

OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting

Location: Community Center building in Ottertail City, MN

Date: July 10th, 2024

Time: 4:00pm

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

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

Guests: Brad Carr, Kyle Westegard, Chad Miller

Next Meeting Date: Aug 14th, 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 minutes. 2nd by Com. Cannady.

Motion passed.

3. **Treasurer Report:** The report was presented by Treas. Wheeler.

Motion by to accept the report by Sec. Dean

2nd Com. Bleichner . **Motion passed.**

TOTAL CASH ON HAND

6/30/2024: \$826,398.47 **6/30/2023:** \$807,113.56

4. **Pay Bills:** Bills were presented by Adm. Kvidt. Motion by Com. Cannady to pay the bills; 2nd by Sec. Dean. **Motion passed.**

5. **Brad Carr:** would like to discuss with the board an easement through the district cluster.

Motion by Treas. Wheeler; 2nd by Com. Damrau to proceed pending survey.

Motion passed.

6. **OTWMD Ordinance Revision Update:** heard update from Chad...still a process.

7. **OTWMD Audit 2023:** Carlson working on it.

8. **OTWMD Septic Orders:** updated supplies.

9. **OTWMD Active Maintenance Replacement Updates:** presented by Adm. Kvidt.

10. Repaired.

11. **MCIT** audit..updated.

12. **US Treasury:** refund of \$630.01

13. Alex Kvidt's contract for 2024-2025 began this month.

14. Administrative report given by Adm. Kvidt.

Meeting Adjourned 4:37pm

Cindy Dean, Sec

Otter Tail Water Management District Monthly Meeting

Meeting Date: June 12th, 2024

Next Meeting Date: July 10th, 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:
 - 7/5/2024 \$5,000.00 to Pumping Account
 - 7/5/2024 \$5,000.00 to General Account
 - 7/5/2024 \$5,000.00 to Tanks and Lines Account
 - 7/9/2024 \$20,000.00 to Pumps and Controls Account
5. Brad Carr would like to discuss with the board an easement through the district cluster drainfield located at parcels 46000990413000 & 46000990414000, on County Highway 1 just west of Ottertail City.
 - a. He would like to discuss a 10-foot easement to the backlot that he owns on the west side of the property.
 - b. Boards thoughts?
6. OTWMD Ordinance Revision Update
7. OTWMD Audit 2023
 - a. Carlson SV is working on the Audit currently. Alex Kvidt is getting them any documents they need for the Audit Procedure.
 - b. Hopefully they will be able to present the Audit at the August 2024 Board Meeting.
8. OTWMD Septic Orders in the last month:
 - a. Office Supplies
 - b. New Padlocks for alarm panels and main disconnect breaker boxes
 - c. Four New 1.5 HP Myers Pumps From Tri-State Pumps and Controls
 - d. Six new .5 HP Myers Pumps from Tri-State Pumps and Controls
 - e. Thirty new on/off Float Switches from Tri-State Pumps and Controls
 - f. Thirty new alarm Float Switches from Tri-State Pumps and Controls
 - Bills are on the bill sheet for these products.
9. OTWMD Active Maintenance Replacement Updates:
 - a. 27688 Pine Tree Road. System updated by Brogards Plumbing and the bill is on the bill sheet for this month.
 - 6/21/2024 Electrical Hook up by Precision Electric for the septic pump. The bill is on the bill sheet for this month.
 - b. 37486 Eldorado Beach Road. Outdoor Renovation is working on the replacement drainfield this week. The bill will be on next month's meeting agenda.
 - c. 27163 Timber Hills Road. Outdoor Renovation is working on the replacement drainfield this week. The bill will be on next month's meeting agenda.
 - d. Working with contractors and homeowners on timelines for the remaining active replacement updates. Hoping to continue working through them as the summer continues.
10. 6/21/2024 30129 State Highway 78. No power to the electrical pedestal running the septic pump. Precision Electric to look at and determine the issue.
 - a. 6/25/2024 Precision Electric located a corroded wire from the house to the alarm pedestal. They repaired the wire, and everything is now working as it should be.
 - Active Maintenance system so the district is waiting on the bill for this project.
11. 7/1/2024 Received a letter from MCIT about the 2023 Payroll Audit.

