

OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting

Location: Community Center building in Ottertail City, MN

Date: Oct 14, 2020

Time: 4:00pm

Officers present: Adm. Kvidt, Chairperson Johnson, Sec. Dean, Treas. Harold Wheeler

Board members present: Com. Bleichner, Com. Damrau

Board members absent: Com. Erwin, Com. Jones

Quorum: yes

Meeting Date: October 14, 2020

Next Meeting Date: Nov 17, 2020

Agenda:

1. **Meeting: Called to order by Chair Johnson at 4pm.**
2. **Minutes: Minutes were sent by email prior to meeting. Motion made to accept the minutes by Com. Bleichner; 2nd by Treas. Wheeler. Motion passed.**
3. **Treasurer Report: The report was presented by Treas. Wheeler. He will be receiving the statement by email. The 2nd payment from the county will be coming. Motion made to accept the report by Com.Damrau; 2nd by Com. Dean Motion passed.**
4. **Pay Bills: Bills were presented by Adm. Kvidt. Motion by Com Bleichner to pay bills; 2nd by Com. Damrau. Motion passed.**
5. **Pumps: We currently have 1 1.5 HP Meyers Pump left in stock and 3 .5 HP Meyers Pumps in stock. We have replaced 14 pumps so far this year. All of our cluster systems use the 1.5 HP Pumps Motion to approve the purchase of pumps as needed by Com Wheeler; 2nd by Com Damrau. Motion passed**
6. **Permits: We currently have 4 permits for active system replacements. In the last couple of months, we have replaced active systems at:**
 - a. 34362 Deer Lake Road -bill paid at this meeting
 - b. 39364 Madsen Beach Road
 - There was an electrical wire broken during the crushing of the old tank that was not marked. Emil Electric spliced the wire back together and is sending the district a bill for this.
 - c. 36794 Augustana Loop -bill paid at this meeting
 - d. 38411 Wagon Trail Loop -bill paid at this meeting
 - e. 37930 Eldorado Beach Road
 - f. 40622 Holiday Trail -bill Paid at this meeting
7. **36520 Augustana Drive: Drainfield was no longer accepting water and must be replaced. This permit/design is out for bids now. This is included in the 4 permits we have for replacement above.**
8. **38292 Eldorado Beach Road: the drainfield failed a compliance inspection and must be replaced. This is an active system. Ness Backhoe will be doing this install and this is included in the 4 permits listed above for replacement. The homeowner is responsible for paying for the additional bedroom sizing on the drainfield.**

9. **Pumping:** We pumped out the stilling tanks on our cluster drainfields at:
- a. Drainfield west of Ottetail City on Highway 1
 - b. Drainfield in City Limits south of Ottetail City on Highway 78
 - c. Drainfield between Blanche and Ottetail Lake on Highway 78
 - d. Drainfield on Blarney Beach Road
 - e. Each of these stilling tanks had over 1 foot of sludge on the bottom the tank and this should be a part of the yearly cycle. It will help protect the drainfield from receiving anything other than effluent.
10. **OTWMD manual:** I have made a flash drive for every board member that has the current Otter Tail Water Management District Manual on it. I will pass them out to those that want one.
11. **Nov meeting:** Next month's meeting will be November 18th, 2020. This is the third Wednesday of the month. The second Wednesday of the month is November 11th, 2020 and is Veterans Day.
Meeting will be Nov. 10, 2020

Administrator's Report:

1. **39609 & 39615 County Highway 1:** These properties share a lift station on a cluster system. The alarm light went off on 9/12/2020. Hawes Pumped the tanks and I replaced on the pump on 9/17/2020.
2. **28676 County Highway 145:** Alarm light came on 9/14/2020. I replaced the alarm float on 9/15/2020. This lift station is shared with 28690 County Highway 145. Other floats were operating as they should.
3. **42744 Pleasure Park Road:** Service call on 9/15/2020. Septic tank and lift station were at the correct levels. Drainage issues in the house. It appeared to be an issue in the plumbing in the house or between the septic tank and dwelling.
4. **36520 Augustana Drive:** Service call on 9/18/2020. Hawes pumped the tank that day. It appears the drainfield was not accepting water. We cameraed the line and found no root issues. This is a pre district system and appears to just be at the end of its life cycle. Active Maintenance system so the district will be replacing this. The design/permit is currently out for bids.
5. **36391 Segar Road:** Loren received a service call on 9/21/2020. Alarm was going off, but pump was operating as it should. I replaced all three floats on 9/22/2020.
6. **39375 Clearmont Road:** Failed compliance inspection on 9/30/2020. Passive System. Homeowner is responsible to bring into compliance.
7. **Quite a few new installs and compliance inspections in the last month.**

