

Event: The OTWMD monthly board meeting

Location: Community Center building in Ottertail City, MN

Date: Sept 14, 2022 **Time:** 4:00pm

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

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

Quorum: yes

Next Meeting Date: Oct. 12, 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; 2^{nd by} Com. Damrau. Com. Damrau.

Motion passed.

3. Treasurer Report: The report was presented by Treas. Wheeler.

Motion by Com. Bleichner; 2nd by Sec. Dean. to accept the report.

Motion passed.

COH: Aug. 31, 2022: \$689,346.02 COH: Aug. 31, 2021 \$654,770.25

- 4. Pay Bills: Bills were presented by Adm. Kvidt. Motion by Com. Damrau to pay the bills; 2nd by Treas. Wheeler. Motion passed.
- 5. User Fee 2023 List:
 - a. Increasing the Tanks fee by \$10.00 per active account
 - b. Increasing the Pumps fee by \$5.00 per active account
 - c. Increasing the Pumping fee by \$10.00 per active account
- **6.** Active Maintenance Replacement System Update
 - a. 40572 Holiday Trail. Brogard Plumbing installed new drainfield on 8/17/2022. Bill is on the September bill sheet.
 - b. 39244 Walker Lake Drive. District hired Outdoor Renovation to install a new lift station and drainfield. Plans are to install this yet this fall.
 - c. 28972 Augustana Trail. Abbott Excavating hired to replace septic tank. Plan is to install new tank yet this fall.
 - d. 39731 Clearmont Road Backlot. 2-bedroom system failed inspection on 9/7/2022. Brogard Plumbing installing a new system for the front lot. They will design and install the new system for the backlot as well. Will update when this is all completed. 9/12/2022 New System installed on backlot by Brogard Plumbing.

7. Corner Store Cluster Fencing Update:

- a. Ordered Fencing materials from Menards. Needed 32 more cedar fence rails and 34 cedar posts. The total cost of this is on the September Bill Sheet.
- b. Labor Day Weekend Jake Christensen replaced the old fence with a new one. He is going to get materials for a new gate and that will be the finishing touches on the fence. He transported any materials that could be reused to another cluster site for future repairs. He will be sending the district a bill for the work.

8. Myers Pump Order Update:

- a. Order of 6-1.5 HP and 4-.5 HP Myers Pump was delivered to Tri State Pumps & Controls on 8/26/2022.
- b. Currently the district has 7-1.5 HP Myers Pumps and 11-.5 HP Myers Pumps on hand.
- c. We may want to make another order this winter to be sure we are set for the beginning of next year. Boards thoughts? Board said to order more.

9. Passive Pumping Letter 2022 Update:

- a. Sent out 345 Passive Pumping Letters. As of 9/6/2022 we have received 125 back stating when they last had their tank pumped. So about 36% have responded.
- 10. 8/30/2022 37948 Eldorado Beach Road: Homeowner called and stated they had a contractor do some work on their septic and wanted to be reimbursed. Have no record of them calling our office with any problems. It was a weekend issue according to the owner. Stated to the owner that in the future they should call the district office first and then if it's something covered by the user fee the district would take care of it.
- 11. Work Truck Update: ABRA at Nelson Ford in Fergus Falls sent an estimate and pictures to MCIT in the amount of \$2,847.64. After taking out sales tax and the deductible MCIT deposited \$1,689.69 to our general account for the truck repair.
 - a. Working with ABRA to schedule a time when the repair can take place.

Administrator's Report:

- 1. 8/9/2022 39163 Walker Lake Drive. Sludge judged tank at owner's request. Hawes Pumping will be pumping the tank this fall.
- 2. 8/10/2022 34872 Deer Lake Road. Septic backing up into the home. Visited the property and found no blockage in the tank and the tank at the correct level. Informed the owner it appears there is a blockage in the sewer line between the dwelling and tank. They were probably going to contact a plumber.
- 3. 42808/42830 Pleasure Park Road. Replaced one of the two pumps with a new 1.5 HP Myers Pump. Lift station is now running off of one pump but is operating at this time.
- 4. 8/15/2022 30749 430th Avenue. Homeowner and contractor called about where the drainfield is located for a new driveway. Went onsite and marked drainfield. Told them to avoid this area.
- 5. 8/15/2022 42500 Pleasure Park Road. Loren Hawes received a service call and visited the property. Pump was not working. Hawes Pumping pumped out the tanks.

