

OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting

Location: Community Center building in Ottertail City, MN

Date: June 8, 2022

Time: 4:00pm

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

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

Board members absent: Com. Erwin

Quorum: yes

Next Meeting Date: July 13, 2022

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 Treas. Wheeler; 2nd by Com. Cannady; Motion passed.

3. Treasurer Report: The report was presented by Treas. Wheeler. Motion by Com. Damrau; 2nd by Com. Bleichner to accept the report. Motion passed.

COH: May 31, 2022: \$575,741.08 **COH:** May 31, 2021: \$604,589.51

4. Pay Bills: Bills were presented by Adm. Kvidt. Motion by Sec. Dean to pay the bills; 2nd by Treas. Wheeler. Motion passed.

5. Commissioner Stipend Sheet: The commissioners signed the stipend sheet and Adm. Kvidt will mail out checks tomorrow.

6. Les and Theresa Lamotte the owners of 42117 Sugar Maple Drive are planning on being at the meeting via zoom to discuss the Zero Percent Clean Water Partnership Loan Program. They did not attend.

7. 28972 Augustana Trail: This is an active maintenance system that the septic tank needs to be replaced. The owners just had a survey done and the options for replacing the septic tank are limited. The tank either needs to be closer to the garage, lot line or into the road right of way. How would the board like to proceed? **Ask the township its opinion.**

8. Tri-State Pumps and Controls: Last month's check to them was \$8.00 short. This month they had another check, so it was made up for by \$8.00 to their bill this month.

- a. We are out of Check Valves for our cluster septic pumps. Tri-State sells them. Price? Can I place an order for 5 new ones? **Yes.**
 - b. So far this year the district has replaced 14 pumps. Last year we did a total of 15. We have 6-1.5 HP Myers Pumps left and 8-.5 HP Myers pumps left. Does the board want to place another order sine the last order took 6 months to receive? Boards thoughts? **Yes.**
- 9. 5/11/2022 SF Excavating** replaced the sewer at 39306 Madsen Beach Road. This was an active maintenance system. The district is waiting on the bill and will pay this when it is received.
- a. **6/2/2022 39306 Madsen Beach Road.** The district brought the manhole cover of the septic tank to surface. Used about 2 feet of riser pipe and an insulated plastic cover.
- 10. 5/12/2022 37482 Eldorado Beach Road.** Barry Excavating fixed the bored through sewer line. Arvig bored through it last fall. Arvig is responsible for paying for this fix.
- 11. 5/20/2022 29649 State Highway 78.** Schueller's Septic Solutions failed a compliance inspection on this property. This property is listed for sale. This is an active maintenance property.
- a. Schueller's Septic Solutions will be doing a new design for the replacement system for the district. We are waiting for the buyer to decide how he wants to use the property before designing and bidding out the new system in case he has different plans for the property than what is currently out there. Property is big enough that new owner may tear down and rebuild or keep the property as is. The district is responsible for replacing a 2-bedroom drainfield. Anything bigger than that would be at the cost of the owner.
- 12. 5/31/2022** District Received the 2022 May Settlement from Ottertail County for 2022 User Fees. This amounted to \$212,494.24. This money was deposited in the general account and transferred to the Money Market Account.
- 13. Audit 2021** with Swenson, Sauer, Gerber and Anderson LTD update. Buzz Anderson has been attempting to talk to the State Auditors Office about a new format that is required for our audit. He wants to be sure of the format before starting the audit. Will update this when we know more.
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- 15. 6/3/2022 Completed 2022 Quarter 2 reports** for the IRS, Minnesota Department of Revenue and the State of Minnesota Unemployment.
- 16.** What does the board want to do about vacation rentals that are advertising for more bedrooms than the septic is sized for? Otter Tail County Public Health has been emailing the district for septic sizing on systems for all properties in our jurisdiction that are going through the licensing process. A lot of times the advertisement doesn't match the septic sizing. This has come up a couple of different times now. Boards thoughts? **It is a homeowner issue.**

Administrator's Report:

