

# OTWMD

Otter Tail Water Management District

**Event:** The OTWMD monthly board meeting

**Location:** Community Center building in Ottertail City, MN

**Date:** July 13, 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:** Aug 10, 2022

## Agenda:

**Meeting:** Called to order by Chair Johnson at 4pm.

**Minutes:** Minutes were sent by email prior to meeting. Motion made to accept the minutes by Com. Damrau; 2<sup>nd</sup> by Treas. Wheeler; Motion passed.

**Treasurer Report:** The report was presented by Treas. Wheeler. Motion by Sec. Dean; 2<sup>nd</sup> by Com. Bleichner to accept the report. Motion passed.

**COH:June 30 2022:** \$759,639.76 **COH:June 30, 2021:** \$753,594.45

**Pay Bills:** Bills were presented by Adm. Kvidt. Motion by Com. Damrau to pay the bills; 2<sup>nd</sup> by Com. Cannady. Motion passed.

**Our rental agreement with Ottertail City:** \$300/year. Check to be mailed.

**6. Rearing Pond Checking account:** entered dormant status, but the bank reversed it.

**7. Alex Kvidt:** entered year 3 of his contract with OTWMD. Chairperson Johnson and Treas. Wheeler will meet with Adm. Kvidt to review his job performance and contract.

**QuickBooks** is raising their monthly fee in August 2022. It is going from \$25.00 per month to \$30.00 per month.

**9. Passive Pumping Letters for this year.** They are all ready to send out and will send them out in batches so as to not overwhelm the maintainers. First Batch will be sent out this week. Will be sending out about a third of them each week for three weeks.

**10. Audit Update: 6/14/2022:** Buzz Anderson informed us that they are no longer able to do our annual audits. He had talked to the Minnesota Auditors Office, and that Swenson, Saurer, Gerber, Anderson & Co., Ltd. are not licensed for our type of audit.

6/15/2022 Dropped off our Audit Materials to Buzz Anderson and he will prepare everything for our new auditor this year since its late in the year already.

b. 7/11/2022 Talked to Dean Birkeland at Carlson SV. Motion by Treas. Wheeler and 2<sup>nd</sup> by Com. Bleichner to authorize Carlson SV to do the 2021 audit. Motion passed.

**11. 6/14/2022 Tri-State Pumps and Controls:** placed an order for 6-1.5 HP Myers Pumps and 4-.5 HP Myers Pumps.

a. These pumps are set to be shipped on 8/15/2022. A final invoice will be sent to us at that time for payment.

b. Tri-State Pumps and Controls provided us with a check valve to try and see if it will work for our cluster systems. After testing it out I will decide if it's the right fit for us. If it is I will place an order for more at that time.

**12. 6/16/2022** Met Jake Christensen onsite at our **Cluster System by Dogwood Cir.** Jake is going to repair the fence and clear brush out from the cluster system. He will then send us the bill and we will both decide if we want to go forward with his help on repair the other cluster site fences.

a. Ordered 30 Split Rail Fence rails from Menards. They were delivered and Adm. Kvidt will bring them to the cluster sites when Jake is ready for them. Total Price is on the bill sheet.

**Fisherman's Village, 27621 County Highway 83,** is applying for a variance from Otter Tail County. For this variance they needed a septic inspection that required sampling and testing out of their lift station. RMB Laboratories provided OTWMD the sampling equipment and Adm. Kvidt sampled out of the lift station and delivered up to RMB Laboratories to be analyzed. The required tests are for FOG, CBOD, TSS and Nitrogen. This type of sampling is required for all other establishments when a compliance inspection is done.

**28972 Augustana Trail. Active Maintenance System** that needs the tank replaced. Contacted Amor Township and their meeting is tonight. They will be discussing if we can place a tank in the road right of way or up to the road right of way on this property. Once this is decided the replacement tank system will be designed and bid out to contractors. Homeowner will be updated once the final location of the tank is decided.

**15. 40588 Holiday Trail.** Active System Replacement that was done last October. The heavy rain is eroding the sides of the mound.

a. **6/29/2022** met Tony Anderson from Ness Backhoe onsite. They installed the system for us last fall. They are going to bring black dirt in and repair the eroded areas. They will then plant some grass seed and use some straw blankets to hopefully protect from eroding again. Once some vegetation is grown on the mound it should help with the erosion issues.

b. **7/11/2022** Drove by property today and Ness Backhoe has placed black dirt and planted grass on the eroded areas. Homeowners will call if they notice any further issues.

