Liability Coverage Waiver

The Board reviewed a memo and waiver prepared by Berkness. Lord pointed out Anoka County requires a liability coverage waiver from ACD annually. The ACD has not historically waived liability limits.

- Lindahl moved to not waive the liability coverage and approve the Chair’s signature. Meixell seconded the motion. All ayes, motion carried.

J. Payment Approval Lake George Shoreline Stabilizations

The Board reviewed a memo prepared by Schurbon requesting payment to Minnesota Native Landscape for their contract work on the Lake George shoreline stabilization projects. Lord explained that there are additional documents needed before the close out.

- LeMay moved to approve \$75,974.83 payment of invoice #35761 to Minnesota Native Landscapes, Inc. for services provided under the Lake George Shoreline Stabilizations contract. Payment shall be made only after receipt of all close out documents by ACD staff. Lindahl seconded the motion. All ayes, motion carried.

K. Septic System Fix Up Grant Payment

The Board reviewed the memo prepared by Water Resource Specialist Kris Larson requesting payment to contractors for SSTS replacement work on two different properties.

- Meixell moved to approve payment of \$17,434.90 to Lashinski Septic Service and payment of \$17,784 to Casper’s Excavating Inc using 2021/2022 SSTS NRBG. Funds for replacement of failing septic systems. LeMay seconded the motion. All ayes, motion carried.

L. Lawns to Legumes (L2L) Reimbursements and Contracts

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval of a L2L cost share reimbursement and four cost share contracts. .

- Lindahl moved to approve the following reimbursements and cost share contracts as listed below. Werdien seconded the motion. All ayes Motion Carried.

Reimburse Audrey Nelson for her final eligible 2020 L2L expenses:

2022-L2L-Fridley-Nelson	Landowner Match \$506.25	grant - OHF rate \$475.19
-------------------------	-----------------------------	------------------------------

Approve Lawns to Legumes Cost Share Contracts for the North Metro Pollinator Corridor Demonstration Neighborhood:

	Landowner Match	grant - OHF rate
2022-L2L-Blaine-Chesness	\$ 300.00	\$ 300.00
2022-L2L-Columbia Heights-Tibbits	\$ 100.00	\$ 400.00
2022-L2L-Blaine-Vazquez	\$ 200.00	\$ 540.00
2022-L2L-Blaine-Hale	\$ 150.00	\$ 450.00

M. Well Sealing Contracts Approval

The Board reviewed a memo prepared by Larson regarding well sealing cost share contracts to approve.

- Meixell moved to approve the well sealing cost share contracts as listed below. LeMay seconded the motion. All ayes, motion carried.

Activity Name	Barott Drilling Serviucses Inc.	McCullough & Sons Well Drilling	Dana Wells INC.	Bastian Well Service Inc	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2022-44-Blaine-Kutzke.	\$3,460			\$1,100	\$660.0	
CWFWS-2022-45-CoonRapids-AnokaCounty		\$3,150	\$1,100		\$660.0	
						\$ 135,312.50

N. Reimbursement: Sunset Bay HOA Shoreline Stewardship Project

The Board reviewed a memo prepared by District Technician Breanna Taylor requesting partial payment to cost share participants. Lord explained that usually staff encourage project participants to wait until the end of the project for payment but we are making an exception as they were told that they could receive a partial payment. Once project verification is complete, the partial payment will be released.

- Lindahl moved to approve reimbursement to Tom Trevor for \$258.00 and Jone Tiffany for \$185.36 for Shoreline stewardship project costs contingent upon staff inspection or photo verification. LeMay seconded the motion. All ayes, motion carried

O. Rare Plant Rescue Professional Services Payment Approval Request

The Board reviewed a memo and material prepared by Taylor requesting payment for contracting work on the Rare Plant Rescue project. Lord explained that this item was removed from the Agenda in August because there was a need for additional information.

- LeMay moved to approve the payments listed below for professional serviced provided for the LSOHC ASP 7 Rare Plant Rescue grant. Werdien seconded the motion. All ayes, motion carried.
 - \$36,003.69 for University of MN Landscape Arboretum Invoice No. 010840257.
 - \$17,008.75 for Critical Connections Ecological Services Invoice No. 2022-04-01.

P. Rum/Mississippi River Stabilizations – Additional Site

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner regarding an additional site along the Rum-Mississippi. Lord pointed out the site location and provided detail.

- Lindahl moved to approve cost share of, and enter into a project and construction agreements for a riverbank stabilization project at 1134 Benton St. Anoka. Werdien seconded the motion. All ayes, motion carried.

Q. LRRWMO Cost Share Funds Utilization

The Board reviewed a memo prepared by Wagner requesting funds for a riverbank stabilization from LRRWMO \$1,000 cost share funds for each of the six sites.

- Meixell moved to approve encumbering up to \$1,000 of LRRWMO Cost Share Funds to each of the six sites listed below. LeMay seconded the motion. All ayes, motion carried.

	Rice 1503 2 nd Ave	King 1433 Oakwood Dr	West 1335 Oakwood Dr	Talle 1329 Oakwood Dr	Chamberlain 1707 Levee Ave	Dehn 1134 Benton St	Total
Treated Eroding Bank Length (ft)	90	85	103	153	184	112	727
Treated Eroding Bank Height (ft)	4	4	4	4	3	4	
TSS Removed (tons/yr)	2.27	2.14	5.19	11.56	6.95	7.05	35
TP Removed (lbs/yr)	1.93	1.82	4.41	9.83	5.91	5.99	30
State Funds	17,700	14,600	23,100	30,900	27,300	24,400	138,000
Landowner Funds	6,600	5,400	8,600	11,500	10,100	9,000	51,200
LRRWMO Funds	1,000	1,000	1,000	1,000	1,000	1,000	6,000
Total Cost	25,300	21,000	32,700	43,400	38,400	34,400	195,200

R. Village Bank Closing

The Board reviewed a memo prepared by Berkness requesting authorization to close ACD Village Bank Savings Account and move the funds to Wells Fargo.

