

# OTWMD

Otter Tail Water Management District

**Event:** The OTWMD monthly board meeting

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

**Date:** Dec 13, 2023

**Time:** 4:00pm

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

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

**Board members absent:** Com. Erwin. Com. Damrau

**Quorum:** yes

**Guests:** Scott Ellingson, Mike Lovelace, Kyle Westergaard

**Next Meeting Date:** Jan 10, 2024

- 1. Meeting:** Called to order by Chair Johnson at 4pm.
- 2. Minutes:** Minutes were sent by email prior to meeting. Motion by Com. Cannady; 2<sup>nd</sup> by Com. Bleichner to accept the minutes. Motion passed.
- 3. Treasurer Report:** The report was presented by Treas. Wheeler.  
Motion by to accept the report by Sec. Dean; 2<sup>nd</sup> Com. Cannady.  
**Motion passed.**
- 4. Pay Bills:** Bills were presented by Adm. Kvidt. Motion by Com. Bleichner to pay the bills; 2<sup>nd</sup> by Com. Cannady. **Motion passed.**
- 5. Zorbaz Septic System:** Meeting with the Board and Scott's Septic Service and Light House Construction about new system. A new variance required as holding tanks are required.
- 6. 2024 OTWMD Budget.** Budget is attached to the back of the agenda packet. Motion by Sec. Dean and 2<sup>nd</sup> by Com. Cannady to accept the new budget. Motion passed.
- 7. Adm. Kvidt:** gave reports regarding active and passive maintenance.
- 8. Ordinances:** Adm. Kvidt is meeting with Chad Miller regarding review and revisions of ordinances

Next meeting: Feb. 14, 2024

Cindy Dean, Sec

Adjourned: 4:32pm

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

**Meeting Date:** December 13<sup>th</sup>, 2023

**Next Meeting Date:** January 10<sup>th</sup>, 2024

### **Agenda:**

1. Open Meeting
2. Approval of Minutes from Last Meetings (October and November)
3. Treasurer Report
  - a. Otter Tail County November 2023 User Fee Settlement Deposit into General Account: \$7848.94.
  - b. MCIT Dividend payment was deposited into the general account on 11/17/2023 and the amount of the deposit was \$530.00.
4. Pay Bills
  - a. Transferred Money to cover Bills from Money Market Account to:
    - 11/16/2023 Tanks and Lines Account: \$10,000.00
    - 12/11/2023 General Account: \$15,000.00
  - b. Commissioner Stipend July-December 2023
    - Checks will be mailed after the meeting to the Commissioners.
  - c. Tanks and Lines Account Check #1817. Put a stop payment order on this check from September 2023. Reissued the check and it is on the bill sheet. The check must have got lost in the mail and was never received by Gopher One.
5. Meeting with the Board and Scotts Septic Service and Light House Construction about Zorbaz Septic System
6. 2024 OTWMD Budget. Budget is attached to the back of the agenda packet.
7. Filed Quarter 4 2023 Reports with the IRS, MN Dept. of Revenue and Unemployment
8. MOWA Membership Renewal is \$240.00. The bill is on the bill sheet.
9. Renewed the domain and protection of the [www.otwmd.org](http://www.otwmd.org) website. The bill is on the bill sheet.
10. Active Maintenance Replacement Updates
  - a. The following properties the designs are completed, and they have been sent out to contractors for bids. The deadline for the bids to be placed is the end of the day 12/29/2023. The bills for these designs are on the bill sheet.
    - 27688 Pine Tree Road
    - 30121 State Highway 78
    - 37948 Eldorado Beach Road
  - b. Desing for active maintenance replacement at 41953 Sugar Maple Drive is still being worked on and when it is completed it will be sent out for bids for installation.
11. 12/5/2023 Met with Chad Miller at Krekelberg Law. Began working on ordinance revision. Once a draft is made up the state and county will have to look at it and then it will have to be approved by the District and County Boards. Will keep the board updated on the progress of the draft.
12. Attached to the agenda packet is the statistics from 2018 to 2023 (12/11/2023) for repair work/inspections/installations for the district. This is just so the board can see what the district does in a year on average. Any questions?

