

Otter Tail Water Management District Monthly Meeting

Meeting Date: December 11th, 2019

Next Meeting Date: January 8th, 2020

Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
4. Pay Bills
5. Commissioner Stipend-Fill out and sign sheet that I created. Will mail checks after the meeting.
6. Derrick Du has been in contact with the district regarding a possible pilot program for testing out his septic system sensor alerting you when the tanks need to be pumped. I e-mailed the board members his website and Derrick would be willing to talk at a meeting via skype or a conference call in the next month or two if we have interest. I did write a letter of support for him for some grants. He needed the letter of support before this meeting.
7. Website Update-We need to pick out a domain address. I was thinking otwmd.org. (\$10-20/year) It is available, and we would have to purchase the domain and invite Cyber Sprout in as a manager of it.
 - a. I talked to Cyber Sprout about a timeline. This week they are in in a research and discover phase. Then they build the homepage for us to review and give feedback. After we approve of the homepage they branch out and finish the remaining pages before we review again. After we approve everything, they do a testing and launch phase, along with some training to anyone that will be in control of the website.
 - b. I have spoken to Cybersprout and they have sent me an outline that I need to fill out and submit by the end of this week so they can start designing the website with our information. I will be working on that and submitting it Friday.
8. The property by Potter's Daughter next to Dogwood circle has multiple addresses but is all under one parcel on each side of the road with the same owner. So, they are being billed under those parcel numbers.
9. The District Debit Card Information was stolen somehow. There was a charge that I didn't make from Walmart.com for \$244.17. This got reimbursed. I ordered a new debit card and switched any payments off the old one to the new one.
 - a. Do we want to get a business credit card through the bank?
 - b. Quick Books Online only accepts credit card payments as of this month when they updated their software. Using a debit card will not work when I tried to switch over to the new card.
 - c. I ordered some stakes for our tarps from amazon during this time frame. So, there is a petty cash reimbursement to me on this month's bill sheet. That was for this purchase.
10. I think I should order some business cards with my contact information on them. I get asked quite often for a card and I do not have any as of now.
11. This winter the board will have to decide on Holding Tanks. If they are allowed and under what circumstances they are allowed. We would also have to decide on how we want to bill these systems. Otter Tail County has a list of rules of when a holding tank is allowed. We could stay like that list. I have received lots of questions regarding this issue.
12. MOWA meetings are January 27-29 in Mankato. I can get continuing ed credits for attending this. It was organized this year by Otter Tail County Land and Resource Members. There will be a lot of good information there. Does the board think I should attend?

13. I think we should come up with a mission statement for our website. Does the board have any ideas?
14. Would Like to purchase two-1 Terabyte External Hard Drives for computer back up. Currently I have been using 8 gigabyte external hard drives and there. We have too much information for one of those. I would like two backups in case one fails. We also have the cloud as a backup. A 1 Terabyte External Hard Drive can be purchased for about \$50 a piece on amazon. I would keep these in the fireproof filing cabin in my office when not in use.
15. There is a broken taillight on the OTWMD pickup that will need to be replaced.
16. How do we want to proceed with compliance inspections that have failed well setbacks? Do we ignore that if the system passed inspection other than that reason or do, we still find the system non-compliant?
17. 28112 County Highway 145 has roots in the tank. The homeowners are wondering what we are going to do. Do we want to patch the holes in the tank or just install new tanks to fix this issue? This is an active system.

