

OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting

Location: Community Center building in Ottertail City, MN

Date: May 8, 2024

Time: 4:00pm

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

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

Board members absent: Com. Erwin. Com. Damrau

Quorum: yes

Guests: Kyle Westergard (zoom)

Next Meeting Date: June 12th, 2024

1. **Meeting:** Called to order by Chair. Johnson at 4pm.
2. **Minutes:** Minutes were sent by email prior to meeting. Motion by Treas. Wheeler to accept the amended minutes. 2nd by Com. Bleichner. **Motion passed.**
3. **Treasurer Report:** The report was presented by Treas. Wheeler. Motion by to accept the report by Com. Bleichner 2nd Com Cannady. **Motion passed.**

TOTAL CASH ON HAND

4/30/2024: \$621,687.58

4/30/2023: \$626,269.25

4. **Pay Bills:** Bills were presented by Adm. Kvidt. Motion by Sec. Dean to pay the bills; 2nd by Com. Cannady. **Motion passed.**
5. **OTWMD Ordinance Update:** lawyers still negotiating
6. **38698 Preserve Drive:** standard active maintenance
7. **Manhole Covers to Surface Update:** 27 to surface; 40 is the goal per year. Cost of steel ring? Steel manhole?
8. **Rearing Pond Property:** signs hung.
9. **4/30/204 34558 Deer Lake Road:** permanent fix being done.

Adjourned: 4.23pm

Cindy Dean, Sec.

Otter Tail Water Management District Monthly Meeting

Meeting Date: May 8th, 2024

Next Meeting Date: June 12th, 2024

Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meetings
3. Treasurer Report
4. Pay Bills
 - a. Transferred from Money Market account to cover bills:
 - 5/6/2024 General Checking Account: \$20,000.00
 - 5/6/2024 Pumping Account: \$20,000.00
5. OTWMD Ordinance Update
 - a. 4/15/2024 Otter Tail County sent update to OTWMD that until Vacation Home Rental Section of OTWMD is removed that Ottertail County will not move forward with this ordinance revision.
 - b. Update from Chad Miller with Krekelberg Law Firm
6. 38698 Preserve Drive: Currently a CIC property with a septic system servicing 5-RCU's. The owner of this lot wants to build a cabin on the property and hook it into the existing septic system. A septic designer has been on the property and determined it is possible.
 - a. Does the board want to allow something like this?
 - b. How would the user fee be split up on this property?
 - c. OTWMD currently does not have CIC property servicing dwellings and RCU's. So just want to be sure of the correct way to split up user fees in this instance if allowed.
7. Manhole Covers to Surface Update:
 - a. 4/11/2024 Ordered 15 more plastic manhole covers. Currently have 13 left in stock. Will order more when needed. Bill is on the bill sheet.
 - b. Been working with Hawes Pumping to help bring existing septic tank manhole covers to surface. As of 4/23/2024 27 manhole covers have been brought to surface and the cover replaced with a plastic insulated green manhole cover. Have been concentrating on the cluster systems on the southwest section of Ottertail Lake. 64 properties in that area now have manhole covers to the surface or close enough to the surface that it didn't warrant any work. That is 15.8% of the pumping list for 2024.
 - c. It is estimated on active systems, after looking at records from 2018 to Present, that 319/1148 (27.8%) properties are now brought to surface or close enough to surface to not warrant any extension at this time..
 - d. Will continue to work on this as time allows for both the OTWMD and Hawes Pumping. The goal to start the year was 40 manhole covers to surface.
 - e. There are instances where the manhole cover is in a parking area, driveway, or road. What does the board want to do in these instances? Hire a contractor? Use a cement riser and steel manhole cover? Thoughts?
8. Rearing Pond Property:
 - a. No removal of vegetation signs installed at three different access points on the property.
9. 4/30/204 34558 Deer Lake Road. Precision Electric trenching in new power from breaker panel to alarm panel. Main breaker keeps tripping and won't run lift station. Last winter Precision Electric installed a temporary line. This is the permanent fix for the ongoing issue. Bill will be in next month's report.