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

1. 11/7/2023 Met with homeowner at 30549 State Highway 78. Helped them locate the septic system so they could cover the system for the winter months to hopefully prevent freezing issues.
2. 11/13/2023 26461 State Highway 78. This is a CIC property that runs over dual alternating pumps. The lines tend to freeze in the winter months, so one pump has been shut off for the time being. This pump will be turned back on if a line freezes this winter or next spring after the frost has thawed.

3. 11/15/2023 323 County Highway 1. Septic backing up into the home. Met the homeowner and plumber onsite. The tanks are at the correct operating level. The plumber roto rooter the sewer line back to the house and was able to clear the blockage. The homeowner will call if they notice any further issues.
4. 11/16/2023 34650 Deer lake Road. Septic Alarm on. Hawes Pumping pumped out the tank. Replaced the pump with a new Zoeller BN 137 Pump and all three floats. The homeowner will call if they notice any further issues.
5. 12/6/2023 33073 Moose Drive. Septic Alarm on. Visited the property and found that the switch in the control panel had rusted through. Replaced the toggle switch and everything is now working as it should be. The homeowner will call if they notice any further issues.
6. 12/7/2023 36317 & 36325 Segar Road. Septic backing up. These properties share a tank and lift. The inlet baffle was plugged. Cleared the blockage and now everything is working as it should be. The homeowner will call if they notice any further issues.

12/5/2023

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

Checking Accounts	11/30/2023					Savings Acct		Totals
	General Acct 4118	Tank/Line 7802	Pmps/Cntrl 7829	Pumping 7810	Money Mkt 0490	Rearing Pond 2140		
Beginning balance November 1, 2023	\$17,101.40	\$13,395.42	\$6,179.38	\$5,678.06	\$251,935.41	\$11,022.67	\$305,312.34	
Interest income for month	\$3.25	\$4.80	\$1.95	\$1.12	\$609.28	\$17.21	\$637.61	
Receipts for month	\$9,054.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,054.14	
Internal transfers	\$0.00	\$25,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	
	\$26,158.79	\$38,400.22	\$16,181.33	\$5,679.18	\$252,544.69	\$11,039.88	\$350,004.09	
November disbursements	\$6,983.31	\$25,695.69	\$8,266.10	\$460.00	\$0.00	\$0.00	\$41,405.10	
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00	
Ending balance November 30, 2023	\$19,175.48	\$12,704.53	\$7,915.23	\$5,219.18	\$217,544.69	\$11,039.88	\$273,598.99	

Disbursements for month

6 checks	\$6,230.57	Gen Acct	
4 ACH pymts	\$752.74	Gen Acct	
7 checks	\$25,685.69	Tank/Line	Plus \$10 Service Charge/Stop
4 checks	\$8,266.10	Pumps/Controls	
1 check	\$460.00	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
<b>CD TOTALS</b>				\$238,308.28	\$136,952.34	\$27,377.71	
<b>SAVINGS TOTALS</b>							\$11,039.88
<b>ACCOUNT TOTALS</b>			\$19,175.48	\$251,012.81	\$144,867.57	\$32,596.89	\$217,544.69
			\$11,039.88				\$676,237.32

<b>TOTAL CASH ON HAND</b>	<b>\$676,237.32</b>
<b>11/30/2023</b>	

<b>11/30/2022</b>	<b>\$717,538.42</b>
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Otter Tail Water Management District Accounts Payable

12/13/2023			
Balance in General Account on Date of Monthly Meeting(NOW 3)	\$	29,989.76	12/11/2023
Deposits made between November & December Monthly Meeting	\$	8,382.19	12/11/2023

General Fund Bills:

	Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,174.00	46858 12/13/2023
Alex Kvidt	On-call/Balance of Salary	\$ 515.10	46859 12/13/2023
Alex Kvidt	Rent	\$ 375.00	46860 12/13/2023
Medica	Alex Kvidt Insurance	\$ 418.09	ACH 12/5/2023
HealthEquity	Alex Kvidt HSA	\$ 196.91	ACH 11/29/2023
Loren Hawes	On-call	\$ 858.50	46861 12/13/2023
Loren Hawes	Mileage	\$	na
PERA	Contribution	\$ 1,128.90	ACH 12/5/2023
US Treasury	Federal Tax Deposit	\$ 2,208.73	ACH 12/4/2023
MN Dept of Revenue	State Tax Deposit	\$ 400.00	ACH 12/5/2023
Arvig	Internet/Phone	\$ 107.74	ACH 11/27/2023
Loffler	Computer Program	\$ 30.00	ACH 12/6/2023
Nationwide	Surety Bond	\$ 225.00	46862 12/13/2023
MOWA	Membership Renewal	\$ 240.00	46863 12/13/2023
Cindy Dean	Commissioner Stipend July-December 2023		46865 12/13/2023
Nancy Johnson	Commissioner Stipend July-December 2023		46866 12/13/2023
Harold Wheeler	Commissioner Stipend July-December 2023		46867 12/13/2023
Stacy Cannady	Commissioner Stipend July-December 2023		46868 12/13/2023
Rick Bleichner	Commissioner Stipend July-December 2023		46869 12/13/2023
Jill Damrau	Commissioner Stipend July-December 2023		46870 12/13/2023
Dave Erwin	Commissioner Stipend July-December 2023		46871 12/13/2023
	Subtotal	\$ 10,877.97	

\$ 11,214.68

Credit Card Charges

QuickBooks	Computer Program	\$ 30.00	ACH 12/3/2023
CyberSprout	Website	\$ 59.00	ACH 11/6/2023
Zoom	Computer Program	\$ 17.17	ACH 11/9/2023
Verizon	Cell Phones	\$ 69.72	ACH 11/27/2023
Adobe	Computer Program	\$ 21.56	ACH 12/3/2023
Go Daddy	Domain Renewal	\$ 80.04	ACH 11/14/2023
Battle Lake Standard	Vehicle Gas	\$ 59.22	ACH 11/17/2023
Check for Credit Card Charges from General Account	To: First National Bank	\$ 336.71	46864 12/13/2023

	Amount in account at Meeting Date:	\$ 5,218.18	12/11/2023
Pumping Fund Fees(NOW 1)			
Hawes Pumping	Active Pumping List and Misc Pumping	\$ 205.00	407 12/13/2023
	Subtotal:	\$ 205.00	

	Amount in account at Meeting Date:	\$ 12,704.53	12/11/2023
Tanks & Lines Fees(NOW 2)			
Brown Wilbert	Plastic Insulated Manholes and Riser Pipe	\$ 4,061.64	1837 11/16/2023
Gopher One	Reissue check from September 2023 Board Meeting	\$ 214.65	1838 11/20/2023
Barry Excavating	Pump Replacement 40194 Blue Heron Loop	\$ 110.00	1839 12/13/2023
Gopher One	Gopher One Calls	\$ 89.10	1840 12/13/2023
Scott's Septic Services	Active Maintenance Design for 27688 Pine Tree Road	\$ 680.00	1841 12/13/2023
Scott's Septic Services	Active Maintenance Design for 30121 State Highway 78	\$ 350.00	1842 12/13/2023
Scott's Septic Services	Active Maintenance Design for 37948 Eldorado Beach Road	\$ 680.00	1843 12/13/2023
J.D. Locating	Locates	\$ 1,907.40	1844 12/13/2023
First National Bank	Stop Payment Charge for Check #1817 from September Board Meeting	\$ 10.00	ACH 11/20/2023
	Subtotal	\$ 8,102.79	

	Amount in account at Meeting Date:	\$ 7,915.23	12/11/2023
Pumps & Controls Fees(NOW)			
	Subtotal:	\$ -	

Total Bills Per Month

\$

19,522.47

**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 pumped & cleaned plus 13 cluster filter tanks & filters \$48,860.00
- 2018 tank & lift pumped & cleaned plus 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 of 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.