- Meixell moved to approve closing the ACD Village Bank Savings Account and transferring the funds to Wells Fargo. Lindahl second the motion. All ayes, motion carried.

S. 2022 Lakeshore Stewardship Program Crooked Lake Fertig Contract.

The Board reviewed Taylor's memo requesting lakeshore stewardship cost share funds for a project on Crooked Lake.

- Lindahl moved to approve 2022 Lakeshore Stewardship program on Crooked Lake for the Fertig Contract for \$1,100. LeMay seconded the motion. All ayes, motion carried.

T. 2023 SSTS State Grant Agreement

- LeMay moved to approve the 2023 SSTS State Grant Agreement as listed below. Werdien seconded the motion. All ayes, motion carried.

This grant is for the following Grant Programs:

P23-2302	2023 - Septic Treatment Systems - NRBG (Anoka CD)	\$18,600
P23-2388	2023 - Septic Treatment Systems Upgrade - NRBG (Anoka CD)	\$33,418

Total Grant Awarded: \$52,018

U. Mississippi Riverbank Stabilization Round 2 (C18-2864) Project Closeout – Rainbow

The Board reviewed a memo prepared by Stormwater and Shoreland Specialist Mitch Haustein requesting payment to JK Landscape Construction, LLC as they completed all the elements of the project.

- Werdien moved to authorize payment to JK Landscape Construction, LLC in the amount of \$14,750.00 for completion of work on the Rainbow riverbank stabilization project contingent on receipt of all required project closeout documents from JK Landscape Construction. LeMay seconded the motion. All ayes, motion carried.

V. Well Sealing Grant Extension/Amendment

The Board reviewed a memo prepared by Larson. Lord explained that we have \$184,400, of direct project funds and only spent 1/14 of the overall budget. The grant is set to expire at the end of the year. Lord outlined various options:

- File a grant extension.
- Return money.
- File an extension and return some money.
- File an extension and amend the grant to include targeting unused wells within the Mount-Simon-Hinckley aquifer

- Meixell moved to approve staff to facilitate the process of extending the grant, and if possible amending it to include the Mount-Simon-Hinckley aquifer as a priority resource. Werdien seconded the motion. All ayes, motion carried.

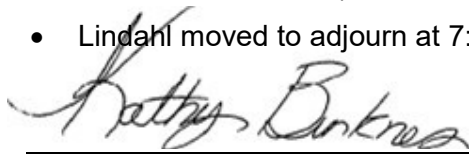
Pay Bills

- Meixell moved to approve electronic payments EP-1685- EP-1701 & DD2571 – DD2606 & check numbers 15947-15984. Lindahl seconded the motion. All ayes, motion carried.

FYI /Meetings

The Board discussed meetings and dates.

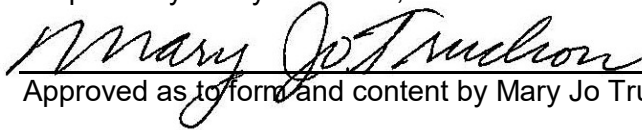
- October 17 – ACD Board Meeting at Office in Ham Lake
- November 8 –Election day
- November 11- Veterans Day Holiday
- November 24 and 25 – Thanksgiving Holiday
- Anoka County WROC Events - Go to Anoka SWCD website Click on “Outreach” then “Events” from Dropdown (direct link: <https://www.anokaswcd.org/index.php/educational/events.html>)
- Lindahl moved to adjourn at 7:01pm. Meixell seconded the motion. All ayes, motion carried.



10/17/2022

Prepared by Kathy Berkness, Office Administrator

Date



10/17/2022

Approved as to form and content by Mary Jo Truchon, Chair

Date



AGENDA

SUPERVISOR REGULAR BOARD MEETING
MONDAY OCTOBER 17, 2022 5PM

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/83696006272>

4:30 Supervisor Training – MASWCD Resolution Review

5:00 - Regular Meeting – START RECORDING THE MEETING

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 Meeting Minutes – Sept 2022
- B. Review of Staff Activity Reports and Programs
- C. Approval of Financial Reports –Sept 2022

New Business Informational Items

- D. Watersheds
- E. Partner Report
- F. Rum River Partnership 2023 Work Plan
- G. Stormwater Pipe at 22529 Martin Lake Drive

New Business-Action Items

- H. Sunrise Chain of Lakes Carp Project Payment
- I. Lower St. Croix Comprehensive Watershed Mgmt Plan Amendment
- J. Lower St. Croix Partnership 2023 WBIF Grant Work Plan Approval
- K. 2023 Soil Health Cost Share Grant
- L. Lakeshore Cost Share Reimbursement Pymt – 22845 E Martin Lake Dr
- M. Blaine SNA Prescribed Burn Contract Approval
- N. Sunrise River Chain of Lakes Carp Management Grant
- O. JK Landscape Invoices for Six Rum/Mississippi Riverbank Stabilizations, Anoka (Information to be provided)
- P. Winter Seasonal Staff Approval
- Q. Burman WMA Payment Approval
- R. Well Sealing Contract and Reimbursement Approval
- S. Lawns to Legumes Reimbursement Approval
- T. Payment Approval – Anoka Street Reconstruction Rain Gardens
- U. 2021 Audit Representation Letter

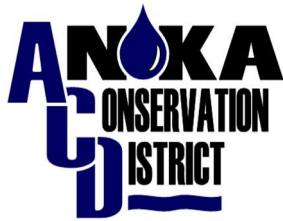
Additions

- V. Purchase Mold and Supplies from Rinker
- W. National Association of Conservation District 2023 Dues
- X. Stoneworks Precast Negotiation
- Y.
- Z.