Administrators Report:

1. Bill Dunn from MPCA called. He is on the funding side of MPCA. He was asking a lot of questions about how the district operates. He stated that our district comes up a lot in discussion when MPCA has their meetings. He was curious why I thought there weren't more districts like ours in the state. They were curious how we succeed and why we aren't more of a norm in the state.
2. Visited the property on Walker Lake Drive that we received a complaint on. There are 2 unlicensed septic systems. I have sent a letter to the owner directing him to call the office so we can work out a solution. He has not contacted the office as of yet. I have given the owner until the last week of December to call.
3. 34412 Deer Lake Road. The property owner called and stated that they received a letter over Thanksgiving Weekend claiming their septic system was illegally located. I have not seen the letter they received but I sent them a copy of the 99-year lease agreement.
4. I filled out the MPCA Annual Report of the Otter Tail Water Management District for 2019. This report stated how many permits were issued, the type of permits, the number of systems installed and who installed them. It also asked for the number of compliance inspections done in the district this year.
5. I am retaking the Intermediate test in St. Cloud on February 5th. If I pass the test, I'll only have to take one class this spring. If I fail the test, I will be retaking the Intermediate class in April.
6. We received a refund from MCIT for the year but then we also had a bill for the annual audit this year.
7. 36010 County Highway 72 is having septic issues. This is the third December in a row that there has been an issue. Hawes pumped the tank and drop box. Nick from Brogard Plumbing met me out there and we could not come up with the issue that was causing this system to back up. We will have to probably dig up a trench in the spring and see if there is something plugging the sewer lines in the drainfield. This needs further investigation and will be done by the district since it is an active property. This system will continue to be monitored this winter to see if the tank will need to be pumped regularly.
8. Rearing Pond Update? Next meeting is December 17th at the Woodshed at 2 PM.

Other Toll Water Management District Accounts Payable

12/11/2019		12/9/2009	
Balance in General Account on Date of Monthly Meeting	45,709.00	12/9/2009	
Deposits made between November & December Monthly Meeting	2,957.89	12/9/2009	

General Fund Bill: December 2019	Amount:	Check Number	Paid Date/Check Date
Alex Kvitt	3,930.17	46503	12/11/2019
Alex Kvitt	387.71	46504	12/11/2019
Alex Kvitt	375.00	46505	12/11/2019
Alex Kvitt	32.10	46506	12/11/2019
Petry Cash-Amazon Order of States for Tamps	323.08	ACH	12/9/2019
Medica	291.66	ACH	12/9/2019
Further	558.03	ACH	11/19/2019
Loren Hawes	558.03	ACH	12/11/2019
Loren Hawes	558.03	ACH	12/11/2019
PEBA	921.54	NA	12/5/2019
US Treasury	1,482.11	ACH	12/4/2019
MRI Dept of Revenue	300.00	ACH	12/9/2019
Verizon	117.07	ACH	11/29/2019
First National Bank	31.14	ACH	11/29/2019
Minidok Computer Services	30.00	ACH	12/11/2019
Nationwide	225.00	46509	12/11/2019
Crudy Dean	46510	46510	
Dave Emkin	46511	46511	
Nancy Johnson	46512	46512	
Dennis Jones	46513	46513	
Harold Wheeler	46514	46514	
Bob Young	46515	46515	
Rick Blackmer	46516	46516	
Jim Demrau	46517	46517	
Overseer LLC	180.00	46518	12/11/2019
MCT	638.00	46519	12/11/2019
Subtotal:	9,822.71		

Put into Quickbooks after it comes through the bank on the 11th

Bent Card Charges	Amount:	Check Number	Paid Date/Check Date
Adobe Acrobat	16.17	ACH	12/9/2019
Avig	97.33	ACH	11/27/2019
Quickbooks Online	NA	NA	
Bartle Lakes Standard	47.17	ACH	11/29/2019
Microsoft Office	161.06	ACH	11/19/2019
Bartle Lakes Standard	47.36	ACH	11/19/2019
Minnesota Motors	55.13	ACH	11/18/2019
Westmart	424.42	ACH	11/18/2019
Subtotal:	424.42		

Was charged 244.17 on November 19 2019
Was reimbursed for 244.17 on November 27, 2019

Pumping Fund Fees	Amount in account at Meeting Date:	Check Number	Paid Date/Check Date
Hawes Pumping	265.00	369	12/11/2019
Subtotal:	265.00		
Amount in account at Meeting Date:			
Trench & Lines Fees	2,305.53		12/9/2009
Graphic Stone 1 Call	28.35	1617	12/11/2019
ID Locating	512.00	1618	12/11/2019
Subtotal:	540.35		
Amount in account at Meeting Date:			
Pumps & Controls Fees	2,846.73		12/9/2009
Subtotal:	2,846.73		