- a. According to their report the district owes another \$382.00 and will be sent an invoice in December 2024 for this portion.
12. Received a letter from the department of Treasury that the district overpaid during Quarter 1 2024. A refund will be sent to the district in the amount of \$630.01. This refund should arrive in the next 8-12 weeks.
13. Bill sheet reflects this month the raise in Alex Kvidt's contract for the period June 2024-May 2025.

Administrator's Report:

1. 6/11/2024 39442 Madsen Beach Road. Broken Inspection cap on the cleanout between the septic tank and drainfield from when Otter Tail Power was boring in new power lines. Replaced the broken inspection cap with a new one.
2. 6/13/2024 153/157 Bay View Road. The homeowner is having the electric service work done and needed the main disconnect panel opened. Opened the padlock for Hohenstein Electric on 153 Bay View.
 - a. 6/17/2024 After work was completed the padlock was checked and is secured.
3. 6/13/2024 33050 Harvest Avenue. The alarm is on. Visited the property and found that the pump is not working. Will be working with Brogard's Plumbing to replace the pump. Hawes Pumping pumped out the tanks today.
 - a. 6/20/2024 Working with Brogard's Plumbing replaced all three floats with new and replaced the pump with a new .5 HP Myers Pump. Everything is working as it should be at this time.
 - b. 6/28/2024 Heavy Rains have filled up the pump tank and the pump is struggling to keep up. Hawes Pumping pumped out the tanks so as not to burn out the new pump. The homeowner will call if the alarm light comes back on.
4. 6/13/2024 35929/35935 County Highway 72. The alarm is on. The pump is no longer working. Hawes Pumping pumped out the tanks and the district will be working with Brogard's Plumbing to replace the septic pump.
 - a. 6/20/2024 Working with Brogard's Plumbing the floats were all replaced with new, the pump was replaced with a new 1.5 HP Myers pump and the check valve was replaced with a new one. Everything appears to be working as it should be at this time. The homeowners will call if they notice any further issues.
5. 6/15/2024 28529 Balmoral Trail. Weekend Service Call. Loren Hawes visited the property when the alarm was on and found that the pump was no longer working. The district will be working with Brogard's Plumbing to replace the pump. Hawes Pumping pumped out the tanks today.
 - a. 6/20/2024 Working with Brogard's Plumbing replaced all three floats with new and replaced the pump with a new .5 HP Myers Pump. Everything is working as it should be at this time.
6. 6/17/2024 115 River View Road. The contractors working on the project requested that the drainfield site be located and marked for bringing equipment into the site. Marked as best as the district could according to drawings of the system.
7. 6/17/2024 Removed thistles from Blanche Lake Cluster Site on State Highway 78.
8. 6/20/2024 39917 Clearmont Road. Passive Maintenance Property. Assisted Brogard's Plumbing in installed a new pump for the homeowner. All costs for the replacement were the responsibility of the homeowner.
9. 6/20/2024 30129 State Highway 78. The homeowner called about a septic smell in the yard. Visited the property and did not find anything wrong with the sewer line or the tanks. Everything seemed to be at the correct operating level at that time. There was no power to the alarm pedestal. The homeowner was going to check the breakers when he got home.
10. 6/24/2024 34198 West Deer Lake Road. Alarm on. Dual alternating lift station at the CIC Property. One of the two pumps is no longer working. For the time being the system is running off one pump. The district will be working with Brogard's Plumbing to replace the pump.
 - a. 6/27/2024 Working with Brogard's Plumbing replaced the pump with a new 1.5 HP Myers pump and replaced the check call. Everything appears to be working at this time. Hawes Pumping pumped out the lift station earlier today.
11. 6/25/2024 323 County Highway 1. Septic is backing up into the home. The contractor called and stated that the main disconnect breaker was tripped so no alarm came on. I visited the found the tanks overfull

and the pump no longer works. Hawes Pumping pumped out the tanks today and I will be working with Brogard's Plumbing to replace the pump and floats.