Pay Bills

FYI /Meetings

- November 8 – Election Day
- November 11 - Veterans Day
- November 18 - MASWCD Metro Area 4 Meeting, Arden Hills MN
- November 21- ACD Regular Board meeting at ACD Office – 5:00 PM
- Schedule Logan Olson 6 Month Review before December Meeting
- November 24 & 25 – Thanksgiving Holiday
- December 12- 14 – MASWCD Annual Convention



BOARD MEETING MINUTES

DATE: OCTOBER 17, 2022
TIME: 5:00 PM
LOCATION: ACD OFFICE: 1318 MCKAY DR NE
HAM LAKE, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Glenda Meixell, Treasurer
Sharon LeMay, Secretary
Colleen Werdien, Supervisor

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

Chair Truchon Called the meeting to order 5:03pm

Approve the October Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Addition of Item (V) Purchase Mold and Supplies from Rinker (W) National Association of Conservation Districts (X) Stoneworks Precast Negotiation

- Meixell moved to approve the September Agenda as amended. Werdien seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approve September Minutes

B. Review of the Staff Activity Reports

C. Approve the September Financials

- Meixell moved to approve the consent agenda items. LeMay seconded the motion. All ayes, motion carried.

New Business-Information Items

D. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings they attended:

- Jim Lindahl, Coon Creek Watershed Advisory Committee Meeting & URRWMO – attended both meetings
- Collen Werdien; LRRWMO and Rum River 1W1P – attended the LRRWMO meetings
- Sharon LeMay; Lower St. Croix 1W1P – no meeting
- Glenda Meixell; MWMO Citizens Advisory Meeting – attended the MWMO meeting
- Mary Jo Truchon, Rice Creek Watershed District (RCWD) Citizen's Advisory Committee – attended the meeting

E. Partner Report

None

F. Rum River Partnership 2023 Work Plan

The Board reviewed the Rum River Partnership 2023 Work plan provided by Watershed Projects Manager Jamie Schurbon. Werdien inquired if ACD could ask for additional funds for being the fiscal agent. Lord explained that all employees track hours and will know at the end of the year if we need to ask for more money. Werdien questioned which employee is in charge of being fiscal agent. Lord replied that Schurbon is the coordinator of the program while Lord and Berkness will track financial transactions in QuickBooks. Truchon stated that Schurbon will do well as the coordinator for the program. Lord agreed.

G. Stormwater Pipe at 22529 Martin Lake Drive

Lord verified with the Board that they all reviewed a copy of the letter he emailed the Board regarding an issue in Linwood Twp that could go to litigation. The County Attorney's office represents ACD and is working on the matter. No additional discussion occurred.

New Business-Action Items

H. Sunrise River Chain of Lakes Carp Management Payment Approval

The Board reviewed a memo and related material prepared by Schurbon requesting payments to Carp Solutions for the Sunrise River Chain of Lakes Carp Management Project.

- Meixell moved to approve \$22,420.00 payment of invoice “ACD_09_29_2022 to Carp Solutions LLC for services provided under the Sunrise River Chain of Lake Carp Management Services 2022 contract. Werdien seconded the motion. All ayes, motion carried.

I. Lower St Croix Comprehensive Water Management Plan Amendment

The Board reviewed the Lower St. Croix Comprehensive Watershed Management Plan Amendment.

Lord explained the reason for the amendment was to add additional water resources.

- Lindahl moved to add Valley Creek and Kelle’s Creek to the other regionally significant streams listed in Table 5-2 and Figure 5-2 and to add completed subwatershed assessments and inventories to Table 7-1 and Figure 7-1 as recommended by the Policy Committee. Meixell seconded the motion. All ayes, motion carried.

J. Lower St. Croix Partnership 2023 WBIF Grant Work Plan Approval

The Board reviewed a memo prepared by Schurbon outlining the Lower St. Croix Partnership 2023 WBIF Grant Work Plan Approval. The Board reviewed the work plan. Lord reminded the Board that they voted to amend the 2021 WBIF work plan to add a couple big projects thus some of the 2023 funds in this grant will be used to help fund the two projects. Lord pointed out the budget and inquired if the Metro group gave up funds to this pot of funds. LeMay stated she believed they did.

- LeMay moved to approve the FY23 WBIF grant work plan as recommended by the Lower St. Croix Policy Committee, including authorizing the Planning Team to make non-substantive changes as required by BWSR and designating Chisago SWCD as the fiscal agent authorized to submit the work plan and execute the grant. Lindahl seconded the motion. All ayes, motion carried.

K. 2023 Soil Heal Cost Share Grant

The Board reviewed a 2023 Soil Health Grant Agreement. Lord explained that the grant is available to SWCDs statewide and is meant for agricultural soil health practice.

- Werdien moved to approve the Minnesota Board of Water and 2023 Soil Health Cost Share Grant Agreement PO #3000015281 outlined as listed below. Lindahl seconded the motion. All ayes, motion carried.

This grant is for the following Grant Programs :

P23-2663	2023 - Soil Health Cost Share (Anoka CD)	\$14,175
----------	--	----------

L. Lakeshore Cost Share Reimbursement Payment – 22845 E Martin Lake Drive

The Board reviewed a memo prepared by Schurbon requesting payment to the Lucas family for the stabilization project on East Martin Lake Drive.

- Lindahl moved to approve \$1,200.55 reimbursement payment to Stephanie & Kevin Lucas for 50% reimbursement of the lakeshore stabilization project costs at 22845 East Martin Lake Drive. Payment is contingent upon first receiving proof of landowner payment for materials and labor. Meixell seconded the motion. All ayes, motion carried.

M. Blaine SNA Prescribed Burn Contract

The Board reviewed a memo and material prepared by Restoration Ecologist Carrie Taylor requesting authorization and signature for Natural Resource Preservation Burn contract. Lord provided further detail.

- Werdien moved to award the Blaine SNA Fall 2022 Rx Burn Contract to Native Resource Preservation not exceed \$4,165.00 for the 5-acre prescribed burn at the Blaine Preserve SNA. Meixell seconded the motion. All ayes, motion carried.

N. Sunrise River Chain of Lakes Carp Management Grant

The Board reviewed a memo and BWSR eLINK financial report prepared by Schurbon. Lord explained that the grant is 65% spent thus the additional 40% is being requested.

- Lindahl moved to approve the Financial Report for the Sunrise River chain of Lakes Carp Management grant dated 10/11/2022. Meixell seconded the motion. All ayes, motion carried.

