



Aitkin County Environmental Services – Planning & Zoning

307 2nd Street NW, Room 219

Aitkin, MN 56431

(P) (218) 927-7342

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(E) aitkinpz@co.aitkin.mn.us

July 18, 2023

Dear Permittee:

Enclosed is the Operating Permit for an Other/Performance Septic System that you are petitioning Aitkin County to allow to be installed on your property instead of a standard Type I system. Please review this permit thoroughly and become acquainted with all of the monitoring, maintenance, and renewal requirements, then sign the operating permit and return it to our office.

Before the permit expiration date, our office will send you a reminder notice on how to renew the operating permit. This reminder notice will ask that you provide the following:

- 1) Applicable Maintenance & Monitoring Records
- 2) Monthly Water Meter Readings (A recording sheet is enclosed for your convenience)
- 3) Renewal Application and Fee

The permittee is responsible for privately hiring a licensed Service Provider/Inspector for the maintenance and monitoring services. Their cost of service is not included in the permit renewal fee. One provision often overlooked by the landowner is the State of Minnesota requires that a water meter, event counter, or other flow-measuring device be installed on the system and the readings be recorded on a monthly basis. Refer to the operating permit whether it is the landowner or the service provider who is responsible for monitoring the flow and recording the monthly readings.

If you have any questions about the operating permit or renewal requirements, please contact our office.

Thank you,

Aitkin County Planning & Zoning

218-927-7342

aitkinpz@co.aitkin.mn.us

Enclosures: Operating Permit
Water Meter Recording Sheet

**Aitkin County Environmental Services
Planning & Zoning**
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aitkinpz@co.aitkin.mn.us

Wastewater Treatment and Dispersal Operating Permit

Operating Permit # **839**
Application # **2023-594**
Date issued: **7/18/2023**
Expiration date: **9/30/2025**
Renewal period: **Annually**

(Fields above are issued by the County)

Facility Information

Permittee name: Prairie River Retreat - Sheryl Ruhnke Phone number: 218-426-0010

Mailing address: 51272 Lake Ave

City: McGregor State: MN Zip code: 55760

Property ID number: 29-1-370500

Property address: 51272 Lake Ave McGregor, MN 55760

System type: Type V – Wexco MBBR Treatment level: C

System design flow (gpd): 750 GPD Residential/Commercial: Commercial

System components: 1820/2 septic tank, 1820/2 septic tank equipped with MBBR pretreatment unit, 2nd compartment serves as the clarifier w sludge return, effluent filter, to 1820/2 time dose pump tank, 10'x63' rockbed mound.

Monitoring Requirements

Parameter	Effluent limits	Frequency	Location
Design flow (gpd)	750 GPD	Daily	Dosing Tank
Average flow (gpd)	220 GPD	Daily	Dosing Tank
CBOD ₅ (mg/L)	125	Bi-Annually 2 x yr	Dosing Tank
TSS (mg/L)	60	Bi-Annually 2 x yr	Dosing Tank
FO&G (mg/L)	5	As needed	Dosing Tank
Fecal Coliform bacteria (#/100mL)	NA	NA	NA
Total Nitrogen, Total Phosphorus (mg/L)	NA	NA	NA
Operational Field Tests, may include: Temperature, Dissolved Oxygen and pH	-	As needed	Treatment & Dose tanks
Ponding/Surfacing in soil treatment	None	Bi-Annually 2 x yr	Drainfield

Monitoring Requirements Comment Field

Maintenance Requirements

Maintenance requirements shall be performed as specified in the Management Plan as prepared by the system's Designer.

System component	Maintenance	Frequency
External grease interceptor	NA	NA
Septic tank/Trash tank	Sludge sample, pump as needed	Bi-Annually 2 x yr
Pump tank and controls	Sludge sample, pump/replace as needed	Bi-Annually 2 x yr
Effluent screen	Check Monthly; Clean as needed	Bi-Annually 2 x yr
Advanced treatment product	Per Service Plan	Bi-Annually 2 x yr
UV light disinfection device	NA	NA
Soil treatment and dispersal	Repair as needed	Bi-Annually 2 x yr

Monitoring Protocol

Any sampling and laboratory testing procedures shall be performed in accordance with the proprietary treatment product's protocol, Standard Methods, and at a Minnesota Department of Health approved laboratory. Results shall be submitted to the permitting authority at: Aitkin County Environmental Services, 307 2nd St NW, Room 219, Aitkin, MN 56431 no later than the expiration date listed.

Contingency Plan

In the event the wastewater treatment system does not meet required performance requirements as contained in this operating permit, the owner shall notify Aitkin County Environmental Services within thirty (30) days of receiving non-compliant information. The owner is responsible to obtain the services of a Minnesota Pollution Control Agency (MPCA) licensed Service Provider or other qualified practitioner to complete the required corrective measures.

Authorization

Aitkin County Environmental Services authorizes the Permittee to operate a wastewater treatment and dispersal system at the address named above in accordance with the requirements of this operating permit, attached Management Plan and contract with the Service Provider/Inspector.