- 1. 5/10/2022 27404 Blarney Trail.** Met Brogard's Plumbing onsite and replaced a piece of the adapter to shorten the pump. The new pump is now in the right position and operating correctly.
- 2. 5/10/2022 30567 State Highway 78.** Met Brogard's Plumbing onsite and replaced the pump with a new .5 HP Myers Pump. We changed the rail system in the lift station to a PVC system. This will allow the pump to be changed without having to go into the tank in the future. Also replaced all three floats that operate the pump.
- 3. 5/12/2022 37522 Eldorado Beach Road** Alarm light on. Replaced the alarm relay. All the floats and pumps are operating as they should be at this time.
- 4. 5/14/2022 27391 West Blarney Lane.** Homeowner called and stated the alarm light is on. Pump is out. Hawes Pumped tank today.
 - a. 5/16/2022** Replaced pump with new 1.5 HP Myers Pump. Everything is working as it should be at this time.
- 5 5/15/2022 31891 Dogwood Cir.** Homeowner called about septic backing up in the house. Visited the property and found the septic tank and lift station to be at the correct levels. There is an issue between the tank and dwelling. The homeowner will need to contact a plumber to resolve this matter.
- 6. 5/16/2022 38292 Eldorado Beach Road.** Met Hawes Pumping onsite and tried to reprime the pump after the freeze up this winter. The pump appears to have burnt out and is no longer working.
 - a. 5/17/2022** Replaced pump with new .5 HP Myers pump. New style pump won't fit into the current outlet on the lift station. Will be working with Brogard's to change this.
 - b. 5/26/2022** Met Brogard's Plumbing onsite and raised the outlet pipe in the lift station to fit the new pump. Everything now appears to be working as it should be.
- 7. 5/16/2022 39714 County Highway 1.** Homeowner called and stated there is a wet spot in the yard just past the lift station. Visited the property and found that the breaker for the lift station had been turned off. Turned the breaker back on and the pump operated as it should. The wet spot is by the curb stop. Decided to give it a day and see if it was leakage from the overfull lift station or if the curb stop is leaking.
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- 11. 5/19/2022 36119 County Highway 72.** Met Arvig onsite. They are boring a power line from the meter to a house and wanted to know where the sewer lines were and how deep. Was able to locate them and advise them how to avoid them.
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- 13. 5/23/2022 28615 State Highway 78.** Lakeside Plumbing called about being out on a service call at this property. They found the lift pump to be not working. They were wondering if that is something the district replaced or if they do. This is an active maintenance property so the district will be taking care of it. Hawes Pumping pumped out that tanks.
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- 15. 5/26/2022 35762 Timber Hills Trail.** Homeowner called after the plumber informed him that his tank is overfull. Went to check the tank levels and found them to be at the correct levels. Informed the owner that the state recommends pumping the tank every three years. The plumber was clearing out the sewer line from the tank to the house.
- 16. 5/26/2022 38410 Eldorado Beach Road.** Met Brogard's Plumbing onsite to mark the edge of the drainfield for a future garage that is going to be built. This garage must meet the 10-foot setback to the drainfield and septic tanks.
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- a. 5/31/2022** Replaced the pump with a new 1.5 HP Myers Pump. This is on a cluster system. Also replaced the check valve on the pump since it broken when removing the old pump.
- 20. 5/28/2022 37482 Eldorado Beach Road.** Homeowner called about the alarm light being on. Visited the property and found that the pump is out. This pump may be covered by warranty. Hawes Pumping pumped out the tanks today.
- a. 6/1/2022** Replaced pump with new .5 HP Myers Pump. Pump and floats operating correctly at this time. Homeowner will call if they notice any further issues.
- 21. 5/28/2022 40930 Indian Drive.** Homeowner called about the alarm being on. Visited the property and found that the pump is not working. Hawes Pumping pumped out that tanks and the district will be replacing the pump.
- a. 6/1/2022** Replaced the pump with a new Zoeller BN 152 bought from Brogard's Plumbing. There is no power to the pump at this time.
- b. 6/2/2022** Homeowner found a breaker in the house that had tripped to the pump. Turned breaker back on and pump should now be operating correctly.
- 22. 5/29/2022 31891 Dogwood Cir.** Homeowner called and stated they could hear their alarm box humming inside the cabin. This coincided with the power outages on Memorial Weekend. Once power came back on alarm panel went back to operating correctly. Homeowner will call if they notice any further issues.
- 23. 5/29/2022 40150 Blue Heron Loop.** Homeowner called about hearing the alarm panel humming inside the cabin. Visited the property but the power was out when I got there. This coincided with the power outages on Memorial Weekend. Homeowner stated all the neighbors alarm panels were doing the same thing. When power was restored alarm panels went back to operating as they should be.
- 24. 5/30/2022 34650 Deer Lake Road.** Homeowner called after hours on 5/29/2022 about the alarm light being on. Visited property on 5/30 and found that the fuse was blown in the alarm panel. The alarm light came on after the power outages on Memorial Weekend. Replaced the fuse and if it happens again the district will be replacing the floats. Believe the power outage caused the fuse to break.
- 25. 5/31/2022 31370 Oak Ridge Beach Road.** Homeowner called about the alarm light coming on between power outages on Memorial Weekend. Visited the property and found that the power was still out but it appears the fuse had gone out. Replaced with a new fuse. Homeowner will call if they notice any further issues after the power is restored.

