



AGENDA

SUPERVISOR REGULAR BOARD MEETING
MONDAY, APRIL 20, 2020 5PM
ACD OFFICE 1318 MCKAY DR. #300 HAM LAKE

Meeting will be Conducted via Teleconference because of the COVID – 19 Pandemic

4:30: Supervisor Training – NA

Public Comments

Regular Agenda (Approval of April Agenda)

- A. Approval of Regular Board Meeting Minutes
- B. Review of Staff Activity Reports and Programs
- C. Approval of Financial Reports
- D. Approval of Bills

New Business-Action Items

- E. 2020 URRWMO Water Monitoring and Management Contract
- F. 2020 Lake George Improvement District Monitoring and Management Contract
- G. Lower St. Croix 1W1P Draft and Implementation Plan
- H. Carp Management Grant Project Assurances
- I. Carp Solutions Contract – Sunrise River Chain of Lake Carp Mgmt
- J. RCWD Lower Rice Creek SRA Phase 1 Agreement
- K. Prairie Amendment WMA Contract Amendment
- L. Mississippi River Stabilization CWF Round 2 Engineering Payment
- M. 2020 Pollinator Habitat Cost Share
- N. LCCMR Board Resolutions
- O. Warzala Riverbank Stabilization Construction Contract Award
- P. ACD Annual Plan

New Business-Informational Items

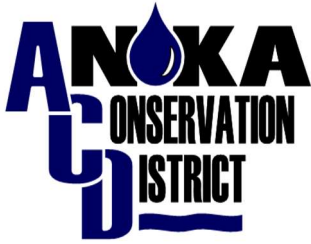
- Q. Watershed Updates

Additions

- R.
- S.
- T.
- U.
- V.
- W.
- X.
- Y.
- Z.

FYI /Meetings

- Set up Finance Meeting to Develop a 2021 Budget and County Request – Before May 18, Board Meeting
- April 25 Tree & Shrub Pick up & Open Sale ACD Office in Ham Lake Lower Lot (10am-7:30pm) Staggered by Last Name
- May 18 ACD Board Meeting Ham Lake Office 5pm
- 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>)



BOARD MEETING MINUTES

DATE: MARCH 16, 2020
TIME: 5:00 PM
LOCATION: 1318 MCKAY DRIVE NE, SUITE 300
HAM LAKE MN 55304

Members Present: Mary Jo Truchon, Chair (off-site)
Jim Lindahl, Vice Chair (on-site)
Sharon LeMay, Supervisor (off-site)
Glenda Meixell, Treasurer (on-site)
Steve Laitinen, Secretary (on-site)

Others Present: Chris Lord, District Manager (on-site)
Kathy Berkness, Office Administrator (on-site)

Chair Truchon called the meeting to order 5:04pm

Public Comments – No members of the public present

Approval of March Agenda

Addition to the Agenda noted:

- (R) COVID-19 Plan
- (S) BWSR Mississippi & Rum River Pollinator Corridor Demonstration Neighborhood Grant Contract
- (T) Web Database Development Approval
- (U) Coon Creek Watershed Monitoring Contract
- Lindahl moved to approve the amended March Agenda. Laitinen seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

A. Approval of February Minutes

- Laitinen moved to approve the February Minutes. Meixell seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

B. Review of Staff Activity Reports and Programs

Individual staff reports were reviewed and discussed.

C. Approval of February Financial Reports

- Meixell moved to approve the February Financial Reports. LeMay seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

D. Approval of March Bills (Covered after item U)

- Meixell moved to approve electronic payments EP1248 – EP1259 and DD1683-DD11808 along with check numbers 14985 – 15009. Noting the Void of previously approved check 14979. Lindahl seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

New Business - Action Items

E. Pole Building Invoice

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon requesting the authorization to pay the remaining \$3,969 to Structural Buildings for the Pole Building construction. Lord explained that the City of Ham Lake has signed off on the building. The ACD needs additional class five to get it to the correct elevation, which will be done for the tree sale. Lord further explained that concrete won't be installed until road restrictions are lifted in May.

- Laitinen moved to approve payment of \$3,969 to Structural Building of MN Inc. for invoice #2987 for pole building completion. Lindahl seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

F. 2020 LRRWMO Monitoring and Management Contract

The Board reviewed 2020 LRRWMO Monitoring and Management Contract

- Lindahl moved to approve the 2020 LRRWMO Monitoring and Management Contract for \$10,788. Meixell seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

G. Contractor Selection – Sunrise River Chain of Lake Carp Management

The Board reviewed two memos, scope of work, and a contract provided by Schurbon. Although box-netting to remove carp has been a good approach over the last couple years, but is becoming less effective over time. After conferring with several experts on the specifics of carp management in the Sunrise River chain of lakes, Schurbon developed a strategy that incorporates the use of commercial fishermen. ACD has had difficulty in the past working with commercial fishermen to reliably seine for carp. Two factors increase the likelihood of success over past efforts; 1) WSB and Associates has been successful getting the fishermen to seine in a timely manner, and 2) statutory changes allow other fishermen to complete the work if the holder of the license for the lake does not complete the work. Commercial fishing is only one approach incorporated into the workplan. Schurbon structured the budget in such a way that if commercial fishing fails, there will be funds for other options.

