

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 26th day of July, 2022, at 7:00 p.m., for its regular monthly business meeting.

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

The following managers were absent/excused: n/a

Also attending the meeting were: John Kolb, Attorney
Larry Phillips
Chris Otterness, HEI

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 28, 2022. Motion by Manager Kramer seconded by Manager Lindeman to approve the minutes. After discussion, the Board of Managers, by unanimous vote, approved the minutes for the meeting held on June 28, 2022.

President Belter then 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:	\$370,950.71
Income:	
Interest earned thru June 2022	\$80.70
Deposit from Renville County	\$98,421.11
Deposit from Kandiyohi County	\$3,515.81
Deposit from McLeod County	\$116,148.83
Deposit from Sibley County	\$5,280.63
Expenses:	
To checking to cover other checks issued	\$7,945.08
Rinke Noonan – JD 8, Laterals 12 & 13	\$216.00
Houston Engineering – JD 8, Laterals 12 & 13	\$5,640.00

Rinke Noonan – JD 15, Branch Q	\$41.00
Bolton & Menk – JD 15, Branch Q	\$8,237.00
Ending Balance:	\$572,318.71
Balance in Security Bank Now Account	\$1,008.99
Balance in Security Bank Savings Account - Projects	\$461.87
Total for all bank accounts:	\$573,789.57

Motion by Manager Kramer seconded by Manager Melberg 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:

Rinke Noonan – Various	\$1,111.50
Gislason & Hunter, LLP – Various	\$140.00
Houston Engineering, Inc. – JD 8, Laterals 12 & 13	\$4,548.00
Bolton & Menk - JD 15, Br. Q	\$467.50
Larry Phillips – Spraying 24-D on 5 acres of Marsh Creek	\$200.00
MN Association of Drainage Inspectors – Annual Dues	\$50.00
Second Quarter Withholding	\$206.55
Larry Phillips – Permit Consultant (monthly fee & mileage over 50 miles)	\$990.62
Mary Henke – Monthly fee	\$350.00
Linda Phillips	\$425.00
Don Belter	\$78.01
Larry Kramer	\$116.76
Kevin Lindeman	\$83.01
Matt Melberg	\$100.51
Chad Stuewe	\$73.01
Total:	\$8,940.47

Chris Otterness of HEI presented information to the Board regarding prior invoice #59938 which was held by the Board for further consideration prior to recommending payment to Renville County. Otterness gave an explanation of the billing detail and an explanation of why two months were combined in the invoice. A substantial portion of the bill was related to construction staking. Also, the engineering components of project billing is front loaded and runs ahead of the construction itself. The Managers requested further billing detail and supporting documentation for hours indicated on the bill. Manager Melberg asked about resolution of engineering locates for existing tile and control hubs. Larry Phillips raised the issue of a power cable located on the alignment of the tile installation. Manager Melberg questioned the work of

the inspector and what observations were documented. Otterness offered a few suggestions for future contracts and scopes of work. The Board plans to continue to hold the bill until the detail is provided. Otterness concurred.

Motion by Manager Melberg seconded by Manager Lindeman 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:

No new permits were reported.

President Belter next called for public discussion:

No public discussion was offered.

President Belter next called for discussion of old business:

Laterals 12 & 13 of McLeod/Sibley Judicial Ditch 8 Improvement. Attorney Kolb updated the Board on receipt of the viewer oaths for the final two viewers and Manager Melberg acknowledged the oaths. Chris Otterness of HEI indicated circulation of a draft final engineer's report and early coordination efforts with Garry Bennett of DNR. Once final revisions are made to the report and additional damage areas are identified, the draft report will be forwarded to the viewers. Otterness is recommending flexible dual wall pipe as a bidding option. Flexible dual wall pipe can be laid with traditional tile plowing equipment. Manager Kramer asked whether there has been any televising of installed tile. Otterness stated that some recent projects are being televised and he will provide an example of the appearance of the installed tile. Larry Phillips asked whether any of the project could be perforated tile. The Board discussed a standard of six feet depth as the transition depth for perforated and non-perforated tile. Phillips further recommended earlier detailed exploration of the project areas.

One Watershed, One Plan. Manager Melberg reported that the July planning meeting was cancelled.

Houston Engineering Projects. No report.

JD 15, Branch Q, JD 15 Improvement. Attorney Kolb updated the Board on preparation of the final engineer's report and viewing of the petitioned improvement.

JD 15 Branch Improvements. Larry Phillips reported on the railroad grade boring. Litzau Farm Drainage, Inc. has received alternative bids for the boring. Also, there is an alternative location where the boring could occur.

President Belter next called new business:

Red River Partners Summer Tour. Information was included in the packet regarding the Red River Watershed Management Board's summer tour.

Review of 2023 Preliminary Budget. Attorney Kolb assisted Manager Stuewe in presenting 2023 budget recommendations developed by Kolb, Linda Phillips and Larry Phillips. The Board discussed modifications to the proposal. Motion by Manager Melberg seconded by Manager Lindeman to approve the following draft budget for publication of the budget hearing. After discussion and upon a vote the motion passed.

Activity:	2023 Budgeted Amount
Annual Audit	\$4,000.00
Association Dues (Minnesota Association of Watershed Districts)	\$5,500.00
Manager per diem, mileage, PERA and taxes	\$30,000.00
Bond premiums and insurance	\$5,000.00
Legal	\$15,500.00
Engineering	\$40,000.00
Independent Contractors/Consultants	\$25,000.00
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	\$408,500.00
From general fund (103D.905, subd. 3 (\$250,000.00 Cap))	\$250,000.00
From reserves	\$158,500.00
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	\$565,500.00
Total Budget from Levy (2023 Levy)	\$407,000.00

Setting of Budget Hearing at August Regular Meeting. Motion by Manager Melberg, seconded by Manager Kramer to set the budget hearing for 6:30 p.m., Tuesday, August 23, 2022, in the Board’s meeting room in the Glencoe City Center. After discussion and upon a vote, the motion passed.

2021 Annual Activity Report. Larry Phillips presented the draft report as included in the packet and discussed an addition of a summary for District activities related to Buffalo Creek Cleanouts dating back 5 years. The Board approved the addition by consensus.

President Belter next called for Manager/Staff reports:

Manager Melberg commented on his satisfaction with Cooreman Contacting, Inc.'s work.

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 23, 2022, at 7:00 p.m., in person, in the Board's meeting room in the Glencoe City Center.

Matt Melberg, Secretary