

OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting

Location: Community Center building in Ottertail City, MN

Date: Feb 10, 2021

Time: 4:00pm

Officers present: Adm. Kvidt, Chairperson Johnson, Sec. C. Dean, Treas. Harold Wheeler (zoom)

Board members present: Com. Bleichner, Com. Damrau, Com. Erwin

Board members absent, Com. Jones

Quorum: yes

Next Meeting Date: Mar 10, 2021

Agenda:

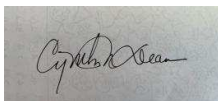
1. **Meeting:** Called to order by Chair Johnson at 4pm.
2. **Minutes:** Minutes were sent by email prior to meeting. Motion made to accept the minutes by Com. Damrau; 2nd by Com. Bleichner. Motion passed.
3. **Treasurer Report:** The report was presented by Treas. Wheeler. Motion by Com. Dean; 2nd by Com. Erwin to accept. Motion passed.

COH: Jan 31, 2020: \$598,034.20
COH: Jan 31, 2021: \$659,321.39
4. **Pay Bills:** Bills were presented by Adm. Kvidt. Motion by Com. Damrau to pay bills; 2nd by Treas. Wheeler. Motion passed
5. **District Truck Invoice:** mistakes by Nelson have been corrected.
6. **Tanks and lines account:** correction made and all updated.
7. **W2s and 1099 forms:** mailed.
8. **MCIT Insurance:** renewed.
9. **2020 user fees:** a check for \$4052.25 deposited to general fund.
10. **Minnesota State Auditors Office:** Swenson, Sauer and Anderson had not sent in 2019 audit. They will get it submitted.
11. **Credit cards payments:** need to see how the county handles credit cards.
12. **State of Minnesota and MPCA:** a new law that all compliance inspections must now be done on a pumped out septic tank. Possibility: the pumper can fill out a maintenance report and we can attach that to the inspection as well if Hawes Pumping is willing to do that. Needs further study
13. **35824 County Highway 72:** allowing an easement through their property to the neighbors. They will get a design for the drain field done in the spring to be sure it can be placed in that projected spot out of the way of the easement.
14. **Rearing Pond:** check cashed but no deed yet....

Administrator's Report:

1. **1/14/2021: Balmoral Condos South Unit** alarm light went off. This system is under active maintenance since it was updated in 2019. I visited the property and found that the pumps were working as they should, but the alarm buzzer and light would not shut off. I called the alarm company, and they figured the control panel had gone bad somehow. I had the contractor that installed (SF Excavating) the system get a warrantied new panel and I replaced it on 1/20/2021. This seemed to resolve the issue.
2. **41621 Channel road:** this is a passive property that called about septic issues. They had a plumber onsite when they called me. I sent them a drawing of their septic system and offered to come trouble shoot the issue/find the tanks with them, but they had found the tanks by the time I was going to get there. They resolved the issue with no further assistance.
3. **2/4/2021: 39534 and 39542 County Highway 1** share a lift station on a cluster system. A car went off the road and took out a power pole, lift station power box and an alarm box. No one was going to be at the property that weekend. I had Hawes Pumping pump out the tank on 2/8/2021 just in case the owners decided to come out to the property. I am having Emil Electric take a look at what needs to be done to get the pump up and running again. They will be taking a look at this and getting back to me after that.
4. **2/8/2021: 38797 Wagon Trail Loop** called about a septic issue. They had a heat tape installed in December of 2020 and now they are having more issues. I met with the owner onsite and determined that since his tank and drain field is so shallow that the line from the tank to drain field or the drain field itself is having freezing issues. Hawes Pumping pumped out his tank and this tank may have to be used as a holding tank until spring unless the owner has someone steam/jet the lines out to the drain field. This is an active maintenance system, but we do not cover freeze ups.