**16. 6/21/2022 42233 & 42237 Sugar Maple Drive** have a straight pipe going from their camper directly into the ground. Neither property has a septic system. Adm. Kvidt sent letters to both property owners and am working with them on how to resolve this issue. A shallow well is present on 42237 Sugar Maple Drive. Anytime a well is present a septic system must be present as well. Adm. Kvidt will continue working with these owners to bring the properties into compliance.

**6/21/2022 42218 Sugar Maple Drive.** Visited the property over a concern that septic effluent was not being discharged into a septic system. There are no records of a septic system on this property. Visited the property and found that an RCU is on the property, but Adm. Kvidt could not find any evidence of a well or sewage being illegally disposed of. No further issues with this property regarding the septic system at this time.

**18. OTWMD** does not approve of holding tanks for RCU's at this time. Holding tanks are currently only allowed for non-dwellings in the district. Does the board want to reconsider allowing holding tanks for campers/RCU's in the district? This issue is coming up more and more each year.

**a.** There could be a mandate that if a dwelling structure is built and a full septic system must be installed with a drainfield. Boards thoughts? **Tabled for further review.**

**19. Active Maintenance System Installs Update:**

**a. 5/11/2022 39306 Madsen Beach Road.** System Replaced by SF Excavating. Bill is on the bill sheet.

**b. 6/20/2022 27145 Holiday Road.** Tanks replaced by SF Excavating. Bill is on the bill sheet.

**c. 6/21/2022 27197 Timber Hills Road.** System replaced by SF Excavating. Bill is on the bill sheet.

**20. What are the boards thoughts to shortening on-call hours on the weekends? Would it be an option at some time? Or different on call hours for summer and winter months?**

**a.** Most calls on weekends seem to be in the morning hours when people are using water the most. **Motion by Com. Bleichner; 2<sup>nd</sup> by Com. Damrau to change on-call hours on weekends and holidays from 7:30am to 1pm. Effective immediately. Motion passed.**

*Administrator's Report:*

**1. 6/9/2022 40226 Blue Heron Loop.** Hawes Pumping was onsite to pump the tanks for the 2022 Active Pumping List. They found that the tanks and access point of each tank are covered by a sidewalk. Sent a letter to the owner informing them we cannot pump the tank until an access point is provided. Have not heard anything back as of yet from the owners.

**2. 6/11/2022 28615 State Highway 78.** Alarm light on. Hawes Pumped tank. Weekend service call so will be going back next week.

**a. 6/13/2022** Visited the property and found that the system needed a bigger horsepower pump to pump up the 35-foot incline to where the drainfield is located.

Replaced the .5 HP Myers Pump with a new 1.5 HP Myers Pump. After gluing pipe back together with the bigger pressure it would not hold. Will come back with better fittings and new glue.

**b. 6/14/2022** Replaced PVC fittings with high pressure fittings. Glued everything back together and now it is working as it should be. Homeowner will call if the alarm light comes back on.

3. **6/14/2022 39768 County Highway 1.** Alarm panel is clicking constantly like the pump is trying to turn on but can't. Pumped the system down manually and informed the owner that I believe the floats need to be replaced. They are going to see if this keeps happening and will call back if they want to replace them.
  - a. **6/17/2022** Homeowners called and stated it alarm panel is clicking again and would like the floats replaced. Visited the property that afternoon and replaced all three floats. They paid onsite since this is a passive maintenance system. They will call back if they notice any further issues.
4. **6/20/2022 34426 Deer Lake Road.** Homeowner called and stated that the alarm is going off. Visited the property and found that the pump was not plugged in. Plugged it in and everything is now working as it should be.
5. **6/21/2022 35646 Graystone Road.** Land and Resource Management called about a building permit for a shed. They wanted the septic system marked out so setbacks can be verified. Marked the edges of the system. Homeowner will have to verify that proposed location meets minimum setbacks from the septic system.
6. **6/22/2022 27222 Phyllis Lane.** Homeowner called stating alarm light is on. Visited the property and reset the breakers and tested the floats and pump. System appears to be operating as it should be. Adm. Kvidt believed the power outage from the storm was the issue. Homeowner will call if they notice further issues.
7. **6/22/2022 34568 Deer Lake Road.** Hawes Pumping found that the alarm light was not working during the 2022 Active Maintenance Pumping List. Replaced light bulb and alarm float. Everything now appears to be working as it should be.
8. **6/22/2022 27656 Pine Tree Road.** Ness Backhoe moved the septic tanks that were installed last fall to a new location. Inspected the tanks when they were moved, and they still are located in a legal location. Homeowner was responsible for this cost.
9. **6/22/2022 36484 Augustana Drive.** Lift station was filled with sand and abandoned by the homeowner. A permit for a new lift station to be installed was pulled by Barry Excavating. The garage addition is covering the old tank. Until the new lift station is installed this system will be used as a holding tank. Pumping cost will be the responsibility of the homeowner.
10. **6/27/2022 33050 Harvest Avenue.** Homeowner called after the big rainstorm. She wanted her tanks checked to be sure everything was operating correctly. Runoff water is getting into the tanks, so Hawes Pumping pumped out the tanks to give the system a break and a chance to catch up. Didn't want to over saturate the drainfield with more water in the already wet conditions. Homeowner will call if they notice any further issues.

