Members Present: Mary Jo Truchon, Chair,  
Sharon LeMay, Supervisor  
Glenda Meixell, Treasurer  
Steve Laitinen, Secretary  

Others Present: Chris Lord, District Manager  
Kathy Berkness, Office Administrator  
Amir Malek, Member of the Public (arrived at 5:09pm and departed at 6:38pm)  

Members Absent: Jim Lindahl, Vice Chair  

Chair Truchon called the meeting to order 5:04 pm  

Public Comments – Amir Malek attended the meeting.  

**Approval of February Agenda**  
Addition to the agenda noted: (S) Sunrise WMO Monitoring and Management Contract  
- Laitinen moved to approve the amended February Agenda. LeMay seconded the motion. All ayes, motion carried.  

**A. Approval of January Minutes**  
- Laitinen moved to approve the January Minutes. Meixell seconded the motion. All ayes, motion carried.  

**B. Review of Staff Activity Reports and Programs**  
Individual staff reports were reviewed and discussed.  

**C. Approval of January Financial Reports**  
- Meixell moved to approve the January Financial Reports. LeMay seconded the motion. All ayes, motion carried.  

**D. Approval of February Bills (Covered after item U)**  
- Meixell moved to approve electronic payments EP1236 – EP1247 and DD1654-DD1682 along with check numbers 14965 – 14984. Laitinen seconded the motion. All ayes, motion carried.  

**New Business - Action Items**  
**E. Authorized Representative to Approve Lower St. Croix 1W1P**  
The Board reviewed a memo prepared by Watershed Projects manager, Jamie Schurbon requesting the authorized representative LeMay to approve the Lower St. Croix 1W1P 60-day review. Lord explained that the motion outlined in the memo is to approve the draft and final plan. LeMay stated that it was communicated to the group there would be an option to review the final plan before approving. Lord stated that a motion could be made to restrict the final plan and only approve the draft. The Board discussed.  
- Meixell moved to authorize ACD’s representative, LeMay, to the vote at 1W1P Policy Committee meeting on behalf of ACD regarding the approval of the draft Lower St. Croix
Comprehensive Watershed Management Plan. LeMay seconded the motion. All ayes, motion carried.

F. Approve ACD Updated 2020 Fee Schedule

Lord explained that landowners often want to provide an in-kind contribution to their cost share project by providing labor. By adding a rate to the fee schedule, it will ensure all project managers are charging a consistent rate for in-kind contributions. The rate is derived from the Seasonal Employee starting wage.

- LeMay moved to approve the revised ACD 2020 fee schedule adding an in-kind rate to the hourly rates. Meixell seconded the motion. All ayes, motion carried.

G. Pay Equity Implementation Report

The Board reviewed the Pay Equity Implementation Report. Lord explained that the report is due every three years and must approved by the Board. Pay equity reporting helps to make sure ACD’s policies do not benefit one sex over the other. Lord explained that ACD has many policies in place to make sure this does not happen and always hire the best candidate for the position.

- Meixell moved to approve the 2019 Pay Equity Report for ACD. LeMay seconded the motion. All ayes, motion carried.

H. 2020 Mississippi WMO (MWMO) Professional Services Agreement

The Board reviewed 2020 MWMO Monitoring Professional Services Agreement.

- Laitinen moved to approve the service agreement with the MWMO for 2020 Monitoring. Meixell seconded the monitoring. All ayes, motion carried.

I. Water Monitoring Laboratory Contract

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner requesting Labs to use for 2020 water monitoring. Lord explained that ACD used Pace Analytical in 2019 and was not happy with their service.

- Meixell moved to approve the contracts with Instrumental Research for E.coli monitoring and MVTL for all other analysis and authorize Chris Lord to sign all final lab quotes for 2020 water monitoring. Truchon seconded the motion. All ayes, motion carried.

J. SSTS Fix-Up Grant Applications

The Board reviewed a memo prepared by Conservation Specialist Aaron Diehl requesting SSTS cost share fix up dollars for two applicants.

- LeMay moved to approve a Septic System Fix-Up Grant Cost Share number SSTS_2020_1 for Laura Regino for an amount not to exceed $10,329.50. Meixell seconded the motion. All ayes, motion carried.

- Meixell moved to approve a Septic System Fix-Up Grant Cost Share number SSTS_2020_2 for Andrea Dolan for an amount not to exceed $9,630. LeMay seconded the motion. All ayes, motion carried.

K. HACH Service Payment Request for Hydro Lab Quanta Repair

The Board reviewed a memo prepared by Water Resource Technician Kris Larson requesting up to $900 to HACH for a Hydro Lab Quanta Repair. Lord explained that the Quanta’s are used for water quality and unbudgeted expenses $500 or over need Board approval.

- Laitinen moved to approve payment of up to $900 to HACH to complete the recommended repairs and cover shipping cost. Meixell seconded the motion. All ayes, motion carried.

