

# 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 26<sup>th</sup> day of January, 2021, at 1:00 p.m., for its regular monthly business meeting. The meeting, upon special notice, was conducted in person and by alternative means (via Webex) pursuant to Statutes Section 13D.021 because of a State declared emergency related to the COVID-19 pandemic, and a determination by the Board President that it was neither feasible, prudent, nor safe to conduct an in-person meeting for all participants.

The following managers were present:  
(in-person at the meeting place)

Don Belter  
Larry Phillips  
Larry Kramer  
Chad Stuewe  
Matt Melberg

Also attending the meeting were:

John Kolb, Attorney  
Chuck Eberhard  
Lisa Odens, HEI (Via Webex)  
Doug Krueger, McLeod County (Via Webex)  
Al Roback  
Coleton Draeger, McLeod SWCD  
Ryan Freitag, McLeod SWCD

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 22, 2020. Motion by Manager Phillips, seconded by Manager Kramer to approve the minutes. After discussion, and by unanimous, roll call vote, the Board of Managers approved the minutes for the meeting held on December 22, 2020. Votes as follows by roll call: President Belter – Y, Manager Kramer – Y, Manager Melberg – Y, Manager Phillips – Y, and Manager Stuewe – Y.

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

<b>Security Bank &amp; Trust Co.</b>	
<b>Money Market Checking Account -</b>	
<b>Beginning Balance:</b>	<b>\$336,932.17</b>
<b>Income:</b>	
Interest earned thru December 2020	\$79.11
Deposit from Carver County	\$1,340.60

Deposit from Kandiyohi County	\$4,040.23
First Deposit from Renville County	\$43,096.81
Second Deposit from Renville County	\$377.47
Deposit from Sibley County	\$1,144.73
Deposit from McLeod County – Cares Act Grant	\$5,140.50
Deposit from LMC Dividend	\$268.00
Deposit from State of Minnesota	\$3,451.09

**Expenses:**

To checking to cover other checks issued	\$9,804.71
79-2 – S & S Excavating	\$24,511.50
JD 15 Br. Q – Rinke Noonan	\$99.00
Marsh Water Project – Rinke Noonan	\$1,354.50
JD 15 Br. P1 – Rinke Noonan	\$115.50
JD 15 Br. M20 – Gislason & Hunter, LLP	\$65.00

**Ending Balance: \$359,920.50**

Balance in Security Bank Now Account	\$1,004.12
Balance in Security Bank Savings Account - Projects	\$115,323.09
<b>Total for all bank accounts:</b>	<b>\$476,247.71</b>

Motion by Manager Kramer, seconded by Manager Stuewe to approve the Treasurer’s Report subject to audit. After discussion, and by unanimous, roll call vote, the Board of Managers approved the Treasurer’s Report subject to audit. Votes as follows by roll call: President Belter – Y, Manager Kramer – Y, Manager Melberg – Y, Manager Phillips – Y, and Manager Stuewe – Y.

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

Eberhard Consulting	\$797.14
Bolton & Menk – Various	\$11,299.00
Rinke Noonan – Various	\$5,196.00
Rickert Excavating – Removed beaver dam by Brownton	\$550.00
Victor’s PC Solutions – Additional set up of laptops	\$315.00
Castle Rock Contracting – Cleanout	\$71,920.00
Mary Henke – January pay and website/email box monitoring	\$650.00
Linda Phillips – January pay, tax software, and renewal of ARCGIS online account	\$954.00
Don Belter	\$77.10
Larry Kramer	\$111.82

Matt Melberg	\$86.06
Larry Phillips	\$363.28
Chad Stuewe	\$72.18
<b>Total:</b>	<b>\$92,391.58</b>

Motion of Manager Kramer, seconded by Manager Stuewe to approve the bills for payment. After discussion, and by unanimous, roll call vote, the Board of Managers approved the above bills for payment. Votes as follows by roll call: President Belter – Y, Manager Kramer – Y, Manager Melberg – Y, Manager Phillips – Y, and Manager Stuewe – Y.

President Belter called any new permits:

No new permits were reported. However, Eberhard updated the Board on the status of a pending application for replacement of a bridge in McLeod County.

President Belter next called for discussion of old business:

**Glencoe East and Central Project.** Kolb provided an update. He is working with the engineers on a plan to reengage the City and to verify the City’s understanding of its obligations under the project development framework.

**WD 79-2 Lindeman Outlet Petition.** Kolb updated the Board on receipt of the viewer recommended outlet charge and future benefits value. The Board reviewed and adopted findings and an order setting a date for a hearing on the petitioned outlet for the Board’s regular meeting on February 23, 2021.

**Permit 2020-07 Issue.** Kolb updated the Board on correspondence sent to the complaining party and notice to McLeod County of a possible, unauthorized outlet to one of its public drainage systems. Commissioner Krueger commented from the audience that the County is aware and is investigating whether there is an issue.

President Belter next called new business:

**One Watershed One Plan.** Coleton Draeger provided an update to the Board related to last year’s attempt to obtain a planning grant. If the Board desires to reapply, the application period is in May and the Board has time to address deficiencies in the prior application based on agency feedback. Ryan Freitag added details about the process and comments received as feedback on the prior application. Kolb suggested that the Board authorize the drafting of a planning memorandum of agreement for the Board’s review. By consensus the Board directed Kolb to draft a planning memorandum of agreement for the Board’s review.

**Korson Farms LLC Quote for Spraying Ditches.** Manager Phillips presented a quote for spraying the BCWD’s projects. Korson has sprayed for BCWD in the past and did a good job. Motion by Manager Phillips, seconded by Manager Kramer to allow Manager Phillips to work with Korson to develop a task list for spraying activities in 2021. Votes as follows by roll call:

President Belter – Y, Manager Kramer – Y, Manager Melberg – Y, Manager Phillips – Y, and Manager Stuewe – Y.

**Victor's PC Solutions (New Laptops).** Laptop distribution occurred. The Board authorized the purchase of basic equipment like wireless mouse, headsets, etc., and requested that Victor's prepare a quote for a basic set up for each manager.

President Belter next called for Manager reports:

Manager Phillips reviewed a request from the McLeod GIS Director related to the Watershed District's financial participation in air overflights and photos of the portion of the BCWD within the County. The last air overflight was in 2018 and the BCWD did not participate. Ryan Freitag explained the process and quality of photos used by the SWCD/State. The Board discussed whether or not to participate. After discussion, by consensus, the Board decided not to participate.

Manager Phillips presented the letter and engagement from Peterson for the annual audit. Manager Phillips moved, seconded by Manager Melberg to engage Peterson for the annual audit. The motion passed by unanimous vote. Votes as follows by roll call as follows: President Belter – Y, Manager Kramer – Y, Manager Melberg – Y, Manager Phillips – Y, and Manager Stuewe – Y.

Manager Phillips reported on the removal of snags and deadfalls by Collins. The crews have been working since January 3. Depending upon colder weather, Collins will continue to remove obstructions near Brownnton.

Manager Stuewe provided an estimate of the cost of repairing the Central Ditch. Kolb explained the current status of the project and whether repairing the central ditch could be made part of the Central-East project.

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 23, 2021, at 1:00 p.m. in person in the Board's meeting room in the Glencoe City Center with an option for attendance and participation by alternative means as provided by Statutes Section 13D.021.

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Matt Melberg, Secretary