

# **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 27<sup>th</sup> day of June, 2023, at 7:00 p.m., for its regular monthly business meeting.

The following managers were present:

- Larry Kramer
- Chad Stuewe
- Don Belter
- Matt Melberg
- Kevin Lindeman

The following managers were absent/excused:

Also attending the meeting were:

- John Kolb, Attorney
- Larry Litzau
- Mark Hueser, Glencoe City Council

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 23, 2023. Motion by Manager Kramer seconded by Manager Melberg to approve the minutes for the meeting held on May 23, 2023.

President Belter then called for review of the Treasurer’s Report. Manager Stuewe presented a written report which outlined income and expenses as follows:

May Financials:



<b>6/27/2023 meeting</b>	<b>bills approved to pay</b>		
Larry Phillips - Permit Consultant mileage miles @ .655	\$ 850.00		\$ 850.00
Mary Henke - Permit Viewer - hrs @ \$25 per hr Mary Henke - Monthly Service Fee	\$ 350.00		\$ 350.00
Linda Phillips - Monthly Service Fee	\$ 425.00		
Rinke Noonan - JD 15 Br Q	\$ 1,653.17		
Rinke Noonan - JD 8 Lat 12 & 13	\$ 907.40		
Rinke Noonan - Water Management Project - City of Glencoe	\$ 1,027.00		
Rinke Noonan - 1W1P	\$ 3,972.50		
Rinke Noonan - General Administrative Advice	\$ 912.50		
Rinke Noonan - Retainer Fee	\$ 750.00		\$ 9,222.57
Peterson Company, LTD - audit books for 2022	\$ 3,300.00		
Houston Engineering - Gen Engineering Services	\$ 5,204.00		
Houston Engineering - JD 8 Lat 12 & 13	\$ 4,125.00		
<b>SUBTOTAL</b>	<b>\$ 23,476.57</b>	<b>****</b>	
<b>Board Managers</b>			
Don Belter - \$ 75.00 - 5.74 = \$ 69.26 + 9.18 = \$ 78.44	\$ 78.44		
Chad Stuewe - \$ 150.00 - 11.48 = \$ 138.52 + 7.86 = \$ 146.38	\$ 146.38		
Larry Kramer - \$ 75.00 - 5.74 = \$ 69.26 + \$ 49.78 = \$ 119.04	\$ 119.04		
Matt Melberg - \$ 75.00 - 5.74 = \$ 69.26 + \$ 48.47 = \$ 117.73	\$ 117.73		
Kevin Lindeman - \$ 75.00 - 5.74 = \$ 69.26 + \$ 14.41 = \$ 83.67	\$ 83.67		
	<b>\$ 545.26</b>	<b>****</b>	
	<b>\$ 24,021.83</b>	<b>*****</b>	

Motion by Manager Kramer 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 presented.

President Belter next called for discussion of old business:

**Glencoe Central-East Stormwater Basic Water Management Project.** Manager Stuewe provided an update of discussions with City Council member Hueser and Ryan Freitag from the County. There are a few ideas being considered by the City to support future development. Kolb suggested that the Board communicate to the City that it develop concepts to be discussed and evaluated as part of project development before the Board take any formal action to instruct its engineer to perform any analysis. Council member Hueser stated that he would like to improve

the City's relationship with the watershed district. Council member Hueser provided additional updates to the Board.

**One Watershed, One Plan.** Manager Melberg and attorney Kolb updated the Board on the status of the plan and discussions regarding governance structure for plan implementation. Manager Melberg updated the Board on review and commented on the proposed plan.

**Branches 12 &13, JD 8 Improvement – Larry Litzau.** Mr. Litzau inquired regarding a petition to remove land from the drainage system. According to Mr. Litzau, his property does not drain to JD 8. Kolb updated the Board and Mr. Litzau on the process for petitioning the Joint Drainage Authority for removal of the property.

President Belter next called new business:

**Final Audit.** Manager Stuewe and attorney Kolb reviewed the 2022 audit report for the Board. The auditor presented a clean audit showing a positive financial condition for the District. Management comments were those, recurring comments related to segregation of duties – common to small organizations. Motion by Melberg, seconded by Stuewe to approve and adopt the audit as the official financial statement of the District as of December 31, 2022. Carried unanimously.

President Belter next called Manager/staff reports:

Kolb discussed the 2024 budget and requested authorization to work with Phillips to prepare a draft for the Board's initial review in July. The Board directed Kolb to initiate preparation of a draft budget for consideration.

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 25, 2023, at 7:00 p.m., in person, in the Board's meeting room in the Glencoe City Center.

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Matt Melberg, Secretary