O. JK Landscapes Invoice for Six Rum/Mississippi Riverbank Stabilizations

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner regarding payment to JK Landscapes for six projects on the Rum and Mississippi rivers. Lord pointed out that Wagner did a wonderful job overseeing everything. Lord explained there is some additional information needed before the check is sent to JK Landscapes. Further stating we are retaining some of the funds until they clean up the staging area in addition to holding back 10%. Truchon inquired about the vegetation. Lord explained that the projects were seeded and we need to wait and see how things transpire after spring flooding. All the landowners expect to have an additional contract with us to do a critical area planting in 2023. Taylor will be pulled in on the planning component.

- Meixell moved to approve recommended payments towards six invoices from JK Landscape, LLC for riverbank stabilization work in the City of Anoka. Werdien seconded the motion. All ayes, motion carried.

P. Winter Seasonal Staff Approval

Lord explained ACD’s workload needs and budget considerations.

- Werdien moved to extend Seasonal District Technician Sara Belden’s term through March 31, 2023 at up to 40 hours per week approve; and to authorize the District Manager to recruit up to three additional Seasonal Assistant District Technicians to begin in 2023 to work on grant-funded projects within budget constraints and with compensation per the compensation plan with no benefits. Lindahl seconded the motion. All ayes, motion carried.

Q. Burman WMA Payment Approvals

The Board reviewed a memo prepared by Taylor requesting payment approval to Landbridge for their work in the Burman WMA.

- Lindahl moved to approve payment of \$7,002.91 for Landbridge Ecological Invoice No. 1491 for land management services provided for the Burman WMA enhancement funded by the LSOHC ASP 6 grant. Meixell seconded the motion. All ayes, motion carried.

R. Well Sealing Contracts Approval

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson regarding two well sealing cost share contract amendments, five cost share reimbursements and one contract approval.

- Lindahl moved to approve the amendments to the contracts as follows: LeMay seconded the motion. All ayes, motion carried.

Activity Name	Original Estimate	Final Invoice	Contract Amendment Increase	Remaining Budget
CWFWS-2022-43-HamLake-Kost	\$21,160.00	\$21,864.00	\$422.40	
CWFWS-2022-42-LinoLakes-Roth	\$1,300.00	\$1,465.50	\$99.30	
				\$ 133,770.80

- Meixell moved to approve the reimbursement for well sealing cost share contracts as follows. Lindahl seconded the motion. All ayes, motion carried.

Activity Name	Budget	
	Reimbursement Amount	Total Project Cost
CWFWS-2022-41-Blaine-Rasmussen Keith Rasmussen	\$ 660.00	\$ 1,100.00
CWFWS-2022-42-LinoLakes-Roth Edward Roth	\$ 879.30	\$ 1,465.00
CWFWS-2022-43-HamLake-Kost Hogdal Farm Limited Partnership	\$ 21,864.00	\$ 27,330.00
CWFWS-2022-44-Blaine-Kutzke Phyllis Kutzke	\$ 660.00	\$ 1,100.00
CWFWS-2022-45-CoonRapids- AnokaCountyTransportationDep. Anoka County Transportation Dep.	\$ 660.00	\$ 1,100.00

- Lindahl moved to approve the contract for well sealing cost share contract listed below. LeMay seconded the motion. All ayes, motion carried.

Activity Name	Don Stodola Well Drilling Co Inc.	Mork Well Co Inc.	Grant Match 60% for resident cost share	Remaining Budget
CWFWS-2022-46-Fridley-Rusinak.	\$1,700.00	\$2,295.00	\$1,020.00	
				\$ 132,750.80

S. Lawns to Legumes (L2) Reimbursement Approval

The Board reviewed Taylor’s memo requesting reimbursements to Lawns to Legumes project participants

- Werdien moved to approve reimbursing the residents listed below for eligible 2020 (Phase 1) and 2022 (Phase 2) L2L expenses. Meixell seconded the motion. All ayes, motion carried.

	Landowner Match	grant - OHF rate
L2L-Fridley-Engel	\$250.00	\$746.80
L2L-Fridley-Krueger	\$2,426.78	\$750.00
L2L-Coon Rapids-Brodt	\$712.50	\$493.90
L2L-Columbia Heights-Tibbits	\$250.00	\$331.93
L2L-City of Lino lakes	\$300.00	\$767.75
L2L-City of Coon Rapids	\$775.00	\$200.00
L2L-Lino Lakes-Living Waters Church	\$625.00	\$419.21

T. Payment Approval – Anoka Street Reconstruction Rain Garden

The Board reviewed a memo and material prepared by Schurbon requesting reimbursement to the City of Anoka for a portion of construction on five rain garden installations.

- Werdien moved to approve \$20,000 payment of invoice INV01429 to the City of Anoka for construction of four rain gardens. LeMay seconded the motion. All ayes, motion carried.

U. 2021 Audit Representation Letter

The Board reviewed the 2021 Audit representation letter.

- Werdien moved to approve the Chairs signature on the 2021 Audit Representation letter from CPA Peterson. Meixell seconded the motion. All ayes, motion carried.

V. Purchase Molds from the Rain Guardian Pre-caster

The Board reviewed a memo prepared by Lord requesting payment to purchase forms (molds) and Rain Guardian components from Rinker. Lord explained that we are working to secure a new precaster. Rinker has the metal forms of our product. Lord explained the Rinker made them and we are buying them from Rinker and bringing them to the new precaster.

- LeMay moved to authorize the purchase of the forms and tie rods from Rinker to facilitate the transfer of Rain Guardian Turret and Foxhole manufacturing to a new precaster. Meixell seconded the motion. All ayes, motion carried.

W. National Association of Conservation Districts 2023 Dues

- Meixell moved to approve paying \$775 to the National Association of Conservation District for 2023 dues. Truchon second the motion. All ayes, motion carried.

X. Stoneworks Precast Negotiation

The Board reviewed a memo prepared by Lord to utilize Stoneworks as our precaster for Rain Guardian products.