- Meixell moved to approve a contract for services between WSB Inc and ACD for 2020 Sunrise River Chain of Lakes Carp Management Services for \$30,686. Authorize the District Manager to execute change orders up to \$2,500. Truchon seconded the motion.

Laitinen relayed a discomfort with offering a bounty along with a strong reservation about relying on commercial fishermen, given how they let us down in the past. Lord noted that Schurbon shares Laitinen's concerns and is still proposing this approach. Lord is inclined to defer to Schurbon given Schurbon's experience, expertise and history of successfully managing projects. Truchon agreed that she wants to support Schurbon's judgement.

- Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

H. Linwood Lake Cap Study Payment Approval

The Board reviewed a memo prepared by Schurbon regarding a payment to Carp Solutions for the Linwood Lake Carp Feasibility Study

- Laitinen moved to approve \$803 payment of Invoice ACD 3-5-20 dated 3/4/2020 to Carp Solutions LCC for services provided for the Linwood Lake Carp Management Feasibility Study. Lindahl seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

I. Mississippi River Stabilization (CWF Round 2) Engineering Payment

The Board reviewed a memo prepared by Stormwater and Shoreland Specialist Mitch Haustein regarding payment to WSB for the Mississippi River Stabilization Engineering Services.

- Meixell moved to approve payment of \$4,416.5 for WSB invoice No 7 for engineering services provided for CWF grant #C18-2864. Laitinen seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

J. MPCA Environmental Assistance Grant Program

The Board reviewed material provided by Outreach and Engagement Coordinator Emily Johnson regarding the MPCA Environmental Assistance Grant Program.

- LeMay moved to approve the signing of the attached Resolution and Affidavit of Non-Collusion in support of the MPCA Environmental Assistance Grant Program application, which indicate Anoka Conservation District's willingness to enter an agreement with the MPCAS should the Anoka Conservation District application be selected. Meixell

seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

K. 2019 Financial Statements & Audit

The Board reviewed a memo prepared by Lord regarding hiring Peterson Co. LTD to audit ACD's 2019 Financials.

- Meixell moved to approve hiring Peterson Co. LTD to audit the 2019 financial statements: required supplementary information; management discussion and analysis, for a cost not to exceed \$4,000. Lindahl seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

L. Survey Level Purchase request

The Board reviewed a memo prepared by Water Resource Technician Kris Larson requesting authorization to purchase a new Survey Level.

- Laitinen moved to approve the purchase of a new survey level up to \$1,100. Meixell seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

M. ACD Pollinator Habitat Cost Share

The Board reviewed a memo and cost share contract prepared by Restoration Ecologist Carrie Taylor.

- Meixell moved to approve the following contracts:
 - Westerman Pollinator Habitat Cost Share Contract POL-2020-1 for \$1050 of BWSR District Capacity funds to install flowering shrubs, pollinator meadow and pollinator pocket garden.
 - City of Fridley Riverview Heights Park Habitat Improvement Cost Share Contract POL-2020-2 for \$1,700 of BWSR District Capacity funds to install pollinator meadow.Laitinen seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

N. Legislative Matters

SWCD Pilot Levy

Lord provided detail about the Pilot Levy.

- Meixell moved to direct staff to work with state Legislators, Anoka County Commissioners and other partners to support, and if possible participate in, the aforementioned bills to create a pilot levy authority for specific SWCDs. LeMay Seconded the motion. All ayes, motion carried.

Other SWCD Bills

The Board reviewed other SWCD related bills.

Day at the Capitol Schedule and Messaging

The Board was notified that legislators have begun cancelling all scheduled meetings with constituents due to COVID-19, making our Day at the Capitol highly unlikely.

O. Seasonal Hire

The Board reviewed a Memo prepared by Lord regarding seasonal employee hiring. Lord explained that the Board previously approved hiring a Seasonal Assistant Technician, which only requires two years of post-secondary education or one year of experience. The preferred candidate has a BA in Biology and four years of experience and did extremely well during the interview process. To accommodate a sufficient starting wage for the preferred candidate the Board would need to authorize hiring a Seasonal Technician.

