

OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting

Location: Community Center building in Ottertail City, MN

Date: May 10 2023

Time: 4:00pm

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

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

Board members absent: Com. Erwin

Quorum: yes

Guests:

Next Meeting Date: June14, 2023

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 Treas. Wheeler.
Motion passed.
3. **Treasurer Report:** The report was presented by Treas. Wheeler.
Motion by Sec. Dean to accept the report; 2nd by Com. Cannady.
Motion passed.

COH: Apr 30 2022: \$601,816.97 COH: Apr 30, 2023: \$626,269.25
4. **Pay Bills:** Bills were presented by Adm. Kvidt. Motion by Com. Bleichner to pay the bills; 2nd by Com. Damrau. **Motion passed.**
5. **Board Update of Resolution with Otter Tail County:** No new updates at this time.
6. **Jake Christensen** to mow cluster sites again this summer; he will use a brush hog to clear out vegetation; he will repair fences as needed.
7. **Rearing Pond signs:** clarify to mean no hunting.
8. **Plastic watertight storage container for storing cluster blankets:** approved getting more.
9. **Ottertail City Community Center Meeting Room Rental:** renewed.
10. **Door hangers.** Notified that they were pumped.

Adjourned: 4:31pm

Cindy Dean, Sec.

Otter Tail Water Management District Monthly Meeting

Meeting Date: May 10th, 2023

Next Meeting Date: June 14th, 2023

Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
4. Pay Bills
 - a. Transferred Money to cover Bills:
 - 5/1/2023 Transferred money from the Money Market Account to the General Checking Account: \$40,000.00
5. Board Update of Resolution with Otter Tail County: No new updates at this time. Otter Tail County Board of Commissioners had a closed meeting at their last two meetings to discuss the resolution with the County Attorney. The district should hear something from them soon. The board may need to schedule a closed session at that time with our attorney.
6. Jake Christensen to mow cluster sites again this summer. Talked to him a couple of weeks ago. He will stick to the same schedule he has been on for the last couple of years.
7. Cluster sites:
 - a. Does the board want to mow all the cluster sites early summer this year with a brush hog to cut back on some sumac and taller vegetation. Would need someone with a brush hog and skid-steer to do the cutting. Would need to do this early enough in the year to let vegetation grow back again before winter.
 - b. Does the board want to repair more cluster fences this year? Jake said he would do the work again if the board wants him to.
8. Rearing Pond signs state that no gun hunting is allowed. Do we need to change these to say no hunting? Boards thoughts?
9. Ordered a plastic watertight storage container for storing cluster blankets. Ordered 5 for the time being.
 - a. Is the board okay if I order another 8 for the rest of the cluster sites? This would take care of storage for the cluster blankets on all the cluster sites. Each container can hold up to 3 concrete blankets.
 - b. Other option is to spread these out at existing clusters for this year and see how they work. Would need 2 more to do this most likely.
10. Ottertail City Community Center Meeting Room Rental:
 - a. We have it rented through June 2023, but we need to renew it for the next year. The cost is \$300.00 for a year. Bill and check is in this month's bill sheet.
11. In the last month the district has purchased/ordered a lot of septic parts/fittings/electrical supplies/tools to get ready for the upcoming construction season. These are all on the bill sheet for this month.
12. Does the board ever want to consider including compliance inspections under the active maintenance program in future years? This would only be included if the homeowner is seeking a building permit or a sale of property and there is no inspection on record with the district office in the last 3 years? Boards thoughts?
 - a. Would probably need to adjust user fees for active properties to have this included?
13. Ordered Door Hangers for the active pumping list for 2023. Hawes Pumping will hang these on the doors after they have pumped out the septic tanks with the date the system was pumped. On the door hanger there is a tear away card with contact information for the district. These will arrive in the middle of May and the bill will be on the June credit card statement.

Administrator's Report:

1. 4/17/2023 26461 State Highway 78. Turned dual alternating pumps back on after only having one on during the winter months. These lines have frozen the last couple of years so by only running one pump the sewer line in use uses more water and has less of a chance of freezing.
2. 4/17/2023 26792 Mar Tee Beach Road. Replaced all three septic floats in the lift station. The system appears to be operating as it should be at this time. Homeowner will call if they notice any further issues.
3. 4/17/2023 40220 Blue Heron Loop. Turned alarm panel back on for the season. The homeowner requested the breakers be shut off when they winterized the cabin last fall.
4. 4/17/2023 40622 Holiday Trail. Replaced septic pump with new Zoeller BN 152 pump purchased from Brogard Plumbing. Homeowner will call if they notice any further issues.
5. 4/18/2023 40126 Blue Heron Loop. Replaced and extended inspection cap over the inlet of the septic tank. It is now flush with the ground level for easier locating. Homeowner will call if they notice any issues.
6. 5/3/2023 29564 State Highway 78. Septic backing up into home. Hawes Pumping pumped tank since it was on the active pumping list for the summer. Homeowner will call a plumber if this doesn't solve the issue.
7. 5/4/2023 219 River View Road. Loren received a service call about a floor drain backing up. Visited property and found the tanks to be at the correct level. Floor drain had a blockage he homeowner was going to take care of.
8. Construction season is starting. First install has happened and have done multiple compliance inspections and soil verifications so far this spring. Anticipate it will continue to get busier as more homeowners show up to the lake.