- Werdien moved to approve authorizing the District Manager negotiate terms with Stoneworks Architectural Precast, the chair to execute an agreement, and to coordinate the transfer of production as soon as practicable. Meixell seconded the motion. All ayes, motion carried.

Pay Bills

- Meixell moved to approve electronic payments EP-1702 to EP-1717 & DD2607 to DD2635 & check numbers 15989 to16040. Noting the void of checks 16033 to16038. Lindahl seconded the motion. All ayes, motion carried.

FYI /Meetings

The Board discussed meetings and dates.

- November 11 – Veteran’s Day office closed
- November 21– ACD Board Meeting at Office in Ham Lake
- November 24 and 25 – Thanksgiving Holiday
- December 12- 14 – MASWCD Annual Convention
- Anoka County WROC Events - Go to Anoka SWCD website click on “Outreach” then “Events” from dropdown (<https://www.anokaswcd.org/index.php/educational/events.html>)
- Lindahl moved to adjourn at 7:16pm. Meixell seconded the motion. All ayes, motion carried.

Kathy Berkness

11/21/2022

Prepared by Kathy Berkness, Office Administrator

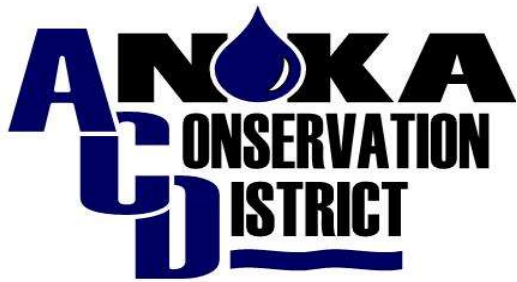
Date

Mary Jo Truchon

11/21/2022

Approved as to form and content by Mary Jo Truchon, Chair

Date



AGENDA

SUPERVISOR REGULAR BOARD MEETING
MONDAY NOVEMBER 21, 2022 5PM

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/83696006272>

4:30 Supervisor Training – Present on methods for completing rural SWAs/ identifying candidate agricultural conservation projects. - Breanna

5:00 - Regular Meeting – START RECORDING THE MEETING

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 Meeting Minutes –October 2022
- B. Review of Staff Activity Reports and Programs
- C. Approval of Financial Reports –October 2022

New Business Informational Items

- D. Stormwater Pipe Martin Lake Drive
- E. MASWCD Convention
- F. Watersheds
- G. Partner Report

New Business-Action Items

- H. RCWD 2023 Technical Service Agreement
- I. Shoreline Stewardship Contract Extensions and Reimbursement
- J. JK Landscape Final Payment - Mississippi Stabilization II
- K. Lawns to Legumes Reimbursement
- L. Lake George Shorelines Project – Vegetative Establishment Contract
- M. Linwood Township Enhanced Street Sweep Analysis Contract Approval
- N. SSTS Fix up Grant Application
- O. Well Sealing Contract and Reimbursement Approval
- P. Invoice for Construction at Rum central Boat Launch Streambank
- Q. Project Maintenance Plan - Sunrise River Chain of Lakes Carp Management
- R. Approve Website Upgrade Invoice
- S. 2021 ACD Financial Audit
- T. Probationary Period Ending
- U. Phragmites treatment payment request

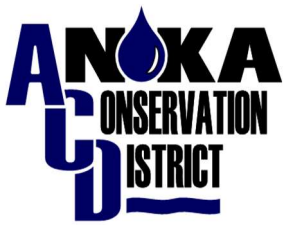
Additions

- V. Sunrise River Chain of Lakes Carp Management Project Payment Approval
- W. Election Follow up
- X. Wodbury House Rum River Park
- Y.
- Z.
- AA.

Pay Bills

FYI /Meetings

- November 24 & 25 – Thanksgiving Holiday
- December 12- 14 – MASWCD Annual Convention- sign up due December 1
- December 19- ACD Regular Board meeting at ACD Office – 5:00 PM



BOARD MEETING MINUTES

DATE: NOVEMBER 21, 2022
TIME: 5:00 PM
LOCATION: ACD OFFICE: 1318 MCKAY DR NE
HAM LAKE, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Glenda Meixell, Treasurer
Sharon LeMay, Secretary
Colleen Werdien, Supervisor

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

Chair Truchon Called the meeting to order 5:03pm

Approve the November Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Addition of Item (V) Sunrise River Chain of Lakes Carp Management Project Payment Approval (W) Elections Follow up (X) Woodbury House

- Lindahl moved to approve the November Agenda as amended. Werdien seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approve October Minutes

B. Review of the Staff Activity Reports

C. Approve the October Financials

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

New Business-Information Items

D. Stormwater Pipe Martin Lake Drive

The Board reviewed the informational memo provided by Watershed Projects Manager Jamie Schurbon updating the Board on the Linwood Township stormwater pipe issue that could go to litigation.

E. MASWCD Convention

The Board discussed the dates and agenda of the MASWCD Convention. Werdien and Meixell both expressed interest in attending on Tuesday and Wednesday and provided Berkness with the details needed to register each for the convention and reserve hotel rooms.

F. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings they attended:

- Jim Lindahl: Coon Creek Watershed Advisory Committee Meeting & URRWMO – attended both meetings
- Colleen Werdien; LRRWMO and Rum River 1W1P – attended the LRRWMO, and the Area IV meetings
- Sharon LeMay; Lower St. Croix 1W1P – no meeting
- Glenda Meixell; MWMO Citizens Advisory Meeting – attended the MWMO, Area IV and the MCD meetings
- Mary Jo Truchon; Rice Creek Watershed District (RCWD) Citizen's Advisory Committee – attended the meeting along with the Area IV meeting via Zoom

G. Partner Report

None

New Business-Action Items

H. RCWD 2023 Technical Service Agreement

The Board reviewed the RCWD 2023 Technical Service Agreement. Truchon commented that in the past, the RCWD Board would be disappointed when ACD didn't fully utilize the funds. Lord explained it took several years for RCWD to approve targeted outreach (door knocking on priority properties in priority subwatersheds). Once we did this, we designed and oversaw installation of several projects. Prior to that, we'd wait for landowners to reach out to us, which was hit and miss in terms of utilizing funds.