- a. 8/16/2022 Replaced pump with new 1.5 HP Myers pump. Homeowner to call if they notice any further issues.
- 6. 8/17/2022 37498 Eldorado Beach Trail. Sewer was marked all clear in the area a new power line was going in. Sewer line was trenched through. Visited property and patched the force main from the lift station to the drainfield.
- 7. 8/19/2022 36192 Augustana Drive. Homeowner called about septic backing up in the house. Visited the property and found the tank to be at the correct level and no blockage in the inlet or outlet. Informed the owner that the issue appears to be in the sewer line. They were going to call a plumber.
- 8. 8/22/2022 42340 County Highway 1. Hawes Pumping found a broken plastic manhole cover while pumping the yearly active maintenance pumping list. Replaced with a new cover.
- 9. 8/22/2022 42952 County Highway 1. Hawes Pumping had trouble repriming a pump on the yearly active maintenance pumping list. Met them onsite and after numerous attempts finally was able to get the pump operating correctly
- 10. 8/23/2022 36184/36206 Lumberjack Road. Alarm is on for a passive maintenance property. Floats needed to be replaced.
- a. Homeowners agreed to pay the district to replace the floats.
- b. All three floats replaced on 8/24/2022.
- 11. 8/24/2022 34142 West Deer Lake Road. Homeowner called about having backup issues in the cabin. Visited the property and found the tank to be at the right level with no blockage in the inlet or outlet. Informed the owner that I believe the blockage is in the sewer line. They were either going to snake the line or call a plumber.
- 12. 8/24/2022 34457 Northview Road. Alarm light on. Hawes Pumping pumped out the tanks. Pump is no longer working.
- a. 8/29/2022 Met Brogard Plumbing onsite and replaced the pump with a new .5 HP Myer Pump. Replaced the rail system with PVC for easier changing of pump in the future. Homeowner to call if they notice any further issues.
- 13. 8/25/2022 41683 Riviera Drive. Hawes Pumping found an alarm that would not work during the yearly active maintenance pumping list. Visited property and replaced light bulb. Everything now working as it should be.
- 14. 8/26/2022 159 Bay View Road. Passive Maintenance System. Well for geothermal was drilled too close to the force main for the Bay View Cluster System. Well to be moved. Was realized after the Gopher One Call was made for boring the well line in. This call by the boring company included the utilities under Bay View Road. The first call did not ask for the road utilities to be marked.
- 15. 8/31/2022 39597 County highway 1. Septic draining issues in the house. Visited the property and found that the tank was at the correct level with no blockages in the inlet or outlet. Ran water down the cleanout outside the house and that was clear from the cleanout to the tank. Believe the issue is in the plumbing under the house. Homeowner was probably going to call a plumber.
- 16. 9/1/2022 39092 County Highway 1. Homeowner called about the inlet baffle plugging 3 times this week. Had Hawes Pumping pump out the tank to see if that solves the issues. Informed the

owner that it could be the sewer line from the house to tank may not have enough slope and that's why it keeps plugging. Will continue to monitor this moving forward.

17. 9/6/2022 42880/42892 Pleasure Park Road. Shared System. Alarm light on. Visited property and found the pump is not working. Hawes Pumping pumped out the tanks. Will be working with Brogards Plumbing to replace the pump. Will update when completed. This system is acting as a holding tank until then. Homeowner will call if they alarm light comes back on.

18. 9/7/2022 27189 Timber Hills Road. Hawes Pumping called about the float not working during their yearly active maintenance pumping list. Replaced float with new mechanical on/off float. Everything now appears to be working as it should be at this time.

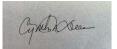
19. 9/8/2022 27188 State Highway 78. Brogard Plumbing called the district and talked to Loren Hawes. Breaker was tripped on this property and its active maintenance. Loren went onsite and found all the tanks were completely full. Hawes Pumping came and pumped out tanks.

a. 9/12/2022 Visited the property and found that there is a junction box buried where the pump and floats are plugged in. Dug up the box and found that the outlet is corroded away. Plugged the pump in with an extension cord and it still works as it should. Emil Electric will be installing a new pedestal for this lift station. The pump will run off an extension cord until this gets done. Will update when it's all completed.

20. 9/11/2022 41190 County Highway 1. Homeowner called after hours on 9/10/2022. Alarm light was on. Homeowner turned pump to manual and pumped down the tank that way. Loren visited the property on 9/11/2022 and found that the float tree had fallen off its hook and that's why the light came on. He tested all the floats, and they are all operating as they should be. Homeowner will call with any further issues.