- 26. 5/31/2022 33050 Harvest Avenue.** Homeowner called about the alarm light coming on after the power outages on Memorial Weekend. Visited the property and found that surface water was getting into the tanks because they are in a low area. The pump is pumping but not keeping up. Hawes Pumping pumped the tanks that day to give the drainfield and pump a break. They found roots in the outlet of the tank, and I cleared those as best I could at this time.
- 27. 5/31/2022 39556 & 39560 County Highway 1** share a lift station. When driving by I saw the alarm light was on. Stopped and reset the breakers and ran the pump through a cycle. Everything is operating as it should be. Believe the power outages on Memorial Weekend had something to do with the light being on.
- 28. 5/31/2022 34505 Northview Road.** Brogard's Plumbing called and stated the homeowner is concerned about the septic system due to a downed tree from the storms on Memorial Weekend. Visited the property and could not find any evidence that any lines in the system were broken at this time. Informed the owner to let us know if they start noticing any back up in the house when water is being used.
- 29. 5/31/2022 105 & 107 Bay View Road.** Homeowner called and stated the alarm light has been coming on and going off for the last week. Visited the property and found that the floats are not operating correctly. Replaced all three floats and now the system is working as it should be. Homeowner will call if they notice any further issues.
- 30. 5/31/2022 36420 Augustana Drive.** Homeowner called and stated septic is backing up into their shower. There was a plumber out there that stated he believes there was an issue with the lift station. Visited the property and found the septic tank and lift station to be at the correct levels. Informed the homeowner that the issue is probably between the septic tank and dwelling. The plumber cameraed the sewer line and found it was a broken orange burg pipe. They will need to replace that to get the system operating correctly again.
- 31. 6/1/2022** Checked on the systems that had issues over Memorial Weekend due to power outages. They are all operating as they should be at this time.
- 32. 6/2/2022 39306 Madsen Beach Road.** Installed a new manhole cover at ground level. New system was installed this spring out there.
- 33. 6/2/2022 34198 West Deer Lake Road.** Homeowner called and stated that the CIC property alarm light was on. It came on over the weekend around the time of the power outages. Met Hawes Pumping onsite since this property was on the list for pumping this year. Determined that the pump #2 breaker had tripped, and the fuse was blown. Reset the breaker and installed a new fuse. System is now operating as it should be. Hawes Pumping pumped out all the tanks on the property today.
- 34. 6/6/2022 42664 Pleasure Park Road.** Loren had a service call out there on 6/4/2022. Lift was turned off. No padlock is on this box. Loren turned the breakers back on and everything worked as it should. On 6/6/2022 I visited the property and put a padlock on the box. When the box opens a panel falls out and switches the breaker off. This issue should be resolved now that the box is locked.

- 35. 6/6/2022 28980 Augustana Trail.** Homeowner called and said they believe the sewer line from the cabin to the septic tank runs uphill. I informed him that the sewer line is the responsibility of the homeowner. He wanted his septic tank manhole cover marked. Visited the property today and marked the location of the manhole cover. He will call if he has additional questions or wants to set up a meeting onsite.
- 36. 6/6/2022 39768 County Highway 1.** Homeowner called and stated that alarm light is on. Visited the property and found the lift station to be overfull. It appears the pump has gone out. This is a passive maintenance property. She will have to call a service provider to replace the pump. Hawes Pumping pumped the tanks out today.
- 37. 6/6/2022 3176 Oak Ridge Beach Road.** Homeowner called about having trouble flushing the toilets in the house. Visited the property and found that the alarm light is burnt out and the fuse has gone bad in the alarm panel. Replaced both. Then ran the lift station through a cycle. Everything is now working as it should be. Homeowner will call if they notice any further issues. Issue started when power went out over Memorial Weekend.
- 38. 6/6/2022 The Lodge CIC.** A new well line is being bored in from across the road. JD Locating called the district office this morning and asked if we could mark out the sewer lines in the proposed boring area. He is busy with locates down south where there was bad weather over Memorial Weekend. OTWMD located the sewer lines to the best of our ability today. Informed the boring company to call when they get there and we can meet onsite to discuss the septic lines
- 38. 416 State Highway 78.** Homeowner purchased an insulated plastic manhole cover from us. To replace his broken concrete one. This is a passive maintenance property.
- 40.** Quite a few installs, compliance inspections, soil verifications, and issued permits have taken place in the last month.

Otter Tail Water Management District Monthly Meeting

Meeting Date: June 8th, 2022

Next Meeting Date: July 13th, 2022

Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
4. Pay Bills
 - a. 6/3/2022 Transferred Money from General Checking to Money Market Account: \$212,494.24. This was the 2022 May Settlement from Otter Tail County for User Fees.
 - b. 6/3/2022 Transferred Money from Money Market Account to General Checking: \$40,000.00 to cover bills.
 - c. 6/3/2022 Transferred Money from Money Market Account to Pumping Account: \$20,000.00 to cover bills.
 - d. 6/6/2022 Transferred money from Money Market Account to Tanks and Lines Account: \$10,000.00 to cover bills.
5. Commissioner Stipend Sheet: Commissioners need to sign the stipend sheet and I will mail out checks tomorrow.
6. Les and Theresa Lamotte the owners of 42117 Sugar Maple Drive are planning on being at the meeting via zoom to discuss the Zero Percent Clean Water Partnership Loan Program.
7. 28972 Augustana Trail: This is an active maintenance system that the septic tank needs to be replaced. The owners just had a survey done and the options for replacing the septic tank are limited. The tank either needs to be closer to the garage, lot line or into the road right of way. How would the board like to proceed?
 - a. The township sometimes allows system up to or into the road right of way, but we would need a letter from them stating to do so.
 - b. The other two options would require a variance.
8. Tri-State Pumps and Controls: Last month's check to them was \$8.00 short. This month they had another check, so it was made up for by \$8.00 to their bill this month.
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- 23. 5/29/2022 40150 Blue Heron Loop. Homeowner called about hearing the alarm panel humming inside the cabin. Visited the property but the power was out when I got there. This coincided with the power outages on Memorial Weekend. Homeowner stated all the neighbors alarm panels were doing the same thing. When power was restored alarm panels went back to operating as they should be.
- 24. 5/30/2022 34650 Deer Lake Road. Homeowner called after hours on 5/29/2022 about the alarm light being on. Visited property on 5/30 and found that the fuse was blown in the alarm panel. The alarm light came on after the power outages on Memorial Weekend. Replaced the fuse and if it happens again the district will be replacing the floats. Believe the power outage caused the fuse to break.
- 25. 5/31/2022 31370 Oak Ridge Beach Road. Homeowner called about the alarm light coming on between power outages on Memorial Weekend. Visited the property and found that the power was still out but it appears the fuse had gone out. Replaced with a new fuse. Homeowner will call if they notice any further issues after the power is restored.
- 26. 5/31/2022 33050 Harvest Avenue. Homeowner called about the alarm light coming on after the power outages on Memorial Weekend. Visited the property and found that surface water was getting into the tanks because they are in a low area. The pump is pumping but not keeping up. Hawes Pumping pumped the tanks