- Meixell moved to enter into the 2023 Service Agreement with the Rice Creek Watershed District for ACD to provide technical services related to the Water Quality Grant program and Mini-Grant Program. Lindahl seconded the motion. All ayes, motion carried.

I. Shoreline Stewardship Contract Extensions and Reimbursement

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor and District Technician Breanna Keith regarding a contract extension and reimbursements for the shoreline stewardship program.

- LeMay moved to reimburse Tom Trevorrow \$57.19, Jone Tiffany \$170.19 and Jackie Wallmow \$1,114.76 for shoreline stewardship project costs and extend the Sunset Bay HOA Contract to November 2023. Lindahl seconded the motion. All ayes, motion carried.

J. JK Landscapes Final Payment – Rum and Mississippi Riverbank Stabilization

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner regarding payment to JK Landscapes for six projects on the Rum and Mississippi rivers. Lord explained that this payment is for staging site restoration the retainage.

- Lindahl moved to approve final payments as listed below towards six invoices from JK Landscape, LLC for riverbank stabilization work in the City of Anoka. Meixell seconded the motion. All ayes, motion carried.

Final Payment

Project Site	Available	Remaining	Rice - 1503	King - 1433	West - 1335	Talle - 1329	Chamberlain - 170	Dehn - 1134
2020 State Cost Share	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021 State Cost Share	\$ 10,000.00	\$ -	\$ 1,391.92	\$ -	\$ -	\$ -	\$ -	\$ -
2019 District Capacity	\$ 16,941.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020 District Capacity	\$ 3,199.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mississippi Phase 2	\$ 67,727.43	\$ -	\$ -	\$ -	\$ 1,555.48	\$ 2,039.36	\$ 1,965.25	\$ -
2022 State Cost Share	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2023 State Cost Share	\$ 10,000.00	\$ 5,592.25	\$ -	\$ 1,112.65	\$ -	\$ -	\$ -	\$ -
2021 District Capacity	\$ 11,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022 District Capacity	\$ 19,000.00	\$ 938.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,579.64
LRRWMO Cost Share	\$ 16,949.76	\$ 10,949.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landowner Match	\$ 55,387.49	\$ 4,336.71	\$ 463.97	\$ 370.88	\$ 518.49	\$ 679.79	\$ 655.08	\$ 526.55
Payment Amount	\$ 12,859.06		\$ 1,855.89	\$ 1,483.53	\$ 2,073.97	\$ 2,719.15	\$ 2,620.33	\$ 2,106.19

Red Text Denotes funds expiring 12/31/2022

K. Lawns to Legumes (L2L) Reimbursement Approval

The Board reviewed Taylor's memo requesting reimbursements to Lawns to Legumes project participants.

- Meixell moved to approve reimbursing eligible landowner expenses from 2020 (Phase1) and 2022 (Phase 2) as listed below. LeMay seconded the motion. All ayes, motion carried.

	Landowner Match	grant - OHF Reimbursement
L2L- Fridley-Flage	\$250.00	\$712.21 – L2L Phase 1
L2L-Blaine-Vazquez	\$250.00	\$149.75 – L2L Phase 2
L2L-Lino Lakes-Scholl	\$444.25	\$750.00 – L2L Phase 2

L. Lake George Shoreline Project Vegetation Establishment Contract

The Board reviewed a memo and contract prepared by Schurbon. Lord explained that the contract

is for establishing the vegetation elements of three project sites, which the Board discussed at prior Board meetings.

- Werdien moved to accept the MN Native Landscaping quote for vegetation establishment for Lake George Shoreline Stabilizations for \$3,600, and authorize the Chair or District Manager to sign the quote. Meixell seconded the motion. All ayes, motion carried.

M. Linwood Township Enhanced Street Sweep Analysis Contract Approval

The Board reviewed a memo prepared by Schurbon requesting authorization to enter into a sub-agreement with Chisago SWCD for the Linwood Township Enhanced street sweep targeting analysis.

- Meixell moved to authorize the Chair or District Manager to execute the sub-agreement with Chisago SWCD for the Linwood Township Enhanced Street Sweep Targeting Analysis for \$2,000 with a start date of 11/9/2022. LeMay seconded the motion. All ayes, motion carried.

N. SSTS Fix up Grant Application

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson requesting Approval for a SSTS Fix up Grant Application.

- Lindahl moved to approve a Septic System Fix-Up Grant for McQuarry residence at 18215 Alamo Street NE, Wyoming, MN for an amount not to exceed \$25,376.00 or 80% of the final invoice, whichever is lesser. Numbers are based on the bid provided by Keller Excavating. LeMay seconded the motion. All ayes, motion carried.

O. Well Sealing Reimbursement and contract

The Board reviewed a memo prepared by Larson regarding well sealing cost share reimbursement and contract approval.

- Lindahl moved to approve cost share reimbursement FWS-2022-46 Fridley Rusinak for \$1020. LeMay seconded the motion. All ayes, motion carried.
- Werdien moved to approve cost share for 60% of the low bid for CWFWS-2022-47-Fridley-Goebel. Meixell seconded the motion. All ayes, motion carried.

P. Invoice for Construction at Rum Central Boat Launch Streambank

The Board reviewed a memo prepared by Wagner. Construction was completed a Rum River bank stabilization project at Rum Central Regional Park. Lord went through the breakdown of the project costs.

- Meixell moved to approve payment of invoice ACMAINT111522 of \$8,303.76. Lindahl seconded the motion. All ayes, motion carried.

Q. Project Maintenance Plan – Sunrise River Chain of Lakes Carp Management

The Board reviewed a memo outlining a Sunrise Chain of Lakes Carp Management maintenance plan. Lord explained that a grant-required project maintenance plan developed for ACD's Sunrise River Chain of Lakes Carp Management Clean Water Fund grant. It describes what ACD and partners will do to maintain the benefits of the project after the grant expires 12/31/2022. Schurbon went over the plan with BWSR staff to make sure it met their requirements for a 10-year maintenance plan. The Board reviewed and discussed.