21. 9/12/2022 35646 Graystone Road. Hawes Pumping found a crumbling manhole cover on the lift station while pumping the yearly active maintenance pumping list. Replaced with a new concrete cover.

Cindy Dean, Sec



Otter Tail Water Management District Monthly Meeting

Meeting Date: September 14th, 2022

Next Meeting Date: October 12th, 2022

Agenda:

- 1. Open Meeting
- 2. Approval of Minutes from Last Meeting
- **3.** Treasurer Report
- 4. Pay Bills
 - a. Transfer Money to Cover Bills from Money Market Account to:
 - Pumps and Controls Account: \$10,000.00
 - Pumping Account: \$30,000.00
 - Tanks and Lines Account: \$20,000.00
 - **b.** Receiving a dividend deposit for \$940 from MCIT. This will be a direct deposit in November. This happens most years.
- 5. User Fee 2023 List:
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Otter Tail Water Management District Treasurer's Report

		110	8/31/2022	,011			Savings Acct	
Checking	Accounts	General Acct	Tank/Line	Pmps/Cntrls	Pumping	Money Mkt	Rearing Pond	Totals
		4118	7802	7829	7810	0490	2140	
Beginning balance August 1, 2022		\$25,586.08	\$3,484.59	\$11,122.17	\$4,088.74	\$267,776.63	\$10,930.88	\$322,989.09
Interest income for month		\$4.81	\$1.08	\$2.35	\$1.04	\$97.31	\$1.39	\$107.98
Receipts for month		\$4,205.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,205.72
Internal tra		\$0.00	\$5,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$17,000.00
		\$29,796.61	\$8,485.67	\$11,124.52	\$16,089.78	\$267,873.94	\$10,932.27	
August di	sbursements	\$13,807.57	\$5,107.40	\$80.00	\$13,165.00	\$0.00	\$0.00	\$32,159.97
Internal tra		\$0.00	\$0.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00
	lance August 31, 2022	\$15,989.04	\$3,378.27	\$11,044.52	\$2,924.78	\$250,873.94	\$10,932.27	
Ending oa	idilee August 51, 2022	\$15,969.04	\$3,376.27	\$11,044.52	\$2,924.70	\$230,673.94	\$10,932.27	\$293,142.02
			Disbursements	for month				
				8 checks	\$6,147.66	Gen Acct		
				11 ACH pymts	\$7,659.91	Gen Acct		
				6 checks	\$5,107.40	Tank/Line		
				1 checks	\$80.00	Pumps/Controls		
				1 check	\$13,165.00	Pumping		
		CD Summary						
CD #	Int rate Time perio	d Gen Acct	Tank/Line	Pmps/Cntrls	Pumping	Maturity Date	·	
285	1.00% 18 Month		\$11,060.83				(Up from .85%)
286	1.00% 18 Month		\$11,060.83			2/27/2024	"	
287	1.00% 18 Month		\$11,060.83			2/27/2024	"	
288	1.00% 18 Month		\$11,060.83		¢1 (070 45	2/27/2024		
526	0.45% 12 Month				\$16,072.45	1/29/2023		
527	0.45% 12 Month		#10.714.0 <i>C</i>		\$10,714.96	1/29/2023		
528	0.45% 12 Month		\$10,714.96			1/29/2023		
529	0.45% 12 Month		\$10,714.96			1/29/2023		
530	0.70% 24 Month		\$11,119.05			1/29/2024		
531 532	0.70% 24 Month 0.70% 24 Month		\$11,119.05			1/29/2024 1/29/2024		
533	0.70% 24 Month		\$11,119.05 \$11,119.05			1/29/2024		
534	0.75% 24 Month					1/29/2024		
535	0.75% 24 Month		\$33,405.15 \$33,405.15			1/29/2024		
536	0.70% 24 Month		φ <i>55</i> , 4 05.15	\$11,119.05		1/29/2024		
537	0.70% 24 Month			\$11,119.05		1/29/2024		
453	0.76% 24 Worth			\$36,038.19			(Up from .25%)
454	0.35% 6 Month		\$56,631.44	ψ50,050.17		1/27/2023	(OP HOIII .23/0	"
728	0.50% 12 Month		ψυυ,υυ1.ππ	\$75,548.32		12/16/2022		
720	0.5070 12 MOILLI			Ψ10,010.02		12,10,2022		
	CD TOTALS		\$233,591.18	\$133,824.61	\$26,787.41			\$394,203.20
	SAVINGS TOTALS						\$10,932.27	
	511. II. 105 TO ITIES						ψ10,75 <u>2</u> .27	