that day to give the drainfield and pump a break. They found roots in the outlet of the tank, and I cleared those as best I could at this time.

27. 5/31/2022 39556 & 39560 County Highway 1 share a lift station. When driving by I saw the alarm light was on. Stopped and reset the breakers and ran the pump through a cycle. Everything is operating as it should be. Believe the power outages on Memorial Weekend had something to do with the light being on.
28. 5/31/2022 34505 Northview Road. Brogards Plumbing called and stated the homeowner is concerned about the septic system due to a downed tree from the storms on Memorial Weekend. Visited the property and could not find any evidence that any lines in the system were broken at this time. Informed the owner to let us know if they start noticing any back up in the house when water is being used.
29. 5/31/2022 105 & 107 Bay View Road. Homeowner called and stated the alarm light has been coming on and going off for the last week. Visited the property and found that the floats are not operating correctly. Replaced all three floats and now the system is working as it should be. Homeowner will call if they notice any further issues.
30. 5/31/2022 36420 Augustana Drive. Homeowner called and stated septic is backing up into their shower. There was a plumber out there that stated he believe there was an issue with the lift station. Visited the property and found the septic tank and lift station to be at the correct levels. Informed the homeowner that the issue is probably between the septic tank and dwelling. The plumber cameraed the sewer line and found it was broken orange burg pipe. They will need to replace that to get the system operating correctly again.
31. 6/1/2022 Checked on the systems that had issues over Memorial Weekend due to power outages. They are all operating as they should be at this time.
32. 6/2/2022 39306 Madsen Beach Road. Installed a new manhole cover at ground level. New system was installed this spring out there.
33. 6/2/2022 34198 West Deer Lake Road. Homeowner called and stated that the CIC property alarm light was on. It came on over the weekend around the time of the power outages. Met Hawes Pumping onsite since this property was on the list for pumping this year. Determined that the pump #2 breaker had tripped, and the fuse was blown. Reset the breaker and installed a new fuse. System is now operating as it should be. Hawes Pumping pumped out all the tanks on the property today.
34. 6/6/2022 42664 Pleasure Park Road. Loren had a service call out there on 6/4/2022. Lift Station Disconnect was turned off. No padlock is on this box. Loren turned the breakers back on and everything worked as it should. On 6/6/2022 I visited the property and put a padlock on the box. When the box opens a panel falls out and switches the breaker off. This issue should be resolved now that the box is locked.
35. 6/6/2022 28980 Augustana Trail. Homeowner called and said they believe the sewer line from the cabin to the septic tank runs uphill. I informed him that the sewer line is the responsibility of the homeowner. He wanted his septic tank manhole cover marked. Visited the property today and marked the location of the manhole cover. He will call if he has additional questions or wants to set up a meeting onsite.
36. 6/6/2022 39768 County Highway 1. Homeowner called and stated that alarm light is on. Visited the property and found the lift station to be overfull. It appears the pump has gone out. This is a passive maintenance property. She will have to call a service provider to replace the pump. Hawes Pumping pumped the tanks out today.
37. 6/6/2022 3176 Oak Ridge Beach Road. Homeowner called about having trouble flushing the toilets in the house. Visited the property and found that the alarm light is burnt out and the fuse has gone bad in the alarm panel. Replaced both. Then ran the lift station through a cycle. Everything is now working as it should be. Homeowner will call if they notice any further issues. Issue started when power went out over Memorial Weekend.
38. 6/6/2022 The Lodge CIC. A new well line is being bored in from across the road. JD Locating called the district office this morning and asked if we could mark out the sewer lines in the proposed boring area. He is busy with locates down south where there was bad weather over Memorial Weekend. OTWMD located the sewer lines to the best of our ability today. Informed the boring company to call when they get there and we can meet onsite to discuss the septic lines.
39. 416 State Highway 78. Homeowner purchased an insulated plastic manhole cover from us. To replace his broken concrete one. This is a passive maintenance property.
40. Quite a few installs, compliance inspections, soil verifications, and issued permits have taken place in the last month.