- a. **7/9/2022:** septic effluent leaking out of inlet inspection cap on septic tank. Visited the property and found that there is a blockage of roots between the lift station and septic tank. Will be working with a plumber to roto root the line between the two tanks. Will update this when it is all completed.
11. **6/28/2022 38974 County Highway 1.** Lowered Curb stop to be flush with the ground, so it doesn't get damaged in the future. This is on a cluster system.
12. **6/28/2022 Tested Fisherman's Village lift station** for FOG, TSS, CBOD and Nitrogen for the compliance inspection. Brought the samples to RMB Laboratories in Detroit Lakes.
13. **7/2/2022 39354 County Highway 1.** Weekend Service Call. Alarm light on. Pump is no longer working. Hawes Pumping pumped the tanks out today. Will replace pump next week.
- a. **7/5/2022** Met Brogard Plumbing onsite and replaced pump with new 1.5 HP Myers Pump. Everything appears to be working as it should be at this time. Homeowner will call if they notice any further issues.
14. **7/2/2022 35919 County Highway 72.** Weekend service call. Alarm light on. Visited property and found that the pump won't pump down the effluent in the lift station. New pump was installed in this system at the end of May 2022. Hawes Pumping pumped out the tanks. They noticed that water is back draining into the lift station from the cluster force main line. Went back out to property and shut off the curb stop. System will be used as holding tank until the issue is resolved.
- a. **7/6/2022** Pulled the pump and found debris in the check valve that wouldn't allow the check ball to seat properly. Cleaned this out and reinstalled the pump. Everything appears to be working at this time. Homeowner will call if they notice any further issues.
15. **7/5/2022 28295 State Highway 78.** Alarm light on. Visited property and replaced all three floats and a fuse. System is now operating as it should be. Homeowner will call if they notice any further issues.
16. **7/6/2022 36584 Augustana Drive.** Passive Maintenance System. Hawes Pumping was onsite and wanted a second opinion on if the pump was out and needed to be replaced. Met them onsite and it appears the pump is no longer working. Hawes was going to recommend they call Brogard Plumbing to get the pump replaced with a new one.
17. **7/7/2022 153 & 157 Bay View Road.** On the cluster system and share a lift station. Homeowner called and said alarm light is on. Visited the property and replaced all three floats in the lift station. Everything now appears to be working as it should be.
18. **7/8/2022 113 Pelican Road.** Met homeowner on site to discuss a tree that is close to falling over and is over the sewer line and septic tank. Homeowner is going to hire a tree service to remove the tree.
19. **7/8/2022 28067 State Highway 78.** Homeowner called about slow drains in the cabin. Visited the property and found that the lift station was overfull. They recently had some electrical work done and the breaker for the lift station was turned off. Turned this back on and now everything is working as it should be.

20. **7/10/2022 30832 430th Avenue.** Homeowner called about septic draining slow and leaking in the basement. Visited the property and found that the septic tank and lift station are all at the correct levels. Informed the owner that the issue is believed to be in the sewer line between the septic tank and dwelling. He was going to contact a plumber to take a look at it.
21. **7/10/2022 37730 Eldorado Beach Road.** Homeowner called and said there is a spot in the yard between the lift station and mound that water comes out of the ground when the pump runs. Visited the property and after running the pump found that the ground does inside get saturated and swell when the pump is running. Hawes Pumping pumped the tank on 7/11/2022 and will be working with a contractor to fix a broken sewer line between the lift and mound.
- a. **7/11/2022** Called in a gopher one locates call on this property. Will be working with Barry Excavating to fix the sewer line this week. Arvig will be paying the bill on this one. They bored through the line last fall.
22. Lots of installs and quite a few compliance inspections still happening in the district.

