

# OTWMD

Otter Tail Water Management District

**Event:** The OTWMD monthly board meeting  
**Location:** Community Center building in Ottertail City, MN  
**Date:** Nov. 17, 2020  
**Time:** 4:00pm  
**Officers present:** Adm. Kvidt, Chairperson Johnson, Sec. Dean, Treas. Harold Wheeler  
**Board members present:** Com. Bleichner (zoom) Com. Damrau, Com. Jones  
**Board members absent:** Com. Erwin  
**Quorum:** yes  
**Next Meeting Date:** Dec 9, 2020

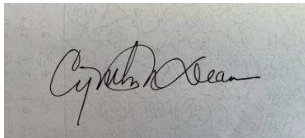
## Agenda:

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 as amended by Treas. Wheeler; 2nd by Com. Jones; Motion passed.
3. **Treasurer Report:** The report was presented by Treas. Wheeler. Motion made to accept the report by Com. Jones; 2<sup>nd</sup> by Com. Damrau; Motion passed.
4. **Pay Bills:** Bills were presented by Adm. Kvidt. Motion by Com. Damrau to pay bills; 2<sup>nd</sup> by Com. Jones. Motion passed.
5. **User fees:** Payments and penalties received from the county. (\$307,079) and updated on the website
6. **2021 User Fees:** List sent to the county.
7. **2021 Budget:** presented new budget for review and approval at January 2021 meeting.
8. **Money transfers:** \$5000 to tanks and lines. \$15,000 to pumps and controls.
9. **Pumps ordered:** 6 new 1.5 HP Meyers Pumps and 4 new .5 HP Meters Pumps.
10. **PO box:** renewed.
11. **Medical Insurance for 2021:** will be going up to \$337.27 a month. Alex will be lowering his HSA monthly payment to \$277.76 a month to keep him at the \$615.00 a month that is in his contract.
12. **Truck:** should arrive in January.
13. **Woodland Resort:** now an active maintenance property after it was failed to be moved to active maintenance when the system was updated in 2017. Their user fee will be \$2680.33 per year or \$62.33 per RCU/cabin on the property.
14. **38660 Eldorado Beach Road:** updated just their septic tank; they are to remain on passive until a new drain field is installed and then they can go active.
15. **Rearing Pond:** No updates

**Administrator's Report:**

1. **10/19/2020** Staked all the septic tanks and lift stations on Bay View Road for the winter. This area has had freezing issues in the past.
2. **10/19/2020** Covered all the stilling tanks on the cluster drainfields.
3. **11/6/2020** Loren Received a service call about a pump being out at 38604 Augustana Drive. He visited the property and found the pump not working and had Hawes Pumping pump out the tanks. I visited the property on 11/10/2020 and replaced all 3 floats and the pump with a new .5 HP Meyers Pump.
4. **11/12/2020** received a call from 28230 Fairway Drive. They replaced their alarm light bulb and it turned on when they did so. They checked the pump, and everything was working correctly. They also have an audio alarm in the garage that is not signaling that there is an issue. I visited the property and found that the light bulb alarm is no longer in use.
5. There were a lot of systems installed in the last month in a final push for the 2020 Construction season. There still may be one or two more to go for the year in the weather cooperates

Cindy Dean, Sec

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# Otter Tail Water Management District Monthly Meeting

