

# OTWMD

Otter Tail Water Management District

**Event:** The OTWMD monthly board meeting

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

**Date:** Jul 12, 2023

**Time:** 4:00pm

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

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

**Board members absent:**

**Quorum:** yes

**Guests:** Bill & Vickie Nold; Kyle Westergard; Chad Miller.

**Next Meeting Date:** Aug 9, 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 Treas. Wheeler; 2<sup>nd</sup> by Com. Cannady  
**Motion passed.**
3. **Treasurer Report:** The report was presented by Treas. Wheeler.  
Motion by Com. Damrau to accept the report; 2<sup>nd</sup> by Com. Bleichner.  
**Motion passed.**
4. **Pay Bills:** Bills were presented by Adm. Kvidt. Motion by Sec. Dean to pay the bills; 2<sup>nd</sup> by Com. Damrau. **Motion passed.**
5. **Bay View:** Update
6. **Memorandum:** Update
7. **Carlson SV:** Aug meeting
8. **Maintenance:** Update
9. **Plastic covers:** Ordered
10. **MCIT:** refund
11. **Cluster drain fields:** mowed
12. **Locating:** need to update

Meeting Adjourned

Cindy Dean, Sec

## **Otter Tail Water Management District Monthly Meeting**

**Meeting Date:** July 12<sup>th</sup>, 2023

**Next Meeting Date:** August 9<sup>th</sup>, 2023

### **Agenda:**

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
4. Pay Bills
  - a. Transferred Money to cover Bills from Money Market Account to:
    - 7/5/2023 Pumping Account: \$25,000.00
    - 7/5/2023 Pumps and Controls Account: \$10,000.00
  - b. Alex Kvidt Raise is on this bill sheet for the first time.
5. 149 Bay View Road Update:
  - a. MCIT Insurance does not cover any portion of this septic back up.
    - We have until July 13<sup>th</sup>, 2023, to file an appeal of this ruling. Does the board have any desire to do so?
  - b. Total Bills for the repair are \$47,188.57.
    - Pro Floor & Tile-\$7,633.71 (Owners paid deposit of \$3,800.00)
    - Bladow Construction- \$36,861.00
    - K & S Carpet Cleaners and Restoration- \$2,693.86
  - c. 6/26/2023 Harold and I visited the property and poured some water down the shower to see how the check valve works. Water Exited the check valve like it should. Water is always ponded on the outlet side of the check valve.
6. Update on Memorandum of Agreement with Otter Tail County
7. Update on Audit 2022 with Carlson SV:
  - a. They are working through more documents I submitted in the last week of June.
  - b. Planning on Dean Birkeland coming to the August 2023 Board Meeting to present the audit.
8. Active Maintenance Replacement Update:
  - a. 39311 Clearmont Road-Outdoor Renovation hired to replace the septic tank. Work to be done this summer. The homeowner is aware of the hired contractor and is okay with this plan.
  - b. 39561 Clearmont Road-Brogard Plumbing hired to replace the system. The plan is to have this project done before the homeowner builds a garage on the backlot this fall. The homeowner is aware of the hired contractor and is okay with this plan.
  - c. 6/21/2023 38797 Wagon Trail Loop. Drainfield Failed inspection. Active Maintenance System. The district is responsible for replacing a 2-bedroom drainfield. Will be working with Scott's Septic Services and the owner for a design on the replacement Drainfield and then will send out for bids to installers.
9. Ordered 10 New Plastic Covers from Brown Precast in Fargo.
  - a. Picked up order on 6/22/2023. Paid them by check at time of pick up. The bill is on the bill sheet.
10. 6/27/2023 MCIT Refund directly deposited into the general account in the amount of \$61.00. This was for our payroll for 2022 being lower than estimated.
11. Jake Christensen is continuing mowing the Cluster Drainfields. His first bill is on this month's bill sheet. He will send another when the work is completed.
12. Locating Septic Systems:
  - a. How does the board want to handle locating sewer lines for systems that go under roadways?
    - Some septic systems are completely on the opposite side of the road from the building they are servicing. Should we mark these sewer lines from house to tank so boring companies and utilities know they are there? Board's thoughts?

