



Minutes

Regular Meeting of the ACD Board of Supervisors

Time: February 20, 2024 5:00PM

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

Members Present: Mary Jo Truchon, Chair (departed at 7:03pm)
Glenda Meixell, Treasurer
Colleen Werdien, Secretary
Kate Luthner, Supervisor

Members Absent: Jim Lindahl, Vice Chair

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

Truchon called the meeting to order 5:06pm

February Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Berkness noted an addition item (V) Rum Riverbank Stabilization Engineering Services Contract Amendment.

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

Consent Agenda

A. Approve January Minutes

B. Staff Activity Reports - Received

C. ACD January Financial Reports – Receive subject to audit

D. Rum River Partnership January Financial Reports – Received subject to audit

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

E. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings attended:

- Colleen Werdien; Rum River 1W1P and LRRWMO - Attended both Meetings
- Kate Luthner, Lower St. Croix 1W1P and the SRWMO – Attended the Lower St. Croix 1W1P
- Glenda Meixell; MWMO Citizen's Advisory Committee – No Meeting
- Mary Jo Truchon; RCWD Citizen's Advisory Committee – ~~No~~ Attended the Meeting

F. Partner Report

None.

Committee Meeting

G. Personnel Committee Meeting

Position Description and Task Table Templates

Lord explained that the Position Descriptions and Task Table templates were all updated.

- Meixell Moved to approve the position description and task table approach as presented. Werdien seconded the motion. All ayes, motion carried.

Work Load Demand: Employee Promotion & Recruitment

Lord explained that after a 2024 workload planning session with senior employees it was decided there is a need for a Specialist position. Water Resource Technician Breanna Keith is presently working at a much higher level and can take on more of the specialist tasks, which will help fill the void.

- Luthner moved to promote Breanna Keith from Technician class to Specialist 1 class

effective March 1, 2024 with a commensurate wage increase to maintain the same percent to target as other staff. Werdien seconded the motion. All ayes, motion carried

Recruitment

The Board reviewed position descriptions, position announcements, and ranking criteria for both Technician and Engagement 1. The Board discussed the points for applicants that do not have a degree but a lot of experience and made modifications in the points in lieu of a degree.

- Luthner moved to approve posting the Technician and Engagement 1 class positions per the modified position descriptions, position announcements, and applicant ranking criteria. Meixell seconded the motion. All ayes, motion carried.

Note: the Engagement 1 position is fully remote and includes full pro rata benefits for a half time employee, which deviates from ACD's Handbook.

Seasonal Posting and Ranking Criteria

Lord explained the Seasonal position does not have to go through the Personnel Committee.

- Meixell moved to approve filling the Seasonal Technician position. Werdien seconded the motion. All ayes, motion carried

New Business Action Items

H. CPA Engagement Letter of 2023 Audit

- Meixell moved to Engage Peterson LTD in the ACD 2023 Audit. Meixell seconded the motion. All ayes, motion carried.

I. Blaine Preserve SNA Payment Approval

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting payment to Native Resource Preservation for their work at the Blaine Preserve SNA.

- Werdien moved to approve payment of \$7,861.11 to Native Resource Preservation, LLC Invoice 368-2 for the Blaine Preserve SNA. Meixell seconded the motion. All ayes, motion carried.

J. Kings Island Payment Approval

The Board reviewed a memo prepared by Taylor requesting payment to YTD Clearing.

- Meixell moved to approve payment of \$100,380 to YTS Clearing, Invoice #2697 for ash removal at City of Anoka Kings Island; project components of LSOHC ASP8 and MN DNR ReLeaf. Luther seconded the motion. All ayes, motion carried.

K. Lower St. Croix Partnership FY23 WBIF Grant Work Plan Amendment

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon. Lord explained the Lower St. Croix Partnership received supplemental funding of \$167,615 toward their WBIF grant, thus an amendment to the work plan is needed.

- Werdien moved to approve the Lower St. Croix Partnership FY23 WBIF Grant work plan amendment to include \$167,615 of supplemental grant funds, and authorize the Steering Committee to direct these funds to the activities that most effectively meet the goals of the Partnership's Watershed Plan. Meixell seconded the motion. All ayes, motion carried.

L. Rice Creek Watershed District 2024 Contract Approval

The Board reviewed a memo prepared by Schurbon requesting approval for the Rice Creek Watershed District (RCWD) 2024 contract for Monitoring and Management.

- Meixell moved to approve the RCWD 2024 Contract. Luthner seconded the motion. All ayes, motion carried.

M. Sunrise River WMO 2024 Contract Approval

The Board reviewed a memo prepared by Schurbon requesting approval for the Sunrise River WMO (SRWMO) 2024 contract for Monitoring and Management.

- Meixell moved to approve the 2024 Water Monitoring and Management contract for services between the SRWMO and ACD in the amount of \$42,750. Werdien seconded the motion. All ayes, motion carried.

N. Lower Rum River WMO 2024 Contract Approval

The Board reviewed a memo prepared by Schurbon requesting approval for the Lower Rum River WMO (LRRWMO) 2024 contract for Monitoring and Management. Some elements of the plan of work are still in discussions.

- Luthner moved to approve the 2024 Water Monitoring and Management contract for services between the LRRWMO and ACD, with any changes in services acceptable to the District Manager. Werdien seconded the motion. All ayes, motion carried.