**Meeting Date:** November 17<sup>th</sup>, 2020

**Next Meeting Date:** December 9<sup>th</sup>, 2020

## Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
4. Pay Bills
5. Received the second half of the 2020 User Fee Payments from Otter Tail County Treasurer's on 11/5/2020.
  - a. We received \$112,182.80 for this year's user fees and \$10,668.68 for past years delinquent fees.
    - Transferred all of \$123,157.34 to the Money Market Account.
  - b. We have collected \$282,106.14 out of \$296,078.00 (95%) of 2020 User Fees
  - c. We have collected \$24,973.11 in delinquent fees this year.
  - d. In 2020 we have collected \$307,079.25 in user fees between 2020 fees and delinquent fees.
  - e. Had CyberSprout update the parcel spreadsheet on the website to reflect the 2021 User Fees.
6. Sent in the 2021 User Fee List to the Otter Tail County Auditors Office on 10/29/2020. They have received it and are working on adding it to the 2021 Property Tax Statements.
7. I have attached a proposed 2021 Budget for the district. We can review it and approve it next month after the board has a chance to look it over. Any questions about it now?
8. Transferred Money to cover expenses this month on 11/12/2020:
  - a. I transferred \$5,000.00 from the Money Market to the Tanks & Lines Checking Account
  - b. I transferred \$15,000.00 from the Money Market to the Pumps & Controls Checking Account
9. Order New Pumps from Tri-State Pump and Controls
  - a. 6 new 1.5 HP Meyers Pumps and 4 new .5 HP Meters Pumps
  - b. This will take about 5 weeks to come in and we will keep them in storage at Tri-State
  - c. We currently with these new orders have 8-1.5 HP Pumps and 7-.5HP Pumps in stock
10. Renewed our PO box for another year.
11. My Medical Insurance Price for 2021 will be going up to \$337.27 a month. I will be lowering my HSA monthly payment to \$277.76 a month to keep me at the \$615.00 a month that is in my contract.
12. Truck Update: The new district truck is scheduled to go into production on December 3, 2020. Once it is finished it usually takes another 30 days to be delivered. I will stay in contact with Nelson in Fergus Falls about status updates.
13. Woodland Resort is now an active maintenance property after it was failed to be moved to active maintenance when the system was updated in 2017. Their user fee will be \$2680.33 per year or \$62.33 per RCU/cabin on the property.
14. 38660 Eldorado Beach Road has updated just their septic tank. They are curious if they can go from passive to active maintenance for just that upgrade. The drainfield is still existing and being used.

15. Nancy do you have any updates on the Rearing Pond Property? The district has not received a deed as of yet.

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Otter Tail Water Management District Accounts Payable  
11/17/2020

Balance in General Account on Date of Monthly Meeting	\$ 18,910.04	11/12/2020
Deposits made between October & November Monthly Meeting	\$ 125,662.66	11/12/2020

General Fund Bills:		Amount:	Check Number	Paid Date/Check Date
Alex Kvidt	Monthly Salary	\$ 3,595.15	46588	11/17/2020
Alex Kvidt	On-call/Balance of Salary	\$ 600.95	46589	11/17/2020
Alex Kvidt	Rent	\$ 375.00	46590	11/17/2020
Medica	Alex Kvidt Insurance	\$ 318.32	ACH	11/3/2020
Further	Alex Kvidt HSA	\$ 291.66	ACH	10/19/2020
Loren Hawes	On-call	\$ 214.63	46591	11/17/2020
Loren Hawes	Mileage	\$ -	NA	11/17/2020
PERA	Contribution	\$ 923.12	ACH	11/5/2020
US Treasury	Federal Tax Deposit	\$ 1,908.84	ACH	11/4/2020
MN Dept of Revenue	State Tax Deposit	\$ 350.00	ACH	11/5/2020
Verizon	Cell Phones	\$ 70.16	ACH	10/28/2020
Loffler	Computer Program	\$ 30.00	ACH	11/11/2020
	Subtotal	\$ 8,677.83		
<b>Bank Card Charges</b>				
Adobe Acrobat	Computer Program	\$ 16.17	ACH	11/3/2020
Arvig	Internet/Phone	\$ 104.59	ACH	10/26/2020
	Subtotal	\$ 120.76		

Credit Card Charges		Amount:	Check Number	Paid Date/Check Date
Lakes Area Coop	Vehicle Gas	\$ 37.30	ACH	10/4/2020
Wal-mart	Office Supplies	\$ 37.93	ACH	10/7/2020
Battle Lake Standard	Vehicle Gas	\$ 39.68	ACH	10/11/2020
Battle Lake Standard	Vehicle Gas	\$ 36.63	ACH	10/21/2020
Battle Lake Standard	Vehicle Gas	\$ 30.20	ACH	10/28/2020
Intuid Quickbooks	Computer Program	\$ 25.00	ACH	10/4/2020
CyberSprout	Computer Program/Website	\$ 59.00	ACH	10/6/2020
Zoom	Computer Program	\$ 16.09	ACH	10/11/2020
	Subtotal	\$ 281.83	ACH	
Check for Credit Card Charges from General Account	To: First National Bank	\$ 281.83	46592	11/17/2020

