

Ottertail Water Management District

May 15, 2019

The Ottertail Water Management District Board of Commissioners met 4.00 pm at the Community Center building in Ottertail City, MN. Chairperson Johnson called the meeting to order. Commissioners Dean, Jones, Siems, Wheeler, Young, Asst. Adm. Alex Kvidt and Adm. Mann attended.

**Minutes:** Minutes were sent by email prior to meeting. Motion made to accept the minutes by Com. Siems; 2<sup>nd</sup> by Com. Wheeler. Motion passed.

**Audit:** updates need to be applied...will be ready for June.

**Treasurer's Report:** The report was distributed by Treasurer Young. Motion made to accept the report by Com. Dean; 2<sup>nd</sup> by Com. Jones. Motion passed.

**COH 2018:** \$798,001.00      **COH 2019:** \$768,170.73

**Pay Bills:** Bills were presented by Adm. Mann. Motion by Com. Young to approve payments; 2<sup>nd</sup> by Com. Siems. Motion passed.

**Maintenance:** Adm Mann presented his report.

**Old Business:** 1. Discussed pumping schedules for active and passive. To be continued.

2. Met with the county to set up the county doing the fees. We will need to set up fee schedule earlier. A letter will be sent out explaining the change.

**Asst Adm report:**

1. County meeting report
2. cluster fences need repair...need a cost comparison.
3. system updates
4. LeClair system needs to be updated.

**Adjournment:** Motion to adjourn by Com. Dean. 2<sup>nd</sup> by Com. Young. Meeting adjourned

Cindy Dean, Secretary



May 15<sup>th</sup>

**MAY 8, 2019 MONTHLY MEETING AGENDA**

- 1 OPEN MEETING.
- 2 APPROVAL OF MINUTES FROM LAST MEETING.
- 3 2018 AUDIT REPORT/BUZZ?? (ROLLIE EXPLAIN) THERE ARE NEW AUDITING REGS THAT WENT INTO EFFECT THIS YEAR. SO IT HAS TAKEN BUZZ LONGER TO COMPLETE AUDIT. HE APOLOGIZES FOR THE DELAY. ALSO IT APPEARS BUZZ SAID I SHORTED MYSELF ON MY VACATION BUY DOWN. BUZZ IS DOUBLING CHECKING THOSE NUMBERS. HE WILL HAVE THE AUDIT READY FOR THE JUNE MTG.
- 4 TREASURER REPORT
- 5 PAY BILLS ROLLIE WILL HAVE QUITE A FEW HOURS ACCUMULTED OVER WHAT HIS MONTHLY HOURS WERE SUPPOSE BE, BY THE END OF MAY. WE'LL HAVE TO WAIT UNTIL THE END OF MAY TO FINILIZE WHAT THAT AMOUNT IS. THEY CAN BE PAID IN JUNE.
- 6 MAINTENANCE REPORTS
- 7 OLD BUSINESS
  - A. BOARD DECISION ON PUMPING SEASONAL TANKS EVERY 3YRS. OR 6YRS.
  - B. ANY QUESTIONS ON USER FEES & PUMPING COSTS? HOW EXISTING DATA BASE WORKS & HOW IT BREAKS DOWN THE BILLED FEES?

**NEW BUSINESS**

A.

ANYTHING ELSE? ROLLIE

**NEXT MEETING JUNE 12, 2019**

**MAINTENANCE REPORT**

1. THE AMOUNT OF 2019 USER FEES THAT HAVE BEEN RECEIVED IN IS \$230,263.00 OF \$280,490.00 BILLED. MORE STILL BEING RECEIVED. THIS IS PERCENTAGE IS CLOSE TO WHAT WAS COLLECTED IN PREVIOUS YEARS. STILL UPDATING NEW OWNERS NAMES, ADDRESSES CHANGES AND REMAILING THE STATEMENTS. THERE HAVE BEEN MANY.
2. COMPLETED MCIT PAYROLL ASSESSMENTS & RISK MANAGEMENT PAPERWORK FOR 2019 INS. PREMIUM.
3. TRAINING ALEX ON BANKING, CHECK WRITING, PAYROLL, TAX & PERA PAPERWORK & DEPOSITING.
4. ALEX & I MET WITH WAYNE STEIN ABOUT THE COUNTY TAKING OVER THE BILLING OF USER FEES IN 2020. IT APPEARS IT WILL NOT BE A PROBLEM.
5. WE'VE BEEN MOVING EQUIPMENT, SPARE PUMPS, AND PARTS ETC TO STORAGE UNIT.
6. I CHECKED WITH BATTLE LAKE POST OFFICE & THERE ARE BOXES AVAILABLE.
7. I HAVE JAKE CHRISTENSEN IS LINED UP TO MOW DRAIN FIELDS AGAIN.
8. ALEX IS DOING COMPLIANCE INSPECTS. THERE IS ONE MORE ACTIVE THAT HAS FAILED.
9. THE CELL PHONES WILL HAVE TO BE UPGRADED BY THE END OF THE YEAR. THIS IS DUE TO FEDERAL REGS. I HAVE CHANGED MY PHONE OVER TO MY OWN ACCOUNT NOW. I WAS ABLE TO KEEP THE SAME NUMBER.

