

# OTWMD

Otter Tail Water Management District

**Event:** The OTWMD monthly board meeting

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

**Date:** Feb 14, 2024

**Time:** 4:00pm

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

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

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

**Quorum:** yes

**Guests:**

**Next Meeting Date:** Mar 13, 2024

1. **Meeting:** Called to order by Chair Johnson at 4pm.
2. **Minutes:** Minutes were sent by email prior to meeting. Motion by Com. Bleichner to accept the minutes. 2<sup>nd</sup> by Com Cannady.  
**Motion passed.**
3. **Treasurer Report:** The report was presented by Treas. Wheeler.  
Motion by to accept the report by Com. Damrau  
2<sup>nd</sup> Sec. Dean; . **Motion passed.**
4. **Pay Bills:** Bills were presented by Adm. Kvidt. Motion by Com. Cannady to pay the bills; 2<sup>nd</sup> by Com. Bleichner.  
**Motion passed.**
5. **Ordinance Revision:** moving through the process
6. **CyberSprout:** issue fixed
7. **Tax forms:** mailed
8. **Passive pumping letters :** sent for 2024
9. **2024 Active Maintenance Pumping List:** prepared
10. **Memorandum of Agreement Update:** preparing bids for 2024-2026 and the meeting for with OT Commissioners.
11. **Adm. Kvidt** presented his report.

**Cindy Dean, Sec**

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

**Meeting Date:** February 14<sup>th</sup>, 2024

**Next Meeting Date:** March 13<sup>th</sup>, 2024

### **Agenda:**

1. Open Meeting
2. Approval of Minutes from Last Meetings
3. Treasurer Report
4. Pay Bills
  - a. 2/1/2024 Transferred \$10,000.00 from Money Market to General Account to cover bills.
  - b. Changed HSA to \$190.51 to reflect the change in the medical insurance premium.
  - c. The mileage rate went up to \$.67 per mile at the beginning of 2024.
  - d. 2/2/2024 Received January 2024 Settlement Check from Otter Tail County. Deposited \$1,496.69 into the general account.
5. Update on Ordinance Revision
  - a. MPCA is reviewing the ordinance revision.
  - b. After they okay it. It will be sent to Otter Tail County for them to review and then presented to both boards and then it will be ready for a public hearing and adoption.
6. 1/22/2024 CyberSprout fixed an issue on the website homepage that had a large picture at the top of the page. The shrunk this so you don't have to scroll down half a page to see the information.
7. 1/29/2024 Prepared and mailed out tax forms to commissioners and employees of the district.
  - a. Also filed reports with the federal and state governments that day.
8. Since the January 2024 Board meeting the district has mailed out the passive pumping letters for 2024. Along with the new property owner letters and non-compliant letters to property owners with a failed system in the OTWMD.
9. Completed the 2024 Active Maintenance Pumping List for Summer 2024. Will disburse to the pumper closer to spring. There are 406 Properties on the list for this summer.
10. Memorandum of Agreement Update:
  - a. Working on getting bids for septic designers and septic maintainers for 2024-2026 per the Memorandum of Agreement. Designers and Maintainers have until 2/29/2024 to submit a bid to the district.
  - b. 2/27/2024 Will be meeting with the Otter Tail County Commissioners to give them the yearly report required in the Memorandum of Agreement.

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

1. 1/8/2024 34558 Deer Lake Road. Met Precision Electric on site to determine what is wrong with the main disconnect breaker. It is believed that a faulty wire is causing a short. They will run a temporary wire for the rest of the winter and replace the faulty wire in the spring. Hawes Pumping will pump the tank when necessary until the temporary wire is installed. The homeowner will call if they notice any issues.
  - a. 2/2/2024 The temporary wire was installed a couple of weeks ago. The lift station is now running constantly and only shuts off when the main breaker is flipped off. Hawes Pumping pumped out the tanks for the time being. Precision Electric will be looking at the issue. Will update this when that is resolved.
  - b. 2/9/2024 Electrician has a transformer order for the control panel. Part will be here next week. Hawes Pumping pumped out septic tank again today. Will update again after part is installed. The homeowner will call with any further issues in the meantime.
2. 1/15/2024 42340 County Highway 1. The alarm was on. Loren visited the property, and everything was working as it should be when he arrived. The homeowner will call if they experience any further issues, and the district will investigate further if it happens again.

3. 1/16/2024 36325 Segar Road. Alarm on. Loren visited the property and replaced the fuse in the panel. Everything works as it should be after that. He watched the tank pump down. The homeowner will call if they notice any further issues. If the alarm comes back on the district will replace the floats in the lift station.
4. 1/18/2024 145 & 149 Bay View Road. Signal lost from the Wi-Fi to the alarm panel. Visited the property and was able to reestablish the connection. Homeowner will call if they notice any further issues.
  - a. 1/18/2024 Alarm on. There is a low amperage warning. Cleared the alarm and everything is working as it should be. Will call the company and see what can be done about this.
  - b. 1/19/2024 Alarm on. Low amperage warning again. Cleared alarm again and another call into a technician.
  - c. 1/23/2024 Alarm on. Low amperage warning. Raised the bottom float and adjusted the amperage alert level per the technician recommendations.
  - d. 2/5/2024 Alarm on. High amperage warning. Turned off the current sensor for the time being. The other alarms still work and will be notified if the water level rises too high in the lift station. The homeowner will call if they notice any further issues.
5. 1/18/2024 40652 Holiday Trail. Alarm on. The system appears to be frozen between lift station and drainfield. Hawes pumping pumped out the tank. The homeowner will call if they have any further issues. The freeze up pumping cost is the responsibility of the homeowner.
6. 2/5/2024 143 Bay View Road. Septic is not draining in the house. Visited the property and the septic and lift tanks are at the correct levels. Tested the pump and floats and everything is working as it should be. The issue appears to be in the sewer line between the septic tank and dwelling. The homeowner was going to call a plumber for this issue. The homeowner will call if they have any further issues.