**OTWMD 2023 Year to Date (12/11/2023) Statistics**

Year	New Installations	Permits Issued	# Pumps Replaced	# Floats Replaced	# Compliance Inspections	# Compliant Inspections
2023	35	38	13	26	59	72
2022	36	41	24	32	65	53
2021	54	59	15	45	99	81
2020	39	39	15	41	105	89
2019	32	na	5	21	66	53
2018	38	na	na	na	na	na
<b>Total</b>	234	177	72	165	394	348
<b>Average</b>	39	44.25	14.4	33	78.8	69.6

Year	# Failed Inspections	% Failed	Active Systems Failed Inspection	Active Systems Replaced	Passive Systems Failed Inspection	Active Systems to be replaced	Passive Systems to be replaced
2023	17	28.81%	12	10	5	10	9
2022	12	18.46%	8	8	4	na	na
2021	18	18.18%	10	14	8	na	na
2020	14	13.33%	5	7	9	na	na
2019	13	19.70%	9	na	4	na	na
2018	na	na	na	na	na	na	na
<b>Total</b>	74	18.78%	44	39	30	10	9
<b>Average</b>	14.8	18.78%	8.8	9.75	6	10	9

**Commissioner Stipend Sheet July-Dec 2023**

Mileage=\$.655

**13-Dec-23** From January to June 2023

<b>Cindy Dean (\$75.00 Per meeting)</b>	20 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings from July-December 2023		\$ 300.00	\$ 52.40	\$ 352.40	4
Mileage (\$.655 per mile) from July-December 2023		\$ 375.00	\$ 65.50	\$ 440.50	5
Total					
Signature					

<b>Dave Erwin (\$55.00 Per meeting)</b>	28 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings from July-December 2023		\$ 55.00	\$ 18.34	\$ 73.34	1
Mileage (\$.655 per mile) from July-December 2023		\$ 110.00	\$ 36.68	\$ 146.68	2
Total					
Signature					

<b>Nancy Johnson (\$75.00 Per meeting)</b>	28 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings from July-December 2023		\$ 375.00	\$ 91.70	\$ 466.70	5
Mileage (\$.655 per mile) from July-December 2023		\$ 450.00	\$ 110.04	\$ 560.04	6
Total					
Signature					

<b>Stacy Cannady (\$55.00 Per meeting)</b>	24 miles per meeting per a Mapquest search	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings from July-December 2023		\$ 275.00	\$ 78.60	\$ 353.60	5
Mileage (\$.655 per mile) from July-December 2023		\$ 330.00	\$ 94.32	\$ 424.32	6
Total					
Signature					

<b>Harold Wheeler (\$75.00 Per meeting)</b>	5 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings from July-December 2023		\$ 375.00	\$ 16.38	\$ 391.38	5
Mileage (\$.655 per mile) from July-December 2023		\$ 450.00	\$ 19.65	\$ 469.65	6
Total					
Signature					

<b>Rick Blechner (\$55.00 Per meeting)</b>	28 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings from July-December 2023		\$ 275.00	\$ 91.70	\$ 366.70	5
Mileage (\$.655 per mile) from July-December 2023		\$ 330.00	\$ 110.04	\$ 440.04	6
Total					
Signature					

<b>Jill Damrau (\$55.00 Per meeting)</b>	18 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings from July-December 2023		\$ 275.00	\$ 58.95	\$ 333.95	5
Mileage (\$.655 per mile) from July-December 2023		\$ 330.00	\$ 70.74	\$ 400.74	6
Total					
Signature					

	Nancy	Cindy	Harold	Stacy	Rick	Jill	Dave
July	1	1	1	1	1	1	1
August	1	1	1	1	1	1	0
September	1	1	1	1	1	1	0
October	1	1	1	1	1	1	0
November	1	0	1	1	1	1	0
December	1	1	1	1	1	1	1
<b>Total</b>	6	5	6	6	6	6	2

