

OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting

Location: Community Center building in Ottertail City, MN

Date: June 9, 2021

Time: 4:00pm

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

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

Board members absent: Com. Erwin; Com. Dean, Com Bleichner.

Quorum: yes

Next Meeting Date: July 14, 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. Wheeler. Motion passed.
3. **Treasurer Report:** The report was presented by Treas. Wheeler. Motion by Com. Jones; 2nd by Com. Damrau accept. Motion passed.

COH: May 31, 2020: \$561,524.49
COH: May 31, 2021: \$604,589.51
4. **Pay Bills:** Bills were presented by Adm. Kvidt. Motion by Com. Wheeler to pay bills; 2nd by Com. Jones: Motion passed.
5. **Commissioner Stipend Form:** I need the commissioners to sign the stipend form and I will mail the checks with the proper amount after the meeting to each board member.
6. **Audit Report:** Buzz Anderson will be in July here from Swenson, Sauer, Gerber & Anderson Co. He will be going over our Audit Report for 2020.
7. **Minnesota Department of Revenue:** Received a letter from the about W-2/1099 Forms from 2020. I had not submitted the forms in the correct format they wanted so I had to resubmit these forms. I did so on 6/7/2021.
8. **Clean Water Loan Program with County:** Chris Leclair emailed Nancy Johnson and me on 5/24/2021. He stated that the average cost to us of an application for this program is roughly \$84.59 with a range of \$51.16-151.45. What are the boards thoughts on this? Attached the proposed contract with the county to the back of this agenda. **Tabled for now.**
9. **Otter Tail County for 2021 User Fee's:** We received a total of \$182,043.33. I deposited this all into the general account and then transferred it over to the Money Market account. We will receive about \$132,000 more for the 2021 User Fee's.
10. **Money Transferred** from bank accounts to:
 - a. General Account to Money Market Account: \$182,043.33
 - b. Money Market to General Account: \$20,000.00
 - c. Money Market to Tanks & Lines: \$20,000.00
 - d. Money Market to Pumping: \$25,000.00

11. **Bringing Septic Tank Covers to Surface:** Hawes and Brogards may be able to work with us on this. Prices are to be determined on this matter. We may have to just do a couple and see what the price is. Cost and personnel will determine it.
12. **Supplies:** Had to order some were running low .
 - a. Ordered Fuses for duplex control panels. We had none and one fuse was blown on a duplex panel at Woodland Beach Resort.
 - b. Ordered 24 more on/off floats and 24 more alarm floats for our lift stations. We are stocked up pretty well on these now. Tri-State Pumps and Controls told me that going forward we should order ahead because it is tough getting the materials. Almost everything they supply is on backorder. We will have 42 On/Off floats on hand and 41 alarm floats on hand going forward. Last year we replaced 27 on/off floats and 14 alarm floats. They recommended if we needed to order more pumps we put the order in soon. We have 5 ½ HP Meyers Pumps and 8 1.5 HP Meyers Pumps. They are taking 6 weeks or more to come in. Do we want to order more just in case we start running low? We used 5 ½ HP Meyers Pumps last year and 5 1.5 HP Meyers Pumps last year. **Order 10.**
 - c. Ordered more located flags for our J.D. Locating and our office. I placed an order for 3000 more flags last week. They should be here soon. He recommended we order more due to the big project burying power lines on Augustana Drive and Eldorado Beach Road. He is locating a lot of septic on that stretch this year.
13. **MOWA:** The district joined again this year. I submitted our application and membership dues this last month. It was \$240.00.
14. **The Square:** I have tested out with Scott's Septic Services for paying for permits. Everything seems to run smoothly when I key in his credit card for payment. We will start offering this to everyone for payments for compliance inspections and permits now, unless the board has an objections? \$12/usage.
15. **29777 Highland Loop:** The drainfield on this property is not accepting water. The system was installed to meet the code and the homeowner appears to be using the system as it should be. This system is only 1.5 years old. This system is on active maintenance and will be getting replaced by the district. We are replacing the chamber pressure bed with a rock pressure bed. We will be adding a filter to the tank and an event counter which will make troubleshooting issues a lot easier if they come up again. This system has been being treated as a holding tank until the drainfield can be replaced. Outdoor Renovation will be replacing the system shortly. Schueller's Septic Solutions designed the new and old system.
16. **29915 State Highway 78:** Failed compliance inspection on 6/3/2021. The tanks for this system were down below the bluff and would not be allowed to be put there today. The house was demoed, and the septic tank was demoed at same time. The lift station is still present down by the lake. They are only located about 20 feet back from the water. The minimum setback is now 50 feet. The property owners have been

paying active maintenance fees every year even though the house was gone. The district will be responsible for paying for a 2-bedroom system on this property. If the system is bigger than that the homeowner will be responsible for the difference. **TBD.**