### **Administrator's Report:**

1. 6/13/2023 Located sewers for Arvig at Ottertail Campground. Rollie Mann assisted in this work. Arvig is boring in power lines for Ottertail Power Company.
2. 6/16/2023 28709 Wagon Trail Loop. There is no power to the lift station. Hawes Pumping noticed the issue during the 2023 Active Maintenance Pumping List. No breakers in the house are turned off. Precision Electric to figure out the issue.
  - a. 6/22/2023 Precision Electric determined a new electrical line needs to be run to the lift station pedestal. A new updated pedestal will be installed as well.
  - b. 6/28/2023 The new line and pedestal are installed. Everything appears to be working as it should be at this time.
3. 6/20/2023 38646 Walker Lake Drive. Passive Property. Alarm on. Met Hawes Pumping onsite. Fuse was blown. Replaced fuse and system works as it should. Recommended to the homeowners that they replace the floats in the lift station. They hired the district to replace it.
  - a. 6/21/2023 Replaced all three floats. The homeowner paid for the float replacement while onsite. Everything is working at this time. The homeowner will call if they notice any further issues.
4. 6/21/2023 26477 State Highway 78. Met Brogard Plumbing onsite to determine the issue between the lift station and drainfield. Ended up excavating the end of the drainfield and jetting out the laterals in the pressure bed. Everything appears to be working at this time. Homeowners will call if they notice any further issues. This was for the shower house system.
  - a. 6/26/2023 Homeowner called about a septic smell by mound 2 on the property. Visited the property and found that the lift station sewer line above a check valve and come loose. Replaced the sewer line and everything appears to be working as it should be at this time. Homeowner will call if they notice any further issues.
  - b. 6/26/2023 Marked out septic systems for Arvig. They are boring for Ottertail Power Company. Went through the property with an Arvig employee. They will call if they have any further questions.
5. 6/21/2023 32371 Daisy Road. During an active maintenance septic inspection. Met Hawes Pumping onsite and brought the manhole cover on the septic tank to the surface. The homeowner was fine with this.
6. 6/22/2023 38623 & 38635 Wagon Trail Loop. Hawes Pumping pumped tanks for the 2023 active maintenance pumping list. Brought manhole covers to surface on both properties. The homeowner was fine with this.
7. 6/27/2023 38863 Wagon Trail Loop. Met with homeowner and landscaper to mark out drainfield. They are planting trees and wanted to stay away from the system.
8. 6/27/2023 39092 County Highway 1. The homeowner called and said that he cleared a plugged inlet baffle on the septic tank. He wanted the tank pumped. I met Hawes Pumping onsite and I sludge judged the septic tank. Found that the tanks are not at a level that needs to be pumped. The homeowner wanted them pumped anyways and he will pay the bill. Explained to him how a septic tank operates and why he might have issues with toilet paper plugging the inlet baffle.
9. 6/29/2023 36212 County Highway 72. The homeowner called about toilets not flushing. Hawes Pumping found the septic tanks and cleared the inlet baffle of tree roots. The system is now working as it should be. Homeowner will call if they notice any further issues.
10. 7/5/2023 38878/38900/38924/38950 Preserve Drive. Plugged inlet baffle. Hawes Pumping unclogged the baffle. There is a broken sewer line inspection cap in the sewer line between the campers and tank. This is the homeowner's responsibility to fix.
11. 7/5/2023 27896 State Highway 78. Contractor trenched through sewer line for sprinkler system. They repaired the broken line.
12. 7/6/2023 40274 Blue Heron Lane. The homeowner called about septic surfacing above the manhole cover on the lift station. Visited property and found that the breaker was tripped/turned off. Turned back on and ran through a cycle and everything appeared to be working as it should be. The homeowner will call if they notice further issues.

- 13.** 7/7/2023 36212/36218 County Highway 72. Alarm light on. Visited property and the pump does not work. Hawes Pumping pumped out the tanks. Will be working with Brogards Plumbing to replace the pump. The homeowner will call if the alarm light comes back on in the meantime. Will update this is completed.
- 14.** 7/10/2023 42297 Sugar Maple Drive. Septic backing up. Hawes Pumping pumped out. The homeowner left a voicemail but could not be reached back. Their voicemail box was full. Texted them from the work phone as well. The alarm panel could not be located at this property. The homeowner will have to provide access to that. A pontoon trailer is over the lift station and would need to be moved for repairs as well. Will update after talking to the homeowner.

7/6/2023

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

**6/30/2023**

Savings Acct

Checking Accounts	General Acct	Tank/Line	Pmps/Cntrl	Pumping	Money Mkt	Rearing Pond	Totals
	4118	7802	7829	7810	0490	2140	
Beginning balance June 1, 2023	\$33,050.77	\$9,476.31	\$2,566.17	\$4,716.35	\$392,670.51	\$10,972.25	\$453,452.36
Interest income for month	\$6.27	\$3.76	\$2.02	\$4.06	\$756.50	\$9.02	\$781.63
Receipts for month	\$4,546.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,546.90
Internal transfers	\$0.00	\$10,000.00	\$10,000.00	\$20,000.00	\$0.00	\$0.00	\$40,000.00
	\$37,603.94	\$19,480.07	\$12,568.19	\$24,720.41	\$393,427.01	\$10,981.27	\$498,780.89
June disbursements	\$16,763.44	\$6,458.87	\$8,360.11	\$14,892.00	\$0.00	\$0.00	\$46,474.42
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00
Ending balance June 30, 2023	\$20,840.50	\$13,021.20	\$4,208.08	\$9,828.41	\$353,427.01	\$10,981.27	\$412,306.47