L. Pole Building Invoice

The Board reviewed a memo prepared by Schurbon requesting payment to Structural Buildings for pole building material and labor. Lord explained that we are holding on to the remaining balance of $3,969 as we want to make sure their expense for contractors and materials are paid and all lien releases signed.
• Laitinen moved to approve payment to Structural Building of MN, Inc. for $35,850. LeMay seconded the motion. All ayes, motion carried.

M. 2020 BWSR Sunrise River Chain of Lakes Carp Mgmt & Protecting Ground Water Quality in Anoka Co. and Targeted well sealing Grant Agreement
The Board reviewed a memo prepared by Berkness requesting approval for a grant Agreement covering C20-5613 and C20-6313.
• Laitinen moved to approve the 2020 BWSR Grant Agreement for Sunrise River Chain of Lakes Carp Management (C20-5613) for $148,000 and Protecting Groundwater Quality in Anoka County through Targeted Well Sealing (C20-6313) for $240,000 Grant Agreement PO #3000011665. Meixell seconded the motion. All ayes, motion carried.

N. 2020 BWSR Agreements ACWMA and Lawns to Legumes
The Board reviewed a memo prepared by Restoration Ecologist Carrie Taylor requesting approval for the Anoka Cooperative Weed Management Grant and approval for the Mississippi and Rum River Pollinator Corridor Demonstration Neighborhood Grant Agreement upon execution. The Board reviewed the CWMA Agreement.
• Meixell moved to approve the Anoka Cooperative Weed Management Grant (C20-833) for $15,000 Grant PO# 3000011711. Laitinen seconded the motion. All ayes, motion carried.

The Board did not pre-approve the Mississippi and Rum River Pollinator Corridor Demonstration Neighborhood Grant as the agreement was not yet available.

O. MDA Level 1 and MDA Level 2 Grant Contracts
The Board reviewed a memo prepared by Taylor requesting approval for the MDA contracts for non-native Phragmites in the Metro, and Noxious and Invasive Weeds in Anoka County.
• Truchon moved to approve the MN Department of Agriculture Level 1 for Invasive Species in Anoka County Grant agreement (Swift Contract # 172710) for $10,000. Meixell seconded the motion. All, ayes motion carried.
• Truchon moved to approve the MN Department of Agriculture Level 2 non-native Phragmites Control in the Metro (Swift Contract # 172749) for $49,705. Meixell seconded the motion. All, ayes motion carried.

P. 2020 – 2021 MN GreenCorps Member Application
The Board reviewed a memo prepared by Outreach & Engagement Coordinator Emily Johnson and Taylor regarding a 2020-2021 GreenCorps Member Application.
• Meixell moved to approve the signing of the 2020-2021 MN GreenCorps Host Site Resolution in support of the MN GreenCorps application, which indicates Anoka Conservation District’s commitment to host a MN Green Corps member and a willingness to enter into agreement with the MPCA should ACD’s application be selected. LeMay seconded the motion. All ayes, motion carried.

Q. 2020 Legislative Day Priorities and Day at the Capitol
The Board reviewed the 2020 MASWCD legislative priorities making note of their March 24 and March 25 Legislative das. The Board discussed possible days to attend and decided on March 25 and March 26. Instead of renting a room and having an open house as the District has done the past two years, a decision made to schedule individual appointments instead. Board members discussed their availability with Meixell stating she will attend the briefing on the 24th, Truchon and LeMay can do either the 25th or 26th, and Laitinen will attend the 25th. Berkness stated she would be in touch with Lindahl and get back to the Board. The Board also discussed sharing success stories and unmet need with Legislators. Malek suggested providing before and after project pictures to keep it simple as legislators are bombarded with printed material. Doing so would increase the chances the correspondence is actually reviewed by legislators.
New Business- Informational

R. Watersheds
The Board discussed watershed organization meeting attendance as follows:
➢ Mary Jo Truchon; Did attend the RCWD Citizens Advisory Committee
➢ Sharon LeMay; Did attend St. Croix 1W1P – Did not attend the SRWMO
➢ Steve Laitinen; LRRWMO – Did attend the Rum River 1W1P and did not attend the URRWMO or the LRRWMO
➢ Glenda Meixell; MWMO - Did attend the Mississippi WMO Salt Program

Malek departed at 6:38

Additions
S. 2020 Sunrise WMO Monitoring and Management Contract for Services
The Board reviewed the 2020 Contract for Services with the SRWMO for 2020 Water Monitoring and Management. Lord pointed out the contract details bringing attention to the new work plan elements.
• Laitinen moved to enter into the 2020 Contract with SRWMO for Monitoring and Management Services. LeMay seconded the motion. All ayes, motion carried.

FYI / Meetings and Dates
• March 16 – ACD Board Meeting, Ham Lake Office 5pm
• March 24-25 - MASWCD Legislative Briefing & Day at the Capitol
• March 25-March 26 – ACD’s Day at the Capitol.
• April 25 – ACD Tree Sale 1500 6th Ave, Anoka, MN 55303
• 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)
• Laitinen moved to adjourn at 6:58pm. LeMay seconded the motion. All ayes, motion carried.

Prepared by Kathy Berkness, Office Administrator Date

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