Cindy Dean, Sec



Otter Tail Water Management District Monthly Meeting

Meeting Date: February 10th, 2021

Next Meeting Date: March 10th, 2021

Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
4. Pay Bills
5. District Truck Invoice is \$11,124.52. This is after the taxes and registration that was left off at last months meeting. I will send the check to them after the meeting.
6. Tanks and lines account last month: I misread the bill for the install Joe's Backhoe did on Eldorado Beach Road. I wrote check #1672 for \$9250.00 I voided that check and wrote check #1676 for \$9725.00. I mailed the new check to the installer and updated the agenda from last month online and in my records.
7. I mailed out W2's and 1099 forms to the board members and employees that needed them. Let me know if you did not receive them and I will get you a copy from the office.
8. MCIT Insurance renewal for 2021. I missed the bill from them in the binder they send us every year. It was supposed to be paid on 1/31/2021. I talked to them and told them I am mailing a check after tonight's meeting. The cost for 2021 is \$5170.00.
9. Our final settlement from Otter Tail County for 2020 user fees came this last month. We received a check for \$4052.25. \$3832.45 was for 2020 User Fees, while \$219.78 was for past years delinquent fees. This was deposited into the general account.
10. The office received an e-mail from the Minnesota State Auditors Office. We had not submitted our yearly audit from 2019 as of yet. I talked to Buzz at Swenson, Sauer and Anderson and he will get that submitted for us. He has done it every year in the past.
11. I am looking into options for how we can accept credit cards payments. I have not found the best option yet. We can bill through QuickBooks and accept credit cards through them for a fee. I will have to look deeper into this and see if it is worth doing with that extra fee attached.
 - a. Board members any ideas?
12. The State of Minnesota and MPCA have made a law that all compliance inspections must now be done on a pumped out septic tank. This adds another step to the compliance inspection. We will either need to have Hawes Pumping bill us when this happens, and we will the add that on to the customer bill or have them directly bill the customer. Boards thoughts?
 - a. There is a possibility that the pumper can fill out a maintenance report and we can attach that to the inspection as well if Hawes Pumping is willing to do that. Thoughts?
13. I met with the owner of 35824 County Highway 72 and Abbott Excavating. They are looking at allowing an easement through their property to the neighbors. The issue is there is a drainfield in the way of the proposed easement. I met with the installer and owners to kind of go over where we have discussed placing the drainfield in the past in the event that this happened. They will get a design for the system done in the spring to be sure it can be placed in that projected spot out of the way of the easement.
14. Nancy, any update on the rearing pond? I have not received a deed for the property yet. Have you heard anything?

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Otter Tail Water Management District Accounts Payable
2/10/2021

Balance in General Account on Date of Monthly Meeting	\$ 31,726.01	2/10/2021
Deposits made between January & February Monthly Meeting	\$ 4,408.72	2/10/2021

General Fund Bills:		Amount:	Check Number	Paid Date/Check Date
Alex Kvidt	Monthly Salary	\$ 3,595.15	46611	2/10/2021
Alex Kvidt	On-call/Balance of Salary	\$ 858.50	46612	2/10/2021
Alex Kvidt	Rent	\$ 375.00	46613	2/10/2021
Medica	Alex Kvidt Insurance	\$ 337.24	ACH	2/3/2021
Further	Alex Kvidt HSA	\$ 277.76	ACH	1/20/2021
Loren Hawes	On-call	\$ 257.55	46614	2/10/2021
Loren Hawes	Mileage	na	na	na
PERA	Contribution	\$ 972.12	ACH	2/3/2021
US Treasury	Federal Tax Deposit	\$ 1,962.39	ACH	2/2/2021
MN Dept of Revenue	State Tax Deposit	\$ 350.00	ACH	2/3/2021
Verizon	Cell Phones	\$ 70.23	ACH	1/28/2021
Loffler	Computer Program	\$ 30.00	ACH	2/11/2021
Nelson Ford	New Work Truck	\$ 11,124.52	46615	2/10/2021
MCIT	Insurance Renewal	\$ 5,170.00	46617	2/10/2021
	Subtotal	\$ 25,380.46		
Bank Card Charges				
Adobe Acrobat	Computer Program	\$ 16.17	ACH	2/3/2021
Arvig	Internet/Phone	\$ 95.17	ACH	1/26/2021
	Subtotal	\$ 111.34		

