

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 27th day of July, 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

The following managers were absent/excused: n/a

Also attending the meeting were: John Kolb, Attorney
Larry Phillips
David Ludowese
Seth Sparks, Renville County
Randy Kramer, Renville County

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 June 29, 2021. Motion by Manager Kramer seconded by Manager Melberg to approve the minutes. After discussion, the Board of Managers, by unanimous vote, approved the minutes for the meeting held on June 29, 2021.

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

Security Bank & Trust Co.	
Money Market Checking Account -	
Beginning Balance:	\$107,542.93
Income:	
Interest earned thru June 2021	\$12.17
Deposit – Renville County	\$82,215.01
Deposit – McLeod County	\$92,247.26
Deposit – Kandiyohi County	\$3,002.03
Deposit – Sibley County	\$4,417.99
Check issued after transfer was done	\$450.00

Expenses:

To checking to cover other checks issued	\$25,563.34
JD 15 Br. P1 – Rinke Noonan	\$3,574.50
JD 15 Br. P1 – Steve Johnson (Viewer)	\$921.29
JD 15 Br. P1 – ISG Group, Inc.	\$1,173.87
JD 15 Br. M20 – Steve Johnson (Viewer)	\$540.89
JD 15 Br. M20 – Rinke Noonan	\$3,815.00
JD 15 Br. M20 – Gislason & Hunter LLP	\$195.00
JD 15 Br. M20 – Houston Engineering	\$863.00
JD 15 Br. S – Rinke Noonan	\$3,574.50
JD 15 Br. S – Bolton & Menk	\$1,549.00
JD 15 Br. S – Steve Johnson (Viewer)	\$573.39
JD 15 Br. A – Rinke Noonan	\$3,556.00
JD 15 Br. A – Steve Johnson (Viewer)	\$878.77
JD 15 Br. A – Bolton & Menk	\$251.00
JD 15 Br. Q – Rinke Noonan	\$233.50
JD 15 Br. Q – Bolton & Menk	\$4,429.50
JD 15 Br. Q – Gislason & Hunter LLP	\$32.50
Marsh Creek Project – Larry Phillips (for seeding)	\$200.00
Marsh Creek Project – S & S Excavating (North Lateral)	\$4,050.00
Marsh Creek Project – Rickert Excavating (for repair of rip rap)	\$346.00

Ending Balance: \$233,566.34

Balance in Security Bank Now Account	\$556.00
Balance in Security Bank Savings Account - Projects	\$250,414.76
Total for all bank accounts:	\$484,537.10

Motion by Manager Kramer seconded by Manager Lindeman to approve the Treasurer's Report subject to audit. After discussion, and 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. Larry Phillips reported as follows:

ISG Group, Inc. – JD 15 Br. P1	\$6,885.00
Bolton & Menk – Various	\$3,357.00
Rinke Noonan – Various	\$23,243.52
Houston Engineering – JD 15 Br. M20	\$3,960.31
Jim Weidemann – Viewer for JD 15 Projects	\$5,616.27
F.W. Hosting – Domain Name & Hosting Service for 1 year	\$378.10

Larry Phillips – Consultant and Insurance Policy	\$1,176.17
Korson – Chemical and Spraying of 79-2	\$4,546.25
Schmidt Agri-Drainage – View JD 15 Br. M20	\$250.76
Mary Henke – Salary plus \$25/hour for 23.75 hours	\$1,043.75
Linda Phillips	\$325.00
Don Belter	\$77.10
Larry Kramer	\$111.82
Kevin Lindeman	\$81.58
Matt Melberg	\$110.70
Chad Stuewe	\$146.15
Total:	\$51,309.48

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

President Belter called any new permits:

Permit 2021-07, Sharon Olson & Keith Johnson: Section 32, Township 115 North, Range 32 West, Hector Township, Renville County.

Motion by Manager Melberg seconded by Manager Kramer to consider, carried. After discussion, and by unanimous vote, the Board of Managers approved the consideration of the permit.

Keith Johnson, on behalf of property owner Sharon Olson, would like to install new drain tile at the outlet into JD 15 in the Northwest Quarter of Section 32 of Hector Township. The existing tile is 6-inch clay tile, and would be replaced with 8-inch and 10-inch concrete tile at a 0.20 grade. The tile would extend south approximately 3,360 feet to the low point just west of State Highway 4 on the Olson property. The project meets the Board's 3/8" coefficient requirement.

Larry Phillips recommends approval.

Motion by Manager Melberg seconded by Manager Kramer to approve the permit. After discussion, the Board of Managers approved the permit by unanimous vote.

President Belter next called for discussion of old business:

Glencoe East and Central Project. No update.

JD 15 Ditch Improvement Proceedings. The Board recessed its regular meeting and reconvened the public hearings for the improvement of the various branches of JD 15.

