

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 29th day of June, 2021, at 7:00 p.m., for its regular monthly business meeting.

The following managers were present: Don Belter
Kevin Lindeman
Chad Stuewe
Matt Melberg
Larry Kramer

Also attending the meeting were: John Kolb, Attorney
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 May 25, 2021. Motion by Manager Melberg seconded by Manager Lindeman to approve the minutes. After discussion, the Board of Managers approved the minutes for the meeting held on May 25, 2021. Votes as follows by roll call: President Belter – Y, Manager Kramer – Y, 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:	\$152,328.00
Income:	
Interest earned thru May 2021	\$11.61
Expenses:	
To checking to cover other checks issued	\$5,414.72
JD 15 Br. P1 – Rinke Noonan	\$687.50
JD 15 Br. P1 – ISG Group, Inc.	\$2,473.72
JD 15 Br. A – Rinke Noonan	\$427.50
JD 15 Br. M20 – Rinke Noonan	\$427.50
JD 15 Br. M20 – Gislason & Hunter	\$97.50
JD 15 Br. M20 – Houston Engineering	\$993.00
JD 15 Br. Q – Bolton & Menk	\$828.00
JD 15 Br. Q – Gislason & Hunter, LLP	\$1,748.24
JD 15 Br. Q – Rinke Noonan	\$3,188.50

JD 15 Br. S – Rinke Noonan	\$427.50
Marsh Creek Project – Rinke Noonan	\$536.00
79-2 – S & S Excavating	\$27,547.00

Ending Balance: \$107,542.93

Balance in Security Bank Now Account	\$1,005.52
Balance in Security Bank Savings Account - Projects	\$125,386.75
Total for all bank accounts:	\$233,935.20

Motion by Manager Kramer 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 – Y, 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	\$1,173.87
Gislason & Hunter, LLP – Various	\$227.50
Bolton & Menk – Various	\$6,229.50
Rinke Noonan – Various	\$16,984.00
Houston Engineering – JD 15 Br. M20	\$863.00
S & S Excavating – Various	\$6,435.00
Clean Water Partnership Project SRF0286	\$12,313.83
Larry Phillips – Consultant and Seeding on Marsh Creek Project	\$1,050.00
Mike Karg – Trapped 38 beavers at \$50 each	\$1,900.00
Peterson & Company – 2020 Annual Audit	\$2,787.00
Rickert Excavating – Repair rip rap on Marsh Creek Project	\$346.00
Steve Johnson – Viewer for JD 15	\$2,914.34
Mary Henke	\$450.00
Linda Phillips	\$380.64
Don Belter	\$567.90
Larry Kramer	\$473.99
Kevin Lindeman	\$497.34
Matt Melberg	\$414.07
Chad Stuewe	\$313.07
Total:	\$56,321.05

Motion by 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 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. No update.

Ditch Improvement Proceedings. Kolb gave an update on the status of the proceedings and anticipated actions to occur following adoption of final orders. The Board gave the following guidance and instructed Kolb to notify the engineers to begin initial preparations.

1. Direct the engineers on the various improvements (Brs S, A, M and P) to begin preparation of detailed plans, specifications and bidding documents in anticipation of final orders on July 27.
2. Based on damages awards, recommend a window for substantial completion no later than late fall/winter 2022. Write in a schedule that, absent adverse weather, construction will proceed uninterrupted to completion once initiated within a reasonable time window.
3. The Board President will execute the contracts with authorization from the Board.
4. Larry Phillips will serve as “owner’s representative” for the projects with assistance from the Board.
5. Specify open intakes where replacing existing intakes mid-field, Hickenbottom intakes in roadside ditches, and blind intakes where new intakes are added

One Watershed One Plan – Planning Agreement. The Grant application has been submitted and all participants have executed the planning memorandum of agreement.

President Belter next called new business:

Larry Phillips Technical Services Consulting Agreement. Kolb presented and reviewed the technical services agreement with Phillips.

Motion by Melberg seconded by Stuewe to approve the agreement with Phillips subject to confirmation of insurance requirements. After discussion, and by unanimous, roll call vote, the Board of Managers approved the agreement with Phillips subject to confirmation of insurance requirements. Votes as follows by roll call: President Belter – Y, Manager Kramer – Y, Manager Lindeman – Y, Manager Melberg – Y, and Manager Stuewe – Y.

The Managers initiated discussion of engineering consultants to review permits and asked Phillips to prepare a list of tasks for consideration of the Board for preparation of an RFP for permit review services. The Board also discussed permit viewers and invited Mary Henke to discuss update of past permits.

Reorganization of Board/Election of Officers. The Board authorized a slate of officers for July 2021 through June 2022 as follows: Belter, President; Kramer, Vice-President; Melberg, Secretary; Stuewe, Treasurer; Lindeman, Financial Secretary.

Review of Draft 2020 Audit. The Board reviewed the 2020 audit. Upon a motion by Manager Kramer seconded by Manager Stuewe, and after discussion, the Board adopted the 2020 audit, by unanimous, roll call vote, as follows: President Belter – Y, Manager Kramer – Y, Manager Lindeman – Y, Manager Melberg – Y, and Manager Stuewe – Y.

President Belter next called for Manager reports.

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 27, 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