- Lindahl moved to authorize the District Manager to hire a Seasonal Technician with a Starting wage of up to \$17/hr. Meixell seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

Lord explained that the District learned that Conservation Specialist Aaron Diehl and family are moving to London for 3 years. The move will likely occur in July. We also learned that the Seasonal employee that constructs bunkers will no longer be available to accommodate that work. To address this staffing shortage another employee will be needed, but the exact timing is speculative. To enable staff to respond quickly to the evolving staffing situation, Lord sought approval to hire a seasonal assistant technician.

- Meixell moved to authorize the District Manager to hire a seasonal Assistant Technician with a starting wage of up to \$16/hr. Lindahl seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

P. Spring Wellness Plan

The Board reviewed a wellness plan prepared by Berkness.

- Meixell moved to authorize the wellness committee to utilize \$400 of Wellness funds for a Spring incentive program to encourage employee wellness. Laitinen seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

New Business- Informational

Q. Watersheds

The Board discussed watershed organization meeting attendance as follows:

- Jim Lindahl; Did attend the last two CCWD Board Meeting
- Mary Jo Truchon; Did attend the RCWD Citizens Advisory Committee
- Sharon LeMay; Did attend Lower St. Croix 1W1P
- Steve Laitinen; Rum River 1W1P was cancelled
- Glenda Meixell; Did attend the MWMO Meeting and the MCD Meeting

Additions

R. COVID-19 Plan

The Board reviewed a memo prepared by Lord regarding the COVID-19 crisis and how it pertains to ACD.

- Lindahl moved to adopt the COVID -19 Policies listed below to be in effect through May 2020. Laitinen seconded the motion.

Implement Social Distancing:

- Don't attend non-essential functions and meetings – participate remotely if possible.
- When hosting meetings, provide a means of remote participation.
- Use remote communications technologies – email, Skype, phone, conference call.
- Minimize contact with the workspace of others.
- Minimize physical contact with others – alternatives to handshakes – wave, nod, verbal greeting, elbow bump.
- Use phones to talk with co-workers in the office
- Eat lunch alone at individual desks
- Stagger work schedules

Employees are granted discretion to work remotely – Productivity reductions are expected, particularly if remote work is at home with children or other distractions. Employees are trusted to log hours worked only to the extent that they were productive hours.

Employees with cold or flu symptoms should stay home.

For COVID-19 related absences that extend beyond three business days, employee may use Extended Medical Benefit (EMB) for that portion in excess of three days absence.

In the event that a regular employee exhausts all FTO, EMB and Comp reserves, they may request in writing to receive an advance on FTO up to 10 days paid leave for COVID-19 related absences. The request must acknowledge that advanced hours will be deducted from future

accruals and that in the event that an employee separates from employment with ACD any remaining deficit of FTO hours will be deducted from the employee's last paycheck. The District Manager may approve the request.

Site Sanitation and Hygiene:

- Frequently wipe down often-used surfaces (tables, door handles, faucets, light switches). All staff should take the initiative on this as scheduling uncertainties make assigning this task to an employee impractical.
- Frequently and thoroughly wash hands
- Cough or sneeze into your elbow
- Avoid touching your face
- Readily accessible cleansing wipes for staff – subject to availability
- Readily accessible hand sanitizer and/or wipes for walk-ins - subject to availability
- Masks available upon request – subject to availability

Other measures deemed practical by the District Manager consistent with the evolving guidance provided by professionals (CDC, MDH).

- Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

S. BWSR Mississippi and Rum River Pollinator Corridor Demonstration Neighborhood Grant Contract.

The Board reviewed a memo and grant contract provided by Taylor.

- Meixell moved to approve the Minnesota Board of Water and Soil Resources Lawns to Legumes Demonstration Grant Agreement of \$40,000 for the Mississippi and Rum River Pollinator Corridor Demonstrated Neighborhood C20-9035. Lindahl seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

T. Web Database Development Approval

The Board reviewed a memo prepared by Water Resource Specialist Jared Wagner regarding authorization to pursue a web-based data access tool development.

- Laitinen moved to authorize the District Manager to enter into an agreement with Barr Engineering to develop and host a web application for ACD monitoring data not to exceed \$12,500 in 2020. Lindahl Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

U. 2020 Coon Creek Watershed Monitoring Contract

The Board reviewed a memo prepared by Wagner along with a 2020 CCWD monitoring contract.

- Laitinen moved to approve the 2020 CCWD Monitoring Contract. Meixell seconded the motion. Five ayes (Laitinen, LeMay, Lindahl, Meixell, Truchon), no nays. Motion carried.