6/1/2022

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

5/31/2022

Checking Accounts						Savings Acct	
	General Acct 4118	Tank/Line 7802	Pmps/Cntrl 7829	Pumping 7810	Money Mkt 0490	Rearing Pond 2140	Totals
Beginning balance May 1, 2022	\$10,487.12	\$9,117.88	\$2,265.69	\$3,820.84	\$172,070.16	\$10,926.75	\$208,688.44
Interest income for month	\$1.60	\$1.23	\$2.49	\$0.88	\$46.61	\$1.39	\$54.20
Receipts for month	\$4,370.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,370.20
Internal transfers	\$0.00	\$0.00	\$15,000.00	\$2,000.00	\$0.00	\$0.00	\$17,000.00
	\$14,858.92	\$9,119.11	\$17,268.18	\$5,821.72	\$172,116.77	\$10,928.14	\$230,112.84
May disbursements	\$9,621.13	\$4,028.78	\$13,891.38	\$2,959.00	\$17,000.00	\$0.00	\$47,500.29
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending balance May 31, 2022	\$5,237.79	\$5,090.33	\$3,376.80	\$2,862.72	\$155,116.77	\$10,928.14	\$182,612.55

Disbursements for month

6 checks	\$5,445.00	Gen Acct
8 ACH pymts	\$4,176.13	Gen Acct
3 checks	\$4,028.78	Tank/Line
2 checks	\$13,891.38	Pumps/Controls
1 check	\$2,959.00	Pumping

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrl	Pumping	Maturity Date
285	0.85%	18 Month		\$11,014.40			8/27/2022
286	0.85%	18 Month		\$11,014.40			8/27/2022
287	0.85%	18 Month		\$11,014.40			8/27/2022
288	0.85%	18 Month		\$11,014.40			8/27/2022
526	0.45%	12 Month				\$16,036.66	1/29/2023
527	0.45%	12 Month				\$10,691.10	1/29/2023
528	0.45%	12 Month		\$10,691.10			1/29/2023
529	0.45%	12 Month		\$10,691.10			1/29/2023
530	0.70%	24 Month		\$11,080.59			1/29/2024
531	0.70%	24 Month		\$11,080.59			1/29/2024
532	0.70%	24 Month		\$11,080.59			1/29/2024
533	0.70%	24 Month		\$11,080.59			1/29/2024
534	0.75%	24 Month		\$33,281.37			1/29/2024
535	0.75%	24 Month		\$33,281.37			1/29/2024
536	0.70%	24 Month			\$11,080.59		1/29/2024
537	0.70%	24 Month			\$11,080.59		1/29/2024
453	0.25%	6 Month			\$35,993.32		7/29/2022
454	0.25%	6 Month		\$56,560.93			7/29/2022
728	0.50%	12 Month			\$75,360.44		12/16/2022
CD TOTALS				\$232,885.83	\$133,514.94	\$26,727.76	\$393,128.53
SAVINGS TOTALS							\$10,928.14
ACCOUNT TOTALS			\$5,237.79	\$237,976.16	\$136,891.74	\$29,590.48	\$155,116.77

**TOTAL CASH ON HAND \$575,741.08
5/31/2022**

5/31/2021 \$604,589.51

Otter Tail Water Management District Accounts Payable
6/8/2022

Balance in General Account on Date of Monthly Meeting	\$	41,662.56	6/7/2022
Deposits made between May & June Monthly Meeting	\$	215,599.74	6/7/2022

Transferred \$212,494.24 of this to Money Market
2022 May User Fee Settlement from OTC

General Fund Bills:		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 3,664.49	46719	6/8/2022
Alex Kvidt	On-call/Balance of Salary	\$ 745.38	46720	6/8/2022
Alex Kvidt	Rent	\$ 375.00	46721	6/8/2022
Medica	Alex Kvidt Insurance	\$ 375.59	ACH	6/3/2022
Further	Alex Kvidt HSA	\$ 235.41	ACH	5/18/2022
Loren Hawes	On-call	\$ 343.40	46722	6/8/2022
Loren Hawes	Mileage	na	na	na
PERA	Contribution	\$ 991.22	ACH	6/4/2022
US Treasury	Federal Tax Deposit	\$ 2,033.25	ACH	6/3/2022
MN Dept of Revenue	State Tax Deposit	\$ 375.00	ACH	6/4/2022
Loffler	Computer Program	\$ 90.88	ACH	5/24/2022
Nancy Johnson	Commissioner Stipend January-June 2022		46724	6/8/2022
Harold Wheeler	Commissioner Stipend January-June 2023		46725	6/8/2022
Cindy Dean	Commissioner Stipend January-June 2024		46726	6/8/2022
Rick Bleichner	Commissioner Stipend January-June 2025		46727	6/8/2022
Jill Damrau	Commissioner Stipend January-June 2026		46728	6/8/2022
Stacy Cannady	Commissioner Stipend January-June 2027		46729	6/8/2022
Dave Erwin	Commissioner Stipend January-June 2028		46730	6/8/2022
	Subtotal	\$ 9,233.62		

Bank Card Charges				
Adobe Acrobat	Computer Program	\$ 16.17	ACH	6/1/2022
Arvig	Internet/Phone	\$ 106.22	ACH	5/26/2022
	Subtotal	\$ 122.39		