## Otter Tail Water Management District Monthly Meeting

**Meeting Date:** July 13<sup>th</sup>, 2022

**Next Meeting Date:** August 10<sup>th</sup>, 2022

### Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
4. Pay Bills
  - a. Transfer Money to Cover Bills:
    - 7/11/2022 \$10,000.00 to Pumps & Controls Checking
    - 7/11/2022 \$20,000.00 to Tanks & Lines Checking
5. Renewed our rental agreement with Ottertail City for the Community Center meeting room for our Monthly Board Meetings. Cost is \$300.00 for the year. Will be sending the rental agreement form and check to Ottertail City after the meeting.
6. Rearing Pond Checking account entered Dormant Status. Talked to the bank and they said this doesn't affect the account in anyway. Its just a notice to let us know there has not been any activity on the account in a while. I signed the notice and mailed it back to them.
7. Alex Kvidt entered year 3 of his contract with OTWMD. This is the last year on the contract. Received a 3% raise and another PTO Day.
  - a. Did the board want an annual review? Last year it was decided to just wait until the contract was up for a review.
8. QuickBooks is raising their monthly fee in August 2022. It is going from \$25.00 per month to \$30.00 per month.
9. Prepared the Passive Pumping Letters for this year. They are all ready to send out and will sent them out in batches so as to not overwhelm the maintainers if they all call at once.
  - a. First Batch will be sent out this week. Will be sending out about a third of them each week for three weeks.
10. Audit Update: 6/14/2022 Buzz Anderson called and informed us that they are no longer able to do our annual audits. He had talked to the Minnesota Auditors Office, and they are not licensed for our type of audit. He provided a list of auditors to call, and I have been reaching out to find a firm to audit it us for 2021 still. Update this before the meeting if Carlson SV can do the audit.
  - a. 6/15/2022 Dropped off our Audit Materials to Buzz Anderson and he will prepare everything for our new auditor this year since its late in the year already.
  - b. 7/11/2022 Talked to Dean Birkeland at Carlson SV. He is still discussing with his team whether they can fit our audit in. It sounded promising that they would be able to do it in August. Will update the board when I hear more. He should get back to us with their final answer soon.
11. 6/14/2022 Tri-State Pumps and Controls placed an order for 6-1.5 HP Myers Pumps and 4-.5 HP Myers Pumps.
  - a. These Pumps are set to be shipped on 8/15/2022. A final invoice will be sent to us at that time for payment.
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7/1/2022

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

**6/30/2022**

Checking Accounts						Savings Acct	
	General Acct 4118	Tank/Line 7802	Pmps/Cntrl 7829	Pumping 7810	Money Mkt 0490	Rearing Pond 2140	Totals
Beginning balance June 1, 2022	\$5,237.79	\$5,090.33	\$3,376.80	\$2,862.72	\$155,116.77	\$10,928.14	\$182,612.55
Interest income for month	\$9.13	\$1.75	\$0.55	\$3.61	\$83.17	\$1.35	\$99.56
Receipts for month	\$215,152.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$215,152.67
Internal transfers	\$40,000.00	\$10,000.00	\$0.00	\$20,000.00	\$212,494.24	\$0.00	\$282,494.24
	\$260,399.59	\$15,092.08	\$3,377.35	\$22,866.33	\$367,694.18	\$10,929.49	\$680,359.02
June disbursements	\$14,953.01	\$8,406.68	\$1,236.74	\$6,945.00	\$0.00	\$0.00	\$31,541.43
Internal transfers	\$212,494.24	\$0.00	\$0.00	\$0.00	\$70,000.00	\$0.00	\$282,494.24
Ending balance June 30, 2022	\$32,952.34	\$6,685.40	\$2,140.61	\$15,921.33	\$297,694.18	\$10,929.49	\$366,323.35

Disbursements for month

11 checks	\$8,767.91	Gen Acct
9 ACH pymts	\$6,185.10	Gen Acct
5 checks	\$8,406.68	Tank/Line
4 checks	\$1,236.74	Pumps/Controls
1 check	\$6,945.00	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			\$75,548.32		12/16/2022
<b>CD TOTALS</b>				\$232,885.83	\$133,702.82	\$26,727.76	\$393,316.41
<b>SAVINGS TOTALS</b>							\$10,929.49
<b>ACCOUNT TOTALS</b>			\$32,952.34	\$239,571.23	\$135,843.43	\$42,649.09	\$297,694.18
							\$10,929.49
							\$759,639.76