Administrator's Report:

1. 4/8/2024 30749 430th Avenue. Marked out septic system for property owner at his request. He will be having a new well drilled.

- a. 4/17/2024 Homeowner called about alarm being on after the cabin water was turned back on. Visited property and found the floats need to be replaced. Was able to pump down the tank for today manually.
 - b. 4/18/2024 Replaced all three floats with new ones. Everything is working as it should be at this time. The homeowner will call if they notice any further issues.
2. 4/9/2024 36476 Augustana Drive. Located the drainfield at the homeowner's request for a building permit.
3. 4/15/2024 Removed all stakes marking septic and lift tanks on Bay View Road and Blarney Road Cluster systems.
4. 4/16/2024 34314 West Deer Lake Road. Passive System. Alarm on. Visited property and it appears the pump is no longer working. The homeowner will call a plumber to replace it. Fergus Power Pump pumped out the system at the expense of the owner.
5. 4/22/2024 36184 Lumberjack Road. Passive Property. Alarm on. Visited property and reset the breakers. Everything is now working as it should be.
6. 4/22/2024 Removed concrete blankets from cluster stilling tanks and stored for the season.
7. 4/24/2024 29859 Highland Loop. Scott's Septic Services contacted the district after he was contacted by the owner about a dripping noise the homeowner hears in the septic tank area when he is outside. I visited the property and found the tanks to be at the correct level with nothing entering the tank at the time I was onsite. The homeowner will call the district if they notice any further issues.
8. 4/29/2024 27434 Blarney Trail. Septic backing up in the house when the water was turned back on. Visited the property and found the septic and lift stations to be at the correct operating levels. Tested the floats/pump/alarm and everything is working as it should be. I believe the issue is between the septic tank and dwelling in the sewer line. The homeowner will call a plumber to deal with that. They will call if they notice any further issues.
9. 4/29/2024 28129 State Highway 78. Active Maintenance Replacement System. Met with the homeowner onsite about looking for a different location for replacement drainfield due to some building projects. Will be working with the designer about looking for a new area.
10. 5/6/2024 26477 State Highway 78. Woodland Beach Resort CIC. Homeowner call about septic not draining from the cabin. I visited the property and found the tanks and lifts to be at the correct levels. I believe the issue is in the sewer line between the cabin and tanks. The homeowner is responsible for that portion of the system. They will call if they have any further issues.
11. Construction season is picking up and with that new installations, soil verifications and meeting with septic inspectors are starting to pick up. Will continue to get busier as the season progresses.

5/2/2024

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

4/30/2024

Savings Acct

Checking Accounts	General Acct	Tank/Line	Pmps/Cntrl	Pumping	Money Mkt	Rearing Pond	Totals
	4118	7802	7829	7810	0490	2140	
Beginning balance April 1, 2024	\$6,725.04	\$7,469.09	\$7,921.84	\$3,938.20	\$184,587.04	\$11,110.16	\$221,751.37
Interest income for month	\$4.18	\$1.48	\$1.63	\$0.79	\$421.05	\$17.35	\$446.48
Receipts for month	\$675.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$675.20
Internal transfers	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
	\$27,404.42	\$7,470.57	\$7,923.47	\$3,938.99	\$185,008.09	\$11,127.51	\$242,873.05
April disbursements	\$11,136.16	\$546.60	\$0.00	\$260.00	\$20,000.00	\$0.00	\$31,942.76
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending balance April 30, 2024	\$16,268.26	\$6,923.97	\$7,923.47	\$3,678.99	\$165,008.09	\$11,127.51	\$210,930.29