Credit Card Charges				
QuickBooks	Computer Program	\$ 25.00	ACH	6/2/2022
CyberSprout	Website	\$ 59.00	ACH	5/6/2022
Zoom	Computer Program	\$ 15.09	ACH	5/9/2022
Verizon	Cell Phones	\$ 69.68	ACH	5/27/2022
Hilltop Lumber	Pump Supplies	\$ 24.70	ACH	5/5/2022
Minnesota Motor Company	Oil Change	\$ 64.95	ACH	5/26/2022
Hilltop Lumber	Pump Supplies/Inspection Covers	\$ 101.23	ACH	6/2/2022
Battle Lake Standard	Vehicle Gas	\$ 61.36	ACH	5/5/2022
Walmart	Office Supplies	\$ 150.05	ACH	5/12/2022
Fleet Farm Gas Mart	Vehicle Gas	\$ 66.13	ACH	5/12/2022
Ottertail Oasis	Vehicle Gas	\$ 73.81	ACH	5/18/2022
Fleet Farm	Pump Supplies	\$ 91.76	ACH	5/20/2022
Carr's SuperMarket	Vehicle Gas	\$ 71.66	ACH	5/22/2022
Battle Lake Standard	Vehicle Gas	\$ 65.97	ACH	5/27/2022
Carr's SuperMarket	Vehicle Gas	\$ 82.20	ACH	6/2/2022
Everts Lumber	Manhole Cover to Surface Supplies	\$ 44.42	ACH	6/2/2022
Check for Credit Card Charges from General Account	To: First National Bank	\$ 1,068.01	46723	6/8/2022

Amount in account at Meeting Date:		\$		6/7/2022
Pumping Fund Fees				
Hawes Pumping	Monthly Pumping	\$ 6,945.00	392	6/8/2022
	Subtotal:	\$ 6,945.00		

Amount in account at Meeting Date:		\$	15,090.33	6/7/2022
Tanks & Lines Fees				
Gopher One	Gopher One Calls	\$ 120.15	1745	6/8/2022
Brogard Plumbing	Repair Curb Stop at 39714 County Highway 1	\$ 960.03	1746	6/8/2022
J.D. Locating	Locates	\$ 2,441.50	1748	6/8/2022
Brogard Plumbing	Active Maintenance Replacement/Replace Lift station and Pump at 38974 County Highway 1	\$ 4,700.00	1747	6/8/2022
	Subtotal	\$ 8,221.68		

Amount in account at Meeting Date:		\$	3,376.80	6/7/2022
Pumps & Controls Fees				
Brogard Plumbing	Pump Replacement at 30567 State Highway 78	\$ 369.44	1504	6/8/2022
Brogard Plumbing	Pump Replacement at 27404 Blarney Trail	\$ 120.00	1505	6/8/2022
Tri State Pump and Control	Adapter Flange for Pumps	\$ 649.80	1506	6/8/2022
Emil Electric	Check breaker at 27404 Blarney Trail	\$ 97.50	1507	6/8/2022
	Subtotal:	\$ 1,236.74		

Added \$8.00 to this bill for shorting them last month

Total Bills Per Month

\$

26,827.44

Commissioner Stipend Sheet

Mileage=\$.585

8-Jun-22 From January to June 2022

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 2022		\$ 375.00	\$ 58.50	\$ 433.50	5 Meetings
Mileage (\$.585 per mile) from January-June 2022		\$ 450.00	\$ 70.20	\$ 520.20	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 2022		\$ -	\$ -	\$ -	0 Meeting
Mileage (\$.585 per mile) from January-June 2022		\$ 55.00	\$ 16.38	\$ 71.38	1 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 2022		\$ 375.00	\$ 81.90	\$ 456.90	5 Meetings
Mileage (\$.585 per mile) from January-June 2022		\$ 450.00	\$ 98.28	\$ 548.28	6 Meetings
Total					
Signature					

Stacy Cannady (\$55.00 Per meeting)	24 miles per meeting per a Mapquest search	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings From January-June 2022		\$ 220.00	\$ 56.16	\$ 276.16	4 Meetings
Mileage (\$.585 per mile) from January-June 2022		\$ 275.00	\$ 70.20	\$ 345.20	5 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 2022		\$ 375.00	\$ 14.63	\$ 389.63	5 Meetings
Mileage (\$.585 per mile) from January-June 2022		\$ 450.00	\$ 17.55	\$ 467.55	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 2022		\$ 275.00	\$ 81.90	\$ 356.90	5 Meetings
Mileage (\$.585 per mile) from January-June 2022		\$ 330.00	\$ 98.28	\$ 428.28	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 2022		\$ 220.00	\$ 42.12	\$ 262.12	4 Meetings
Mileage (\$.585 per mile) from January-June 2022		\$ 275.00	\$ 52.65	\$ 327.65	5 Meetings
Total					
Signature					

	Nancy	Cindy	Harold	Stacy	Rick	Jill	Dave
January	1	1	1	0	1	1	0
February	1	1	1	1	1	1	0
March	1	1	1	1	1	0	0
April	1	1	1	1	1	1	0
May	1	1	1	1	1	1	0
June							
Total	5	5	5	4	5	4	0

