

Minutes

Regular Meeting of the ACD Board of Supervisors

Time: March 18, 2024 5:00PM

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

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

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

Truchon called the meeting to order 5:01pm

March Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Berkness noted additions (U) ACD Policies and FTE and (V) Personnel Committee. Truchon stated she would like to move the minutes out of the consent agenda for a correction.

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

A. Approve February Minutes

Truchon noted a correction stating she did attend the RCWD Citizens Advisory Committee meeting.

- Luthner moved to approve the amended minutes. Meixell seconded the motion. All ayes, motion carried.

Consent Agenda

B. Staff Activity Reports

C. ACD February Financial Reports

D. Rum River Partnership February Financial Reports

- Luthner moved to approve the March consent agenda items. Werdien seconded the motion. All ayes, motion carried.

E. Watershed and Area IV Meetings

Supervisors discussed watershed organization meetings attended:

Supervisor	Meeting/ Organization	Attended	No Meeting	Did not Attend
Lindahl	Coon Creek WD Citizen's Advisory	X		
Lindahl	Upper Rum River WMO			X
Werdien	Rum River 1W1P	X		
Werdien	Lower Rum River WMO	X		
Luthner	Lower St. Croix 1W1P		X	
Luthner	Sunrise River WMO		X	
Meixell	Mississippi River WMO Citizen's Advisory	X		
Truchon	Rice Creek WD Citizen's Advisory	X		

F. Legislative

Lord provided a breakdown of the bill process stating the house bill was held up in policy committee. They created a new bill without the fee, which went directly to the tax committee. Our Almeida lobbyist team is setting up meetings with the tax committee members along with the property tax division members. The tax bills do not have the same deadlines as other bills with the end of April due date. Lord stated he has been meeting with the Anoka delegation as well. Meixell offered to reach out to Senator Hoffman and Representative Koegel to thank them.

New Business Action Items

G. Lake George Improvement District (LGID) 2024 Contract Approval

The Board reviewed a memo prepared by Watershed Project Manager Jamie Schurbon requesting approval for the Lake George Improvement District 2024 contract for Monitoring and Management.

- Luthner moved to approve the LGID 2024 Contract for services between the LGID and ACD for \$3,900. Lindahl seconded the motion. All ayes, motion carried.

H. Mississippi WMO 2024 Contract Approval

The Board reviewed a memo prepared by Schurbon requesting approval for the Mississippi WMO 2024 Contract for Monitoring and Management.

- Lindahl moved to approve the 2024 Water Monitoring and Management Contract for services between the Mississippi WMO and ACD for \$700. Meixell seconded the motion. All ayes, motion carried.

I. Upper Rum River WMO (URRWMO) 2024 Contract Approval

The Board reviewed a memo prepared by Schurbon requesting approval for the URRWMO 2024 Contract for Monitoring and Management.

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

J. Envirothon – Financial Support

The Board reviewed a memo prepared by Lord requesting Envirothon Financial Support

- Meixell moved to provide \$400 to MACD Area IV support to the 2024 Envirothon. Werdien seconded the motion. All ayes, motion carried.

K. 2024 MASWCD Dues

The Board reviewed the 2024 MASWCD dues and discussed their mission and accomplishments.

- Meixell moved to approve payment of \$5,000 for the 2024 MASWCD dues along with a letter from the Board explaining why the entire invoiced amount will not be paid. Lindahl seconded the motion. Truchon, Lindahl, Luthner, and Meixell ayes, Werdien nay, motion carried.

L. 2024 MASWCD Area IV Dues

- Werdien moved to approve 2024 MASWCD Area IV Dues of \$350. Luthner seconded the motion. All ayes, motion carried.

M. Coon Rapids Dam Regional Park Contract Payment and Extension

The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor regarding a payment to Natural Resource Preservation along with a request for an extension of their contract.

- Meixell moved to approve payment of \$42,615.40 for the completed forestry mowing, Native Resource Preservation Invoice 0157-2, funded by the LSOHC ASP 8 grant. Extend the Coon Rapids Dam Regional Park Tree Removal and Invasive Species Control Contract with Native Resources Preservation, LLC, to March 31, 2025. Luthner seconded the motion. All ayes, motion carried.