- a. 6/25/2024 brought the manhole on the septic tank to surface because of the septic back up issues on the property and the lack of a six-inch inspection pipe on the inlet side of the septic tank.
 - b. 6/27/2024 Working with Brogard's Plumbing replaced the pump with a new 1.5 HP Myers pump, three new float switches, and a new check ball. The system appears to be working as it should be at this time.
12. 6/25/2024 37204 Roinez Trail. Met with homeowners on their passive property over a concern with a dip in the yard where a delivery truck had driven over the septic tank. Dug down to the tank and found no evidence of damage at this time.
 13. 6/25/2024 42369 Sugar Maple Drive. The homeowner called about a septic smell in the yard. Visited the property and found the tanks to be at the correct operating level. I believe the issue is from when the ejector pump runs in the yard to pump out to the septic tank. The homeowner was going to try a filter and see if that helps.
 14. 6/26/2024 39487 Camp Nidaros Trail. The homeowner called Brogard's Plumbing about septic backing up into the cabin. Hawes Pumping visited the property and found a blocked inlet baffle on the septic tank. They cleared the blockage, and everything appears to be working as it should be at this time.
 15. 6/28/2024 37022 Roinez Trail. Boring company hit the sewer line by the house when boring in a new water line. The fix is the responsibility of the homeowner since it is before the septic tank.
 16. 6/30/2024 36540 Augustana Drive. Weekend Service call visited by Loren Hawes. Plugged inlet baffle. He cleared the blockage, and everything is working as it should be at this time.
 17. 7/1/2024 40296 Blue Heron Lane. Septic Alarm on. The pump was replaced earlier this year. It appears that the water is not reaching the drainfield. Will be working with a contractor to run a fish tape up the line to see if the pipe has collapsed. Will update after that is completed.
 18. 7/1/2024 42680 Pleasure Park Road. Met with homeowner onsite that wants to move the alarm disconnect panel and the alarm panel. I unlocked the panels for him, and he will relock them up after the work is completed.
 19. 7/2/2024 36546 Augustana Drive. The building contractor called and wanted the septic system marked. Marked the system from the septic tank through the drainfield. He will call if he has any further questions.
 20. 7/3/2024 30121 State Highway 78. Met with owner to discuss new tank install from earlier this spring. She will call if she has any further questions.
 21. 7/3/2024 39162 County Highway 1. The homeowner called about the septic alarm being on. I visited her property and found the alarm off and the tanks at the correct operating level. Tested the pump and floats and everything is operating as it should be at this time. The homeowner will call if they notice any further issues.
 22. 7/5/2024 43113 & 43117 Pleasure Park Road. Share a septic tank and lift station. Septic is backing up at 43117. I visited the property and checked the inlet of the septic tank to see there is no blockage, and the tank is at the correct operating level. 43113 is not experiencing any issues at this time. I believe the blockage is in the plumbing or sewer line for 43117. The homeowner will look into this and call if they have any further questions or concerns.
 23. 7/7/2024 36206 & 36184 Lumberjack Road. Alarm on. Passive property. Alarm has been on since last Friday. Visited the property this morning and found the tanks are overfull and leaking on the ground. The pump is no longer working. Hawes Pumping to pump tanks and then homeowner to find a contractor to replace the pump. All costs are the responsibility of the homeowner.
 24. 7/8/2024 105 & 107 Bay View Road. Shared cluster system. Alarm is on. Visited the property and the pump is no longer working. Hawes Pumping pumped out the tanks today. Will be working with Brogard's Plumbing to replace the pump. Will update when that is completed. The homeowners will call if they notice any further issues in the meantime.

7/1/2024

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

6/30/2024

Savings Acct

Checking Accounts	General Acct	Tank/Line	Pmps/Cntrl	Pumping	Money Mkt	Rearing Pond	Totals
	4118	7802	7829	7810	0490	2140	
Beginning balance June 1, 2024	\$25,693.88	\$4,092.86	\$7,925.26	\$15,592.49	\$389,625.28	\$11,145.47	\$454,075.24
Interest income for month	\$3.64	\$3.87	\$1.84	\$1.92	\$1,160.14	\$17.40	\$1,188.81
Receipts for month	\$1,012.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,012.80
Internal transfers	\$0.00	\$20,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
	\$26,710.32	\$24,096.73	\$12,927.10	\$15,594.41	\$390,785.42	\$11,162.87	\$481,276.85
June disbursements	\$13,623.69	\$9,465.20	\$6,351.78	\$11,195.00	\$0.00	\$0.00	\$40,635.67
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
Ending balance June 30, 2024	\$13,086.63	\$14,631.53	\$6,575.32	\$4,399.41	\$365,785.42	\$11,162.87	\$415,641.18

Disbursements for month

10 checks	\$9,387.76	Gen Acct
6 ACH pymts	\$4,235.93	Gen Acct
5 checks	\$9,465.20	Tank/Line
4 checks	\$6,351.78	Pumps/Controls
1 check	\$11,195.00	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							\$11,162.87
ACCOUNT TOTALS			\$13,086.63	\$257,745.15	\$146,289.22	\$32,329.18	\$365,785.42
			\$11,162.87				\$826,398.47