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

Checking Accounts	30-Apr-19				Totals
	General Acct 4118	Tank/Line 7802	Pmps/Cntrls 7829	Pumping 7810	
Beginning balance Apr 1, 2019	\$207,111.57	\$23,615.73	\$16,845.93	\$3,069.33	\$112,368.84
Interest income for month	\$31.27	\$9.71	\$6.92	\$0.90	\$433.45
Receipts for month	\$48,600.30	\$0.00	\$0.00	\$0.00	\$0.00
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00
	\$255,743.14	23625.44	\$16,852.85	\$3,070.23	\$262,802.29
March disbursements	<b>-\$18,307.85</b>	\$0.00	\$0.00	<b>-\$1,775.00</b>	\$0.00
Internal transfers	<b>-\$150,000.00</b>	\$0.00	\$0.00	\$0.00	\$0.00
Ending balance Apr 30, 2019	\$87,435.29	\$23,625.44	\$16,852.85	\$1,295.23	\$262,802.29
					<b>-\$20,082.85</b>
					<b>-\$150,000.00</b>
					\$392,011.10

Disbursements for month

16 checks	\$7,988.46	Gen Acct
16 ACH pymnts	\$10,319.39	Gen Acct
1 transfer	\$150,000.00	Gen Acct to Tank/Line
0 checks	\$0.00	Pumps/Controls
0 checks	\$0.00	Pumping
1 check	\$1,775.00	Money Mkt
1 ACH pymnt	\$20,000.00	to Pumping

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrls	Pumping
285	0.75%	18 Month		\$10,512.19		
286	0.75%	18 Month		\$10,512.19		
287	0.75%	18 Month		\$10,512.19		
288	0.75%	18 Month		\$10,515.19		
728	1.58%	18 Month			\$71,990.06	
526	0.90%	12Month				\$15,467.81
527	0.90%	12 Month				\$10,311.86
528	0.90%	12 Month				\$10,311.86
529	0.90%	12 Month				\$10,476.20
530	1.47%	24Month				\$10,476.20
531	1.47%	24Month				\$10,476.20
532	1.47%	24Month				\$10,476.20
533	1.47%	24Month				\$10,476.20
534	1.47%	24Month				\$31,428.61
535	1.47%	24Month				\$31,428.61
536	1.47%	24Month				\$10,476.20
537	1.47%	24Month				\$10,476.20
2453	1.98%	6Month				\$35,000.00
2454	1.98%	6Month		\$55,000.00		

CD TOTALS \$222,437.50 \$127,942.46 \$25,779.67 \$376,159.63

ACCOUNT TOTALS \$768,170.73

TOTAL CASH ON HAND \$768,170.73  
30-Apr-19

50-Apr-18 \$798,001.00

**OTTERTAIL WATER MANAGEMENT DISTRICT ACCOUNTS PAYABLE**

**MAY 8, 2019**

BALANCE In First National Bank Battle Lake Before May Bills	\$87,435.29
USER FEE DEPOSITS THIS MONTH	\$48,600.00

