

OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting

Location: Community Center building in Ottertail City, MN

Date: Nov 8, 2023

Time: 4:00pm

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

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

Board members absent: Com. Erwin, Sec. Dean.

Quorum: yes

Guests:

Next Meeting Date: Dec 13, 2023

- 1. Meeting: Called to order by Chair Johnson at 4pm.**
- 2. Minutes: Minutes were sent by email prior to meeting. Motion made to table till next meeting**
- 3. Treasurer Report: The report was presented by Treas. Wheeler.
Motion by to accept the report by Com. Bleichner; 2nd Com. Cannady.
Motion passed.**
- 4. Pay Bills: Bills were presented by Adm. Kvidt. Motion by Com. Damrau to
pay the bills; 2nd by Com. Cannady. Motion passed.**
- 5. 2024 Budget: will be reviewed at the Dec. Meeting.**
- 6. OTLPOA meeting: Good feedback from the meeting.**
- 7. Maintenance reports: Given by Adm. Kvidt**

Meeting adjourned at 4:35pm

Notes taken by Com Damrau

Otter Tail Water Management District Monthly Meeting

Meeting Date: November 8th, 2023

Next Meeting Date: December 13th, 2023

Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
4. Pay Bills
 - a. 9/5/023 Transferred Money to cover Bills from Money Market Account to:
 - 11/7/2023 Tanks & Lines \$15,000.00
 - 11/7/2023 Pumps & Controls \$10,000.00
 - b. October 2023 Settlement check received from Otter Tail County in the amount of \$146,837.82. Deposited on 10/31/2023 into the general account and then transferred over to the money market account.
5. Attached is a copy of the proposed 2024 Budget. Board Review and discuss any questions. Can make any changes the board sees necessary and vote on the Budget at the December 2024 Meeting.
6. 10/26/2023 Nancy Johnson, Stacy Cannady and Alex Kvidt met with the Otter Tail Lake Property Owners Association. Just to update them on changes in the district and if we can publish an article in the district in the Lake Shore News in February and May 2024.
7. 235 River View Road: Homeowner is landscaping on top of the septic system. Since this property is under active maintenance do we do anything about this or are we covered by the Ordinance if something goes wrong?
8. 145/149 Bay View Road
 - a. 10/16/2023 Tri State Pump & Control installed a new Wi-fi septic panel.
 - b. 10/17/2023 Tested the panel and made sure that homeowners were getting alerts.
 - c. 10/20/2023 Precision Electric replaced the main breaker disconnect with a new one. The old one had tripped prior to the new panel installation.
9. Active Maintenance Update:
 - a. 10/16/2023 38797 Wagon Trail Loop. Electrical was hooked up by Precision Electric. Bill is on this month's bill sheet.
 - 10/17/2023 Pump was installed and hooked up by SF Excavating.
 - b. 10/16/2023 41672 Sugar Maple Drive. Electrical was hooked up by Precision Electric. Bill is on this month's bill sheet.
 - c. 10/17/2023 Scott's Septic Service met the district on all 14 Cluster Drainfield sites and verified soils. With two licensed/certified verifications soils will not have to be looked at again on these properties. The cluster drainfields all passed the requirements for soil separation.
10. Ordinance Revision: Chad Miller at Krekelberg Law said he would be willing to start looking at the ordinance revision the district needs to do after Thanksgiving. Does the board have any issue with starting that process at that time?
 - a. Things to discuss for the ordinance revision include:
 - Otter Tail County Sanitation Code Changes
 - Vacation Rentals
 - Other Establishments and RCU's use of Holding Tanks
 - One bedroom upsizing on the Drainfield requirement
 - Board Members ideas?

Administrator's Report:

1. 10/12/2023 36004 County Highway 72. Loren Hawes received a call about the GFI outlet tripping for the septic pump. The homeowner reset the breaker and will call if it continues to happen. A new drainfield and pump were just installed.
2. 10/16/2023 26938 Mar Tee Beach Road. Arvig boring in power lines broke an inspection cap on the septic tank. They were able to do the repair. The district checked on the repair afterwards and it appears to be operating as it should be at this time.
3. 10/16/2023 27163 Timber Hills Road. The lift station will not pump down. Believe the laterals in the pressure bed need to be jetted out. Will be working with a contractor to get this work done.
 - a. 10/20/2023 Hawes Pumping jetted out the laterals. The system appears to be operating as it should be at this time. The homeowner will call if they notice any further issues.
4. 10/23/2023 Marked the septic tanks and lift stations on Blarney and Bay View Road Cluster Systems.
5. 10/24/2023 Covered the stilling tanks on the cluster drainfields.
6. 10/26/2023 41588 County Highway 1. Hawes Pumping told the homeowner the alarm light did not work when pumping the tank for a septic inspection. The district replaced the alarm and off float for the lift station. Everything appears to be operating as it should be at this time. The homeowner will call if they notice any further issues.
7. 11/7/2023 35718 Graystone Road. Marked septic tank for the homeowner.