**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. SSTS Loans for passive members of the Otter Tail Water Management District may not exceed a total of \$500,000 of the grant money available to Otter Tail County.
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 to the County 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. The District Administrator must participate in the site and soil evaluation of the permitting process with the County.
2. The District Administrator must participate in the installation inspection with the County.
3. Reimburse the County for cost of services as defined in Article VII of this Agreement.
4. 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: 8/24/21

By: 
Christopher W. LeClair, Director

Date: 8/24/2021

**OTTER TAIL WATER
MANAGEMENT DISTRICT**

By: _____
Nancy Johnson, Chairman

Date: _____

By: _____
Alex Kvidt, Administrator

Date: _____

Otter Tail Water Management District Accounts Payable
6/8/2022

Balance in General Account on Date of Monthly Meeting	\$	41,662.56	6/7/2022
Deposits made between May & June Monthly Meeting	\$	215,599.74	6/7/2022

Transferred \$212,494.24 of this to Money Market
2022 May User Fee Settlement from OTC

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 3,664.49	46719	6/8/2022
Alex Kvidt	On-call/Balance of Salary	\$ 745.38	46720	6/8/2022
Alex Kvidt	Rent	\$ 375.00	46721	6/8/2022
Medica	Alex Kvidt Insurance	\$ 379.59	ACH	6/3/2022
Further	Alex Kvidt HSA	\$ 235.41	ACH	5/18/2022
Loren Hawes	On-call	\$ 343.40	46722	6/8/2022
Loren Hawes	Mileage	na	na	na
PERA	Contribution	\$ 991.22	ACH	6/4/2022
US Treasury	Federal Tax Deposit	\$ 2,033.25	ACH	6/3/2022
MN Dept of Revenue	State Tax Deposit	\$ 375.00	ACH	6/4/2022
Loffler	Computer Program	\$ 90.88	ACH	5/24/2022
Nancy Johnson	Commissioner Stipend January-June 2022		46724	6/8/2022
Harold Wheeler	Commissioner Stipend January-June 2023		46725	6/8/2022
Cindy Dean	Commissioner Stipend January-June 2024		46726	6/8/2022
Rick Bleichner	Commissioner Stipend January-June 2025		46727	6/8/2022
Jill Damrau	Commissioner Stipend January-June 2026		46728	6/8/2022
Stacy Cannady	Commissioner Stipend January-June 2027		46729	6/8/2022
Dave Erwin	Commissioner Stipend January-June 2028		46730	6/8/2022
	Subtotal	\$ 9,233.62		

Bank Card Charges

Adobe Acrobat	Computer Program	\$ 16.17	ACH	6/1/2022
Arvig	Internet/Phone	\$ 106.22	ACH	5/26/2022
	Subtotal	\$ 122.39		

Credit Card Charges

QuickBooks	Computer Program	\$ 25.00	ACH	6/2/2022
CyberSprout	Website	\$ 59.00	ACH	5/6/2022
Zoom	Computer Program	\$ 16.09	ACH	5/9/2022
Verizon	Cell Phones	\$ 69.68	ACH	5/27/2022
Hilltop Lumber	Pump Supplies	\$ 24.70	ACH	5/5/2022
Minnesota Motor Company	Oil Change	\$ 64.95	ACH	5/26/2022
Hilltop Lumber	Pump Supplies/Inspection Covers	\$ 101.23	ACH	6/2/2022
Battle Lake Standard	Vehicle Gas	\$ 61.36	ACH	5/5/2022
Walmart	Office Supplies	\$ 150.05	ACH	5/12/2022
Fleet Farm Gas Mart	Vehicle Gas	\$ 66.13	ACH	5/12/2022
Ottertail Oasis	Vehicle Gas	\$ 73.81	ACH	5/18/2022
Fleet Farm	Pump Supplies	\$ 91.76	ACH	5/20/2022
Carr's SuperMarket	Vehicle Gas	\$ 71.66	ACH	5/22/2022
Battle Lake Standard	Vehicle Gas	\$ 65.97	ACH	5/27/2022
Carr's SuperMarket	Vehicle Gas	\$ 82.20	ACH	6/2/2022
Everts Lumber	Manhole Cover to Surface Supplies	\$ 44.42	ACH	6/2/2022
Check for Credit Card Charges from General Account	To: First National Bank	\$ 1,068.01	46723	6/8/2022

	Amount in account at Meeting Date:	\$		6/7/2022
Pumping Fund Fees		\$ 22,862.72		
Hawes Pumping	Monthly Pumping	\$ 6,945.00	392	6/8/2022
	Subtotal:	\$ 6,945.00		

	Amount in account at Meeting Date:	\$		6/7/2022
Tanks & Lines Fees		\$ 15,090.33		
Gopher One	Gopher One Calls	\$ 120.15	1745	6/8/2022
Brogard Plumbing	Repair Curb Stop at 39714 County Highway 1	\$ 960.03	1746	6/8/2022
J.D. Locating	Locates	\$ 2,441.50	1748	6/8/2022
Brogard Plumbing	Active Maintenance Replacement/Replace Lift station and Pump at 38974 County Highway 1	\$ 4,700.00	1747	6/8/2022
Jake Christensen	Mowing Cluster Sites	\$ 185.00	1749	6/8/2022
	Subtotal	\$ 8,406.68		

