

**MINUTES OF MEETING OF MANAGERS
OF BUFFALO CREEK WATERSHED DISTRICT**

The Managers of Buffalo Creek Watershed District met on the 28th day of June, 2016, at 8:00 P.M. at its regular meeting place in Suite 103, Glencoe City Center, 1107 11th Street E., Glencoe, MN, for its regular monthly business meeting.

The following members were present: Donald Belter
 Larry Phillips
 Matt Melberg
 Larry Kramer
 Corey Henke

Also attending the meeting were: Pete Kasal, Attorney
 Charles Eberhard, Engineer

President Belter called the meeting to order and announced the first order of business was the consideration of the minutes of the regular meeting of the Board of Managers held on May 24, 2016. Upon motion of Manager Phillips, which motion was seconded by Manager Kramer, by unanimous vote the Board of Managers approved the minutes of the meeting held on May 24, 2016.

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

<u>SAVINGS:</u>		
C.B. #4206225	\$ 53,156.32	
Rec’d: Interest	<u>1.27</u>	
		\$ 53,157.59
LESS: Transfer to checking		(10,871.37)
JD 15 Branch “M”		(2,741.00)
McLeod Co. Ditch 33		(1,738.50)
Marsh Water Project		(10,816.50)
Marsh Water Project		<u>(425.50)</u>
		\$ 26,564.72
 <u>CHECKING:</u>		
May balance	\$ 1,000.00	
Moved from savings to cover checks issued	<u>26,592.87</u>	
		\$ 27,592.87
Transfer from savings		(10,871.37)
Transfer from savings – JD Branch “M”		(2,741.00)
Transfer from savings – Ditch 33		(1,738.50)
Transfer from savings – Marsh Water Project CWP		<u>(11,242.00)</u>
		\$ 1,000.00

PROJECT 79-2:
McLeod Co. Auditor/79-2 Fund

\$22,310.57

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

President Belter next called upon Engineer Eberhard to present any new permits that may have been submitted since the last regular Board meeting. Engineer Eberhard presented an application for a permit submitted by the U.S. Fish & Wildlife Service for a project in Collins Township, McLeod County. Upon motion of Manager Henke, which motion was seconded by Manager Melberg, by unanimous vote the Board of Managers accepted the permit application for consideration and designated it Application for Permit No. 2016-10. Engineer Eberhard advised the Board that the applicant wants to re-establish wetlands on a property totaling approximately 76 acres. The project involves installing 3 dikes on the property. Cody Okeson appeared on behalf of U.S. Fish & Wildlife. The Board was advised that U.S. Fish & Wildlife had met with the local county commissioner and also adjacent landowners with regard to the project. After a general discussion regarding the project, it was the consensus of the Board that they wished to verify with adjacent landowners that they had no additional concerns with approving the project. Attorney Kasal was directed to send a letter to the 3 adjacent landowners to notify them of the permit application and request that they contact the Board by the next meeting of the Board in July if they had any additional input regarding the issuance of the permit. Upon motion of Manager Phillips, which motion was seconded by Manager Kramer, by unanimous vote the Board of Managers tabled Application for Permit No. 2016-10.

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

Kasal Law Office	\$ 701.78
Rinke Noonan	4,693.50
Mike Karg – beaver trapping	735.00
F.W. Hosting	375.10
Houston Engineering	14,682.57
Bolton Menk	948.50
Rickert Excavating	995.69
Eberhard Consulting	5,219.45
Mary Henke – secretarial	196.87
Linda Phillips – secretarial/accounting	381.05
Corey Henke – per diem & mileage	868.05
Donald Belter – per diem & mileage	82.56
Larry Phillips – per diem & mileage	1,120.14
Larry Kramer – per diem & mileage	1,023.94
Matt Melberg – per diem & mileage	<u>100.87</u>
	\$26,705.83

Upon motion of Manager Melberg, which motion was seconded by Manager Henke, by unanimous vote the Board of Managers approved the above bills for payment.

Engineer Eberhard next introduced an application for a permit submitted by MnDOT for a project in Renville County. Upon motion of Manager Henke, which motion was seconded by Manager Melberg, by unanimous vote the Board of Managers accepted the permit application for consideration and designated it Application for Permit No. 2016-11. Engineer Eberhard explained MnDOT wants to install culvert liners in several culverts within McLeod County. Upon motion of Manager Phillips, which motion was seconded by Manager Melberg, by unanimous vote the Board of Managers approved Permit No. 2016-11.