FYI / Meetings and Dates

- April 20 – ACD Board Meeting ACD Office 5pm.
- April 24-25 – ACD Staggered Tree and Shrub Pick up and Open Sale 8am -7pm
- 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 6:58pm. Laitinen 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



ACD Snapshot April 2020

To keep our partners better informed of our activities in the district, we've committed to providing regular snapshots. This installment includes announcements and highlights of recently completed projects and programs.

The Anoka Conservation District (ACD) has been protecting water quality, recreation, and wildlife by helping landowners and local governments manage natural resource since being established in 1946 through a voter led petition.

ACD's mission is to: Holistically conserve and enhance Anoka County's natural resources for the benefit of current and future generations through partnership and innovation.

**Strong partnerships. Innovative solutions.
Healthy environments.**

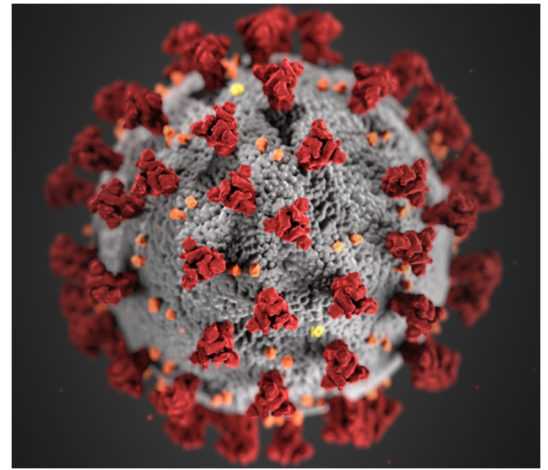
1318 McKay Dr. NE, Suite 300
Ham Lake, MN 55304
Ph: 763-434-2030
www.AnokaSWCD.org

Preventing the Spread of COVID-19

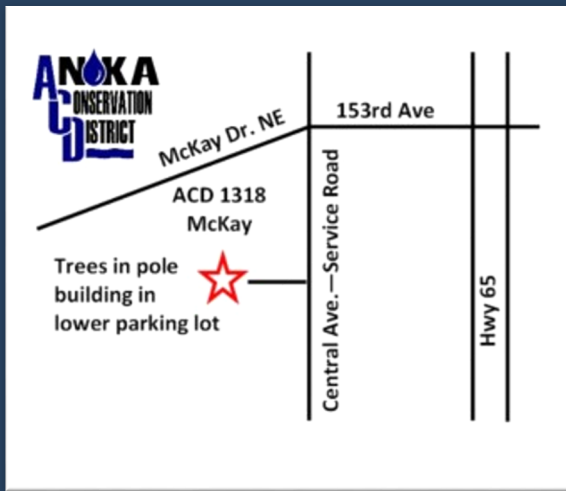
To protect the health of our staff and the communities we serve in light of recent developments with the novel coronavirus, COVID-19, our office is following closely the latest guidance from the Centers for Disease Control (CDC) and the Minnesota Department of Health (MDH).

Consistent with the Stay at Home order issued by Governor Walz, the ACD office will remain closed to the public until at least May 4th. Most staff are working remotely and can be reached via email. Voicemails on our office phone will be returned as soon as we are able. Thank you for your understanding.

As the situation continues to develop, our policies may require updates. We are committed to limiting the spread of COVID-19 and will take precautions as recommended by the CDC and MDH.



ACD Tree Sale COVID-19 Precautions



Our Annual Tree Sale will have a new format this year to comply with CDC recommendations regarding social distancing. Please see our website for the most up to date information. There will be no open sale and tree pick-up will be drive-thru only. Please do not exit your vehicle.

Pick-up on Saturday, April 25th will be staggered by last name:

- A - D: 10-11:30am
- E - J: 12 -1:30pm
- K - O: 2-3:30pm
- P - S: 4-5:30pm
- T - Z: 6-7:30pm

ACD Contact: Kathy.Berkness@AnokaSWCD.org

SWCD Supervisor Elections

Anoka Conservation District Supervisor seats for Districts 1, 4 & 5 will be on the November 2020 ballot. This position is a four-year term and usually requires one to three meetings monthly for which a stipend is provided.

Being a supervisor is an opportunity for people concerned with natural resource management in Anoka County to become involved in policy making at the local, regional, and state levels. Generally, the Board of Supervisors sets the policy and direction of the District and entrusts the staff to follow through.

ACD has a staff of 10+ natural resource management professionals and an annual budget of \$1.5M-\$2M. ACD is non-regulatory and focuses on providing technical and financial assistance to landowners to implement conservation activities.

The filing period is open from May 19 through June 2, 2020. Interested parties can call Anoka County Elections office a 763-323-5275 for filing information. The filing fee is \$20.