17. **36010 County Highway 72:** This system is on active maintenance. The drainfield is not accepting water like it should and has backed up or almost backed up into the home multiple times in the last couple of years. We jetted out the drainfield last summer. During Hawes routine Active Pumping they noticed it was almost backing up to the home again at this time. The only thing else we can do is replace the drainfield. I have met with Scott's Septic Service, and we designed a new drainfield for this property. Since it is on active maintenance the district is responsible for this cost. The only question is it is a 5-bedroom dwelling and always has been but originally when the system was installed it was only installed for a 3-bedroom dwelling. Who is responsible for the cost of the upgrade? The district or the homeowner? I have sent this design out for bids and will be picking a contractor when the deadline hits. **Tabled till next meeting...check with Rollie.**
18. **34442 Deer Lake Road:** Active Maintenance System Replacement. Out for bids currently. Will be selecting a contractor when the deadline hits. Frsline extended 1 week.
19. **5/20/2021: 36794 Augustana Loop and 34362 Deer Lake Road** have had their electrical hook up done for their lift station. These are active systems that were replaced late last fall. We are waiting on the bill for this and will pay it when we receive it.
19. **36520 Augustana Drive:** Abbott Excavating replaced this active maintenance system on 5/13/2021. He will be sending us the bill for the estimate we received from Ness Backhoe last summer. The homeowner is responsible for paying the upgrade cost and will be billed for that from Abbott Excavating directly.
20. **Ottertail City Firehall rental for meetings.** I believe we are due to pay for renting our meeting space out again. Can I go ahead and reserve the meeting space for the same night and times each month and then pay the city? Board's thoughts? Unsure on price at this time. **Alex to meet with the city.**

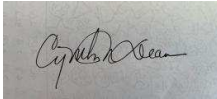
Administrator's Report:

1. **5/11/2021:36186 & 36196 County Highway 72.** Hawes Pumping during their routine yearly active maintenance pumping noticed that the alarm was not working. I visited the property and replaced the alarm relay and that seemed to solve the issues.
2. **5/12/2021: 36176 & 36166 County Highway 72.** Hawes Pumping during their routine yearly active maintenance pumping noticed that the pump wasn't shutting off as it should when the floats disengaged. I visited the property and replaced all 3 floats and that seemed to solve the issues.

3. **5/15/2021: 28201 North Midway Park Drive.** Received a call one weekend from the homeowner and owner of Lakeside Plumbing. His alarm was going off. I visited the property and found that the float is no longer working. Lakeside Plumbing said they would take care of the issue since he owns the property. This property is on active maintenance so he will bill us for the float replacement. He is also bringing his covers to surface. I told Lakeside Plumbing to bill us for that as well so we can get an idea of what this may cost going forward. Waiting to receive this bill.
4. **5/17/2021: 26477 State Highway 78.** Received a call from one of the owners at Woodland Beach Resort stating that the alarm was on for the lift station by the bath house and the lift station directly west of that behind the RCU's. I visited the property and found that the fuse was blown and the outlets for the septic pumps were not working on the lift station by the bath house. Brogards and Emil Electric helped fix these issues. On the lift station to the west Brogards replaced the pump and float and that seemed to solve all the issues for this property. Brogards bill is on the bill sheet and waiting on Emil's Electric bill for fixing the outlet.
5. **5/21/2021: 113 Pelican Road Service call.** Homeowner called asking if we had any alarm light replacements. He had hit his with his mower and wanted to replace it. The homeowner is responsible for his cost and will need to find a replacement. He was going to talk to his electrician to see if they recommended anything. We do not have any on hand for these old alarm boxes for replacements at this time.
6. **5/21/2021: 27249 Timber Hills Road service call.** There is gargling in the shower and by the washing machines. This is a passive maintenance property. They had a plumber out and they snaked all the lines. I visited the property and checked the tank levels and ran the pump through a couple of cycles with the floats. The septic system appeared to be working properly and any issues appear to be in the plumbing.
8. **5/25/2021: 35852/35832/35836/35838 County Highway 72** all share a lift station. Hawes Pumping on their yearly active maintenance pumping noticed that the alarm light was not working. I visited the property and replaced the light bulb and that solved the issue.
9. **5/25/2021: 37394 Eldorado Beach Road.** Located drainfield for homeowners so they could talk to the power company about how they were going to bury the powerlines along this stretch. Easement is in roughly the same location as their drainfield. This is a passive maintenance system.
9. **5/28/2021: 39692 County Highway 1, Ottertail Beach Club.** Received a call that the alarm light was on. Visited the property and tested the pumps. They were all working as they should. I pumped down the lift station and then tested all the floats multiple times. Everything was working as it should be. Not sure what caused the pump to not engage one time, but the homeowner will call if any further issues come up.