Branch M. Kolb presented the draft findings, prepared per the Board's instruction. Motion by Manager Kramer seconded by Manager Stuewe to adopt the findings

and order as presented. After discussion, the Board President called the question. After a roll call vote the President declared the findings and order adopted. Votes as follows by roll call: President Belter – Y, Manager Kramer – Y, Manager Linedman – Y, Manager Melberg – A, and Manager Stuewe – Y.

Branch S. Kolb presented the draft findings, prepared per the Board's instruction. Motion by Manager Melberg seconded by Manager Kramer to adopt the findings and order as presented. After discussion, the Board President called the question. After a roll call vote the President declared the findings and order adopted. Votes as follows by roll call: President Belter – Y, Manager Kramer – Y, Manager Lindeman – Y, Manager Melberg – Y, and Manager Stuewe – Y.

Branch P. Kolb presented the draft findings, prepared per the Board's instruction. Motion by Manager Melberg seconded by Manager Kramer to adopt the findings and order as presented. After discussion, the Board President called the question. After a roll call vote the President declared the findings and order adopted. Votes as follows by roll call: President Belter – Y, Manager Kramer – Y, Manager Lindeman – Y, Manager Melberg – Y, and Manager Stuewe – Y.

Branch A. Kolb presented the draft findings, prepared per the Board's instruction. Motion by Manager Melberg seconded by Manager Kramer to adopt the findings and order as presented. After discussion, the Board President called the question. After a roll call vote the President declared the findings and order adopted. Votes as follows by roll call: President Belter – Y, Manager Kramer – Y, Manager Lindeman – Y, Manager Melberg – Y, and Manager Stuewe – Y.

Following the above actions, the Board adjourned the continued public hearings and reconvened the regular meeting.

Awarding Bids for Construction. Kolb updated the Board on preparations for advertising bids for the construction contracts for Branches M, P, S and A of JD 15. The Engineers' (HEI, ISG, and B & M) provided bid packages (plans and specs) for the Board's review.

Motion by Manager Kramer seconded by Manager Melberg to approve the bid packages and initiate advertising in the first week of August in the QuestCDN and vBid publications. After discussion, the Board President called the question. Motion passed unanimously.

Kolb presented the following pre-bid and bid opening schedule for the Board's information:

- Aug. 31st – ISG Virtual Pre-bid
- Sept. 1st – HEI Virtual Pre-bid
- Sept. 2nd & 3rd – B & M Virtual Pre-bid
- Sept. 7th – ISG Virtual Bid Opening

- Sept. 8th – HEI Virtual Bid Opening
- Set. 9th & 10th – B & M Virtual Bid Opening

Kolb recommends that the Board convene a special meeting on September 14th to consider the bids and award contracts.

Motion by Manager Melberg seconded by Manager Kramer to set a special meeting on September 14 at 7:00 p.m. in the regular meeting location for the purpose of considering bids and awarding contacts as warranted. After discussion, the Board President called the question. Motion passed unanimously.

One Watershed One Plan – Planning Agreement. Kolb provided an update on the grant application and updated the Board on execution of the planning memorandum of agreement.

President Belter next called new business:

2020 Annual Activity Report. The Board accepted the report and directed distribution.

2022 Preliminary Budget. Kolb and Phillips presented a draft budget for 2022 for the Board’s review. Kolb indicated the requirement for budget hearing and budget adoption prior to September 15, 2021. Kolb recommends the hearing occur in conjunction with the August 24, 2021 regular meeting. Kolb can take care of advertising the hearing.

The Budget presented is as follows:

Activity:	2022 Budgeted Amount
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 (\$155K from general fund and \$45K from reserve)	\$200,000.00
JD 15 Sub-watershed Storage (inter-governmental costs share with Renville and McLeod)	\$75,000.00
Subtotal	\$370,500.00
From general fund (103D.905, subd. 3 (\$250,000.00 Cap))	\$250,000.00
From reserves	\$45,500.00

From inter-governmental cost share	\$75,000.00
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) (103D.905, subd. 3)	\$87,000.00
Total Budget	\$527,500.00
Total Budget from Levy (2022 Levy)	\$407,000.00

Motion by Manager Melberg seconded by Manager Kramer to adopt the budget draft as the Board's preliminary budget for 2022 and to set a budget hearing for August 24, 2021 at 7:00 p.m. or thereafter to an appropriate time on the Board's agenda. After discussion, the Board President called the question. Motion passed unanimously.

President Belter next called for Manager reports:

Larry Phillips updated the Board on contacts with Renville and McLeod County Commissioners regarding storage in the JD 15 watershed. Phillips also updated the Board on Corson's weed and brush spraying on the Marsh Project and the removal of thistle on the Marsh Project in the City of Glencoe.

Phillips reported on work Mary Henke has been doing to update the permit viewer and permits. The viewer and permit files are current through permitting year 2000 but 1972 is missing. Phillips is looking for the additional 1972 permit file.

Manager Kramer discussed solicitation of engineering proposals for storage. The Board will investigate proposals for engineering services upon the establishment of a project to carry the budget item forward.

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, August 24, 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