

OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting

Location: Community Center building in Ottertail City, MN

Date: Oct 11, 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: Nov 8, 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 as amended by Treas. Wheeler; 2nd by Com. Cannady. **Motion passed.**
- 3. Treasurer Report:** The report was presented by Treas. Wheeler. Motion by to accept the report by Com. Bleichner; 2nd by Com. Damrau. **Motion passed.**
- 4. Pay Bills:** Bills were presented by Adm. Kvidt. Motion by Sec. Dean to pay the bills; 2nd by Com. Cannady. **Motion passed.**
- 5. Renewal of Board Members.** Cindy Dean will serve 1 more term.
- 6. Audit 2023 Update:** papers signed and cost is \$9,300.00
- 7. League of Minnesota Cities Insurance Update:** an involved process.
- 8. Active Maintenance Replacement Update:** Adm Kvidt gave the updates.
- 9. Administrator's Report:** Adm Kvidt gave the updates.

Meeting Adjourned

Cindy Dean, Sec

Otter Tail Water Management District Monthly Meeting

Meeting Date: October 11th, 2023

Next Meeting Date: November 8th, 2023

Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
4. Pay Bills
 - a. 9/5/23 Transferred Money to cover Bills from Money Market Account to:
 - 10/9/2023 Tanks & Lines Checking: \$30,000.00
 - b. 9/28/2023 Stop Payment Order on General Account Check #46835 for K & S Cleaners Reissued check #46845 for the same amount. Check appeared to get lost in the mail.
5. Renewal of Board Members. Need to send to Otter Tail County to be approved.
 - a. Terms that are up at the end of 2023:
 - Cindy Dean
6. Audit 2023 Update
 - a. Administrator and Board Chair signed a letter of engagement for Carlson SV to do the 2023 Audit.
 - b. Cost of Audit: \$9,300.00
7. League of Minnesota Cities Insurance Update:
 - a. Talked to the Loss Control department on 9/28/2023.
 - b. They are in the process of reviewing whether our organization fits their model. They want to see the revised ordinance and a sample contract when we finalize those details. This process could take a while to see if we meet their requirements.
8. Active Maintenance Replacement Update:
 - a. 9/14/2023 41953 Sugar Maple Drive. Active Maintenance System failed a compliance inspection. Working with Scott's Septic Service for a design and then will send out for bids to installers. Homeowner is aware of this process.
 - b. 9/21/2023 27688 Pine Tree Road. Active Maintenance System failed a compliance inspection. Working with Scott's Septic Service for a design and then will send out for bids to installers. Homeowner is aware of this process.
 - c. 9/21/2023 40652 Holiday Trail. Kavanagh Electric hooked up the power to the septic pump/alarm. Waiting for the bill for this.
 - d. 9/22/2023 39561 Clearmont Road. Brogard Plumbing installed the new system. Waiting for the bill for this. The homeowner is paying for part of this project due to increasing the size of the system.
 - e. 28075 State Highway 78. The district hired Ness Backhoe for this replacement. This project will be done in Spring 2024. Will be working with the contractor and homeowner on a timeline.
 - f. 28129 State Highway 78. The district hired Brogard Plumbing for this replacement. This project will be done in Spring 2024. Will be working with the contractor and homeowner on a timeline.
 - g. 30121 State Highway 78. Working with Scott's Septic Service for a design and then will send to installers for bids. The homeowner is aware of this process.
 - h. 10/4/2023 36004 County Highway 72. Ness Backhoe installed the replacement Drainfield at this property. Waiting for the bill.
 - i. 10/9/2023 38797 Wagon Wheel Loop. Sewer line bored in. Waiting for the bill on this project.
 - j. 10/10/2023 40274 Blue Heron Lane. SF Excavating installed the replacement Drainfield at this property. Waiting for the bill.
 - k. Waiting for the electrical to be hooked up at 41672 Sugar Maple Drive and 38797 Wagon Trail Loop. Will update the board when that is completed.

9. 10/2/2023 Went through 2024 User Fees and made sure that for each type of system the User Fees were accurate.
10. 10/2/2023 Saved and filed 2023 Active Pumping List from Hawes on each parcel in the OTWMD database.
11. Jake Christensen Mowed and Brushed some of the Cluster Drainfields. He also sprayed so hopefully the sumac doesn't grow back. Bill on the bill sheet.