TOTAL CASH ON HAND	\$689,346.02
8/31/2022	

ACCOUNT TOTALS

8/31/2021 \$654,770.25

\$250,873.94

\$10,932.27 \$689,346.02

\$15,989.04 \$236,969.45 \$144,869.13 \$29,712.19

Otter Tail Water Management District Accounts Payable 9/14/2022

Balance in General Account on Date of Monthly Meeting	\$ 18,564.07	9/13/2022
Deposits made between July & August Monthly Meeting	\$ 5,396.80	9/13/2022

ieneral Fund Bills:			Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$	3,813.29	46745	9/14/20
Alex Kvidt	On-call/Balance of Salary	\$	515.10	46746	9/14/20
Alex Kvidt	Rent	\$	375.00	46747	9/14/20
Medica	Alex Kvidt Insurance	\$	379.59	ACH	9/5/20
Further	Alex Kvidt HSA	\$	235.41	ACH	8/16/20
Loren Hawes	On-call	\$	343.40	46748	9/14/20
Loren Hawes	Mileage	\$	2.50	46749	9/14/20
PERA	Contribution	\$	977.93	ACH	8/30/20
US Treasury	Federal Tax Deposit	\$	2,018.73	ACH	8/29/20
MN Dept of Revenue	State Tax Deposit	\$	375.00	ACH	8/30/20
Loffler	Computer Program	\$	30.00	ACH	9/7/2
Loffler	Computer Program	\$	30.00	ACH	9/7/20
	Subtotal	\$	9,095.95		
ank Card Charges					
Adobe Acrobat	Computer Program	\$	16.17	ACH	9/4/20
Arvig	Internet/Phone	\$	118.77	ACH	8/26/20
VIAIR	Subtotal	Ś	134.94	ACII	0/20/20
		1.7			
redit Card Charges					
CyberSprout	Website	\$	59.00	ACH	8/7/20
Zoom	Computer Program	\$	16.09	ACH	8/9/2
Verizon	Cell Phones	\$	69.78	ACH	8/28/20
Carr's SuperMarket	Vehicle Gas	\$	62.35	ACH	8/4/2
Carr's SuperMarket	Vehicle Gas	\$	62.74	ACH	8/10/20
Menards	Corner Store Fencing Materials	\$	1,410.25	ACH	8/17/20
Cenex	Vehicle Gas	\$	64.49	ACH	8/17/20
HillTop Lumber	Septic Supplies	\$	61.40		8/18/20
Minnesota Motors	Oil Change/New Air Filter/Tire Rotation	\$	128.22	ACH	8/19/20
Battle Lake Standard	Vehicle Gas	\$	67.42	ACH	8/23/20
Carr's SuperMarket	Vehicle Gas	\$	73.73	ACH	8/30/20
eck for Credit Card Charges from General Account	Fo: First National Bank	\$	2,075.47	46750	9/14/20
	Amount in account at Meeting Date:	s	32,924.78		9/13/20
umping Fund Fees	•				
Hawes Pumping	Monthly Pumping	\$	24,824.00	395	9/14/20
	Subtotal:	\$	24,824.00		
	Amount in account at Meeting Date:	\$	23,378.27		9/13/20
anks & Lines Fees	Amount in account at Meeting Date.	,	23,370.27		3/13/20
Brogard Plumbing	Active Maintenance System Replacement 40572 Holiday Trail	\$	12,549.61	1762	9/14/20
J.D. Locating	Locates	\$	1,941.00	1763	9/14/20
Jake Christensen	Mowing Clusters, Clearning Cluster Brush, Replacing Fence at Corner Store	Ś	1,941.00	1764	9/14/20
		\$	1,940.00		
Gopher One	Gopher One Calls Subtotal	\$	16,538.61	1765	9/14/20
	our total	,	10,530.01	-	
	Amount in account at Meeting Date:	\$	21,044.52		9/13/20
umps & Controls Fees					
Tri-State Pumps and Controls	Pump Order: 6 1.5 HP Myers Pumps and 4.5 HP Myers Pumps	\$	15,258.44	1512	9/14/20
Brogard Plumbing	Replacement Pump at 34457 Northview Road	\$	289.46	1513	9/14/20
	Subtotal:	\$	15,547.90	1	

68,216.87 **Total Bills Per Month** \$