If Present at this meeting



Otter Tail Water Management District Accounts Payable

12/13/2023			
Balance in General Account on Date of Monthly Meeting(NOW 3)	\$	29,989.76	12/11/2023
Deposits made between November & December Monthly Meeting	\$	8,382.19	12/11/2023

General Fund Bills:

	Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,174.00	46858 12/13/2023
Alex Kvidt	On-call/Balance of Salary	\$ 515.10	46859 12/13/2023
Alex Kvidt	Rent	\$ 375.00	48860 12/13/2023
Medica	Alex Kvidt Insurance	\$ 418.09	ACH 12/5/2023
HealthEquity	Alex Kvidt HSA	\$ 196.91	ACH 11/29/2023
Loren Hawes	On-call	\$ 858.50	46861 12/13/2023
Loren Hawes	Mileage	\$	na
PERA	Contribution	\$ 1,128.90	ACH 12/5/2023
US Treasury	Federal Tax Deposit	\$ 2,208.73	ACH 12/4/2023
MN Dept of Revenue	State Tax Deposit	\$ 400.00	ACH 12/5/2023
Arvig	Internet/Phone	\$ 107.74	ACH 11/27/2023
Loffler	Computer Program	\$ 30.00	ACH 12/6/2023
Nationwide	Surety Bond	\$ 225.00	46862 12/13/2023
MOWA	Membership Renewal	\$ 240.00	46863 12/13/2023
Cindy Dean	Commissioner Stipend July-December 2023		46865 12/13/2023
Nancy Johnson	Commissioner Stipend July-December 2023		46866 12/13/2023
Harold Wheeler	Commissioner Stipend July-December 2023		46867 12/13/2023
Stacy Cannady	Commissioner Stipend July-December 2023		46868 12/13/2023
Rick Bleichner	Commissioner Stipend July-December 2023		46869 12/13/2023
Jill Damrau	Commissioner Stipend July-December 2023		46870 12/13/2023
Dave Erwin	Commissioner Stipend July-December 2023		46871 12/13/2023
	Subtotal	\$ 10,877.97	

\$ 11,214.68

Credit Card Charges

QuickBooks	Computer Program	\$ 30.00	ACH 12/3/2023
CyberSprout	Website	\$ 59.00	ACH 11/6/2023
Zoom	Computer Program	\$ 17.17	ACH 11/9/2023
Verizon	Cell Phones	\$ 69.72	ACH 11/27/2023
Adobe	Computer Program	\$ 21.56	ACH 12/3/2023
Go Daddy	Domain Renewal	\$ 80.04	ACH 11/14/2023
Battle Lake Standard	Vehicle Gas	\$ 59.22	ACH 11/17/2023
Check for Credit Card Charges from General Account	To: First National Bank	\$ 336.71	46864 12/13/2023

	Amount in account at Meeting Date:	\$ 5,218.18	12/11/2023
<b>Pumping Fund Fees(NOW 1)</b>			
Hawes Pumping	Active Pumping List and Misc Pumping	\$ 205.00	407 12/13/2023
	Subtotal:	\$ 205.00	

	Amount in account at Meeting Date:	\$ 12,704.53	12/11/2023
<b>Tanks &amp; Lines Fees(NOW 2)</b>			
Brown Wilbert	Plastic Insulated Manholes and Riser Pipe	\$ 4,061.64	1837 11/16/2023
Gopher One	Reissue check from September 2023 Board Meeting	\$ 214.65	1838 11/20/2023
Barry Excavating	Pump Replacement 40194 Blue Heron Loop	\$ 110.00	1839 12/13/2023
Gopher One	Gopher One Calls	\$ 89.10	1840 12/13/2023
Scott's Septic Services	Active Maintenance Design for 27688 Pine Tree Road	\$ 680.00	1841 12/13/2023
Scott's Septic Services	Active Maintenance Design for 30121 State Highway 78	\$ 350.00	1842 12/13/2023
Scott's Septic Services	Active Maintenance Design for 37948 Eldorado Beach Road	\$ 680.00	1843 12/13/2023
J.D. Locating	Locates	\$ 1,907.40	1844 12/13/2023
Scott's Septic Services	Active Maintenance Design for 41953 Sugar Maple Drive	\$ 680.00	1845 12/13/2023
First National Bank	Stop Payment Charge for Check #1817 from September Board Meeting	\$ 10.00	ACH 11/20/2023
	Subtotal	\$ 8,782.79	