5/1/2023

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

Checking Accounts	4/30/2023					Savings Acct		Totals
	General Acct 4118	Tank/Line 7802	Pmps/Cntrls 7829	Pumping 7810	Money Mkt 0490	Rearing Pond 2140		
Beginning balance April 1, 2023	\$17,072.38	\$10,251.56	\$3,793.16	\$5,114.39	\$193,655.43	\$10,953.94	\$240,840.86	
Interest income for month	\$2.28	\$1.96	\$0.67	\$0.96	\$294.46	\$9.00	\$309.33	
Receipts for month	\$1,262.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,262.95	
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$18,337.61	\$10,253.52	\$3,793.83	\$5,115.35	\$193,949.89	\$10,962.94	\$242,413.14	
April disbursements	\$9,851.55	\$85.40	\$614.03	\$400.00	\$0.00	\$0.00	\$10,950.98	
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Ending balance April 30, 2023	\$8,486.06	\$10,168.12	\$3,179.80	\$4,715.35	\$193,949.89	\$10,962.94	\$231,462.16	

Disbursements for month

5 checks	\$5,642.02	Gen Acct
7 ACH pymts	\$4,209.53	Gen Acct
2 checks	\$85.40	Tank/Line
1 checks	\$614.03	Pumps/Controls
1 check	\$400.00	Pumping

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrls	Pumping	Maturity Date
0001	4.00%	24 Month		\$233,673.23			1/20/2025
0002	4.00%	24 Month				\$26,845.22	1/20/2025
0003	4.00%	24 Month			\$134,288.64		1/20/2025
CD TOTALS				\$233,673.23	\$134,288.64	\$26,845.22	\$394,807.09
SAVINGS TOTALS							\$10,962.94
ACCOUNT TOTALS			\$8,486.06	\$243,841.35	\$137,468.44	\$31,560.57	\$193,949.89
			\$10,962.94				\$626,269.25

TOTAL CASH ON HAND	\$626,269.25
4/30/2023	

4/30/2022	\$601,816.97
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Otter Tail Water Management District Accounts Payable
5/10/2023

Balance in General Account on Date of Monthly Meeting	\$	45,524.02	5/8/2023
Deposits made between April & May Monthly Meeting	\$	2,202.83	5/8/2023

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 3,813.29	46802	5/10/2023
Alex Kvidt	On-call/Balance of Salary	\$ 1,092.57	46803	5/10/2023
Alex Kvidt	Rent	\$ 375.00	46804	5/10/2023
Medica	Alex Kvidt Insurance	\$ 418.09	ACH	5/3/2023
Further	Alex Kvidt HSA	\$ 196.91	ACH	4/18/2023
Loren Hawes	On-call	\$ -	na	na
Loren Hawes	Mileage	\$ -	na	na
PERA	Contribution	\$ 1,016.10	ACH	5/2/2023
US Treasury	Federal Tax Deposit	\$ 2,060.45	ACH	5/1/2023
MN Dept of Revenue	State Tax Deposit	\$ 375.00	ACH	5/2/2023
Arvig	Internet/Phone	\$ 100.26	ACH	4/26/2023
Loffler	Computer Program	\$ 30.00	ACH	5/5/2023
Krekelberg Law Firm	Legal Counsel	\$ 5,230.00	46805	5/10/2023
City of Ottertail	Meeting Room Rental Renewal for another Year	\$ 300.00	46806	5/10/2023
	Subtotal	\$ 15,007.67		

Credit Card Charges

QuickBooks	Computer Program	\$ 30.00	ACH	5/2/2023
CyberSprout	Website	\$ 59.00	ACH	4/6/2023
Zoom	Computer Program	\$ 17.17	ACH	4/9/2023
Verizon	Cell Phones	\$ 69.48	ACH	4/27/2023
Adobe	Computer Program	\$ 16.10	ACH	5/1/2023
Amazon	Portable 1 TB External Harddrive	\$ 53.10	ACH	4/14/2023
Amazon	Septic Fittings and Parts	\$ 228.97	ACH	4/17/2023
Amazon	Septic Fittings and Parts	\$ 30.55	ACH	4/13/2023
Amazon	Septic Fittings and Parts	\$ 75.15	ACH	4/13/2023
Amazon	Printer Ink	\$ 97.47	ACH	4/18/2023
Amazon	Latex Gloves and Sanitizing Hand Wipes	\$ 88.90	ACH	4/24/2023
Amazon	Cluster Blanket Storage Container (1)	\$ 177.85	ACH	4/21/2023
Amazon	Cluster Blanket storage container (4)	\$ 768.80	ACH	5/1/2023
Battle Lake Standard	Vehicle Gas	\$ 57.63	ACH	4/11/2023
Home Depot	Septic Fittings and Parts	\$ 411.11	ACH	4/14/2023
Battle Lake Standard	Vehicle Gas	\$ 64.18	ACH	4/19/2023
Battle Lake Standard	Vehicle Gas	\$ 53.55	ACH	5/2/2023
Check for Credit Card Charges from General Account To: First National Bank		\$ 2,299.01	46807	5/10/2023

	Amount in account at Meeting Date:	\$ 4,715.35	5/8/2023
Pumping Fund Fees			
	Subtotal:	\$ -	

	Amount in account at Meeting Date:	\$ 10,168.12	5/8/2023
Tanks & Lines Fees			
Gopher One	Gopher One Calls-Annual Fee	\$ 37.80	1791 5/10/2023
J.D. Locating	Locates	\$ 656.10	1792 5/10/2023
	Subtotal	\$ 693.90	

	Amount in account at Meeting Date:	\$ 3,179.80	5/8/2023
Pumps & Controls Fees			
Brogard Plumbing	Zoeller BN 152 Septic Pump for 40622 Holiday Trail	\$ 614.03	1520 5/10/2023
	Subtotal:	\$ 614.03	

Total Bills Per Month \$ 18,614.61