10. **5/28/2021: 42127 Sugar Maple Drive service call.** Manual alarm on lift station was up. I visited the property and found that the float operating the pump was no longer working. I replaced the float, and everything seems to be working correctly at this time. Homeowner will call with any further issues.
11. **6/2/2021: 115 River View Road.** The septic tank is overfull. This is a passive maintenance system. I recommended they have the tank pumped and then have someone camera the line to see if there is a broken pipe to the drainfield, root issues, or the drainfield has standing water in it. This would determine what the next step would need to be.
12. Lots of compliance inspections and installations going on in the district at this time.
6/2/2021

Cindy Dean, Sec.

A rectangular box containing a handwritten signature in black ink. The signature appears to read "Cindy Dean".

Otter Tail Water Management District Monthly Meeting

Meeting Date: June 9th, 2021

Next Meeting Date: July 14th, 2021

Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
4. Pay Bills
5. Commissioner Stipend Form: I need the commissioners to sign the stipend form and I will mail the checks with the proper amount after the meeting to each board member.
6. Audit Report: Buzz Anderson is here from Swenson, Sauer, Gerber & Anderson Co. He will be going over our Audit Report for 2020.
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 - a. What are the boards thoughts on this? Attached the proposed contract with the county to the back of this agenda.
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6/2/2021

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

5/31/2021

Checking Accounts	General Acct 4118	Tank/Line 7802	Pmps/Cntrls 7829	Pumping 7810	Money Mkt 0490	Totals
Beginning balance May 1, 2021	\$14,922.26	\$4,060.62	\$6,005.84	\$20,418.63	\$182,942.57	\$228,349.92
Interest income for month	\$2.85	\$0.64	\$1.27	\$3.67	\$54.38	\$62.81
Receipts for month	\$6,384.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$21,309.48	\$4,061.26	\$6,007.11	\$20,422.30	\$182,996.95	\$234,797.10
April disbursements	\$10,238.26	\$2,433.30	\$0.00	\$6,465.00	\$0.00	\$19,136.56
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending balance May 31, 2021	\$11,071.22	\$1,627.96	\$6,007.11	\$13,957.30	\$182,996.95	\$215,660.54

Disbursements for month

5 checks	\$5,336.38	Gen Acct
9 ACH pymnts	\$4,166.78	Gen Acct
4 checks	\$2,433.30	Tank/Line
0 checks	\$0.00	Pumps/Controls
1 checks	\$6,465.00	Pumping

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrls	Pumping	Maturity Date
285	0.85%	18 Month		\$10,921.38			8/27/2022
286	0.85%	18 Month		\$10,921.38			8/27/2022
287	0.85%	18 Month		\$10,921.38			8/27/2022
288	0.85%	18 Month		\$10,921.38			8/27/2022
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		\$230,005.32	\$132,355.54	\$26,568.11	\$388,928.97
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ACCOUNT TOTALS	\$11,071.22	\$231,633.28	\$138,362.65	\$40,525.41	\$182,996.95	\$604,589.51
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TOTAL CASH ON HAND	\$604,589.51
5/31/2021	

5/31/2020	\$561,525.49
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Otter Tail Water Management District Accounts Payable

6/9/2021			
Balance in General Account on Date of Monthly Meeting	\$	28,550.20	6/9/2021
Deposits made between May & June Monthly Meeting	\$	189,268.15	6/9/2021

General Fund Bills:

		Amount:	Check Number	Paid Date/Check Date
Alex Kvidt	Monthly Salary	\$ 3,595.15	46634	6/9/2021
Alex Kvidt	On-call/Balance of Salary	\$ 600.95	46635	6/9/2021
Alex Kvidt	Rent	\$ 375.00	46636	6/9/2021
Medica	Alex Kvidt Insurance	\$ 337.24	ACH	6/4/2021
Further	Alex Kvidt HSA	\$ 277.76	ACH	5/19/2021
Loren Hawes	On-call	\$ 429.25	46637	6/9/2021
Loren Hawes	Mileage	\$ -	na	na
PERA	Contribution	\$ 958.12	ACH	6/2/2021
US Treasury	Federal Tax Deposit	\$ 1,947.09	ACH	6/1/2021
MN Dept of Revenue	State Tax Deposit	\$ 350.00	ACH	6/2/2021
Verizon	Cell Phones	\$ 70.26	ACH	5/28/2021
Loffler	Computer Program	\$ 30.44	ACH	6/12/2021
Cindy Dean	Commissioner Stipend Jan. 1st-June 30th 2021	\$ 431.00	46639	6/9/2021
Dave Erwin	Commissioner Stipend Jan. 1st-June 30th 2021	\$ 70.68	46640	6/9/2021
Nancy Johnson	Commissioner Stipend Jan. 1st-June 30th 2021	\$ 544.08	46641	6/9/2021
Harold Wheeler	Commissioner Stipend Jan. 1st-June 30th 2021	\$ 466.80	46642	6/9/2021
Rick Blechner	Commissioner Stipend Jan. 1st-June 30th 2021	\$ 353.40	46643	6/9/2021
Jill Damrau	Commissioner Stipend Jan. 1st-June 30th 2021	\$ 390.48	46644	6/9/2021
Dennis Jones	Commissioner Stipend Jan. 1st-June 30th 2021	\$ 55.00	46645	6/9/2021
	Subtotal	\$ 11,282.70		
Bank Card Charges				
Adobe Acrobat	Computer Program	\$ 16.17	ACH	6/1/2021
Arvig	Internet/Phone	\$ 104.66	ACH	5/26/2021
	Subtotal	\$ 120.83		
Credit Card Charges				
QuickBooks	Computer Program	\$ 25.00	ACH	5/3/2021
CyberSprout	Website	\$ 59.00	ACH	5/6/2021
Zoom	Computer Program	\$ 16.09	ACH	5/9/2021
HillTop Lumber	Septic tools/Light Bulbs	\$ 50.52	ACH	5/13/2021
Minnesota Motor Company	Oil Change for District Truck	\$ 55.50	ACH	5/20/2021
Grainger	Fuses for Alarm Boxes	\$ 26.24	ACH	5/21/2021
MOWA	Membership Fee	\$ 240.00	ACH	5/23/2021
Battle Lake Standard	Vehicle Gas	\$ 46.23	ACH	5/16/2021
Battle Lake Standard	Vehicle Gas	\$ 48.39	ACH	5/12/2021
Battle Lake Standard	Vehicle Gas	\$ 46.34	ACH	5/18/2021
Everts Lumber	Septic tools	\$ 8.58	ACH	5/18/2021
Fleet Farm	Fuses for Alarm Boxes	\$ 22.63	ACH	5/20/2021
Ottertail Oasis Cenex	Vehicle Gas	\$ 52.26	ACH	5/24/2021
Dollar General Store	Office Supplies	\$ 17.18	ACH	5/28/2021
Wal-Mart	Office Supplies	\$ 21.15	ACH	5/30/2021
	Subtotal	\$ 735.11		
Check for Credit Card Charges from General Account	To: First National Bank	\$ 735.11	46638	6/9/2021

To be filled in after meeting

	Amount in account at Meeting Date:	\$	38,957.30	6/9/2021
Pumping Fund Fees				
Hawes Pumping	Monthly Pumping	\$	17,391.00	380
	Subtotal:	\$	17,391.00	6/9/2021

	Amount in account at Meeting Date:	\$	21,027.96	6/9/2021
Tanks & Lines Fees				
Gopher State One Call	Gopher One Locates	\$	152.55	1690
J.D. Locating	Locates	\$	2,799.00	1691
Scott's Septic Services LLC	Design for 36010 County Highway 72 Active Maintenance Replacement	\$	600.00	1692
Scott's Septic Services LLC	Design for 38178 Eldorado Beach Road Active Maintenance Replacement	\$	600.00	1693
Scott's Septic Services LLC	Design for 34442 Deer Lake Road Active Maintenance Replacement	\$	600.00	1694
Jake Christensen	Mowing Cluster Systems Drainfields	\$	180.00	1695
	Subtotal:	\$	4,931.55	6/9/2021