Cindy Dean, Secretary



Otter Tail Water Management District Monthly Meeting

Meeting Date: October 14th, 2020

Next Meeting Date: November 18th, 2020

Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
4. Pay Bills
5. We currently have 1 1.5 HP Meyers Pump left in stock and 3 .5 HP Meyers Pumps in stock. We have replaced 14 pumps so far this year. All of our cluster systems use the 1.5 HP Pumps. Should we order more to be stocked up for the winter and next year?
6. We currently have 4 permits for active system replacements. In the last couple of months, we have replaced active systems at:
 - a. 34362 Deer Lake Road-bill paid at this meeting
 - b. 39364 Madsen Beach Road
 - There was an electrical wire broken during the crushing of the old tank that was not marked. Emil Electric spliced the wire back together and is sending the district a bill for this.
 - c. 36794 Augustana Loop-bill paid at this meeting
 - d. 38411 Wagon Trail Loop-bill paid at this meeting
 - e. 37930 Eldorado Beach Road
 - f. 40622 Holiday Trail-Bill Paid at this meeting
 - We are still waiting on a couple of these bills to come in. We also are waiting on bills from electricians on some of these installs for wiring in the septic pumps.
7. 36520 Augustana Drive: Drainfield was no longer accepting water and must be replaced. This permit/design is out for bids now. This is included in the 4 permits we have for replacement above.
8. 38292 Eldorado Beach Road: the drainfield failed a compliance inspection and must be replaced. This is an active system. Ness Backhoe will be doing this install and this is included in the 4 permits listed above for replacement.
 - a. The homeowner is responsible for paying for the additional bedroom sizing on the drainfield.
9. Transferred money to the Tanks and Lines Checking Account: \$15,000
10. We pumped out the stilling tanks on our cluster drainfields at:
 - a. Drainfield west of Ottetail City on Highway 1
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7. Quite a few new installs and compliance inspections in the last month.

Otter Tail Water Management District Accounts Payable
10/14/2020

Balance in General Account on Date of Monthly Meeting	\$	25,653.73	10/14/2020
Deposits made between September & October Monthly Meeting	\$	3,755.95	10/14/2020

General Fund Bills:

		Amount:	Check Number	Paid Date/Check Date
Alex Kvidt	Monthly Salary	\$ 3,595.15	46582	10/14/2020
Alex Kvidt	On-call/Balance of Salary	\$ 371.35	46583	10/14/2020
Alex Kvidt	Rent	\$ 375.00	46584	10/14/2020
Medica	Alex Kvidt Insurance	\$ 318.32	ACH	10/5/2020
Further	Alex Kvidt HSA	\$ 291.66	ACH	9/17/2020
Loren Hawes	On-call	\$ 536.56	46585	10/14/2020
Loren Hawes	Mileage	\$ 15.08	46586	10/14/2020
PERA	Contribution	\$ 938.19	ACH	10/6/2020
US Treasury	Federal Tax Deposit	\$ 1,925.30	ACH	10/5/2020
MN Dept of Revenue	State Tax Deposit	\$ 350.00	ACH	10/6/2020
Verizon	Cell Phones	\$ 40.30	ACH	9/30/2020
Loffler	Computer Program	\$ 30.00	ACH	10/11/2020
Loffler	Computer Program	\$ 30.00	ACH	9/11/2020
	Subtotal	\$ 8,816.91		
Bank Card Charges				
Adobe Acrobat	Computer Program	\$ 16.17	ACH	10/4/2020
Arvig	Internet/Phone	\$ 107.37	ACH	9/28/2020
	Subtotal	\$ 123.54		

Credit Card Charges

Quickbooks Online	Computer Program	\$ 12.50	ACH	9/3/2020
Wave CyberSprout	Website Computer Program	\$ 59.00	ACH	9/6/2020
Zoom	Computer Program	\$ 16.09	ACH	9/9/2020
Ottertail Oasis Cenex	Vehicle Gas	\$ 39.70	ACH	9/2/2020
Battle Lake Standard	Vehicle Gas	\$ 42.32	ACH	9/11/2020
Battle Lake Standard	Vehicle Gas	\$ 31.22	ACH	9/17/2020
Battle Lake Standard	Vehicle Gas	\$ 41.03	ACH	9/27/2020
Wal-Mart	Office Supplies	\$ 101.17	ACH	9/25/2020
	Subtotal	\$ 343.03		
Check for Credit Card Charges from General Account	To: First National Bank	\$ 343.03	46587	10/14/2020

	Amount in account at Meeting Date:	\$		10/14/2020
Pumping Fund Fees		\$ 3,093.32		
Hawes Pumping	Monthly Pumping	\$ 1,800.00	375	10/14/2020
	Subtotal:	\$ 1,800.00		