Credit Card Charges		Amount:	Check Number	Paid Date/Check Date
QuickBooks	Computer Program	\$ 25.00	ACH	1/3/2021
CyberSprout	Website	\$ 79.00	ACH	1/6/2021
Zoom	Computer Program	\$ 16.09	ACH	1/10/2021
Deluxe	Tax Filing Documents	\$ 125.99	ACH	1/17/2021
Battle Lake Standard	Vehicle Gas	\$ 39.33	ACH	1/17/2021
Wal-Mart	Office Supplies	\$ 163.84	ACH	1/20/2021
Battle Lake Standard	Vehicle Gas	\$ 36.98	ACH	1/31/2021
	Subtotal	\$ 486.23		
Check for Credit Card Charges from General Account	To: First National Bank	\$ 486.23	46616	2/10/2021

Amount in account at Meeting Date:		Amount:	Check Number	Paid Date/Check Date
		\$ 1,034.57		2/10/2021
Pumping Fund Fees				
Hawes Pumping	Monthly Pumping	na	na	na
	Subtotal:	\$ -		

Amount in account at Meeting Date:		Amount:	Check Number	Paid Date/Check Date
		\$ 5,686.90		2/10/2021
Tanks & Lines Fees				
Gopher State One Call	Gopher One Yearly Fee	\$ 50.00	1677	2/10/2021
Gopher State One Call	Gopher One February 2021 Meeting Bill	\$ 5.40	1678	2/10/2021
J.D. Locating	Locates	\$ 185.50	1679	2/10/2021
	Subtotal:	\$ 240.90		

Amount in account at Meeting Date:		Amount:	Check Number	Paid Date/Check Date
		\$ 6,002.19		2/10/2021
Pumps & Controls Fees				
	Subtotal:	\$ -		

Total Bills Per Month \$

26,218.93

2/7/2021

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

1/31/2021

Checking Accounts	General Acct 4118	Tank/Line 7802	Pmps/Cntrls 7829	Pumping 7810	Money Mkt 0490	Totals
Beginning balance January 1, 2021	\$10,247.53	\$3,942.55	\$6,000.92	\$1,034.35	\$267,654.37	\$288,879.72
Interest income for month	\$6.47	\$2.40	\$1.27	\$0.22	\$88.66	\$99.02
Receipts for month	\$4,402.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Internal transfers	\$30,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$44,656.25	\$18,944.95	\$6,002.19	\$1,034.57	\$267,743.03	\$338,380.99
January disbursements	\$9,292.32	\$13,258.05	\$0.00	\$0.00	\$0.00	\$22,550.37
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00
Ending balance January 31, 2021	\$35,363.93	\$5,686.90	\$6,002.19	\$1,034.57	\$222,743.03	\$270,830.62

Disbursements for month

5 checks	\$5,225.19	Gen Acct
9 ACH pymnts	\$4,067.13	Gen Acct
4 checks	\$13,258.05	Tank/Line
0 checks	\$0.00	Pumps/Controls
0 checks	\$0.00	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	0.60%	12 Month				\$15,940.87	1/29/2022
527	0.60%	12 Month				\$10,627.24	1/29/2022
528	0.60%	12 Month		\$10,627.24			1/29/2022
529	0.60%	12 Month		\$10,627.24			1/29/2022
530	1.95%	24 Month		\$10,867.64			1/29/2022
531	1.95%	24 Month		\$10,867.64			1/29/2022
532	1.95%	24 Month		\$10,867.64			1/29/2022
533	1.95%	24 Month		\$10,867.64			1/29/2022
534	2.01%	24 Month		\$32,622.37			1/29/2022
535	2.01%	24 Month		\$32,622.37			1/29/2022
536	1.95%	24 Month			\$10,867.64		1/29/2022
537	1.95%	24 Month			\$10,867.64		1/29/2022
453	0.50%	6 Month			\$35,859.11		7/30/2021
454	0.50%	6 Month		\$56,350.02			7/30/2021
728	0.80%	12 Month			\$74,761.15		12/16/2021

CD TOTALS		\$229,567.12	\$132,355.54	\$26,568.11	\$388,490.77
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ACCOUNT TOTALS	\$35,363.93	\$235,254.02	\$138,357.73	\$27,602.68	\$222,743.03	\$659,321.39
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TOTAL CASH ON HAND	\$659,321.39
1/31/2021	

1/31/2020	\$598,034.20
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