	Amount in account at Meeting Date:	\$	6,007.11	6/9/2021
Pumps & Controls Fees				
Brogards Plumbing	Replacement Pump and Troubleshooting at Woodland Beach Resort	\$	628.46	1484
Tri-State Pump & Control	Floats for Lift Stations	\$	1,873.00	1485
Emil's Electrol LLC	Woodland Beach Resort Fix Outlets	\$	97.50	1486
	Subtotal:	\$	2,598.96	6/9/2021

Total Bills Per Month

\$

37,060.15

Commissioner Stipend Sheet

Mileage=\$.56

9-Jun-21 From January to June 2021

Cindy Dean (\$75.00 Per meeting)	20 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings From January-June 2021		\$ 375.00	\$ 56.00	\$ 431.00	5 Meetings
Mileage (\$.56 per mile) from January-June 2021		\$ 450.00	\$ 67.20	\$ 517.20	6 Meetings
Total					
Signature					

Dave Erwin (\$55.00 Per meeting)	28 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings From January-June 2021		\$ 55.00	\$ 15.68	\$ 70.68	1 Meeting
Mileage (\$.56 per mile) from January-June 2021		\$ 110.00	\$ 31.36	\$ 141.36	2 Meetings
Total					
Signature					

Nancy Johnson (\$75.00 Per meeting)	28 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings From January-June 2021		\$ 375.00	\$ 78.40	\$ 453.40	5 Meetings
Mileage (\$.56 per mile) from January-June 2021		\$ 450.00	\$ 94.08	\$ 544.08	6 Meetings
Total					
Signature					

Dennis Jones (\$55.00 Per meeting)	No Mileage on the Dec. 2019 Stipend Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings From January-June 2021		\$ -	\$ -	\$ -	0 Meetings
Mileage (\$.56 per mile) from January-June 2021		\$ 55.00	\$ -	\$ 55.00	1 Meeting
Total					
Signature					

Harold Wheeler (\$75.00 Per meeting)	5 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings From January-June 2021		\$ 375.00	\$ 14.00	\$ 389.00	5 Meetings
Mileage (\$.56 per mile) from January-June 2021		\$ 450.00	\$ 16.80	\$ 466.80	6 Meetings
Total					
Signature					

Rick Bleichner (\$55.00 Per meeting)	28 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings From January-June 2021		\$ 275.00	\$ 78.40	\$ 353.40	5 Meetings
Mileage (\$.56 per mile) from January-June 2021		\$ 330.00	\$ 94.08	\$ 424.08	6 Meetings
Total					
Signature					

Jill Damrau (\$55.00 Per meeting)	18 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings From January-June 2021		\$ 275.00	\$ 50.40	\$ 325.40	5 Meetings
Mileage (\$.56 per mile) from January-June 2021		\$ 330.00	\$ 60.48	\$ 390.48	6 Meetings
Total					
Signature					

**SSTS LOAN PARTICIPATION AGREEMENT
OTTER TAIL COUNTY AND OTTER TAIL WATER MANAGEMENT DISTRICT**

ARTICLE I: PARTIES

THIS AGREEMENT is made by and between the County of Otter Tail (hereinafter referred to as County), and the Otter Tail Water Management District (hereinafter referred to as the District), both of which are organized and existing under the Constitution and the Laws of the State of Minnesota. In consideration of the desire to allow individual members of the District to participate in the Otter Tail County SSTS Loan Program (hereinafter referred to as the SSTS Loan Program) hereto agree to the following:

ARTICLE II: BACKGROUND

The District is a local unit of government that acts as the regulatory authority of all subsurface sewage treatment systems (SSTS) within the shoreland district of Otter Tail Lake (56024200), Blanche Lake (56024000), Deer Lake (56029800), Round Lake (56029700), Walker Lake (56031000), and the south half of Long Lake (56021000) and portions of the Otter Tail River North. The District collects annual membership fees through the County's property tax statements. Two types of membership exist: Active Membership, which has a higher annual fee, and the District is responsible for the operation and maintenance of the system, including repairs or upgrades to the system; and, Passive Membership, which has a lower annual fee, and the property owner is responsible for the operation and maintenance of the system, including repairs or upgrades to the system.

ARTICLE III: PURPOSE

The County has agreed to allow Passive Members of the District to participate in the SSTS Loan Program. The County and the District agree to participate in in the program within the limitations and conditions of this Agreement.