	Amount in account at Meeting Date:	\$		6/7/2022
Pumps & Controls Fees		\$ 3,376.80		
Brogard Plumbing	Pump Replacement at 30567 State Highway 78	\$ 369.44	1504	6/8/2022
Brogard Plumbing	Pump Replacement at 27404 Blarney Trail	\$ 120.00	1505	6/8/2022
Tri State Pump and Control	Adapter Flange for Pumps	\$ 649.80	1506	6/8/2022
Emil Electric	Check breaker at 27404 Blarney Trail	\$ 97.50	1507	6/8/2022
	Subtotal:	\$ 1,236.74		

Added \$8.00 to this bill for shorting them last month

Total Bills Per Month \$

27,012.44

Otter Tail Water Management District Accounts Payable
6/8/2022

Balance in General Account on Date of Monthly Meeting	\$	41,662.56	6/7/2022
Deposits made between May & June Monthly Meeting	\$	215,599.74	6/7/2022

Transferred \$212,494.24 of this to Money Market
2022 May User Fee Settlement from OTC

General Fund Bills:

	Amount:	Check Number	
Alex Kvidt Monthly Salary	\$ 3,664.49	46719	6/8/2022
Alex Kvidt On-call/Balance of Salary	\$ 745.38	46720	6/8/2022
Alex Kvidt Rent	\$ 375.00	46721	6/8/2022
Medica Alex Kvidt Insurance	\$ 379.59	ACH	6/3/2022
Further Alex Kvidt HSA	\$ 235.41	ACH	5/18/2022
Loren Hawes On-call	\$ 343.40	46722	6/8/2022
Loren Hawes Mileage	na	na	na
PERA Contribution	\$ 991.22	ACH	6/4/2022
US Treasury Federal Tax Deposit	\$ 2,033.25	ACH	6/3/2022
MN Dept of Revenue State Tax Deposit	\$ 375.00	ACH	6/4/2022
Loffler Computer Program	\$ 90.88	ACH	5/24/2022
Nancy Johnson Commissioner Stipend January-June 2022	\$ 548.28	46724	6/8/2022
Harold Wheeler Commissioner Stipend January-June 2023	\$ 467.55	46725	6/8/2022
Cindy Dean Commissioner Stipend January-June 2024	\$ 520.20	46726	6/8/2022
Rick Bleichner Commissioner Stipend January-June 2025	\$ 428.28	46727	6/8/2022
Jill Damrau Commissioner Stipend January-June 2026	\$ 262.12	46728	6/8/2022
Stacy Cannady Commissioner Stipend January-June 2027	\$ 345.20	46729	6/8/2022
Dave Erwin Commissioner Stipend January-June 2028	\$ -	na	6/8/2022
Subtotal	\$ 11,805.25		

Bank Card Charges

Adobe Acrobat Computer Program	\$ 16.17	ACH	6/1/2022
Arvig Internet/Phone	\$ 106.22	ACH	5/26/2022
Subtotal	\$ 122.39		

Credit Card Charges

QuickBooks Computer Program	\$ 25.00	ACH	6/2/2022
CyberSprout Website	\$ 59.00	ACH	5/6/2022
Zoom Computer Program	\$ 16.09	ACH	5/9/2022
Verizon Cell Phones	\$ 69.68	ACH	5/27/2022
Hilltop Lumber Pump Supplies	\$ 24.70	ACH	5/5/2022
Minnesota Motor Company Oil Change	\$ 64.95	ACH	5/26/2022
Hilltop Lumber Pump Supplies/Inspection Covers	\$ 101.23	ACH	6/2/2022
Battle Lake Standard Vehicle Gas	\$ 61.36	ACH	5/5/2022
Walmart Office Supplies	\$ 150.05	ACH	5/12/2022
Fleet Farm Gas Mart Vehicle Gas	\$ 66.13	ACH	5/12/2022
Ottertail Oasis Vehicle Gas	\$ 73.81	ACH	5/18/2022
Fleet Farm Pump Supplies	\$ 91.76	ACH	5/20/2022
Carr's SuperMarket Vehicle Gas	\$ 71.66	ACH	5/22/2022
Battle Lake Standard Vehicle Gas	\$ 65.97	ACH	5/27/2022
Carr's SuperMarket Vehicle Gas	\$ 82.20	ACH	6/2/2022
Everts Lumber Manhole Cover to Surface Supplies	\$ 44.42	ACH	6/2/2022
Check for Credit Card Charges from General Account To: First National Bank	\$ 1,068.01	46723	6/8/2022

	Amount in account at Meeting Date:		6/7/2022
Pumping Fund Fees	\$ 22,862.72		
Hawes Pumping Monthly Pumping	\$ 6,945.00	392	6/8/2022
Subtotal:	\$ 6,945.00		

	Amount in account at Meeting Date:		6/7/2022
Tanks & Lines Fees	\$ 15,090.33		
Gopher One Gopher One Calls	\$ 120.15	1745	6/8/2022
Brogard Plumbing Repair Curb Stop at 39714 County Highway 1	\$ 960.03	1746	6/8/2022
J.D. Locating Locates	\$ 2,441.50	1748	6/8/2022
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29,584.07