**GENERAL FUND: BILLS MAY 9, 2019**

CENTURY LINK	PHONE	\$ 99.85
PERA	CONTRIBUTION (ACH)	\$ 1,029.00
MN NCPERS GROUP LIFE INS.	PERA LIFE INS	\$ 16.00
US TREAS.	FEDERAL TAX DEPOSIT (ACH)	\$ 1,911.71
1ST NAT'L BANK BATTLE LAKE	LORI'S HSACCOUNT	\$ 400.00
STATE OF MN	MNHCSPLANS (ACH)	\$ 912.75
MINN. DEPT OF REVENUE	STATE TAX DEPOSIT	\$ 350.00
VERIZON	CELL PHONES (ACH)	\$ 78.69
ARVIG	INTERNET BILL	\$ 48.76
ROLAND MANN	PETTY CASH	\$ 16.91
ROLAND MANN	MAY SALARY/PD-JUNE 1ST (ACH)	\$ 1,500.00
ROLAND MANN	BALANCE ON APRIL SALARY	\$ 45.47
ROLAND MANN	RENT MAY	\$ 275.00
ROLAND MANN	FLEX PLAN	\$ 618.56
BLUE CROSS & BLUE SHEILD	MED INS	\$ 2,646.42
LORI MANN	WAGES	\$ 17.09
LOREN HAWES	ON CALL	\$ 686.80
Loren Hawes	Mileage	\$ 23.78
ALEX KVIDT	MO. SAL	\$ 3,260.00
ALEX KVIDT	MILEAGE	\$ 672.80
ALEX KVIDT	MED INS	\$ 323.08
Alex Kvidt	MEALS AT SCHOOL	\$ 22.85
Alex Kvidt	Balance on April Salary	\$ 1,116.00
AGNUS MACAL	OVER PAID FEE	\$ 18.00
CAROL PFUTZENREUTER	OVER PAID FEE	\$ 20.00
	<b>SUB TOTAL</b>	<b>\$16,109.52</b>

**BANK CARD CHARGES:**

BATTLE LAKE STANDARD	FUEL	\$ 44.79
CENEX OF OTTERTAIL	FUEL	\$ 82.74
WALLMART	OFFICE SUPPLIES	\$ 42.99
CARBONITE	SUBSCRIPTION	\$ 111.99
ADOBE	SUBSCRIPTION	\$ 16.17
STOW AWAY SELF STORAGE	RENT	\$ 75.00
WALLMART	OFFICE SUPPLIES	\$ 42.99

**PUMPING FUND:**

HAWES PUMPING	PUMP TANKS	\$ 955.00
---------------	------------	-----------

**TANKS & LINES:**

GOPHER STATE 1 CALL	LOCATES/ APRIL	\$ 45.90
JD LOCATING	LOCATES	\$ 647.50
LOCATAORS & SUPPLY	MARKING FLAGS	\$ 115.31

**PUMPS & CONTROLS:**

TRI STATE PUMP	PUMP REPAIR	\$ 349.00
----------------	-------------	-----------

## May 15th, 2019 Monthly Meeting

### Assistant Administrator Report

1. Rollie and I met with Wayne Stein. He said the county is willing do put our billing on next years property tax statements. This will eliminate us sending out bills. Wayne would like the billing information in September or October since they will have to manually enter the data the first time into their program. This means we will have to have our fees set by the time we turn in the information next year.
2. Looking at our cluster drainfields some of the fencing needs repair. What are the boards thoughts of replacing the cedar split rail fencing with metal posts and wire? This would require less maintenance in the future. Or does the board just want to replace posts as they breakdown from the weather?
3. 38489 West Wagon Trail failed a compliance inspection this week. It is on active maintenance. The district will have to pay to have the system updated. I have contacted John Weller and Laramie Barry for bids. They have not got back to me with a price yet. I also asked both for a bid at 37930 Eldorado Beach Road. That system failed an inspection last year and needs to get updated as well.
4. Brian Brogard is working on the design for Chris LeClair's property on Walker Lake. He is the director of the Land and Resource office at the County. This will also be paid for by the district.
5. I ended up not passing the class I took in April. I found out a couple of days before the May class. I did not attend the May class because that first class was a prerequisite to that class. I can retest in the fall for the test I failed. Then next year I will plan on taking the advanced class. I will still be going to Mankato the last week in May for the Service Provider class. I will be staying down there from May 27th-31<sup>st</sup> at the same hotel the class is being held at.
6. I went to the bank today and signed to be put onto the District accounts. I have the forms that Nancy, Donn and Bob must sign. I will drop them back off tomorrow morning with all the signatures.
7. Have been moving a lot of the equipment and supplies out of Rollie's garage. I will continue doing that as the month progresses. I am hoping we can keep the same phone number after talking to Arvig. They said to call them next week to set up an installation for internet and phone at my new house.
8. We are starting to get calls for inspections and have been doing a couple a week so far. New Sewer installations have also started and will start going in consistently when road restrictions come off.
9. Otter Tail County is no longer requiring compliance inspections on storage buildings that do not hook up to the sewer or have running water. I got a call from the Land and Resource Office Yesterday asking if we still want to provide a letter for these properties about their septic system. Since the county doesn't require that for the permitting process anymore, are we good with not giving them a letter as long as there is no change to the septic system on the property?

Cost out  
price  
comp, wood  
steel

Pay to be reimbursed or  
use debit card?

# **Otter Tail Water Management District**

**27234 368th Ave. • Battle Lake, MN 56515**

**218-864-5533**