11/4/2023

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

Checking Accounts	10/31/2023					Savings Acct	
	General Acct 4118	Tank/Line 7802	Pmps/Cntrl 7829	Pumping 7810	Money Mkt 0490	Rearing Pond 2140	Totals
Beginning balance October 1, 2023	\$32,946.51	\$24,997.19	\$7,695.82	\$7,816.73	\$134,831.49	\$11,008.97	\$219,296.71
Interest income for month	\$5.49	\$3.63	\$1.56	\$1.33	\$266.10	\$13.70	\$291.81
Receipts for month	\$148,100.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$148,100.62
Internal transfers	\$0.00	\$30,000.00	\$0.00	\$0.00	\$146,837.82	\$0.00	\$176,837.82
	\$181,052.62	\$55,000.82	\$7,697.38	\$7,818.06	\$281,935.41	\$11,022.67	\$544,526.96
October disbursements	\$163,951.22	\$41,605.40	\$1,518.00	\$2,140.00	\$0.00	\$0.00	\$209,214.62
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00
Ending balance October 31, 2023	\$17,101.40	\$13,395.42	\$6,179.38	\$5,678.06	\$251,935.41	\$11,022.67	\$305,312.34

Disbursements for month

7 checks	\$9,015.74	Gen Acct
11 ACH pymts	\$8,097.66	Gen Acct
8 checks	\$41,605.40	Tank/Line
1 checks	\$1,518.00	Pumps/Controls
1 check	\$2,140.00	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	
SAVINGS TOTALS							\$11,022.67
ACCOUNT TOTALS			\$17,101.40	\$251,703.70	\$143,131.72	\$33,055.77	\$251,935.41
							\$11,022.67
							\$707,950.67

TOTAL CASH ON HAND	\$707,950.67
10/31/2023	

10/31/2022	\$729,618.71
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Otter Tail Water Management District Accounts Payable

11/8/2023			
Balance in General Account on Date of Monthly Meeting(NOW 3)	\$	16,653.31	11/7/2023
Deposits made between October & November Monthly Meeting	\$	147,430.91	11/7/2023

146,837.82 Transferred to money market account
2023 User Fee Settlement October

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,174.00	46852	11/8/2023
Alex Kvidt	On-call/Balance of Salary	\$ 429.25	46853	11/8/2023
Alex Kvidt	Rent	\$ 375.00	46854	11/8/2023
Medica	Alex Kvidt Insurance	\$ 418.09	ACH	11/3/2023
Further	Alex Kvidt HSA	\$ 196.91	ACH	10/30/2023
Loren Hawes	On-call	\$ 751.19	46855	11/8/2023
Loren Hawes	Mileage	\$	na	11/8/2023
PERA	Contribution	\$ 1,097.41	ACH	10/31/2023
US Treasury	Federal Tax Deposit	\$ 2,174.31	ACH	10/30/2023
MN Dept of Revenue	State Tax Deposit	\$ 400.00	ACH	10/31/2023
Arvig	Internet/Phone	\$ 117.04	ACH	10/26/2023
Loffler	Computer Program	\$ 30.00	ACH	11/6/2023
USPS	PO Box Renewal	\$ 98.00	46856	11/8/2023
	Subtotal	\$ 10,261.20		

Credit Card Charges

QuickBooks	Computer Program	\$ 30.00	ACH	11/2/2023
CyberSprout	Website	\$ 59.00	ACH	10/6/2023
Zoom	Computer Program	\$ 17.17	ACH	10/9/2023
Verizon	Cell Phones	\$ 69.72	ACH	10/27/2023
Adobe	Computer Program	\$ 21.56	ACH	11/1/2023
Battle Lake Standard	Vehicle Gas	\$ 67.75	ACH	10/12/2023
Battle Lake Standard	Vehicle Gas	\$ 55.58	ACH	10/20/2023
Dollar General	Septic Supplies	\$ 25.77	ACH	10/29/2023
Battle Lake Standard	Vehicle Gas	\$ 56.58	ACH	11/1/2023
Check for Credit Card Charges from General Account	To: First National Bank	\$ 403.13	46857	11/8/2023

	Amount in account at Meeting Date:	\$ 5,678.06		11/7/2023
Pumping Fund Fees(NOW 1)				
Hawes Pumping	Active Pumping List and Misc Pumping	\$ 460.00	406	11/8/2023
	Subtotal:	\$ 460.00		