N. Targeted Rum Riverbank Stabilization Phase 1 Engineering Payment

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner regarding approval to send Stantec payment for their engineering work.

- Lindahl moved to approve payment of \$3,208 for Stantec Invoice #22035414 for engineering services provided from CWF grant #C21-2669. Werdien seconded the motion. All ayes, motion carried.

O. FY2024-25 WBIF Assign Representative

The Board reviewed a memo prepared by Stormwater and Shoreland Specialist Mitch Haustein regarding a request for ACD to designate a representative for the Rice Creek and Coon Creek Watershed based implementation funding Committees FY2024-25.

- Lindahl moved to designate Chris Lord as ACDs representative of the Coon Creek WBIF convene committee and Mitch Haustein as ACD representative of the Rice Creek WBIF convene committee for 2024-25. Werdien seconded the motion. All ayes, motion carried.

P. Multi-Parameter Water Quality Device Purchase

The Board reviewed a memo prepared by Natural Resource Technician Brian Clark regarding the purchase of the YSI ProDss Handheld.

- Werdien moved to approve the purchase of YSI ProDSS handheld with the necessary cables, sensors, and calibration solution up to \$9,000 provided MPCA covers half of that amount. Lindahl seconded the motion. All ayes, motion carried.

Q. Anoka Riverfront Trail Rum Riverbank Stabilization Project Agreement

The Board reviewed a memo prepared by Wagner requesting approval to commit OHF Phase 1 Grant funds for a habitat enhancement project in the City of Anoka.

- Luthner moved the following motions related to the proposed riverbank stabilization and habitat enhancement project located within the recreational trail easements south of the Anoka High School with the City of Anoka. Lindahl seconded the motion. All ayes motion carried.
 - Approve the Natural Resource Improvement Grant Application, and encumber grant and match funds as proposed, and
 - Enter into Natural Resource Improvement Grant Agreement for Project Installation, Operation and Maintenance.

R. Monitoring Contract with CCES Professional Services Agreement

The Board reviewed a memo prepared by Water Resource Specialist Kris Larson requesting approval to enter into 2024 Professional Services Agreement with Critical Connections Ecological Services.

- Lindahl moved to approve entering into a 2024 Professional Services Agreement with CCES to conduct wetland hydrology monitoring. Meixell seconded the motion. All ayes, motion carried.

S. Ham Lake Soderville Park Contract

The Board reviewed a memo prepared by Taylor requesting approval for the Soderville Park Enhancement and Monitoring contract for services.

- Werdien moved to approve the Soderville Park Enhancement and Monitoring contract for services between the City of Ham Lake and ACD for a scope of services and rates to be negotiated by staff. Meixell seconded the motion. All ayes, motion carried.

T. SSTS Fix Up Grant Application – 3430 190th Ave

The Board reviewed a memo prepared by Larson requesting approval for an SSTS Fix up grant.

- Meixell moved to approve the SSTS Fix-up Grant not to exceed \$20,587.50 or 90% of the final invoice whichever is lesser for 3430 190th Ave NE. Lindahl seconded the motion. All ayes, motion carried.

U. Personnel Committee

The Board reviewed the Personnel Minutes and committee Chair Meixell provided an overview.

- Werdien moved the motions listed below. Luthner seconded the motion. All yes, motion carried.
 - Offer the Outreach Coordinator position to Aviva Meyerhoff with a starting wage of \$24.00/hour to \$25.14/hour to be negotiated by the District Manager, with a preferred start date not later than April 8, 2024 conditional on satisfactory verification of references, prior employment, education, criminal background and driving record.

- In the event that Aviva Meyerhoff declines the position, offer the position to Cora Gertjeanssen with the same stipulations except for a starting wage of \$23.06/hour to \$24.00/hour.

V. ACD Policies and FTE – Covered after Bills

The Board reviewed a material prepared by District Manager Chris Lord outlining the outcome of the google poll sent out to staff and supervisors. Both had the opportunity to weigh in about when to use calendar years vs. full time equivalent (FTE) years as related to policies in ACD's handbook:

Minimum Qualifications

Crediting years of experience to meet qualifications.