Disbursements for month

6 checks	\$6,615.64	Gen Acct
7 ACH pymts	\$4,520.52	Gen Acct
2 checks	\$546.60	Tank/Line
0 checks	\$0.00	Pumps/Controls
1 check	\$260.00	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
CD TOTALS				\$243,113.62	\$139,713.90	\$27,929.77	\$410,757.29
SAVINGS TOTALS							\$11,127.51
ACCOUNT TOTALS			\$16,268.26	\$250,037.59	\$147,637.37	\$31,608.76	\$165,008.09
			\$11,127.51	\$621,687.58			

TOTAL CASH ON HAND	\$621,687.58
4/30/2024	

4/30/2023	\$626,269.25
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Otter Tail Water Management District Accounts Payable
5/8/2024

Balance in General Account on Date of Monthly Meeting(NOW 3)	\$	32,355.08	5/7/2024
Deposits made between April & May Monthly Meeting	\$	1,016.98	5/7/2024

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,174.00	46896	5/8/2024
Alex Kvidt	On-call/Balance of Salary	\$ 343.40	46897	5/8/2024
Alex Kvidt	Rent	\$ 375.00	46898	5/8/2024
Medica	Alex Kvidt Insurance	\$ 424.49	ACH	5/3/2024
HealthEquity	Alex Kvidt HSA	\$ 190.51	ACH	5/1/2024
Loren Hawes	On-call	\$ 643.88	46899	5/8/2024
Loren Hawes	Mileage	\$	na	5/8/2024
PERA	Contribution	\$ 1,065.90	ACH	5/2/2024
US Treasury	Federal Tax Deposit	\$ 2,139.88	ACH	5/1/2024
MN Dept of Revenue	State Tax Deposit	\$ 400.00	ACH	5/2/2024
Arvig	Internet/Phone	\$ 101.25	ACH	4/26/2024
Loffler	Computer Program	\$ 30.00	ACH	5/3/2024
	Subtotal	\$ 9,888.31		

General Account Total
\$ 12,077.56

Credit Card Charges

QuickBooks	Computer Program	\$ 30.00	ACH	5/3/2024
CyberSprout	Website	\$ 59.00	ACH	4/7/2024
Zoom	Computer Program	\$ 17.17	ACH	4/9/2024
Verizon	Cell Phones	\$ 69.70	ACH	4/28/2024
Adobe	Computer Program	\$ 21.56	ACH	5/1/2024
Smart Sign	Rearing Pond Property Signs	\$ 239.79	ACH	4/12/2024
Amazon	Septic Supplies/Tools	\$ 160.74	ACH	4/14/2024
Amazon	15 Plastic Insulated Manhole Covers	\$ 1,288.35	ACH	4/12/2024
Battle Lake Standard	Vehicle Gas	\$ 58.76	ACH	4/4/2024
Everts Lumber	Septic Supplies/Tools	\$ 69.18	ACH	4/10/2024
Everts Lumber	Septic Supplies/Tools	\$ 52.58	ACH	4/19/2024
Battle Lake Standard	Vehicle Gas	\$ 60.19	ACH	4/21/2024
Carr's Supermarket	Vehicle Gas	\$ 62.23	ACH	4/30/2024
Check for Credit Card Charges from General Account	To: First National Bank	\$ 2,189.25	46900	5/8/2024

	Amount in account at Meeting Date:	\$ 23,678.99		5/7/2024
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Pumping Fund Fees(NOW 1)				
Hawes Pumping	Active Pumping List and Misc Pumping	\$ 8,090.00	412	5/8/2024
	Subtotal:	\$ 8,090.00		

	Amount in account at Meeting Date:	\$ 6,923.97		5/7/2024
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Tanks & Lines Fees(NOW 2)				
Gopher One	Gopher One Calls and annual facility operator fee	\$ 129.60	1854	5/8/2024
J.D. Locating	Locates	\$ 2,702.70	1855	5/8/2024
	Subtotal	\$ 2,832.30		

	Amount in account at Meeting Date:	\$ 7,923.47		5/7/2024
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Pumps & Controls Fees(NOW)				
	Subtotal:	\$ -		

Total Bills Per Month \$

22,999.86