	Amount in account at Meeting Date:	\$ 7,915.23	12/11/2023
<b>Pumps &amp; Controls Fees(NOW)</b>			
	Subtotal:	\$ -	

Total Bills Per Month \$

20,202.47

Otter Tail Water Management District Accounts Payable

12/13/2023	Ammended 12/14/2023		
<b>Balance in General Account on Date of Monthly Meeting(NOW 3)</b>		\$ 29,989.76	12/11/2023
<b>Deposits made between November &amp; December Monthly Meeting</b>		\$ 8,382.19	12/11/2023

General Fund Bills:

	Amount:	Check Number	
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Alex Kvidt	On-call/Balance of Salary	\$ 515.10	46859 12/13/2023
Alex Kvidt	Rent	\$ 375.00	48860 12/13/2023
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MOWA	Membership Renewal	\$ 240.00	46863 12/13/2023
Cindy Dean	Commissioner Stipend July-December 2023	\$ 440.50	46865 12/13/2023
Nancy Johnson	Commissioner Stipend July-December 2023	\$ 560.04	46866 12/13/2023
Harold Wheeler	Commissioner Stipend July-December 2023	\$ 469.65	46867 12/13/2023
Stacy Cannady	Commissioner Stipend July-December 2023	\$ 424.32	46868 12/13/2023
Rick Bleichner	Commissioner Stipend July-December 2023	\$ 440.04	46869 12/13/2023
Jill Damrau	Commissioner Stipend July-December 2023	\$ 333.95	46870 12/13/2023
Dave Erwin	Commissioner Stipend July-December 2023	\$ 73.34	46871 12/13/2023
	Subtotal	\$ 13,619.81	

\$ 13,956.52

Credit Card Charges

QuickBooks	Computer Program	\$ 30.00	ACH 12/3/2023
CyberSprout	Website	\$ 59.00	ACH 11/6/2023
Zoom	Computer Program	\$ 17.17	ACH 11/9/2023
Verizon	Cell Phones	\$ 69.72	ACH 11/27/2023
Adobe	Computer Program	\$ 21.56	ACH 12/3/2023
Go Daddy	Domain Renewal	\$ 80.04	ACH 11/14/2023
Battle Lake Standard	Vehicle Gas	\$ 59.22	ACH 11/17/2023
Check for Credit Card Charges from General Account	To: First National Bank	\$ 336.71	46864 12/13/2023

	<b>Amount in account at Meeting Date:</b>	\$ 5,219.18	12/11/2023
<b>Pumping Fund Fees(NOW 1)</b>			
Hawes Pumping	Active Pumping List and Misc Pumping	\$ 205.00	407 12/13/2023
	Subtotal:	\$ 205.00	

	<b>Amount in account at Meeting Date:</b>	\$ 12,704.53	12/11/2023
<b>Tanks &amp; Lines Fees(NOW 2)</b>			
Brown Wilbert	Plastic Insulated Manholes and Riser Pipe	\$ 4,061.64	1837 11/16/2023
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First National Bank	Stop Payment Charge for Check #1817 from September Board Meeting	\$ 10.00	ACH 11/20/2023
	Subtotal	\$ 8,782.79	

	<b>Amount in account at Meeting Date:</b>	\$ 7,915.23	12/11/2023
<b>Pumps &amp; Controls Fees(NOW)</b>			
	Subtotal:	\$ -	

Total Bills Per Month \$

22,944.31