ARTICLE IV: DEFINITIONS

Grant Contract: The Minnesota CWP Loan Agreement, Clean Water Partnership (CWP) Loan Program agreement between Otter Tail County and the Minnesota Pollution Control Agency.

Passive Member: A member of the Otter Tail Water Management District who has a Passive Membership with the District as of the date this Agreement is signed by all parties.

ARTICLE V: SCOPE OF SERVICES PROVIDED BY THE COUNTY

The County shall perform the following:

1. Accept and process SSTS Loan Applications from Passive Members of the District, including an application fee.
2. Provide permitting services for Passive Members of the District that participate in the SSTS Loan Program. The Passive Member must pay the permit fee as part of the permitting process.
3. Provide inspection services for Passive Members of the District that participate in the SSTS Loan Program.

4. Permitting of SSTS designs shall be in accordance with the design standards of the Otter Tail Water Management District Ordinance No. 1, adopted on July 8, 2020.
5. Maintain records of systems installed for Passive Members of the District that participate in the SSTS Loan Program, including soil observation logs, system design specs, site plans, permits, inspection forms, latitude-longitude of components, as-builts and the Certificate of Compliance for each system.
6. A Passive Member of the District may only participate in the SSTS Loan Program if the existing SSTS on that Member's property has been inspected by a business that is currently licensed by the Minnesota Pollution Control Agency (MPCA) as a Basic Inspector, Intermediate Inspector, or Advanced Inspector and the system has been found to be noncompliant in accordance with Minnesota Rules, Chapter 7080.1500 and the Sanitation Code of Otter Tail County.

ARTICLE VI: SCOPE OF SERVICES PROVIDED BY THE DISTRICT

The District shall perform the following:

1. Reimburse the County for cost of services as defined in Article VII of this Agreement.
2. The District shall allow the property owner to select contractors to design and install the replacement SSTS.

ARTICLE VII: COST OF SERVICES

The following shall be included in the cost of services.

1. Direct labor, indirect labor and fringe benefits cost of staff time incurred during the processing the SSTS Loan Program application before and after the SSTS has been replaced. The unit of service will be in ¼-hour increments.
2. Direct labor, indirect labor and fringe benefits cost of staff time incurred during the permitting and inspection services provided as part of the SSTS Loan Program. The unit of service will be in ¼-hour increments.
3. Direct labor, indirect labor and fringe benefits cost of staff time incurred during the annual reporting to the MPCA of loans issued and nutrient reduction levels achieved. The unit of service will be in ¼-hour increments.
4. Mileage reimbursement of miles driven to and from the property location of the replacement SSTS to conduct soil review inspections and installation inspections.

The following shall not be included in the cost of services:

1. Overhead costs, including office supplies, utilities (heat, electricity, water and sewer), computers, software, internet and buildings.

ARTICLE VIII: PAYMENT

1. The County will prepare an annual summary of costs of service as described in Article VII for the previous year for the participation of Passive members of the District participating in the SSTS Loan Program and provide it to the District by March 1 of each year. Payment from the District is due on April 1 of each year.

ARTICLE IX: TERMINATION

1. This Agreement may be terminated by either party for any reason given a 30-day notice, but no sooner than the date of the end of the Grant Contract (May 1, 2023). The District shall pay the County costs incurred prior to the effective date of termination. Payment shall be made within thirty (30) days of invoice.

2. Any outstanding permits issued by the County for replacement SSTs for Passive members shall be revoked on the effective date of termination.

ARTICLE X: LIABILITY

1. Nothing in this Agreement is intended to waive or limit the provisions of the Tort Claim Act, Minnesota Statute 3.736 (1990), or Minnesota Statute 466.02 (1990), or any other law, legislative or judicial, which limits government liability.
2. Each party agrees that it will be responsible for its own acts and the results thereof. Each party agrees that it will assume liability for itself, its agents, employees, or invitees, and for any injury to person or property resulting in any manner from the conduct of its own operations, and operations of its agents or employees under or activities related to this Agreement.

OTTER TAIL COUNTY

By: _____
Leland Rogness, Board Chair

Date: _____

By: _____
Christopher W. LeClair, Director

Date: _____

**OTTER TAIL WATER
MANAGEMENT DISTRICT**

By: _____
Nancy Johnson, Chairman

Date: _____

By: _____
Alex Kvidt, Administrator

Date: _____