- Lindahl moved to approve the Project Maintenance Plan for the Sunrise River Chain of Lakes Carp as listed below. Werdien seconded the motion. All ayes, motion carried.
 - Accomplishments to date (carp biomass reductions, lake water quality improvements) that will be maintained.
 - Prioritization of maintaining the carp barriers, Martin Lake, Typo Lake, and Linwood Lake in that order.
 - DNR fisheries surveys will be used to track carp population trends. Maintenance

action will be triggered in the event of a statistically significant trend in declining lake water quality or increased carp population. ACD will use professional judgement when considering data.

- ACD will monitor lake water quality with planned Sunrise River WMO funding. ACD will coordinate maintenance netting, the timing and magnitude of which, will be informed by DNR fisheries surveys and lake monitoring results. We have an arrangement with Carp Solutions, Inc. wherein we can lease box nets for \$3,000/yr.
- An accounting of likely available funding from the Martin Lakers Association and Sunrise River WMO.
- ACD may do other kinds of water quality projects to maintain lake water quality. We didn't achieve all the benefits just with carp harvests, nor will we maintain them with it.

R. Approve Website Upgrade Invoice

The Board reviewed a memo prepared by Berkness requesting payment to Barb Bauman for various updates to the ACD website. Berkness stated Bauman put much more work into the tasks than what she is invoicing.

- Werdien moved to approve reimbursing Barb Bauman \$2,279 for her work on the website upgrade. LeMay seconded the motion. All ayes, motion carried.

S. 2021 Financial Audit

The Board reviewed the 2021 ACD financial Audit. LeMay questioned the PERA portion of the audit inquiring if ACD carries the liability of the pension funds. Lord explained the statute and the way the SWCDs are instructed to account for PERA in the financials as if the SWCDs do hold the liability.

- Meixell moved to approve the 2021 ACD Financial Audit as presented. Werdien seconded the motion. All ayes, motion carried.

T. Probationary Period Ending

The Board reviewed a memo prepared by Lord requesting approval to end Natural Resource Technician Logan Olson's probationary period, retain him in the Technician class and provide a wage adjustment per ACD's compensation plan.

- Lindahl moved to end the probationary period and retain Logan Olson as Natural Resource Technician. Provide a wage increase per ACD's compensation plan of \$1.44/hour effective 1/1/23. LeMay seconded the motion. All ayes, motion carried.

U. Non-native Phragmites Herbicide Treatment

The Board reviewed a memo prepared by Taylor requesting payment to the PLM Lake and Land Management for herbicide treatment

- Lindahl moved to approve payment of \$2,366.54 to PLM Lake and Land Management Corp for treatment of non-native phragmites throughout Anoka County using MN DNR funds. Meixell seconded the motion. All ayes, motion carried.

Additions

V. Sunrise River Chain of Lakes Carp Management Payment Approval

The Board reviewed a memo and related material prepared by Schurbon requesting payment to Carp Solutions for the Sunrise River Chain of Lakes Carp Management Project.

- Meixell moved to approve \$5,320.00 payment of invoice "ACD_11_17_2022 to Carp Solutions LLC for services provided under the Sunrise River Chain of Lake Carp Management Services 2022 contract. Werdien seconded the motion. All ayes, motion carried.

W. Election Follow up

Meixell suggested sending congratulations cards to all legislators that recently won their elections. The Board discussed and decided that ACD would make congratulations cards to be signed by supervisors at the next Board meeting.

X. Woodbury House

Lord provided detail a recent boat tour of the Woodbury House bank stabilization site that included DNR, City of Anoka, ACD, and consulting engineer representatives. Planning and design progress has been slow. Staff is hopeful this meeting will spur action.

Pay Bills

- Meixell moved to approve electronic payments EP-1718 to EP-1729 & DD2636 to DD2659 & check numbers 16041 to 16070.

FYI /Meetings

The Board discussed meetings and dates.

- December 19– ACD Board Meeting at Office in Ham Lake
- December 26 – Christmas Holiday
- Anoka County WROC Events - Go to Anoka SWCD website click on “Outreach” then “Events” from dropdown (<https://www.anokaswcd.org/index.php/educational/events.html>)
- Lindahl moved to adjourn at 7:16pm. Meixell seconded the motion. All ayes, motion carried.

Kathy Berkness

12/19/2022

Prepared by Kathy Berkness, Office Administrator

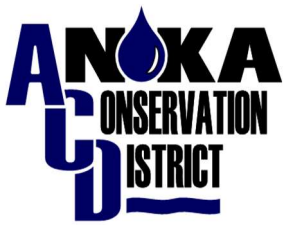
Date

Mary Jo Truchon

12/19/2022

Approved as to form and content by Mary Jo Truchon, Chair

Date



BOARD MEETING MINUTES

DATE: DECEMBER 19, 2022
TIME: 5:00 PM
LOCATION: ACD OFFICE: 1318 MCKAY DR NE
HAM LAKE, MN 55304

Members Present: Mary Jo Truchon, Chair
Jim Lindahl, Vice Chair
Glenda Meixell, Treasurer
Colleen Werdien, Supervisor

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

Members Absent: Sharon LeMay, Secretary

Chair Truchon Called the meeting to order 5:16pm

Approve the December Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Addition of Item (O) Veteran Internship (P) SSTS Project Funding Update.

- Lindahl moved to approve the November Agenda as amended. Werdien seconded the motion. All ayes, motion carried.

Consent Agenda

A. Approve November Minutes

B. Review of the Staff Activity Reports

C. Approve the November Financials

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

New Business-Information Items

D. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings they attended:

- Jim Lindahl: Coon Creek Watershed Advisory Committee Meeting & URRWMO – No meeting
- Colleen Werdien; LRRWMO and Rum River 1W1P – Attended the LRRWMO meeting
- Glenda Meixell; MWMO Citizens Advisory Meeting – No meeting
- Mary Jo Truchon; Rice Creek Watershed District (RCWD) Citizen's Advisory Committee – Attended the Meeting

E. MASWCD Convention

Meixell and Werdien attended the MASWCD Convention and provided details of their activities.