This permit is effective on the issuance date identified above. This permit and the authorization to treat and disperse wastewater shall expire on the expiration date identified above. The Permittee is not authorized to discharge after the above date of expiration. The Permittee shall submit monitoring information on forms as required by Aitkin County Environmental Services no later than thirty (30) days prior to the above date of expiration for operating permit renewal. This permit is not transferable.

The owner is required to obtain the services of a Minnesota Pollution Control Agency (MPCA) licensed and trained: 1) Service Provider or Inspector to provide ongoing system operation, maintenance, and monitoring and 2) Maintainer to pump the system's sewage tanks and components. The owner is responsible to provide the name of the Service Provider or Inspector business prior to the issuance of this operating permit. The owner has secured the services of Septic Check as the Service Provider or Inspector for this system. The Service Provider or Inspector is hereby authorized to provide the required monitoring data and routine maintenance service records to both Aitkin County Environmental Services.

[For systems that generate high strength wastewater, the following items should be added to the operating permit: "If there is a change of use within the facility (i.e., change in menu, increase in food capacity, change in water use fixtures, etc.), the permittee is required to notify Aitkin County Environmental Services and the Service Provider before any changes occurs. Changes to the facility that could potentially impact performance of the wastewater treatment and dispersal system shall not take place until appropriate evaluation has been completed."]

I hereby certify with my signature as the Permittee that I understand the provisions of the wastewater treatment and dispersal system operating permit including maintenance and monitoring requirements. I agree to indemnify and hold Aitkin County harmless from all loss, damages, costs and charges that may be incurred by the use of this system. If I fail to comply with the provisions of this operation permit, I understand that penalties may be issued. If I sell this property during the life of the permit, I will inform the new owner(s) of the permit requirements and the need to renew the operating permit.

The Operating Permit is hereby granted to: Prairie River Retreat - Sheryl Ruhnke

Permittee (please print): Sheryl Ruhnke Permitting Authority (please print): Aitkin County/Shannon Wiebusch
Title: owner Date: 6/5/2023 Title: Office Assistant Date: 7/18/2023

Permittee Signature: X Sheryl Ruhnke

Permittee Signature

Permitting Authority Signature: X Shannon Wiebusch

Aitkin County Representative Signature



**MAINTENANCE SERVICE AND OPERATING
CONTRACT FOR WATER AND WASTEWATER TREATMENT SYSTEM**

It is hereby agreed this 1st day of May 2023 by and between Wex Companies, Inc. DBA Septic Check (Service Provider) and Client:

CLIENT NAME AND SITE ADDRESS	
Owner/Contact:	Sheryl Ruhnke
Client/Company Name:	Prairie River Retreat
Site Address:	51272 Lake Ave
City, State, Zip:	McGregor, MN 55760
Parcel ID:	29-1-370500
LGU or Permitting Authority:	Aitkin County

That in consideration of the payments provided herein, the Service Provider shall provide operation and maintenance services for the wastewater treatment system located at the property described in this Contract. The operation and maintenance services to be defined in this Contract include the responsibilities of the Client and Service Provider. The specific tasks shall be agreed upon by the Service Provider and Client as outlined in the Maintenance Service and Operating Contract, Operation and Maintenance Manual, and the Operating Permit of the Local Governmental Unit (LGU) listed above. The Service Provider agrees to make regularly scheduled visits to the facility, oversee and review system operation, provide/oversee sample collection as required, prepare and file reports including those required under the LGU Operating Permit listed above.

Licensing. The Service Provider shall maintain its Minnesota Pollution Control Agency licensing at all times. The minimum licensing requirement shall be Service Provider.

Performance Specifications. The Service Provider shall perform all services directly or indirectly required under this Contract in a good workmanlike manner consistent with industry standards. The Service Provider warrants that it has the necessary equipment, training, and certification/license(s) to provide the services required by this Contract. The Client has the right to inspect and may reject any services provided that were not completed in a workmanlike manner.

Responsibilities. In no event shall the Service Provider be responsible for special or consequential damages, including but not limited to, loss of time, injury to property, or any other consequential damages or incidental or economic loss due to equipment failure or for any other reason. This Contract does not assume any responsibilities or obligations which are normally the responsibility of the Client as related to parts or labor, and does not extend to cover any costs that are associated to work not outlined in this Contract.

PHONE 320-983-2447 • TOLL FREE 888-983-2447 • FAX 320-983-2151

6074 Keystone Road • Milaca, MN 56353 • info@SepticCheck.com • www.SepticCheck.com

A Division of WEX Companies

SCOPE OF WORK:

Service Provider will provide all the labor and equipment necessary to perform **Basic Service** outlined below:

