

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 25th day of May, 2021, at 7:00 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: Don Belter
Kevin Lindeman
Chad Stuewe
Matt Melberg

The following managers were absent/excused: Larry Kramer

Also attending the meeting were: John Kolb, Attorney
Doug Krueger, McLeod County
Larry Phillips

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 April 27, 2021. Motion by Manager Melberg seconded by Manager Stuewe to approve the minutes. After discussion, the Board of Managers approved the minutes for the meeting held on April 27, 2021. Votes as follows by roll call: President Belter – Y, Manager Kramer – A, Manager Lindeman – Y, Manager Melberg – Y, and Manager Stuewe – Y.

President Belter called for review of the Treasurer's Report. Larry Phillips presented a written report which outlined income and expenses as follows:

Security Bank & Trust Co.	
Money Market Checking Account -	
Beginning Balance:	\$160,554.84
Income:	
Interest earned thru April 2021	\$13.20
Deposit from City of Glencoe (Marsh Creek Project)	\$20,071.57
Expenses:	
To checking to cover other checks issued	\$18,657.88
Withdrawn for 1 st Quarter Withholding	\$291.98
CD 33 – Rinke Noonan	\$487.50
JD 15 Br. L-12	\$97.50

JD 15 Br. M20 – Houston Engineering	\$1,127.25
JD 15 Br. M20 – Rinke Noonan	\$162.50
JD 15 Br. Q – Rinke Noonan	\$390.00
JD 15 Br. Q – Gislason & Hunter, LLP	\$97.50
JD 15 Br. Q – Bolton & Menk	\$2,688.50
JD 15 Br. S – Rinke Noonan	\$162.50
JD 15 Br. A – Rinke Noonan	\$162.50
JD 15 Br. P1 – Rinke Noonan	\$162.50
JD 15 Br. P1 – ISG Group, Inc.	\$3,545.00
Marsh Creek Project – Rinke Noonan	\$278.50

Ending Balance: \$152,328.00

Balance in Security Bank Now Account	\$1,005.36
Balance in Security Bank Savings Account - Projects	\$115,386.75
Total for all bank accounts:	\$268,720.11

Motion by Manager Lindeman seconded by Manager Melberg 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 – A, Manager Lindeman – Y, Manager Melberg – Y, and Manager Stuewe – Y.

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

ISG Group, Inc. – JD 15 Br. P1	\$2,473.72
Gislason & Hunter, LLP – JD 15 Br. Q	\$1,845.74
Bolton & Menk – JD 15 Br. Q	\$828.00
S & S Excavating – 79-2 Partial Completion	\$27,547.00
Rinke Noonan – Various	\$8,335.52
Houston Engineering – Various	\$1,538.50
Victor’s PC Solutions – Laptop for Manager Lindeman	\$1,044.11
Mary Henke	\$450.00
Linda Phillips	\$325.00
Don Belter	\$77.10
Larry Kramer	\$0.00
Kevin Lindeman	\$75.99
Matt Melberg	\$110.70
Chad Stuewe	\$145.30
Total:	\$44,796.68

Motion by Manager Melberg seconded by Manager Lindeman to approve the bills for payment. After discussion, and by unanimous, roll call vote, the Board of Managers approved

the above bills for payment. President Belter – Y, Manager Kramer – A, Manager Lindeman – Y, Manager Melberg – Y, and Manager Stuewe – Y.

President Belter called any new permits:

No new permits were reported.

President Belter next called for discussion of old business:

Glencoe East and Central Project. Kolb updated on the status of continued discussions with the City regarding the project.

Ditch Improvement Proceedings. Doug Krueger commented regarding outlet capacity of JD 15 and Buffalo Creek in light of proposed improvements to branches S, P, A and M which are moving to final hearings. The Board discussed the analysis of the engineers and Kolb commented on the decision standard for the Board and considerations of public utility and outlet adequacy. Kolb updated the Board on receipt of required DNR advisory and other reports as well as the mailing of owners' reports and notices for the hearings.