Administrator's Report:

1. 9/13/2023 42680 Pleasure Park Road. Alarm light was on during a compliance inspection. Hawes Pumped the septic tank that day. The pump is not working.
 - a. 9/18/2023 Working with Brogard Plumbing replaced the septic pump with a new 1.5 HP Myers Pump. Replaced the rail system and check valve with a new PVC pipe and check valve.
2. 9/20/2023 38524 Eldorado Beach Road. Septic backing up inside the dwelling. Visited the property and found no issues at the inlet of the septic tank and the tank was at the correct operating level. The homeowner was going to call a plumber because the issue appears to be in the sewer line between the tank and house.
3. 9/20/2023 40194 Blue Heron Loop. Working with Barry Excavating. Replaced the septic pump with a new Zoeller BN 152 Pump. Waiting on the bill for this project. The homeowner will call if they notice any further issues.
4. 9/25/2023 30121 State Highway 78. Marked out the septic system location for the homeowner.
5. 9/25/2023 39006 County Highway 1. Working with Hawes Pumping brought the manhole cover to the surface and replaced the concrete cover with a new insulated plastic cover. The homeowner requested this work to be done.
6. 9/25/2023 39864 County Highway 1. Marked out the septic system location for the homeowner.
7. 9/25/2023 40652 Holiday Trail. The alarm came on. The breaker in the new panel had tripped. Reset the breaker and everything works as it should. The homeowner will call if they notice any further issues.
8. 10/3/2023 40367 Blanche Creek Road. Met the realtor on the property and marked out the cluster drainfield as best as possible that is shared by the neighbors.
9. 10/9/2023 27163 Timber Hills Road. The homeowner called and stated every once and a while the septic alarm goes off and then they have to wiggle the cords for the pump, and it starts. I visited the property this morning and found everything to be working at this time. They will call next time they have an issue, and I will go back and try to diagnose the problem.

10/1/2023

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

9/30/2023

Savings Acct

Checking Accounts	General Acct	Tank/Line	Pmps/Cntrl	Pumping	Money Mkt	Rearing Pond	Totals
	4118	7802	7829	7810	0490	2140	
Beginning balance September 1, 2023	\$26,153.54	\$7,886.27	\$9,126.98	\$8,177.45	\$229,569.30	\$10,999.93	\$291,913.47
Interest income for month	\$7.90	\$7.01	\$1.81	\$4.28	\$262.19	\$9.04	\$292.23
Receipts for month	\$6,122.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,122.35
Internal transfers	\$20,000.00	\$50,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$95,000.00
	\$52,283.79	\$57,893.28	\$9,128.79	\$33,181.73	\$229,831.49	\$11,008.97	\$393,328.05
September disbursements	\$19,337.28	\$32,896.09	\$1,432.97	\$25,365.00	\$0.00	\$0.00	\$79,031.34
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$95,000.00	\$0.00	\$95,000.00
Ending balance September 30, 2023	\$32,946.51	\$24,997.19	\$7,695.82	\$7,816.73	\$134,831.49	\$11,008.97	\$219,296.71

Disbursements for month

7 checks	\$14,959.21	Gen Acct
8 ACH pymts	\$4,378.07	Gen Acct
6 checks	\$32,896.09	Tank/Line
2 checks	\$1,432.97	Pumps/Controls
1 check	\$25,365.00	Pumping

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrl	Pumping	Maturity Date
0001	4.00%	24 Month		\$238,308.28			1/20/2025
0002	4.00%	24 Month				\$27,377.71	1/20/2025
0003	4.00%	24 Month			\$136,952.34		1/20/2025
CD TOTALS				\$238,308.28	\$136,952.34	\$27,377.71	\$402,638.33
SAVINGS TOTALS							\$11,008.97
ACCOUNT TOTALS			\$32,946.51	\$263,305.47	\$144,648.16	\$35,194.44	\$621,935.04

TOTAL CASH ON HAND	\$621,935.04
9/30/2023	

9/30/2022	\$628,071.35
------------------	---------------------

Otter Tail Water Management District Accounts Payable

10/11/2023			
Balance in General Account on Date of Monthly Meeting(NOW 3)	\$	29,847.32	10/9/2023
Deposits made between September & October Monthly Meeting	\$	6,305.45	10/9/2023