Engineer Eberhard introduced a second application for a permit submitted by MnDOT for a project in Sumter Township, McLeod County relating to culvert repair. Upon motion of Manager Phillips, which motion was seconded by Manager Kramer, by unanimous vote the Board of Managers accepted the permit application for consideration and designated it Application for Permit No. 2016-12. After a short discussion, upon motion of Manager Henke, which motion was seconded by Manager Kramer, the Board of Managers approved Permit No. 2016-12.

Engineer Eberhard next introduced an application for a permit submitted by the City of Stewart. Upon motion of Manager Henke, which motion was seconded by Manager Melberg, by unanimous vote the Board of Managers accepted the permit application for consideration and designated it Application for Permit No. 2016-13. Engineer Eberhard explained the City of Stewart is proposing some street repairs and utility upgrades within the City. He noted he is waiting for more information from the City before finalizing his review of the permit application. Upon motion of Manager Melberg, which motion was seconded by Manager Henke, by unanimous vote the Board of Managers tabled Application for Permit No. 2016-13.

Engineer Eberhard next introduced an application for a permit submitted by Zebra Ditch Association. Upon motion of Manager Henke, which motion was seconded by Manager Phillips, by unanimous vote the Board of Managers accepted the permit application for consideration and designated it Application for Permit No. 2016-14. Engineer Eberhard stated that the permit application seeks to authorize a ditch clean-out, but again he is waiting for additional information and more specifics regarding the project. Upon motion of Manager Henke, which motion was seconded by Manager Phillips, by unanimous vote the Board of Managers tabled Application for Permit No. 2016-14.

Engineer Eberhard next introduced an application for a permit submitted by Randall Thalmann. Upon motion of Manager Phillips, which motion was seconded by Manager Melberg, by unanimous vote the Board of Managers accepted the permit application for consideration and designated it Application for Permit No. 2016-15. Engineer Eberhard explained that this permit application seeks a ditch cleanout, but again he needs more information and specifics for his review. Upon motion of Manager Melberg, which motion was seconded by Manager Henke, by unanimous vote the Board of Managers tabled Application for Permit No. 2016-15.

President Belter next called for agenda item – Marsh Water Project. Manager Phillips reported that easement acquisition is proceeding and that surveying has been completed. He also noted that appropriate permits with authorities have been submitted.

President Belter next called for agenda item – Ditch No. 79-2 violations. The Board was informed that a letter has been drafted to Kevin Lindeman instructing him to disconnect unauthorized drainage into Ditch No. 79-2 by August 1, 2016. Upon motion of Manager Henke, which motion was seconded by Manager Melberg, by unanimous vote the Board of Managers authorized President Belter to sign the letter and forward it to Mr. Lindeman.

President Belter next called for agenda item – County Ditch No. 33. Engineer Eberhard asked the Board to officially adopt the final engineering report and its amendments which had been previously submitted to the Board. Upon motion of Manager Melberg, which motion was seconded by Manager Henke, by unanimous vote the Board of Managers approved the final engineer's report and its amendments for the project. Engineer Eberhard also advised the Board they need to accept the final viewers' report, which includes damage calculations and redetermination of benefits for the system. Upon motion of Manager Phillips, which motion was seconded by Manager Melberg, by unanimous vote the Board of Managers approved the final viewers' report for Ditch No. 33.

The Board next considered their annual review of the officers' positions and structure of the Watershed Board. After a short discussion, it was determined to leave all official positions of the Board as presently constituted. Upon motion of Manager Henke, which motion was seconded by Manager Melberg, by unanimous vote the Board of Managers approved the present official positions on the Board.

Manager Phillips advised the Board that they need to approve the 2015 Annual Activity Report prepared for the Watershed District. Upon motion of Manager Phillips, which motion was seconded by Manager Melberg, by unanimous vote the Board of Managers approved the Activity Report.

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, July 26, 2016 at 8:00 P.M. at its regular meeting place in Suite 103, Glencoe City Center, 1107 11th Street E., Glencoe, MN.

Matt Melberg, Secretary