<b>TOTAL CASH ON HAND</b>	<b>\$759,639.76</b>
<b>6/30/2022</b>	

<b>6/30/2021</b>	<b>\$753,594.45</b>
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Otter Tail Water Management District Accounts Payable

Balance in General Account on Date of Monthly Meeting 7/13/2022	\$	31,209.31	7/11/2022
Deposits made between June & July Monthly Meeting	\$	2,408.43	7/11/2022

General Fund Bills:

	Amount:	Check Number	
Alex Kvidt Monthly Salary	\$ 3,813.29	46730	7/13/2022
Alex Kvidt On-call/Balance of Salary	\$ 373.05	46731	7/13/2022
Alex Kvidt Rent	\$ 375.00	46732	7/13/2022
Medica Alex Kvidt Insurance	\$ 375.59	ACH	7/5/2022
Further Alex Kvidt HSA	\$ 235.41	ACH	6/17/2022
Loren Hawes On-call	\$ 450.71	46733	7/13/2022
Loren Hawes Mileage	\$ 2.34	46734	7/13/2022
PERA Contribution	\$ 972.27	ACH	7/1/2022
US Treasury Federal Tax Deposit	\$ 2,012.55	ACH	6/30/2022
MN Dept of Revenue State Tax Deposit	\$ 375.00	ACH	7/1/2022
Ottertail City Community Center Meeting Room 1 yr rental for Board Meetings	\$ 300.00	46736	7/13/2022
	\$ 9,289.21		

Bank Card Charges

Adobe Acrobat Computer Program	\$ 16.17	ACH	7/3/2022
Arvig Internet/Phone	\$ 111.91	ACH	6/27/2022
	\$ 128.08		

Credit Card Charges

QuickBooks Computer Program	\$ 25.00	ACH	7/3/2022
CyberSprout Website	\$ 59.00	ACH	6/6/2022
Zoom Computer Program	\$ 16.09	ACH	6/9/2022
Verizon Cell Phones	\$ 69.68	ACH	6/27/2022
Battle Lake Standard Vehicle Gas	\$ 68.76	ACH	6/7/2022
Hilltop Lumber Pump Supplies	\$ 34.93	ACH	6/15/2022
Battle Lake Standard Vehicle Gas	\$ 84.84	ACH	6/16/2022
Amazon Envelopes Office Supplies	\$ 63.29	ACH	6/17/2022
Menards Active Maintenance System Replacement Cluster Fence Rails	\$ 744.86	ACH	6/19/2022
Genex Vehicle Gas	\$ 75.75	ACH	6/23/2022
USPS Postage	\$ 232.00	ACH	6/24/2022
Carr's Supermarket Vehicle Gas	\$ 82.27	ACH	6/29/2022
Battle Lake Standard Vehicle Gas	\$ 65.78	ACH	6/29/2022
Check for Credit Card Charges from General Account To: First National Bank	\$ 1,623.25	46735	7/13/2022

	Amount in account at Meeting Date:	\$ 15,921.33	7/11/2022
<b>Pumping Fund Fees</b>			
Hawes Pumping Monthly Pumping	\$ 11,835.00	393	7/13/2022
	Subtotal:	\$ 11,835.00	

	Amount in account at Meeting Date:	\$ 26,685.40	7/11/2022
<b>Tanks &amp; Lines Fees</b>			
Gopher One Gopher One Calls	\$ 113.40	1750	7/13/2022
J.D. Locating Locates	\$ 2,319.50	1751	7/13/2022
Jake Christensen Mowing Cluster Sites(2)	\$ 370.00	1752	7/13/2022
SF Excavating 39306 Madsen Beach Road Active Maintenance Septic Replacement	\$ 6,350.00	1753	7/13/2022
SF Excavating 27145 Holiday Road Active Maintenance Septic Replacement	\$ 5,800.00	1754	7/13/2022
SF Excavating 27197 Timber Hills Road Active Maintenance Septic Replacement	\$ 8,250.00	1755	7/13/2022
	Subtotal	\$ 23,202.90	

	Amount in account at Meeting Date:	\$ 12,140.61	7/11/2022
<b>Pumps &amp; Controls Fees</b>			
Brogard Plumbing 40930 Indian Drive Zoeller BN 152 Pump and Float Switches	\$ 669.82	1508	7/13/2022
Brogard Plumbing Pump Supplies	\$ 106.48	1509	7/13/2022
Brogard Plumbing Pump Replacement and Fittings for 28615 State Highway 78	\$ 243.94	1510	7/13/2022
	Subtotal:	\$ 1,020.24	

Total Bills Per Month \$

47,098.68