Pumping Fund Fees		Amount in account at Meeting Date:	Check Number	Paid Date/Check Date
Hawes Pumping	Monthly Pumping	\$ 1,293.83	NA	11/12/2020
	Subtotal:	\$ -		

Tanks & Lines Fees		Amount in account at Meeting Date:	Check Number	Paid Date/Check Date
Gopher State One Call	Gopher One Calls	\$ 122.85	1667	11/17/2020
J.D. Locating		\$ 2,211.50	1668	11/17/2020
	Subtotal:	\$ 2,334.35		

Pumps & Controls Fees		Amount in account at Meeting Date:	Check Number	Paid Date/Check Date
Tri-State Pump & Controls	10 New Pumps; 6 1.5 HP, 4 .5 HP	\$ 10,845.06	1481	11/17/2020
Emil's Electric	39364 Madsen Beach Road Electrical Line repair from district install project	\$ 259.19	1482	11/17/2020
Driggins Electric	Electrical Hook up for 38421 West Wagon Trail & 40622 Holiday T rail district install projects	\$ 3,181.00	1483	11/17/2020
	Subtotal:	\$ 14,285.25		

Total Bills Per Month \$

25,700.02

**Otter Tail Water Management District**

**Treasurer's Report**

**10/31/2020**

Checking Accounts	General Acct 4118	Tank/Line 7802	Pmps/Cntrl 7829	Pumping 7810	Money Mkt 0490	Totals
Beginning balance October 1, 2020	\$28,101.73	\$24,673.49	\$5,446.53	\$3,093.32	\$179,144.89	\$240,459.96
Interest income for month	\$5.32	\$4.30	\$1.15	\$0.51	\$107.12	\$118.40
Receipts for month	\$2,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Internal transfers	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$30,857.05	\$39,677.79	\$5,447.68	\$3,093.83	\$179,252.01	\$258,328.36
October disbursements	\$9,280.56	\$35,847.60	\$165.33	\$1,800.00	\$0.00	\$47,093.49
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
Ending balance October 31, 2020	\$21,576.49	\$3,830.19	\$5,282.35	\$1,293.83	\$164,252.01	\$196,234.87

Disbursements for month

6 checks	\$5,236.17	Gen Acct
9 ACH pymnts	\$4,044.39	Gen Acct
9 checks	\$35,847.60	Tank/Line
1 checks	\$165.33	Pumps/Controls
1 checks	\$1,800.00	Pumping

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrl	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

<b>CD TOTALS</b>		\$228,112.43	\$204,751.66	\$52,180.11		\$485,044.20
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<b>ACCOUNT TOTALS</b>	\$21,576.49	\$231,942.62	\$210,034.01	\$53,473.94	\$164,252.01	\$681,279.07
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<b>TOTAL CASH ON HAND</b>	<b>\$681,279.07</b>
<b>10/31/2020</b>	

<b>10/31/2019</b>	<b>\$630,975.27</b>
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## Proposed 2021 General Budget

