

# MINUTES OF MEETING OF MANAGERS OF BUFFALO CREEK WATERSHED DISTRICT

The Managers of Buffalo Creek Watershed District met on the 23rd day of January, 2018, at 1:00 p.m. at its regular meeting place in Suite 103, Glencoe City Center, 1107 - 11<sup>th</sup> Street E., Glencoe, MN, for its regular monthly business meeting.

The following managers were present:

- Donald Belter
- Larry Phillips
- Matt Melberg
- Larry Kramer
- Corey Henke

Also attending the meeting was:

- John Kolb, Attorney
- Chuck Eberhard, Consultant
- Al Roback
- Lyle Grenke
- Ken Scherole
- Perry Collins
- Doug Krueger, McLeod County

President Belter called the meeting to order and announced the first order of business was the consideration of minutes of the regular meeting of the Board of Managers held on December 26, 2017. A motion was made by Manager Phillips and seconded by Manager Kramer to approve the minutes from the previous meeting with a correction to permit 2017-25. After discussion, and by unanimous vote, the Board of Managers approved the corrected minutes of the meeting held on December 26, 2017.

President Belter called upon Manager Phillips for the Treasurer's report. Manager Phillips presented a written report which outlined income and expenses as follows:

**Beginning Balance: \$163,215.56**

**Income:**

Interest Earned – December 2017	\$14.44
Deposit – Renville County	\$61,927.52
Deposit – McLeod County	\$78,134.22
Deposit – Kandiyohi County	\$3,306.26
Deposit – Carver County	\$1,153.04
MN State MMB	\$4,978.67
Deposit – McLeod County – Bond	\$42,731.54
Deposit – League of MN Cities – Dividend	\$241.00

**Expenses:**

Funds Transferred to Checking	\$6,630.85
-------------------------------	------------

JD 15 Br M – Houston Engineering	\$847.30
McLeod County Ditch 33 – Bolton & Menk	\$1,302.00
<b>Ending Balance:</b>	<b>\$346,922.10</b>

Upon motion of Manager Henke which was seconded by Manager Kramer by unanimous vote, the Board of Managers approved the Treasurer’s report.

President Belter next called for the bills that had been presented to the Board since the last meeting. Manager Phillips reported as follows:

Rinke Noonan -	\$1,245.20
Eberhard Consulting -	\$1,323.34
Houston Engineering -	\$28,610.15
Bolton & Menk -	\$832.50
Hub Pub. Inc. -	\$16.50
Mid MN Dev. Com. -	\$358.57
Standard Printing -	\$268.44
Litzau Farm Drainage -	\$406,063.73
Castle Rock Contracting -	\$28,000.00
McLeod Pub. -	\$46.80
Corey Henke -	\$88.88
Don Belter -	\$76.89
Larry Phillips -	\$312.15
Larry Kramer -	\$110.68
Matt Melberg -	\$805.62
Mary Henke -	\$121.21
Linda Phillips -	\$289.00
Medicare & Social Security -	\$77.11
<b>Total -</b>	<b>\$468,646.77</b>

Upon motion from Manager Kramer, seconded by Manager Henke by unanimous vote, the Board of Managers approved the above bills for payment.

President Belter called any new permits:

**Permit 2018-1 City of Buffalo Lake:** Preston Lake Twp., T115N, R31W, Sec 30, replace existing storm sewer system. Motion by Manager Melberg, seconded by Manager Kramer, to consider. Motion passed. Eberhard provided a summary of the proposed project to be permitted. Eberhard is going to meet with the City and Larry Zupke to consider abandoning some of the system. Eberhard recommends tabling permit. Motion by Manager Kramer, seconded by Manager Melberg to table, passed.

President Belter next called for discussion old business:

**JD 15.** Manager Kramer and Manager Melberg provided an update on the status of the improvement project. Contractor may suspend work because of frozen ground. Manager

Melberg is recommending backfilling some of the trenches. Manager Melberg states that the boring subcontractor may have missed grade on the crossing. The contractor is looking at correction options and timing.

**Ditch 33.** Manager Henke provided an update on the project. The engineer is continuing to work with the contractor on correction items. The engineer has been responding to random landowner inquiries.

**Marsh Project.** No update.

**Glencoe East and Central Project.** No update.

**Bank Stabilization (Larry Witthus Property).** No update.

**Collins Township Washout.** Eberhard provided an update.

**Rules and Regulations.** The Board held a workshop on the proposed rules and is planning a hearing on the proposed rules in conjunction with the March meeting. Motion by Manager Henke, seconded by Manager Kramer, to set hearing date of March 27, 2018, at 12:00 p.m. for hearing on rules, passed.

**Buffalo Creek Cleaning.** Manager Phillips provided an update. The Board will consider additional work as the weather and budget allows.

**Paul Bleck Project.** Kolb provided an update to the Board.

President Belter next called new business.

**Branch S, JD 15 Improvement Petition.** Kolb updated the Board on the filed Petition and Bond for the improvement project. Kolb provided a draft preliminary order for the Board's consideration to initiate the proceedings and appoint an engineer. Kolb discussed a process for requesting proposals and qualifications for engineering firms. The Board discussed selection of engineers. Manager Melberg suggested that the Board investigate other engineering firms. Motion by Manager Henke, seconded by Manager Phillips, to table consideration of the Petition pending receipt of qualifications from engineering firms, passed.

Manager Phillips inspected Ditch 79-2. He updated the Board on repair needs, vegetation management and buffer compliance.

The Board discussed electing statutory tort limits. Motion by Manager Henke, seconded by Manager Melberg, to elect statutory tort limits, passed.

The Board discussed submitting its bi-annual grant application in order to keep the Board eligible for potential grant funds.

Manager Phillips presented information on new auditing firms. After reviewing and discussing a proposal for audit services, Manager Kramer moved, seconded by Manager Henke to hire the audit firm of Peterson Company, Ltd., to conduct the annual audit.

There being no further business to come before the Board, upon motion duly made, seconded and unanimously carried, the Board of Managers adjourned the meeting until the next regular meeting of the Board of Managers on Tuesday, February 27, 2018, at 1:00 p.m. at its regular meeting place in Suite 103, Glencoe City Center, 1107 11<sup>th</sup> Street E., Glencoe, MN.

---

Matt Melberg, Secretary