2/2/2024

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

Checking Accounts	1/31/2024					Savings Acct	
	General Acct 4118	Tank/Line 7802	Pmps/Cntrl 7829	Pumping 7810	Money Mkt 0490	Rearing Pond 2140	Totals
Beginning balance January 1, 2024	\$21,981.09	\$10,600.56	\$7,916.91	\$5,015.27	\$203,090.70	\$11,057.70	\$259,662.23
Interest income for month	\$3.03	\$1.74	\$1.68	\$1.05	\$534.72	\$17.84	\$560.06
Receipts for month	\$675.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$675.20
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$22,659.32	\$10,602.30	\$7,918.59	\$5,016.32	\$203,625.42	\$11,075.54	\$260,897.49
January disbursements	\$15,574.19	\$2,799.75	\$0.00	\$190.00	\$0.00	\$0.00	\$18,563.94
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending balance January 31, 2024	\$7,085.13	\$7,802.55	\$7,918.59	\$4,826.32	\$203,625.42	\$11,075.54	\$242,333.55

Disbursements for month

8 checks	\$11,168.35	Gen Acct
7 ACH pymts	\$4,405.84	Gen Acct
5 checks	\$2,799.75	Tank/Line
0 checks	\$0.00	Pumps/Controls
1 check	\$190.00	Pumping

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrl	Pumping	Maturity Date
0001	4.00%	24 Month		\$243,113.62			1/20/2025
0002	4.00%	24 Month				\$27,929.77	1/20/2025
0003	4.00%	24 Month			\$139,713.90		1/20/2025
<b>CD TOTALS</b>				\$243,113.62	\$139,713.90	\$27,929.77	\$410,757.29
<b>SAVINGS TOTALS</b>							\$11,075.54
<b>ACCOUNT TOTALS</b>			\$7,085.13	\$250,916.17	\$147,632.49	\$32,756.09	\$203,625.42
			\$11,075.54				\$653,090.84

<b>TOTAL CASH ON HAND</b>	<b>\$653,090.84</b>
<b>1/31/2024</b>	

<b>1/31/2023</b>	<b>\$666,326.18</b>
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Otter Tail Water Management District Accounts Payable

2/14/2024			
Balance in General Account on Date of Monthly Meeting(NOW 3)	\$	14,360.40	2/12/2024
Deposits made between December & January Monthly Meeting	\$	2,174.92	2/12/2024

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,174.00	46879	2/14/2024
Alex Kvidt	On-call/Balance of Salary	\$ 429.25	46880	2/14/2024
Alex Kvidt	Rent	\$ 375.00	46881	2/14/2024
Medica	Alex Kvidt Insurance	\$ 424.49	ACH	2/5/2024
HealthEquity	Alex Kvidt HSA	\$ 190.51	ACH	1/31/2024
Loren Hawes	On-call	\$ 1,030.20	46882	2/14/2024
Loren Hawes	Mileage	\$ 20.77	46883	2/14/2024
PERA	Contribution	\$ 1,142.90	ACH	2/2/2024
US Treasury	Federal Tax Deposit	\$ 2,224.03	ACH	2/1/2024
MN Dept of Revenue	State Tax Deposit	\$ 400.00	ACH	2/2/2024
Arvig	Internet/Phone	\$ 100.26	ACH	1/26/2024
Loffler	Computer Program	\$ 30.00	ACH	2/5/2024
	Subtotal	\$ 10,541.41		

General Account Total  
\$ 11,434.07

Credit Card Charges

CyberSprout	Website	\$ 59.00	ACH	1/7/2024
Zoom	Computer Program	\$ 17.17	ACH	1/9/2024
Verizon	Cell Phones	\$ 69.72	ACH	1/28/2024
Adobe	Computer Program	\$ 21.56	ACH	2/1/2024
Battle Lake Standard	Vehicle Gas	\$ 52.82	ACH	1/11/2024
United States Post Offices	Postage	\$ 132.00	ACH	1/18/2024
Amazon	Office Supplies	\$ 182.52	ACH	1/18/2024
Deluxe	Tax Documents	\$ 249.05	ACH	1/24/2024
Amazon	Office Supplies	\$ 108.82	ACH	1/24/2024
Check for Credit Card Charges from General Account	To: First National Bank	\$ 892.66	46884	2/14/2024

	Amount in account at Meeting Date:	\$ 4,826.32		2/12/2024
Pumping Fund Fees(NOW 1)				
Hawes Pumping	Active Pumping List and Misc Pumping	\$ 220.00	409	2/14/2024
	Subtotal:	\$ 220.00		

	Amount in account at Meeting Date:	\$ 7,790.40		2/12/2024
Tanks & Lines Fees(NOW 2)				
Gopher One	Gopher One Calls and annual facility operator fee	\$ 62.15	1848	2/14/2024
J.D. Locating	Locates	\$ 205.15	1849	2/14/2024
	Subtotal	\$ 267.30		

	Amount in account at Meeting Date:	\$ 7,918.59		2/12/2024
Pumps & Controls Fees(NOW)				
	Subtotal:	\$ -		

Total Bills Per Month \$

11,921.37