

**OTTERTAIL WATER MANAGEMENT DISTRICT ACCOUNTS PAYABLE  
AUGUST 8, 2018**

BALANCE AT 1 <sup>ST</sup> NAT . BANK BATTLE LAKE, Before August bill pmts.		\$169,091.75
INSPECTIONS		\$ 1,750.00
PERMITS		\$ 1,750.00
STATE OF MN	PERA AID	\$ 134.50
SYSTEMS REPAIRS OT-1211 & 1203		\$ 314.00
USER FEES		\$ 789.00

**GENERAL FUND: BILLS AUG. 8, 2018**

CENTURY LINK	PHONE	\$ 93.68
PERA	CONTRIBUTION (ACH)	\$ 226.37
MN NCPERS GROUP LIFE INSURANCE	PERA LIFE INS	\$ 16.00
IRS	FEDERAL TAX DEPOSIT (ACH)	\$2,838.40
STATE OF MN	ROLLIE'S COMP DEFERED PLAN(ACH)	\$2,200.00
1 <sup>ST</sup> NAT'L BANK BATTLE LAKE	LORI'S HSA	\$ 366.50
STATE OF MN	HCSPLANS (ACH)	\$1,442.28
MINN. DEPT OF REVENUE	STATE TAX DEPOSIT	\$ 725.00
VERIZON	CELL PHONES (ACH)	\$ 85.00+?
ARVIG	INTERNET BILL	\$ 48.75
ROLAND MANN	PETTY CASH	\$ 7.60
ROLAND MANN	AUG. SALARY/PD-EOM (ACH)	\$1,800.00
ROLAND MANN	BALANCE OF AUG. SAL.	\$ 220.49
ROLAND MANN	RENT AUG.	\$ 375.00
ROLAND MANN	MED. FLEX	\$ 583.84
ALEX KVIDT	BAL. OF JULY WAGES/ON CALL	\$ 471.33
ALEX KVIDT	MILEAGE	\$ 377.14
ALEX KVIDT	MED INS 2 MONTHS	\$ 673.62
LORI MANN	WAGES	\$ 75.92
LOREN HAWES	ON CALL & WAGES	\$ 429.25
DAVID WEISER	RENT SEPT.	\$ 450.00
MNDAK COMPUTER SERV.	UPDATE COMPUTERS	\$ 50.00
QUILL COMP	OFFICE SUPPLIES	\$ 373.06
TROSDAHL BODYWORKS	TAIL GATE PROTECTOR	\$ 44.00
	<b>SUB TOTAL</b>	<b>\$14,397.28</b>

**BANK CARD CHARGES:**

BATTLE LAKE STANDARD	FUEL	\$ 52.90
OTTERTAIL OASIS CENEX	FUEL	\$ 106.49
AMAZON MARKET PLACE	RANGE FINDER	\$ 329.95

**PUMPING FUND:**

HAWES PUMPING	PUMP TANKS& CLEAN LIFTS	\$9,730.00
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**TANKS & LINES:**

GOPHER STATE 1 CALL	LOCATES/JULY	\$ 122.85
BROGARD PLUMBING	REPLACE OT-707 SAS	\$3,200.32
J D LOCATING	LOCATES- JULY	\$ 1,940.50
JAKE CHRISTENSEN	MOW CLUSTER SITES	\$ 97.00

**PUMPS & CONTROLS:**

BROGARD PLUMBING	OT-707 REPAIRS	\$2,119.00
TRI STATE PUMP	FLOATS	\$ 483.57
HUBER ELECTRIC	WIRING OT-439	\$ 154.64

**TOTAL                    \$23,974.50**

**Otter Tail Water Management District  
Treasurer's Report**

Checking Accounts	31-Jul-18					Totals
	General Acct 4118	Tank/Line 7802	Pmps/Cntrls 7829	Pumping 7810	Money Mkt 490	
Beginning balance July 1, 2018	\$215,080.23	\$65,748.02	\$47,227.19	\$25,735.19	\$134,028.53	\$13,355,915.00
Interest income for month	\$41.16	\$13.14	\$9.19	\$6.90	\$119.52	\$189.91
Receipts for month	\$7,001.80	\$0.00	\$0.00	\$30,000.00	\$0.00	\$37,001.80
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$222,123.19	\$65,761.16	\$47,236.38	\$55,742.09	\$134,148.05	\$525,010.87
July disbursements	\$53,031.44	\$8,565.20	\$10,062.68	\$14,055.00	\$0.00	
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending balance July 31, 2018	\$169,091.75	\$57,195.96	\$37,173.70	\$41,687.09	\$134,148.05	\$439,296.55

Disbursements for month

18 checks	\$9,124.38	Gen Acct
17 ACH pymnts	\$43,907.06	Gen Acct
6 checks	\$8,565.20	Tank/Line
4 checks	\$10,062.68	Pumps/Controls
1 check	\$14,055.00	Pumping

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrls	Pumping	
285	0.75%	18 Month		\$10,342.92			
286	0.75%	18 Month		\$10,342.92			
287	0.75%	18 Month		\$10,342.92			
288	0.75%	18 Month		\$10,342.92			
728	1.58%	18 Month			\$71,424.26		
526	0.90%	12Month				\$15,345.58	
527	0.90%	12 Month				\$10,230.44	
528	0.90%	12 Month		\$10,150.85			
529	0.90%	12 Month		\$10,150.85			
530	1.47%	24Month		\$10,297.29			
531	1.47%	24Month		\$10,297.29			
532	1.47%	24Month		\$10,297.29			
533	1.47%	24Month		\$10,297.29			
534	1.47%	24Month		\$30,891.87			
535	1.47%	24Month		\$30,891.87			
536	1.47%	24Month			\$10,297.29		
537					\$10,297.29		
<b>CD TOTALS</b>			\$0.00	\$164,646.28	\$92,018.84	\$25,377.13	\$282,042.25
<b>ACCOUNT TOTALS</b>			\$169,091.75	\$221,842.24	\$129,192.54	\$67,064.22	\$134,148.05