Disbursements for month

12 checks	\$8,873.47	Gen Acct
10 ACH pymts	\$7,889.97	Gen Acct
7 checks	\$6,458.87	Tank/Line
4 checks	\$8,360.11	Pumps/Controls
1 check	\$14,892.00	Pumping

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrl	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
<b>CD TOTALS</b>				\$233,673.23	\$134,288.64	\$26,845.22	\$394,807.09
<b>SAVINGS TOTALS</b>							\$10,981.27
<b>ACCOUNT TOTALS</b>			\$20,840.50	\$246,694.43	\$138,496.72	\$36,673.63	\$353,427.01
			\$10,981.27				\$807,113.56

<b>TOTAL CASH ON HAND</b>	<b>\$807,113.56</b>
<b>6/30/2023</b>	

<b>6/30/2022</b>	<b>\$759,639.76</b>
------------------	---------------------

Otter Tail Water Management District Accounts Payable  
7/12/2023

Balance in General Account on Date of Monthly Meeting	\$	20,642.42	7/10/2023
Deposits made between June & July Monthly Meeting	\$	3,225.57	7/10/2023

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,174.00	46821	7/12/2023
Alex Kvidt	On-call/Balance of Salary	\$ 343.40	46822	7/12/2023
Alex Kvidt	Rent	\$ 375.00	46823	7/12/2023
Medica	Alex Kvidt Insurance	\$ 418.09	ACH	7/5/2023
Further	Alex Kvidt HSA	\$ 196.91	ACH	6/16/2023
Loren Hawes	On-call	\$ 665.34	46824	7/12/2023
Loren Hawes	Mileage	\$ 14.41	46825	7/12/2023
PERA	Contribution	\$ 1,069.41	ACH	6/30/2023
US Treasury	Federal Tax Deposit	\$ 2,143.71	ACH	6/29/2023
MN Dept of Revenue	State Tax Deposit	\$ 400.00	ACH	6/30/2023
Arvig	Internet/Phone	\$ 107.05	ACH	6/26/2023
Loffler	Computer Program	\$ 30.00	ACH	7/6/2023
	Subtotal	\$ 9,937.32		

Credit Card Charges

QuickBooks	Computer Program	\$ 30.00	ACH	7/3/2023
QuickBooks	Computer Program	\$ 30.00	ACH	6/4/2023
CyberSprout	Website	\$ 59.00	ACH	6/6/2023
Zoom	Computer Program	\$ 17.17	ACH	6/9/2023
Verizon	Cell Phones	\$ 69.48	ACH	6/27/2023
Adobe	Computer Program	\$ 16.10	ACH	7/2/2023
Minnesota Motor Company	Oil Change	\$ 74.78	ACH	6/8/2023
Hilltop Lumber	Septic Supplies	\$ 55.46	ACH	6/21/2023
Battle Lake Standard	Vehicle Gas	\$ 60.04	ACH	6/6/2023
Battle Lake Standard	Vehicle Gas	\$ 56.71	ACH	6/13/2023
Everts Lumber	Septic Supplies	\$ 41.61	ACH	6/15/2023
Battle Lake Standard	Vehicle Gas	\$ 57.62	ACH	6/22/2023
Battle Lake Standard	Vehicle Gas	\$ 60.07	ACH	6/27/2023
Check for Credit Card Charges from General Account	To: First National Bank	\$ 628.04	46826	7/12/2023

	Amount in account at Meeting Date:	\$	34,828.41	7/10/2023
<b>Pumping Fund Fees</b>				
Hawes Pumping	Active Pumping List and Misc Pumping	\$	14,610.00	401 7/12/2023
	<b>Subtotal:</b>	\$	14,610.00	

	Amount in account at Meeting Date:	\$	12,242.04	7/10/2023
<b>Tanks &amp; Lines Fees</b>				
Brown Wilbert	Plastic Insulated Manhole Covers	\$	779.16	1800 6/22/2023
Barry Excavating	39013 Wagon Trail Loop Pump Replacement	\$	215.00	1801 7/12/2023
Brogard Plumbing	Drainfield Repair at 26477 State Highway 78	\$	500.00	1802 7/12/2023
Jake Christensen	Mowing and Brush Hogging Cluster Drainfields	\$	2,134.00	1803 7/12/2023
J.D. Locating	Locates	\$	3,674.50	1804 7/12/2023
Gopher One	Gopher One Calls	\$	170.10	1805 7/12/2023
	<b>Subtotal</b>	\$	7,472.76	

	Amount in account at Meeting Date:	\$	14,208.08	7/10/2023
<b>Pumps &amp; Controls Fees</b>				
Precision Electric	38709 Wagon Trail Loop Pedestal and Wire Replacement	\$	1,536.45	7/12/2023
	<b>Subtotal:</b>	\$	1,536.45	

Total Bills Per Month \$

34,184.57