	Amount in account at Meeting Date:	\$ 28,395.42		11/7/2023
Tanks & Lines Fees(NOW 2)				
Scott's Septic Services	Cluster Drainfields Soil Verifications	\$ 500.00	1832	11/8/2023
Gopher One	Gopher One Calls	\$ 207.90	1833	11/8/2023
Burr Inc	Active Maintenance Replacement Bored Sewer Line 38797 Wagon Trail Loop	\$ 6,775.90	1834	11/8/2023
SF Excavating	Active Maintenance Replacement 40274 Blue Heron Lane	\$ 9,150.00	1835	11/8/2023
J.D. Locating	Locates	\$ 4,775.60	1836	11/8/2023
	Subtotal	\$ 21,409.40		

	Amount in account at Meeting Date:	\$ 16,179.38		11/7/2023
Pumps & Controls Fees(NOW)				
Tri-State Pump & Control	145/149 Bay View Road Panel and Install	\$ 5,174.09	1534	11/8/2023
Precision Electric	41672 Sugar Maple Drive Electrical Hook up	\$ 1,306.33	1535	11/8/2023
Precision Electric	38797 Wagon Trail Loop Electrical Hook Up	\$ 1,611.30	1536	11/8/2023
Precision Electric	145/149 Bay View Road Replaced main disconnect breaker	\$ 174.38	1537	11/8/2023
	Subtotal:	\$ 8,266.10		

Total Bills Per Month \$

40,799.83

Proposed 2024 General Budget
2024 General Budget & Exp. To October 24, 2023

Item	2023 Expenses to Date (10/24/2023)	Remaining Expenses	Total 2023	Budget 2023	Budget 2024
1. Medical Insurance/HSA	\$ 5,953.09	\$ -	\$ 1,230.00	\$ 7,183.09	\$ 8,000.00
2. Audits	\$ 8,800.00	\$ -	\$ -	\$ 8,800.00	\$ 8,000.00
3. Legal Services	\$ 5,230.00	\$ -	\$ -	\$ 5,230.00	\$ 1,500.00
4. Postage, Office/misc. expenses, Tools & Safety Equipment/Credit Card Charges, Vehicle Gas	\$ 9,882.81	\$ -	\$ 1,977.00	\$ 11,859.81	\$ 9,000.00
5. Rent	\$ 4,075.00	\$ -	\$ 750.00	\$ 4,825.00	\$ 4,500.00
6. Payroll Taxes	\$ 24,944.37	\$ -	\$ 4,989.00	\$ 29,933.37	\$ 30,000.00
7. Training	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
9. Fuel-mileage paid	\$ 336.08	\$ -	\$ 200.00	\$ 536.08	\$ 1,000.00
10. Board Compensation	\$ 2,970.07	\$ -	\$ 2,970.07	\$ 5,940.14	\$ 6,000.00
11. Payroll Full Time	\$ 46,206.32	\$ -	\$ 9,242.00	\$ 55,448.32	\$ 60,000.00
12. Payroll Part time/ on call	\$ 4,839.80	\$ -	\$ 968.00	\$ 5,807.80	\$ 7,000.00
13. Permit MPCA & Licenses	\$ -	\$ -	\$ -	\$ -	\$ 425.00
14. Vehicle Depreciations Fund	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00
16. Office Phone/Internet	\$ 958.03	\$ -	\$ 320.00	\$ 1,278.03	\$ 2,500.00
17. Locator Services	\$ 19,224.00	\$ -	\$ 3,845.00	\$ 23,069.00	\$ 15,000.00
18. Website/Computer Programs	Included in 4	Included in 4	\$ -	\$ -	\$ 2,000.00
19. Pera	\$ 10,517.75	\$ -	\$ 2,104.00	\$ 12,621.75	\$ 13,000.00
20. MCIT(General Insurance)	\$ 4,542.00	\$ -	\$ -	\$ 4,542.00	\$ 6,000.00
Total	\$ 148,479.32	\$ -	\$ 28,595.07	\$ 177,074.39	\$ 179,925.00

Includes Cell Phone Bill

Includes Alex On call Pay

Budget 2024: 11 includes Alex's wage, On call Wages at \$100 per day and \$37.29 per hour, 12. Loren on Call wages at \$125 per day and \$25 per hour
 Budget 2023: Overages were 2. Audits by \$800.00 will account for this next year, 3. Legal Services work on Memorandum Agreement with Ottertail County, 4. Credit Card Charges cell phone bill was added to the credit card and gas prices were higher than 2023
 5. Rent, didn't account for meeting room rent for board meetings and misc. meetings, 17. Locating Services, Otter Tail Power/Arvig boring in power lines around Ottertail Lake made for more locate request