	Amount in account at Meeting Date:	\$		10/14/2020
Tanks & Lines Fees		\$ 39,073.49		
Gopher State 1 Call	Locate Calls	\$ 129.60	1657	10/14/2020
JD Locating	Locates	\$ 2,638.00	1658	10/14/2020
Ness Backhoe	38411 West Wagon Trail Active Maintenance Replacement System	\$ 8,800.00	1659	10/14/2020
Brogard Plumbing	36520 Augustana Drive Camera Sewer Line and Dig up Drop Box	\$ 220.00	1660	10/14/2020
Scott's Septic Service	38292 Eldorado Beach Road Active Maintenance System Replacement Design	\$ 600.00	1661	10/14/2020
Scott's Septic Service	36520 Augustana Drive Active Maintenance System Replacement Design	\$ 600.00	1662	10/14/2020
Jake Christensen	Mowing Cluster Drainfields	\$ 360.00	1663	10/14/2020
Ness Backhoe	34362 Deer Lake Road Active Maintenance System Replacement Install	\$ 6,800.00	1664	10/14/2020
Ness Backhoe	36794 Augustana Loop Active Maintenance System Replacement Install	\$ 6,800.00	1665	10/14/2020
Ness Backhoe	40622 Holiday Trail Active Maintenance System Replacement Install	\$ 9,500.00	1666	10/14/2020
	Subtotal:	\$ 36,447.60		

	Amount in account at Meeting Date:	\$		10/14/2020
Pumps & Controls Fees		\$ 5,446.53		
Brogards Plumbing	28527 Balmoral Drive Pump Replacement	\$ 165.33	1480	10/14/2020
	Subtotal:	\$ 165.33		

Total Bills Per Month

\$

47,696.41

10/13/2020

Otter Tail Water Management District

Treasurer's Report

9/30/2020

Checking Accounts	General Acct 4118	Tank/Line 7802	Pmps/Cntrls 7829	Pumping 7810	Money Mkt 0490	Totals
Beginning balance September 1, 2020	\$14,599.08	\$8,951.61	\$5,445.41	\$1,683.01	\$229,012.53	\$259,691.64
Interest income for month	\$5.95	\$5.13	\$1.12	\$1.31	\$132.36	\$145.87
Receipts for month	\$3,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Internal transfers	\$20,000.00	\$20,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00
	\$37,755.03	\$28,956.74	\$5,446.53	\$11,684.32	\$229,144.89	\$312,987.51
September disbursements	\$9,653.30	\$4,283.25	\$0.00	\$8,591.00	\$0.00	\$22,527.55
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
Ending balance September 30, 2020	\$28,101.73	\$24,673.49	\$5,446.53	\$3,093.32	\$179,144.89	\$240,459.96

Disbursements for month

6 checks	\$5,577.39	Gen Acct
9 ACH pymnts	\$4,075.91	Gen Acct
3 checks	\$4,283.25	Tank/Line
0 checks	\$0.00	Pumps/Controls
1 checks	\$8,591.00	Pumping

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrls	Pumping	Maturity Date
285	2.01%	18 Month		\$10,811.83			2/27/2021
286	2.01%	18 Month		\$10,811.83			2/27/2021
287	2.01%	18 Month		\$10,811.83			2/27/2021
288	2.01%	18 Month		\$10,811.83			2/27/2021
526	1.44%	12 Month				\$15,825.99	1/29/2021
527	1.44%	12 Month				\$10,550.65	1/29/2021
528	1.44%	12 Month		\$10,550.65			1/29/2021
529	1.44%	12 Month		\$10,550.65			1/29/2021
530	1.95%	24 Month		\$10,761.85			1/29/2022
531	1.95%	24 Month		\$10,761.85			1/29/2022
532	1.95%	24 Month		\$10,761.85			1/29/2022
533	1.95%	24 Month		\$10,761.85			1/29/2022
534	2.01%	24 Month		\$32,295.14			1/29/2022
535	2.01%	24 Month		\$32,295.14			1/29/2022
536	1.95%	24 Month			\$10,761.85		1/29/2022
537	1.95%	24 Month			\$10,761.85		1/29/2022
453	0.80%	6 Month			\$35,716.63		1/29/2021
454	0.80%	6 Month		\$56,126.13			1/29/2021
728	1.81%	12 Month			\$74,088.81		12/16/2020

CD TOTALS		\$228,112.43	\$204,751.66	\$52,180.11		\$485,044.20
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ACCOUNT TOTALS	\$28,101.73	\$252,785.92	\$210,198.19	\$55,273.43	\$179,144.89	\$725,504.16
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TOTAL CASH ON HAND	\$725,504.16
9/30/2020	

9/30/2019	\$656,157.33
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