Gorsuch Bridge Removal Cost Share. Kolb presented the cost share agreement executed by the Gorsuches and requested final execution by President Belter as previously authorized by the Board. Work will be completed when conditions allow. The Board discussed the need for a watershed district permit for the work. It was the Board's conclusion that a permit was not needed since the work was restoration and removal of debris from the channel of Buffalo Creek. The DNR has already indicated that no public water works permit is required for the work.

One Watershed One Plan – Planning Agreement. Kolb discussed the final drafting of the planning agreement and Manager Phillips updated the Board on the most recent coordination meeting with planning participants. Kolb will complete the agreement in the next week and get out for review. The Board has previously authorized the President to execute the agreement if drafted in a manner consistent with the BWSR template guidance. Kolb will forward the draft to President Belter for signature when completed.

Meeting Schedule/Format. Kolb asked the Board to consider the continued need for remote meeting requirements given the change in conditions related to the COVID-19 pandemic. Kolb also asked the Board to consider how to handle the June meeting given the ditch hearing scheduled in Olivia for the same day. The Board's regular meeting is required to be held in the District's Boundary. Manager Melberg suggested the Board hold its regular Board meeting on June 29 at 7 p.m. in the regular meeting location.

The Board of Managers then considered how to adjust the regular meeting schedule for the remainder of 2021. The Board determined, based on current state guidance, immunization rates, and conditions related to the COVID-19 pandemic, that in-person meetings of the Board of Managers may resume with full attendance of the Board and public. The Board discussed

safety concerns and decided to continue to implement prudent safety and health precautions for in-person meetings and to continue to offer a remote monitoring option for the public. Manager Melberg requested that the September Board meeting be scheduled for 8 p.m. to accommodate harvest.

Manager Melberg then moved, seconded by Manager Stuewe to adopt the following meeting schedule for the remainder of 2021, with meetings to be held, in-person at the regular meeting location (Glencoe City Center, Suite 103, Glencoe City Center, 1107 11th Street E., Glencoe, MN):

June 29, 2021:	7:00 p.m.
July 27, 2021:	7:00 p.m.
August 24, 2021:	7:00 p.m.
September 28, 2021:	8:00 p.m. (to accommodate harvest)
October 26, 2021:	7:00 p.m.
November 23, 2021:	1:00 p.m.
December 28, 2021:	1:00 p.m.

Beginning in 2022, regular meetings will be held according to the following schedule:

Fourth Tuesday of each month.
January – March: 1:00 p.m.
April – August: 7:00 p.m.
September: 8:00 p.m.
October – December: 7:00 p.m.

Kolb will continue to offer a remote meeting option for members of the public to monitor meetings through the remainder of 2021. After discussion, and by unanimous, roll call vote, the Board of Managers approved the revised meeting schedule. President Belter – Y, Manager Kramer – A, Manager Lindeman – Y, Manager Melberg – Y, and Manager Stuewe – Y.

President Belter next called new business:

Manager Re-Appointments. Kolb updated the Board on the execution of updated oaths and bonds for the reappointment of Managers Belter and Kramer and the execution of the initial oath and bond for the appointment of Manager Lindeman.

President Belter next called for Manager reports:

Manager Stuewe reported regarding a meeting with Ed Picka and Gary Schreifles regarding an accumulation of snags in a bend of Buffalo Creek. The snags are redirecting the current and causing erosion. Picka is going to put an estimate together for consideration by the Board and City of Glencoe.

Manager Lindeman reported coordination with Russ Korson to perform tree and weed control on ditches. Russ got in an accident so the work will be delayed.

The Board directed Kolb to draft a technical services consulting agreement for Larry Phillips as an independent contractor. Kolb will develop and discuss a scope of services with Phillips and work with Phillips on finalizing a draft agreement, including compensation, for consideration by the Board at its June meeting.

The Board discussed the reorganization of the Board and election of new officers based on Manager Lindeman's appointment and the reappointment of Managers Kramer and Belter. Additionally, the Board discussed updating signature cards at the bank based on new board membership and the departure of Larry Phillips. These items will be addressed at the June meeting.

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, June 29, 2021, at 7:00 p.m., in person, in the Board's meeting room in the Glencoe City Center with an option for public monitoring by remote means.

Matt Melberg, Secretary