### 2021 General Budget & Exp. To Dec. 31, 2020

Item	2020 Expenses to Date	Remaining Expenses	Budget 2020	Budget 2021
1. Medical Insurance/HSA	\$ 6,709.78	\$ 615.00	\$ 7,500.00	\$ 7,500.00
2. Audits	\$ -	\$ 7,000.00	\$ 7,500.00	\$ 7,500.00
3. Legal Services	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
4. Postage, Office/misc. expenses, Computer Programs, Tools & Safety Equipment/Credit Card Charges	\$ 5,448.55	\$ 1,100.00	\$ 4,000.00	\$ 7,500.00
5. Rent	\$ 4,125.00	\$ 375.00	\$ 4,500.00	\$ 4,500.00
6. Payroll Taxes	\$ 17,840.69	\$ 1,625.00	???	\$ 20,000.00
7. Training	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
9. Fuel-mileage paid	\$ 285.02	\$ 200.00	\$ 3,000.00	\$ 1,500.00
10. Board Compensation	\$ 2,293.37	\$ 2,293.37	\$ 5,500.00	\$ 5,500.00
11. Payroll Full Time	\$ 45,496.36	\$ 4,140.00	\$ 68,000.00	\$ 70,000.00
12. Payroll Part time/ on call	\$ 4,077.89	\$ 450.00	\$ 15,000.00	\$ 7,500.00
13. Permit MPCA & Licenses	\$ 400.00	\$ -	\$ 425.00	\$ -
14. Vehicle Depreciations Fund	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,000.00
16. Phones/Internet	\$ 2,181.31	\$ 440.00	\$ 2,500.00	\$ 3,000.00
17. Locator Services	\$ 14,516.00	\$ 3,000.00	\$ 12,000.00	\$ 20,000.00
18. Website	\$ 1,791.50	\$ 1,000.00	\$ 4,000.00	\$ 2,000.00
19. Pera	\$ 9,420.13	\$ 1,000.00	\$ 7,000.00	\$ 11,000.00
20. Miscellaneous	\$ 3,175.00	\$ 1,000.00	\$ -	\$ 5,000.00
Total	\$ 121,760.60	\$ 24,238.37	\$ 148,425.00	\$ 180,000.00

This does not include the cost for the rearing pond and that is categorized this way in quickbooks

1. Health Insurance and HAS, 11. includes Alex's Wage, On call wages at \$60/\$100 per day and \$31.62/\$32.56 per hour, 12. Loren On Call wages at \$100 per day and \$25 per hour, 19. Includes PERA and MCIT Insurance  
 4. The 2019 budget overages were: 4. Postage/Misc/Computer Programs/Tools/Credit Cards-this had categories added to it; 6. Payroll Taxes-did not have in budget for 2020 it was wrapped up in payroll full time budget category  
 17. Locator Services- tons of projects in the district this year required lots of locates 19. PERA- a raise in payroll taxes discussed after this budget came out contributed to this  
 20. Miscellaneous- this category was not in the 2020 budget but some expenses were put in this in quickbooks: will get better at categorizing these in 2021

### 2020 Expense of Special Funds & Projected 2021 Income with User Fee Changes

Fund	Expenses 10/31/2020	Remaining Expenses	2020 Income	2021 Income with rate increases
Pumping (\$8.00 increase in 2021)	\$ 59,522.00	\$ 1,000.00	\$ 46,224.63	\$ 59,885.48
Tanks & Lines (\$2.00 increase in 2021)	\$ 74,653.33	\$ 15,000.00	\$ 50,611.25	\$ 56,757.05
Pumps and Controls	\$ 5,576.58	\$ 15,000.00	\$ 21,122.30	\$ 24,067.46
Totals	\$ 139,751.91	\$ 31,000.00	\$ 117,958.18	\$ 140,709.99

The 2020 budget overages were: Pumping & Tanks and Lines Expenses

- 2013 -75 tanks & 25 lift stations pumped & cleaned plus 13 cluster filter tanks & the filters \$18,300.
- 2014- 70 tanks & 90 lift stations pumped & cleaned plus 13 cluster filter tanks & the filters \$25,600.
- 2015- 105 tanks & 110 lifts were pumped & cleaned plus 13 cluster filter tanks & filters \$11,445.00
- 2016- 195 tanks & 112 lifts were pumped & cleaned plus 13 cluster filter tanks & filters \$34,878.00
- 2017 tank & lift pumping & cleaned plus 13 cluster filter tanks & filters \$48,860.00
- 2018 tank & lift pumped & cleaned, plus the 13 cluster filter tanks & filters \$50,600.00
- 2019 tanks & lift pumped & cleaned, plus the 13 cluster filter tanks & filters, 320 systems pumped on active maintenance. \$63,467.50 spent on pumping in 2019. Includes Freeze ups and breakdowns.
- 2020 Tanks & Lift pumped & Cleaned plus 13 cluster filter tanks & Filters, 315 systems to be pumped on active maintenance. \$59,522.00 as of 10/31/2020 spent on pumping in 2019 includes freeze ups and breakdowns.
- 2021 Tanks and Lift pumped & Cleaned plus 13 cluster filter tanks & filters, roughly 355 systems to be pumped on active maintenance, estimated cost at \$59,606.67 at 2020 prices for regular maintenance pumping. Plus any breakdowns/freezups that may happen in 2021.