2023 Expense of Special Funds & Projected 2024 Income with User Fee Change

Fund	Expenses 10/24/2023	Remaining Expenses	2023 Income	2024 Income with rate increases
Pumping (\$6.00 increase in 2024)	\$ 69,456.00	Miscellaneous Pumping rest of year	\$ 72,774.48	\$ 80,187.59
Tanks & Lines (\$10.00 increase in 2024)	\$ 117,217.92	11 Active Maintenance Replacements need to be installed	\$ 102,395.09	\$ 109,056.60
Pumps and Controls (\$15.00 increase in 2024)	\$ 38,167.55	Miscellaneous Pump and Controls Replacements rest of year	\$ 25,001.46	\$ 40,829.71
Totals	\$ 224,841.47		\$ 200,171.03	\$ 230,073.90

Depends on breakdowns. Pumping list completed

Remaining systems prices vary due to system type.

The 2023 budget overages were: Tanks and Lines: replaced more systems than previous years and system replacement cost has gone up. Pumps and controls ordered more pumps last winter to be ready for the construction season

Pumping Costs Previous and Budgeted Year:

- 2013-75 tanks & 25 lift stations pumped & cleaned plus 13 cluster filter tanks & the filters \$18,300.
- 2014-70 tanks & 90 lift stations pumped & cleaned plus 13 cluster filter tanks & the filters \$25,600.
- 2015-105 tanks & 110 lifts were pumped & cleaned plus 13 cluster filter tanks & filters \$11,445.00
- 2016-195 tanks & 112 lifts were pumped & cleaned plus 13 cluster filter tanks & filters \$34,878.00
- 2017 tank & lift pumping & cleaned plus 13 cluster filter tanks & filters \$48,860.00
- 2018 tank & lift pumped & cleaned plus the 13 cluster filter tanks & filters \$80,600.00
- 2019 tanks & lift pumped & cleaned, plus the 13 cluster filter tanks & filters, 320 systems pumped on active maintenance. \$63,467.50 spent on pumping in 2019. Includes Freeze ups and breakdown
- 2020 Tanks & Lift pumped & Cleaned plus 13 cluster filter tanks & Filters, 315 systems to be pumped on active maintenance. \$59,322.00 as of 10/31/2020 spent on pumping in 2019 includes freeze ups and breakdowns.
- 2021 Tanks and Lift pumped & Cleaned plus 13 cluster filter tanks & filters, roughly 384 systems pumped on active maintenance and then freeze ups and breakdowns. Total spent as of 10/31/2021 on pumping in 2021 \$76,461.00.
- 2022 Tanks and Lifts Pumped and Cleaned plus 13 cluster filter tanks & Filters, roughly 369 systems pumped on active maintenance and then freeze ups and breakdowns. Total spent as of 10/18/2022 on pump in 2022 is \$82,204.00
- 2023 Tanks and Lifts Pumped and cleaned, roughly 325 systems to be pumped on active maintenance, estimated cost for active maintenance pumping freeze ups and breakdowns for 2023 \$72,402.00
- 2024 Tanks and Lifts Pumped and cleaned, roughly systems to be pumped on active maintenance, estimated cost for active maintenance pumping freeze ups and breakdowns for 2024 \$80,000.00

All active systems are now being pumped on a 3 year cycle.

Pumps costs Previous and Budgeted Year:

- 2019: There were 5 pumps replaced in 2019. 2 Rebuilt pumps were used and 3 new pumps. There are 10 new pumps in inventory that are new as of 2019. Costs of those pumps was \$10,234.80.
 2020: There were 14 pumps replaced in 2020 with an average pump cost of \$1025.00 plus labor for a total of \$14,337.75 plus labor.
 2021: There were 13 pumps replaced as of 10/31/21 in 2021 with an average pump cost of \$12,144.75 plus labor for a total cost of \$13,603.21
 2022: There were 22 pumps replaced as of 10/18/2022 in 2022 with an average pump cost of \$1297.00 plus labor for a total cost of \$28,533.53
 2023: Estimating to replace the same number of pumps in 2023 for an approximate cost of \$30,000.00 plus labor
 2024: Estimate to replace the same number of pumps in 2024 for an approximate cost of \$20,000.00 plus labor

Floats costs Previous and Budgeted Year:

- 2019: Ordered new floats and still have a lot left for a cost of \$1408.00 in 2019. Replaced 21 floats in 2019. Expect to Replace about the same next year. Cost to replace a float is my hourly rate for labor(\$31.63) plus cost of float(\$38.50) plus wire connectors cost(\$5.60).
 2020: Ordered new floats in 2020 and still have a good amount left for a cost of \$1873.00. Replaced 38 floats in 2020 as of 10/31/2020. Expect to replace about the same next year. Cost to replace a float is my hourly rate (32.56 plus cost of float(\$38.50) plus wire connectors cost(\$5.60)
 2021: Ordered new floats in 2021 and still have a good amount left for a cost of \$1,873.00. Replaced 42 floats as of 10/31/2021 in 2021. Expect to replace about the same next year. Cost to replace a float is my hourly rate (\$33.53 plus cost of float (38.50) plus wire connectors cost (\$5.60)
 2022: Order new floats in 2022 and still have a good amount left for a cost of \$1,117.92. Will probably need to make another order this winter. Replaced 32 floats as of 10/18/2022 in 2022. Expect to replace about the same next year. Cost to replace a float is my hourly rate \$34.53 plus cost of float (\$46.58) plus connectors cost (\$5.60)
 2023: Estimating to replace same number of floats in 2023. Prices have been increasing every time an order is placed. Expect the cost of the float to be around \$50.00 per float when next order is placed. Estimated cost for 24 more on/off floats \$1,200.00.
 2024: Estimating to replace same number of floats in 2024. Prices have been increasing every time an order is placed. Expect the cost of the float to be around \$52.00 per float when next order is placed. Estimated cost for \$1,200.00 for float replacement plus labor

Item	Projected 2024 Income/General Fund (As of 10/24/2023)	2023 Income(As of 10/23/2023)
Administration Fees	\$ 122,994.91	\$ 122,994.91
General Maintenance	\$ 92,921.63	\$ 92,921.63
Old Assessments/ Delinquents fees interest	\$ -	\$ -
Del. Fees & Penalties to Gen. Fund from 2022	\$ -	\$ -
Interest for Generals funds to end of year rates	\$ -	\$ 4,201.26
Permits & Inspections & Repairs & Miscellaneous	\$ 14,000.00	\$ 17,817.01
PERA assistance, Repairs, Tech Assistance	\$ -	\$ -
MCIT Insurance refunds to be received	\$ 1,200.00	\$ -
Total	\$ 231,116.54	\$ 237,934.81
Income to Date	\$ -	\$ 266,832.25
Projected General Income	\$ 212,119.28	\$ -
General budget Expense projected for budget year	\$ 190,725.00	\$ 179,925.00
Expenses Left as of 10/24 for budget year	\$ -	\$ 28,595.07
Year to Date Expenses for Budget year	\$ -	\$ 148,479.32
Projected balance in General Fund	\$ 21,394.28	\$ 89,757.86

No longer doing Compliance Inspections

Includes total for all accounts

Permit fees are \$350.00 per permit and inspection fees are \$250.00 per system inspected. No longer inspecting existing systems starting Jan. 1, 2024.
 There are 11 systems that the district needs to replace/update in Summer 2024 as of 10/24/2023. Estimates costs are from \$6,000.00 to \$20,000.00 per system. With some more that will probably fail inspection this next construction season
 These systems will be replaced in summer 2024.
 District should plan on spending at least \$100,000.00 dollars or more on replacement systems in 2024

User Fee Increases (No increase in 2014 & 2016)	2015	2017	2018	2019	2020	2021	2022	2023	2024
Pumping Fund	\$ 1.00	\$ -	\$ -	\$ 1.00	\$ 8.00	\$ -	\$ 10.00	\$ 6.00	\$ -
General Maintenance Fund	\$ 2.00	\$ 2.00	\$ 2.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tank & Line Fund	\$ -	\$ 2.00	\$ 2.00	\$ 2.00	\$ -	\$ 32.00	\$ 10.00	\$ 10.00	\$ -
Pumps & Controls Fund	\$ 2.00	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ 5.00	\$ 15.00	\$ -
Administration Fee Fund	\$ -	\$ -	\$ -	\$ 2.00	\$ -	\$ -	\$ 8.00	\$ 9.00	\$ -
Total	\$ 5.00	\$ 5.00	\$ 4.00	\$ 5.00	\$ 8.00	\$ 10.00	\$ 40.00	\$ 25.00	\$ 40.00

Projected User Fee Total Income for 2024: \$445,990.44 as of 10/24/2023

Rates in the Pumping Fund and Tanks and Lines funds may need to be looked at every year depending on number of systems failing on average and pumping cost by the contractor.
 More breakdowns and failing systems seem to be happening each year. We have to be prepared for this as the systems continue to age.