Recruitment:

When recruiting to a position class, ACD policy identifies the number of years' experience to be eligible. The Board discussed how to calculate experience prior to and at ACD.

- Luthner moved when recruiting a class position, ACD will use FTE based calculation when identifying the years of service. Lindahl seconded the motion. All ayes, motion carried.

Promotion:

To be eligible for promotion from one class to another, ACD policy identifies a number of years' experience. This builds from the number calculated during the recruitment process.

- Luthner moved to use calendar-based calculation to determine eligibility for promotion from one class to another. Truchon seconded the motion. Meixell and Luthner aye, Werdien, Lindahl and Truchon nay, motion failed.
- Lindahl moved to use FTE-based calculation to determine eligibility for promotion from one class to another. Truchon seconded the motion. Werdien, Lindahl, Meixell, and Truchon, aye and Luthner nay, motion carried.

Compensation:

Many of the formulas used in ACD's Compensation plan refer to years of service in excess of minimum requirements.

Performance Adjustment & Target Compensation:

ACD adopted standard ratings based on our 1-5 system that calls for high ratings from employees who have been serving at ACD longer. Based on years in a position, we expect 3.5 to 4.25 average performance ratings. Average ratings above the standard results in small pay increase. Target compensation is based on position class and years in excess of minimum requirements.

- Werdien moved to use FTE-based calculations to determine performance adjustments and target compensation. Lindahl seconded the motion. Lindahl, Truchon, Meixell and Werdien aye, and Luthner nay, motion carried

Flexible Time off Accrual:

After 3, 5, 8 and 15 years of service with ACD the annual rate of time accrual increases. Actual paid leave hours accrued are based on hours worked.

- Meixell moved to use FTE-based calculations to determine flexible time off accrual rates. Werdien seconded the motion. Truchon, Lindahl, Meixell and Werdien aye, and Luthner nay, motion carried.

Seniority:

Seniority matters when layoffs are necessary. Layoff decisions are made by the Board and would involve cutting a number of FTEs with one on or more classes of positions from our workforce. Employees with less seniority within a job class are laid off first without regard to performance.

- Meixell moved to use FTE-based calculations to determine seniority. Lindahl seconded

the motion. Truchon, Lindahl, Meixell and Werdien aye, and Luthner nay, motion carried.

Retirement Benefits:

Eligibility:

Currently, to qualify for a retirement benefit (separate from PERA) we count years of benefit-eligible service. 10 years with ACD minimum to be eligible for any benefit and seems to be based on calendar. Lord suggested we incorporate a system that considered the highest 10-15 years of service into future updates.

- Truchon moved to use calendar-based calculations to determine eligibility for retirement benefits. Luthner seconded the motion. All ayes, motion carried.

Benefit Amount:

Benefits vary for single and family coverage. The structure should be updated to address irregularities in the near future.

- Meixell moved to use FTE-based calculations to determine benefit amount. Lindahl seconded the motion. Truchon, Lindahl, Meixell, Werdien ayes, and Luthner abstained, motion carried.

Luthner noted that she believes that most of the policies should be based on calendar years, not FTE to equally value the time of all employees.

Pay Bills

ACD

- Meixell moved to approve electronic payments EP-1962 to EP-1977 & DD3097 to DD3126 & check numbers 16530 to 16556. Werdien seconded the motion. All ayes, motion carried.

Rum River Partnership


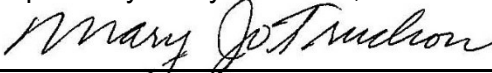
- No Bills

FYI /Meetings/Latest News

The Board discussed meetings and dates

- **April 15** – ACD Board Meeting ACD Office – 5pm
- **April 27** – ACD Tree and Shrub Pick up
- **May 20** – Constitutional Deadline for Legislative Session to Adjourn
- **June 27** – MASWCD Metro Area 4 Meeting

- Lindahl moved to adjourn at 7:42. Meixell seconded the motion. All ayes, motion carried.

	4/15/2024
Prepared by Kathy Berkness, Office Administrator	Date
	4/15/2024
Approved as to form and content by Mary Jo Truchon, Chair	Date