All active systems are now being pumped on a 3 year cycle.

There were 5 pumps replaced in 2019. 2 Rebuilt pumps were used and 3 new pumps. There are 10 new pumps in inventory that are new as of 2019. Costs of those pumps was \$10,234.80.

There were 14 pumps replaced in 2020 with an average pump cost of \$1025.00 plus labor for a total of \$14,337.75 plus labor.

Estimating to replace the same number of pumps in 2021 for an approximate cost of \$17,500 (including labor).

Ordered new floats and still have a lot left for a cost of \$1408.00 in 2019. Replaced 21 floats in 2019. Expect to Replace about the same next year. Cost to replace a float is my hourly rate for labor(\$31.63) plus cost of float(\$38.50) plus wire connectors cost(\$.60).

Ordered new floats in 2020 and still have a good amount left for a cost of \$1873.00. Replaced 38 floats in 2020 as of 10/31/2020. Expect to replace about the same next year. Cost to replace a float is my hourly rate (32.56 plus cost of float(\$38.50) plus wire connectors cost(\$.60)

Estimating to replace same number of floats in 2021 for a cost of approximately \$1500.00 plus connectors plus labor.

Item	Projected 2021 Income/General Fund	2020 Income to Date
Administration Fees (no raise)	\$ 91,556.93	\$ 86,674.20
General Maintenance (no raise)	\$ 82,677.00	\$ 76,619.40
Old Assessments/ Delquents fees interest	\$ -	\$ -
Del. Fees & Penalties to Gen. Fund from 2019	\$ 15,000.00	\$ 24,973.11
Interest for Generals funds to end of year rates	\$ -	\$ 760.00
Permits & Inspections & Repairs	\$ 17,500.00	\$ 17,870.00
PERA assistance, Repairs, Tech Assistance	\$ 1,300.00	\$ 1,300.00
MCIT Insurance refunds to be received	\$ 1,200.00	\$ 1,200.00
Total	\$ 209,233.93	\$ 209,396.71
Income to Date	\$ -	\$ 209,396.71
Projected General Income	\$ 209,233.93	
General budget Expense projected for budget year	\$ 180,000.00	
Expenses Left as of 10/31 for budget year		
Projected balance in General Fund	\$ 29,233.93	

As of Oct. 31, 2020; does not include the rearing pond cost/money raised

1. Permits and Inspections Total 2020 as of 10/31/2020 \$17,870.00

Permit fees are \$350.00 per permit and inspection fees are \$250.00 per system inspected

There are 4 systems that the district needs to replace/update in 2021 as of 10/31/2020. Estimates costs are from \$6,000 to \$10,000 per system. With some more that will probably fail inspection this next construction season.

District should plan on spending at least \$75,000 dollars or more on replacement systems in 2021.

User Fee Increases (No increase in 2014 & 2016)

	2015	2017	2018	2019	2020	2021
Pumping Fund	\$ 1.00	\$ -	\$ -	\$ -	\$ 1.00	\$ 8.00
General Maintenance Fund	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ -	\$ -
Tank & Line Fund	\$ -	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ -
Pumps & Controls Fund	\$ 2.00	\$ 1.00	\$ -	\$ -	\$ -	\$ -
Administration Fee Fund	\$ -	\$ -	\$ -	\$ -	\$ 2.00	\$ -

**Projected User Fee Total Income for 2021: \$314,960.42**

Rates may need to be raised in the Tanks and Lines fund next year to cover the cost of the increasing amount of replacement systems the district is responsible for.