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,174.00	46846	10/11/2023
Alex Kvidt	On-call/Balance of Salary	\$ 782.84	46847	10/11/2023
Alex Kvidt	Rent	\$ 375.00	46848	10/11/2023
Medica	Alex Kvidt Insurance	\$ 418.09	ACH	10/3/2023
Further	Alex Kvidt HSA	\$ 196.91	ACH	9/18/2023
Loren Hawes	On-call	\$ 289.74	46849	10/11/2023
Loren Hawes	Mileage	\$ 7.21	46850	10/11/2023
PERA	Contribution	\$ 1,079.84	ACH	10/3/2023
US Treasury	Federal Tax Deposit	\$ 2,155.09	ACH	10/2/2023
MN Dept of Revenue	State Tax Deposit	\$ 400.00	ACH	10/3/2023
Arvig	Internet/Phone	\$ 109.95	ACH	9/26/2023
Loffler	Computer Program	\$ 30.00	ACH	10/5/2023
K & S Cleaners	149 Bay View Road Back up Reprint of Check	\$ 2,693.86	46845	9/26/2023
First National Bank	Stop Payment Charge	\$ 10.00	ACH	9/26/2023
Amazon	Range Finder Batteries	\$ 28.97	ACH	9/30/2023
	Subtotal	\$ 12,751.50		

Credit Card Charges

QuickBooks	Computer Program	\$ 30.00	ACH	10/3/2023
CyberSprout	Website	\$ 82.75	ACH	9/6/2023
Zoom	Computer Program	\$ 17.17	ACH	9/10/2023
Verizon	Cell Phones	\$ 69.66	ACH	9/27/2023
Adobe	Computer Program	\$ 21.46	ACH	10/1/2023
Minnesota Motors	Oil Change	\$ 74.78	ACH	9/24/2023
Hilltop Lumber	Septic Supplies	\$ 36.68	ACH	9/26/2023
Battle Lake Standard	Vehicle Gas	\$ 61.91	ACH	9/7/2023
Battle Lake Standard	Vehicle Gas	\$ 66.83	ACH	9/14/2023
USPS	Stamps	\$ 66.00	ACH	9/15/2023
Everts Lumber	Septic Supplies	\$ 30.02	ACH	9/17/2023
Ottertail Oasis	Vehicle Gas	\$ 68.35	ACH	9/22/2023
Battle Lake Standard	Vehicle Gas	\$ 67.48	ACH	9/29/2023
Check for Credit Card Charges from General Account	To: First National Bank	\$ 693.09	46851	10/11/2023

	Amount in account at Meeting Date:	\$	7,816.73	10/9/2023
Pumping Fund Fees(NOW 1)				
Hawes Pumping	Active Pumping List and Misc Pumping	\$	-	404 10/11/2023 VOID
Hawes Pumping	Active Pumping List and Misc Pumping	\$	2,140.00	405 10/11/2023
	Subtotal:	\$	2,140.00	

	Amount in account at Meeting Date:	\$	37,497.19	10/9/2023
Tanks & Lines Fees(NOW 2)				
Gopher One	Gopher One Calls	\$	167.40	1824 10/11/2023
J.D. Locating	Locates	\$	-	1825 10/11/2023 VOID
Brogard Plumbing	Active Maintenance Replacement 39561 Clearmont Road	\$	-	1826 10/11/2023 VOID
J.D. Locating	Locates	\$	3,025.00	1827 10/11/2023
Brogard Plumbing	Active Maintenance Replacement 39561 Clearmont Road	\$	11,118.00	1828 10/11/2023
Ness Backhoe	Active Maintenance Replacement 36004 County Highway 72	\$	8,000.00	1829 10/11/2023
Jake Christensen	Mowing Cluster Drainfields	\$	570.00	1830 10/11/2023
Jake Christensen	Brush Clearing and Spraying Cluster Drainfields	\$	1,225.00	1831 10/11/2023
	Subtotal	\$	24,105.40	

	Amount in account at Meeting Date:	\$	7,695.82	10/9/2023
Pumps & Controls Fees(NOW)				
Kavanagh Electric LLC	Active Maintenance Electrical Hook up 40652 Holiday Trail	\$	1,518.00	1533 10/11/2023
	Subtotal:	\$	1,518.00	

Total Bills Per Month

\$

41,207.99