O. Coon Creek Watershed District 2024 Contract Approval

The Board reviewed a memo prepared by Schurbon requesting approval for the Coon Creek Watershed District (CCWD) 2024 contract for Monitoring and Management.

- Luthner moved to approve the 2024 Water Monitoring and Management contract for services between the CCWD and ACD totaling \$57,915.00. Meixell seconded the motion. All ayes, motion carried.

P. Martin Lakeshore Stabilization – Vegetation Establishment Contract

The Board reviewed a memo prepared by Schurbon requesting approval for a vegetation establishment service contract with JK Landscape Construction for shoreline stabilizations at eight sites at Martin Lake.

- Meixell moved to approve the Contract for Vegetation Establishment Services with JK Landscaping for the Martin Lake Shoreline Stabilizations 2023-24 project for \$4500. Werdien seconded the motion, all ayes, motion carried.

Q. BWSR Rum RIM Work Order Approval

The Board reviewed a memo prepared by Taylor requesting approval to enter a work order under the Master Joint Powers Agreement with the State of MN for the RIM Program.

- Werdien moved to approve the Work Order provided by BWSR for ACD to implement the Reinvest in Minnesota conservation easement program. Luthner seconded the motion. All ayes, motion carried.

R. Septic System Policy Change

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson requesting a policy change to the Handbooks as it pertains to SSTS approval for a septic fix up repair.

➤ **Recommended Policy Additions:**

ACD will provide estimates of individual project construction costs and determine how prevailing wage law applies. It is the owner's responsibility to secure construction quotes that include the applicable wage rates. ACD will not make payments until receipt of certified payrolls, if prevailing wages are required, and any other evidence required demonstrating compliance with prevailing wage requirements.

- Meixell moved to approve the policy update as listed above and authorize adding it to the ACD Handbook. Luthner seconded the motion. All ayes, motion carried.

S. Three Septic System Fix up Grant Application Approvals

The Board reviewed a memo prepared by Larson requesting approval of three septic fix up applications.

- Werdien moved to approve a SSTS Fix-Up Grant, not to exceed \$40,759.56 or 90% of the final invoice, whichever is lesser for 2261 Ash Street in the City of Lino Lakes. Meixell seconded the motion. All ayes, motion carried.
- Luthner moved to approve a SSTS Fix-Up Grant, not to exceed \$25,056.97 or 80% of the final invoice, whichever is lesser for 822 Olive Street in the City of Lino Lakes. Werdien seconded the motion. All ayes, motion carried.

- Werdien moved to approve a Septic System Fix-Up Grant, not to exceed \$7,699.50 or 90% of the final invoice, whichever is lesser for 943 136th Lane in the City of Ham Lake. Meixell seconded the motion. All ayes, motion carried.

T. Neilson Streambank Stabilization Retainage Payment Approval

The Board reviewed a memo prepared by Larson requesting payment to Prairie Restoration for 10% retainage of work on the Neilson Streambank Stabilization.

- Luthner moved to approve the payment of \$1,061.35, retainage held from invoice #006018, to Prairie Restorations Inc. for services provided under the Neilson Streambank Stabilization contract. Payment is contingent on receipt of all closeout documents. Meixell seconded the motion. All ayes, motion carried.

U. Handbook – FTE Clarification – moved after bills

The Board reviewed a memo by District Manager Chris Lord outlining the implications in ACD’s handbook of defining time as calendar-based or as full time equivalents (FTE). The handbook is currently unclear and with the hiring of a regular part-time employee, we need to eliminate ambiguity. There was extensive discuss. With only three supervisors present, the consensus was to suspend debate until a larger number of Supervisors could engage in the discussion.

V. Rum Riverbank Stabilization Engineering Services Contract Amendment

The Board reviewed a memo prepared by Stormwater and Shoreland Specialist Mitch Haustein requesting an amendment to the professional service contract with Stantec.

- Werdien moved to authorize the Board Chair to execute an amendment to the contract for professional services with Stantec to provide engineering services for the 2023 Riverbank Stabilization – Martz, Hanson, and Heath Properties that incorporates no-rise analysis and certification in the amount of up to \$10,000. Meixell seconded the motion. All ayes, motion carried.

Pay Bills

ACD

- Meixell moved to approve electronic payments EP-1948 to EP-1961 & DD3068 to DD3096 & check numbers 16507 to 16529. Noting the void of check number 16508 and 16524 Luthner seconded the motion. All ayes, motion carried.

Rum River Partnership

- No Bills



7:03 Chair Truchon departed and transferred the Chair responsibilities over to Meixell to cover item U and meetings and dates.

FYI /Meetings/Latest News

The Board discussed meetings and dates

- **March 12** - MASWCD Legislative Briefing, Radisson Downtown St. Paul
- **March 13** - SWCD Day at the Capitol
- **March 18** - ACD Board Meeting ACD Office - 5:00
- **March 24** – MACD IV Ramsey Public Works – 9:00-12:00

- Meixell moved to adjourn at 8:30. Luthner seconded the motion. All ayes, motion carried.

	3/18/2024
Prepared by Kathy Berkness, Office Administrator	Date
	3/18/2024
Approved as to form and content by Mary Jo Truchon, Chair	Date