Total Bills Per Month

\$

11,052.48

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

30-Nov-19

Checking Accounts	General Acct 4118	Tank/Line 7802	Pmps/Cntrls 7829	Pumping 7810	Money Mkt 490	Totals
Beginning balance Nov 1, 2019	\$54,186.14	\$3,898.91	\$3,125.34	\$3,618.93	\$186,606.21	\$251,435.53
Interest income for month	\$10.63	\$0.67	\$0.59	\$0.69	\$193.25	\$205.83
Receipts for month	\$3,691.03	\$0.00	\$0.00	\$0.00	\$0.00	\$3,691.03
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$57,887.80	\$3,899.58	\$3,125.93	\$3,619.62	\$186,799.46	\$255,332.39
November disbursements	\$9,135.90	\$1,594.05	\$277.20	\$550.00	\$0.00	
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending balance Nov 30, 2019	\$48,751.90	\$2,305.53	\$2,848.73	\$3,069.62	\$186,799.46	\$243,775.24

Disbursements for month

4 checks	\$4,897.64	Gen Acct
22 ACH pymnts	\$4,238.26	Gen Acct
2 checks	\$2,305.53	Tank/Line
1 check	\$277.20	Pumps/Controls
1 check	\$550.00	Pumping

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrls	Pumping
285	0.75%	18 Month		\$10,597.16		
286	0.75%	18 Month		\$10,597.16		
287	0.75%	18 Month		\$10,597.16		
288	0.75%	18 Month		\$10,597.16		
728	1.58%	18 Month			\$72,700.81	
526	0.90%	12Month				\$15,589.00
527	0.90%	12 Month				\$10,392.65
528	0.90%	12 Month		\$10,392.65		
529	0.90%	12 Month		\$10,392.65		
530	1.47%	24Month		\$10,566.07		
531	1.47%	24Month		\$10,566.07		
532	1.47%	24Month		\$10,566.07		
533	1.47%	24Month		\$10,566.07		
534	1.47%	24Month		\$31,698.23		
535	1.47%	24Month		\$31,698.23		
536	1.47%	24Month			\$10,566.07	
537					\$10,566.07	
453					\$35,345.55	
454				\$55,543.01		

CD TOTALS	\$0.00	\$224,377.69	\$129,178.50	\$25,981.65		\$379,537.84
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ACCOUNT TOTALS	\$48,751.90	\$226,683.22	\$132,027.23	\$29,051.27	\$186,799.46	\$623,313.08
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TOTAL CASH ON HAND 30-Nov-19	\$623,313.08
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30-Nov-18	\$622,020.06
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Just name & position? Headshots?
Bio?
Way to contact?

→ on call guy on website or no?
↳ ASK LOREN

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Board members what do you want on website.

Do we want to look single to OTC website?

Come up with language to present to board

Yes

Bob will look into original documents

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Do another insp. with this tank
Do it
replace tank

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Dennis Jones		46513	
Harold Wheeler		46514	
Bob Young		46515	
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Battle Labs Standard	47.36	ACH	11/18/2019
Minnesota Motors	55.13	ACH	11/28/2019
Webmart		ACH	
Subtotal:	424.42		

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Monthly Pumping	265.00	363	12/11/2019
Subtotal:	3,324.62		
Trails & Lines Fees	Amount in account at Meeting Date:		
Geotier State 1 Call	2,305.53		12/9/2009
Locate Calls	28.35	1617	12/11/2019
Locaters	512.00	1618	12/11/2019
ID Locking	540.35		
Subtotal:	3,486.23		
Pumps & Controls Fees	Amount in account at Meeting Date:		
Subtotal:	2,068.73		12/9/2009

Total Bills Per Month \$

11,052.48

Need Credit Card to pay this from now on