**TOTAL CASH ON HAND**      **\$721,338.80**  
**31-Jul-18**

**31-July-17**      **\$789,584.52**

## August 8th, 2018 Monthly Meeting

### Assistant Administrator Report

1. Digital Applications(Pass out applications)
  - a. Made a fillable PDF sewer application form asking for the same information the old paper application asked for.
  - b. Also did the same for the As-Built Inspections form and Compliance Inspection Forms.
  - c. Had to subscribe to Adobe Acrobat DC Pro to be able to create these forms and edit these forms as needed. Cost for this subscription is 14.99 a month plus taxes.
2. Need a new program for record keeping. The current program being used is old and outdated. Would like a program that you can look up the property and see any inspections or notes that have been associated with the property over the years.
  - a. Would like everything on the computer to always have it at hand and it makes it easy to communicate the information to anyone asking about the property through e-mail.
  - b. Otter Tail County Land and Resource has an Access Database Program I am talking to them about using. It keeps the records according to parcel numbers. The most consistent way to keep track of a property.
  - c. Would need to get a scanner, printer and Desktop for the new office to be able to convert all the records from paper to digital files.
  - d. Prices of program, computer, scanner and printer????
    1. County uses Fujitsu Scanner-\$930.00(amazon)
    2. Refurbished/Used Fujitsu S1500 around & \$250-\$300(amazon)
    3. SCANSNAP iX500 COLOR DUPLEX \$495.00
    4. Fujitsu seemed to have the best reviews
    5. Printers vary from \$50-\$200. Most would probably work fine. Not as big of a deal with e-mail replacing mail in a lot of cases.
    6. Desktop computers
      - a. Talked to Chris at affordable solutions in Fergus. Could build a reliable office computer with a good amount of storage for \$400-700
      - b. Could find a computer retail for \$500 on up.
  - e. Would be convenient to get the records digitalized as soon as possible. Very difficult when Rollie is gone and all the records are at his house.

3. After records are all brought up to date and on the computer. I think we should look at ways to accept payment via credit/debit card. There are multiple apps out there that would allow us to do so. One idea might be through pay pal. It could be linked right up to the bank account.
4. Do we have any kind of written policy like the Sanitation Code of the County? If we don't should we make something like that?
5. After talking with Nancy, I asked about my insurance part of my contract. I currently don't spend the \$615.00 allowed to spend and I was wondering if I could put the remaining amount towards my HSA account. Currently working on setting up an HSA account through my bank. Can be direct deposit from another account or write a check and mail it in.
6. The district has systems that fall in the intermediate and advanced type of sewer system. Legally I believe that an advanced inspector licenses would be needed to inspect these systems. In order for me to get this license I would need to take three additional classes and pass the tests this winter.
  - a. Service Provider-April/May 2018(\$490)
  - b. Intermediate Design/Inspecting- End of Feb./Beginning of March 2018(\$440)
  - c. Advanced Design/Inspecting- End of March 2018(\$440)
  - d. Exact dates, cost and location not known until Later in 2018 for next years classes.

**Otter Tail Watershed Management District  
As-Built Inspection Report**

**Property Information:**

Parcel #:

OTWMD ID #:

Drainfield Type:

Property Owner:

Installation Date:

# of Bedrooms:

Property Address:

Contractor:

System Setbacks:	Septic Tank	Lift Tank	STA
Capacity			
Nearest Well			
Buried Suction Line			
Buried Pipe Distributing Water Under Pressure			
OHWL			
Bluff			
Dwelling			
Non-Dwelling			
Nearest Property Line			
Road Right of Way			
Elevation about Restrictive Layer			

**Trench Reduction:**  
 Rock Trenches with \_\_\_ inches of  
 sidewall for \_\_\_%  
 reduction/equivalent to \_\_\_ Sq. Ft.

**STA Calculation:**  
 \_\_\_ Ft.(Length)X \_\_\_(Width)X  
 \_\_\_(# of Trenches)= \_\_\_ Sq. Ft.

**Mound/At-Grade Rock bed:**  
 \_\_\_ Ft.(Length)X \_\_\_ Ft.(Width)=  
 \_\_\_ Sq. Ft.

**Septic Tank Manufacturer:**  
 # of Tanks Installed & Model #:

Pump Installed:

GPM:

FOH:

Old System Destroyed:

Alarm:

Filter:

# of Laterals:

Later Pipe Size: Inches

Perforation Spacing: feet

Perforation Diameter Size: inches

Inspected By:

Inspected Date:

As of the date on this As-Built Inspection Report this septic system was determined to be in compliance with the provisions of the Sanitation Code of the Otter Tail Watershed Management District. Please be advised that this inspection is only valid for five years from the date of this inspection.

Comments:

August 8, 2018

Larry Wacha  
40588 Holiday Trail  
Battle Lake, MN 56515

Dear Larry Wacha,

I received your letter dated 7/19/18. You requested documentation of the legal right for the Otter Tail Water Management District (OTWMD) to charge a fee to you. Please refer to the Office of the Revisor of Statutes website through the Minnesota Legislature. There are two references that will document the authority for charging a fee to you for the OTWMD.

Minnesota State Statute Section 116A.01 is entitled Powers of county boards and of district courts. This is part of environmental protection and will detail the authority for water and sewer systems in Minnesota.

The second reference to Minnesota Session laws for 1981, Chapter 183, Section 2 Powers. This gives you the history of the establishment of the OTWMD.

Sincerely,

Nancy Johnson  
OTWMD Board Chair