F. Partner Report

None

New Business-Action Items

G. Lab Selection

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson requesting selection of a lab for 2023 monitoring.

- Meixell moved to accept 2023 water sample testing lab services quote from MVTL Laboratories for all parameters except E. coli. and accept 2023 quote from Instrumental Research for E. coli testing. Lindahl seconded the motion. All ayes, motion carried.

H. Anoka Cooperative Weed Management Payments

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting payments to the Anoka County Weed Management Grant Cost share participants.

- Lindahl moved to reimburse Dave Falkner \$550, Ron Hadsall \$275, Bob Fulton c/o Camp Ajawah \$447.57. Werdien seconded the motion. All ayes, motion carried.

I. Isanti Conservation District CCESR Amendment Request

The Board reviewed a memo prepared by Taylor regarding an amendment to the Isanti CCESR Contract. Lord explained in order to finalize the grant deliverables Isanti needs to shift the species treatment to ACDs contract to complete the work.

- Werdien moved to amend Isanti Soil and Water Conservation District and the Anoka Conservation District's CCESR Habitat Enhancement Contract for Services Agreement by adding \$3,684.46. Total compensations to ACD shall not exceed \$110,334.46. Meixell seconded the motion. All ayes, motion carried.

J. Payment Approval Rum River Watershed Partnership

The Board reviewed a memo prepared by Watershed Manager Jamie Schurbon regarding the Rum River Watershed Partnership Insurance. Lord explained that while there is not a payment prepared for the insurance at this time there may be some urgency to have payment prepared before the January meeting. The Board had a lengthy discussion about the reasons for the insurance.

- Werdien Approve up to \$2,856 payment to the MN Counties Intergovernmental Trust for Rum River Watershed Partnership (RRWP) insurance. Payment is not to be submitted until after execution of the RRWP's Watershed Based Implementation Funding grant and shall use grant funds. Meixell seconded the motion. All ayes, motion carried.

K. Lawns to Legumes (L2L) Reimbursement Approval

The Board reviewed Taylor's memo requesting reimbursements to Lawns to Legumes project participants.

- Werdien moved to approve reimbursing eligible landowner expenses from 2020 (Phase1) and 2022 (Phase 2) as listed below. Meixell seconded the motion. All ayes, motion carried.

Reimburse the L2L expenses for Phase 1 Lawns to Legumes 2020:

	Landowner Match	grant - OHF rate
L2L-Fridley-Scott	\$795.94	\$405.06

Reimburse the L2L expenses for Phase 2 Lawns to Legumes 2022:

	Landowner Match	grant - OHF rate
L2L-City of Fridley Parks	\$500.00	\$1,492.00

L. 2023 Fee Schedule

The Board reviewed the 2023 Fee Schedule. Lord pointed out the updates to the schedule stating some of the tasks were removed as ACD no longer completes them.

- Lindahl moved to approve the 2023 ACD Fee Schedule. Werdien seconded the motion. All ayes, motion carried.

M. Well Sealing Reimbursement

The Board reviewed a memo prepared by Larson regarding well sealing cost share reimbursement and contract approval.

- Lindahl moved to approve cost share reimbursement CFWS-2022-47 Goebel for \$270. Meixell seconded the motion. All ayes, motion carried.

N. Approve 2023 ACD Handbook

Lord explained that there were no changes to the handbook except the date.

- Meixell moved to approve the 2023 ACD Handbook. Lindahl seconded the motion. All ayes, motion carried.

O. 2023 Skillbridge Host Site

The Board reviewed a memo prepared by Lord requesting approval to host an intern through a Department of Defense program called Skillbridge, which is designed to assist retiring veterans to transition to civilian life. Lord provided detail about the internship outlining some of the duties.

- Lindahl moved to host Matt Udermann through the Skillbridge program of the Department of Defense for a service term anticipated to be around June 2023 to September 2023 to work on conservation tasks, and authorize the District Manager to represent ACD with the Department of Defense and its assigns to attend to all necessary paperwork. Meixell seconded the motion. All ayes, motion carried.

P. Subsurface Sewage Treatment System (SSTS) Grant change

The Board reviewed a memo prepared by Berkness requesting actions to change the funding sources for 2022 SSTS Fix Up projects. Lord explained that some of BWSR provided 2022 SSTS cost share funds have special limitations that we were not aware of when funding one of the projects. To meet the requirements, we need to reallocate funds for project.

- Werdien moved to authorize the District Manager to reallocate grant funding sources used to pay for SSTS fix up projects from June 1 and September 30, 2022. Meixell seconded the motion. All ayes, motion carried.
- Meixell moved to allocate available 2022 SSTS NRBG funds, after SSTS fix up projects and ACD staff time have been paid, to requesting cities in an amount proportional to their requests and not exceeding 25% of each request. Lindahl seconded the motion. All ayes, motion carried.

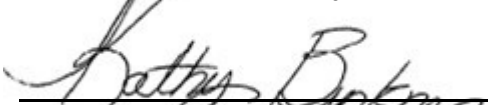
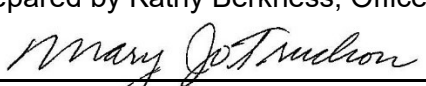
Pay Bills

- Meixell moved to approve electronic payments EP-1730 to EP-1742 & DD2660 to DD2683 & check numbers 16081 to 16115 (noting the void of the emergency check 16080). Lindahl seconded the motion. All ayes, motion carried.

FYI /Meetings

The Board discussed meetings and dates.

- Early January – Set Personnel Meeting
- Mid-January – Set Finance Meeting
- December 26 – Christmas Holiday
- January 17 – ACD Board Meeting at Office in Ham Lake
- Lindahl moved to adjourn at 6:50. Meixell seconded the motion. All ayes, motion carried.

	1/17/2023
Prepared by Kathy Berkness, Office Administrator	Date
	1/17/2023
Approved as to form and content by Mary Jo Truchon, Chair	Date