TOTAL CASH ON HAND	\$826,398.47
6/30/2024	

6/30/2023	\$807,113.56
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Otter Tail Water Management District Accounts Payable
7/10/2024

Balance in General Account on Date of Monthly Meeting(NOW 3)	\$	13,448.11	7/9/2024
Deposits made between June & July Monthly Meeting	\$	1,016.44	7/9/2024

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,455.84	46912	7/10/2024
Alex Kvidt	On-call/Balance of Salary	\$ 872.37	46913	7/10/2024
Alex Kvidt	Rent	\$ 375.00	46914	7/10/2024
Medica	Alex Kvidt Insurance	\$ 424.49	ACH	7/3/2024
HealthEquity	Alex Kvidt HSA	\$ 190.51	ACH	7/1/2024
Loren Hawes	On-call	\$ 772.65	46915	7/10/2024
Loren Hawes	Mileage	\$ 23.45	46916	7/10/2024
PERA	Contribution	\$ 1,227.28	ACH	7/2/2024
US Treasury	Federal Tax Deposit	\$ 2,341.24	ACH	7/1/2024
MN Dept of Revenue	State Tax Deposit	\$ 425.00	ACH	7/2/2024
Arvig	Internet/Phone	\$ 121.03	ACH	6/26/2024
Loffler	Computer Program	\$ 30.00	ACH	7/3/2024
	Subtotal	\$ 11,258.86		

General Account Total
\$ 12,179.70

Credit Card Charges

QuickBooks	Computer Program	\$ 30.00	ACH	7/2/2024
CyberSprout	Website	\$ 59.00	ACH	6/6/2024
Zoom	Computer Program	\$ 17.17	ACH	6/9/2024
Verizon	Cell Phones	\$ 69.70	ACH	6/27/2024
Adobe	Computer Program	\$ 21.56	ACH	7/1/2024
Hilltop Lumber	Grass Seed	\$ 75.15	ACH	6/5/2024
Hilltop Lumber	Septic Tools	\$ 23.18	ACH	6/7/2024
Amazon	Office Supplies	\$ 41.76	ACH	6/28/2024
Amazon	Office Supplies	\$ 100.70	ACH	6/25/2024
Amazon	Padlocks	\$ 147.09	ACH	6/28/2024
Battle Lake Standard	Vehicle Gas	\$ 57.67	ACH	6/5/2024
Battle Lake Standard	Vehicle Gas	\$ 57.79	ACH	6/11/2024
Battle Lake Standard	Vehicle Gas	\$ 49.87	ACH	6/18/2024
Menards	Septic Tools	\$ 68.19	ACH	6/20/2024
Battle Lake Standard	Vehicle Gas	\$ 57.81	ACH	6/23/2024
Battle Lake Standard	Vehicle Gas	\$ 44.20	ACH	6/30/2024
Check for Credit Card Charges from General Account	To: First National Bank	\$ 920.84	46917	7/10/2024

	Amount in account at Meeting Date:	\$ 9,398.41		7/9/2024
Pumping Fund Fees(NOW 1)				
Hawes Pumping	Active Pumping List and Misc Pumping	\$ 5,085.00	414	7/10/2024
	Subtotal:	\$ 5,085.00		

	Amount in account at Meeting Date:	\$ 19,631.53		7/9/2024
Tanks & Lines Fees(NOW 2)				
Brogard Plumbing	Active Maintenance Replacement System at 27688 Pine Tree Road	\$ 7,391.10	1861	7/10/2024
Gopher One	Gopher One Calls	\$ 145.80	1862	7/10/2024
Jake Christensen	Mowing Cluster Drainfields	\$ 561.00	1863	7/10/2024
	Subtotal	\$ 8,097.90		

	Amount in account at Meeting Date:	\$ 26,575.32		7/9/2024
Pumps & Controls Fees(NOW)				
Precision Electric	Active Maintenance Replacement Electrical Hook up 27688 Pine Tree Road	\$ 561.61	1542	7/10/2024
Tri-State Pump and Control	New Pumps and Floats	\$ 19,665.32	1543	7/10/2024
	Subtotal:	\$ 20,226.93		

Total Bills Per Month \$

45,589.53