

# MINUTES OF THE REGULAR MEETING OF THE BOARD OF MANAGERS OF THE BUFFALO CREEK WATERSHED DISTRICT

The Managers of Buffalo Creek Watershed District met on the 23<sup>rd</sup> day of July, 2019, at 8:00 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  
Larry Kramer  
Chad Stuewe  
Matt Melberg

Also attending the meeting were: John Kolb, Attorney  
Lisa Odens, HEI  
Paul Bleck  
Kevin Lindemann  
John Mathwig

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 June 25, 2019. A motion was made by Manager Phillips and seconded by Manager Kramer to approve the minutes from the previous meeting. After discussion, and by unanimous vote, the Board of Managers approved the minutes at the meeting held on June 25, 2019.

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: \$313,563.21**

**Income:**

Interest Earned – June 2019	\$43.43
Deposit – Renville County	\$70,105.15
Deposit – Renville County	\$877.06
Deposit – Kandiyohi County	\$2,095.47
Deposit – McLeod County	\$67,430.49
Deposit – Sibley County	\$3,111.73

**Expenses:**

Funds transferred to checking for other checks paid	\$9,993.12
Marsh Water Project – Visual Effects - sign	\$626.07
Marsh Water Project – Houston Engineering	\$5,215.92
Marsh Water Project – Rinke Noonan	\$4,634.39

JD 15 Br. "P" 1 – Rinke Noonan	\$1,389.50
JD 15 Br. "A" – Bolton & Menk	\$424.00
JD 15 Br. "20" – Rinke Noonan	\$1,805.50

**Ending Balance: \$433,138.04**

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

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 -	\$4,150.00
Bolton & Menk - JD 15 Br. A -	\$850.00
Houston Engineering - JD 15 Br. M 20 -	\$4,477.12
Eberhard Consulting - Chuck – July pay -	\$1,288.00
I & S Group, Inc. - JD 15 Br. P -	\$3,776.88
Chad Stuewe -	\$71.58
Don Belter -	\$77.38
Larry Phillips -	\$1,034.93
Larry Kramer -	\$937.84
Matt Melberg -	\$109.86
Mary Henke -	\$915.60
Linda Phillips - June hrs. -	\$51.95
Linda Phillips - July pay -	\$372.03
<b>Total -</b>	<b>\$18,113.17</b>

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

President Belter called any new permits:

**Permit 2019-18 McLeod Cooperative Power:** East of Glencoe, Helen Twp., T115N, R27W, Sec. 18 for consideration. Motion by Manager Kramer, seconded by Manager Melberg to consider, carried. Lisa Odens presented the proposed action and a written report dated July 18, 2019. Eberhard has reviewed. The Engineer recommends approval. Motion by Manager Kramer, seconded by Manager Phillips to approve the permit as recommended. Motion passed.

**Permit 2019-19 Willard Exsted:** New Auburn Twp., T114N, R28W, Sec. 2 and 3 for consideration. Motion by Manager Melberg, seconded by Manager Kramer to consider, carried. Kolb presented the proposed action. Replacing an existing 10” tile with 14” of concrete @ 0.1% installing 1,000 ft. The watershed district approved this work back in 2014, but Mr. Exsted did not do the work then. The 14” tile will empty into an existing private ditch which crosses Mr. Exsted’s land which is the current outlet for the 10” tile being replaced. Mr. Exsted’s assumption

is that he has the right to empty into the ditch since it crosses his land. Eberhard has reviewed and recommends approval with the condition that the private ditch owners be notified by Mr. Exsted to let them know of the pending tile work. Motion by Manager Phillips, seconded by Manager Kramer to approve the permit with the condition as recommended. Motion passed.

President Belter next called for discussion of old business:

**JD 15 – Branch M.** No update.

**JD 15 – Branch P.** Kolb presented a reimbursement and deficiency resolution for the Board's consideration and adoption. The Board considered and adopted the resolutions as reflected in the drainage system record.

**JD 15 – Branch S.** No update.

**JD 15 – Branch A.** No update.

**JD 15 – Branch Multi-Purpose Drainage Management Plan.** Kolb and Lisa Odens presented letter soliciting adjacent government support to seek funding for the study. Motion by Manager Kramer, seconded by Manager Stuewe to authorize the president to sign and send the letter. Motion passed.

**Marsh Project.** Kolb updated on the status of easements. Mr. John Mathwig appeared and asked questions of the Board and engineer regarding the project timing and scope. Mr. Mathwig discussed drainage from the north side of Highway 22 and its impact on the function of the ditch and adequacy of culverts.

**Glencoe East and Central.** No update. Kramer and Odens met with the Hospital Administrator regarding the creation of a pond with walking path. This feature could become part of the project and provide water storage. Kolb presented options for the BWSR hearing on the establishment of a WMD for the project. The Board authorized the attorney to coordinate with BWSR to set the hearing at 7:00 p.m. prior to the Board's September meeting.

**JD 79-2 Violation.** At the Board's direction, Lisa Odens worked with Kevin Lindemann to revise the proposed boundary change map. Kolb sent the revised map to HIWD via its attorney. Kevin Lindemann appeared and provided an update that the HIWD Board approved its support for the change in the Boundary.

**Paul Bleck Drainage Matter.** Paul Bleck appeared to discuss his previously suspended petition to outlet water to BCWD. He has investigated the condition of the drainage system to HIWD. Mr. Bleck requested that the Board continue to hold his petition in abeyance for a few more months. The Board approved the request.

**Permit 2019-4.** Kolb updated on the landowner conflict associated with this permit.

**Administrative Services Contracts.** Kolb updated the Board on the preparation of administrative services contracts for Mary Henke and Linda Phillips with services to be performed as independent contractors. Both Henke and Phillips have signed the contracts effective July 1, 2019. Motion by Manager Kramer, seconded by Manager Stuewe to approve contracts. During discussion President Belter asked about the term and termination provisions for the contracts. Kolb explained the provisions. After vote, the motion passed.

**Preliminary Budget.** The Board reviewed a budget proposal and authorized the attorney to publish the hearing. The preliminary budget is proposed as follows:

<b>Activity:</b>	<b>2020 Budgeted Amount</b>
Annual Audit	\$4,000.00
Association Dues (Minnesota Association of Watershed Districts)	\$5,500.00
Manager per diem, mileage, PERA and taxes	\$25,000.00
Bond premiums and insurance	\$5,000.00
Legal	\$12,500.00
Engineering	\$35,000.00
Office expenses and publications	\$8,500.00
Stream maintenance program	\$80,000.00
<b>Subtotal, general fund (103D.905, subd. 3 (\$250,000 Cap))</b>	<b>\$175,500.00</b>
Clean Water Partnership Project Fund (Marsh Water Project) (103D.905, subd. 9)	\$70,000.00
Basic water management projects/programs (City of Glencoe Petitioned Project)	\$87,000.00
<b>Total Budget (2020 Proposed)</b>	<b>\$332,500.00</b>

President Belter next called new business.

Managers Phillips and Kramer provided an update on the MAWD summer tour.

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 budget hearing on Tuesday, August 27, 2019, at 7:30 p.m. followed by the District’s Board of Managers’ regular meeting on Tuesday, August 27, 2019, at 8:00 p.m. at its regular meeting place in Suite 103, Glencoe City Center, 1107 11<sup>th</sup> Street E., Glencoe, MN.

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Matt Melberg, Secretary