- **Labor:** Bi-Annual site visits two (2) times per year to perform routine service requirements for the wastewater system.
- **Sampling:** Bi-Annual effluent sampling for CBOD, TSS, and FOG collected from the final dose tank to the drainfield systems. Sampling outside of what is required to meet permit requirements, or what is outlined specifically in the Operation and Maintenance Manual will be billed separately.
- **Septic Tanks:** The septic tanks and the pump tanks will be monitored annually for solids accumulation. Service Provider will coordinate tank cleaning and will inspect the tank as it is cleaned. Effluent filters in the final tank will be inspected annually and cleaned as necessary. Tank cleaning by a certified pumper is not included in the basic fee.
- **Aerobic Treatment Unit:** Maintain per manufacturer's recommendations.
- **Pumps:** Pumps will be maintained and cleaned per manufacturer's recommendations. Any parts or repairs necessary beyond general maintenance will be billed separately.
- **Control Panel:** The control panels will be inspected for proper operation. Pump run times and cycle counts will be recorded. Flow will be calculated using this data.
- **Drainfield:** The drainfield will be inspected annually by completing a "walk around" to observe any obvious signs of problems and ponding.
- **Annual Reporting:** Reports will be completed as required by the Permitting Agency. An annual service report and sample report will be submitted to the Client when the work is completed.

OUTSIDE SCOPE OF WORK:

Non-Basic Service will include items such as alarm response and repairs or maintenance not described in the Basic Service. Labor and transportation for such service are listed in Exhibit A.

The Client is responsible for maintaining the following:

- **Alarm Response:** Service Provider will be available to respond to alarm conditions as notified by the owner or automatic dialer (if installed). A typical response time is three (3) to six (6) hours and within 24 hours. Some alarms may need to be responded to immediately.
- **Repairs:** Parts/material costs will be as needed for each repair. Estimates for repairs can be provided before work starts if you prefer, although some potential alarm conditions may not permit delay. Equipment and repair rates are listed in Exhibit A of this Contract.
- **Collection System Maintenance:** Gravity and pressure collection lines in the system will be maintained by the Client.
- **Tank Pumping:** Tank pumping (as needed) will be invoiced to the Client when work is completed by the Service Provider.

Site Visits. During the Contract period, employees and agents of Service Provider will be provided access to the treatment system location for the purpose of operation, testing, and

maintenance. Access will be necessary 24 hours a day, 7 days per week. Unexpected conditions may occur in the process that require unplanned site visits, but Service Provider will make every effort to visit on a schedule agreed to in advance with the Client.

Monitoring. The Client will provide the Service Provider with access to remote monitoring capabilities if the treatment system has been constructed with remote monitoring equipment and capabilities. Access includes any utility requirements necessary for remote viewing of the main control panel such as a wireless internet connection, DSL modem, wireless modem, or phone line connection. Only the Client and Service Provider will be provided this access.

Equipment. The Client owns all equipment within the wastewater treatment system and is therefore responsible for any repairs and periodic maintenance required to keep the treatment system operating efficiently. The Service Provider will complete all the necessary routine maintenance requirements on behalf of the Client. Major repairs will be coordinated by the Service Provider, but the costs associated with the repairs are to be paid by the Client. The Service Provider will provide all necessary equipment to complete the maintenance tasks outlined in this Contract.

Sampling Procedure. Effluent testing will consist of grab samples collected and delivered to a Minnesota State Certified Laboratory for third party independent testing. The samples required and frequencies are outlined by the Operating Permit. Sample handling will be conducted by Service Provider personnel. Costs associated with the sampling and sample delivery are included in the Contract fees. Additional testing outside the requirements of the permit or to be used for trouble shooting will be billed separately.

Reports. The Service Provider will compile records of the results and dates of sampling. These records will be delivered to the Client, after the work is completed, and Permitting Agency annually, or more frequently at the Client's request.

Permit. The Client will maintain a current Wastewater Disposal Permit with the Permitting Agency at all times. The Service Provider will be available on behalf of the Client to attend meetings involving the Operating Permit. The Service Provider will develop a working relationship with Permitting Agency officials and alert them prior to any changes to the wastewater system operation on behalf of the Client. The Service Provider will make every effort to meet compliance limits set by the Permitting Agency agreement. The Service Provider will complete all the Permitting Agency reporting requirements on behalf of the Client.

Emergency Service Calls, Alarm Calls, and Repairs. Emergency services or repairs above and beyond the Contract requirements are outlined in Exhibit A.


Slug Loads and Accidental Spills. Service Provider is not responsible for any illicit discharges into the wastewater system that may harm the treatment efficiency such as: accidental release of cleansers/oils/degreaser, slug flows of water or high strength waste, or other chemical discharges. Trucking or hauling the waste may be required in those circumstances.

EXHIBIT A EQUIPMENT AND REPAIR RATES (if applicable)			
<u>SMALL REPAIRS</u>	<u>Hourly Rate</u>	<u>LARGE REPAIRS</u>	<u>Hourly Rate</u>
Labor Rate, Regular Business Hrs 7am–5pm, Monday – Friday	\$150	Large Excavator	NA
Labor Rate, Before/After Business Hrs	\$250	Mini Excavator	NA
Large Jetter / Line Cleaning	\$425		
Sewer Camera / Televising	\$425	Skid Steer	NA

CONTRACT TERMS	
Contract Length:	Upon acceptance of this contract, automatic annual renewal.
Frequency of Regular Service Visits:	2x/year
Cost for Operation and Maintenance Contract:	\$1220/year with annual price increases equivalent to the Regional Consumer Price Index (CPI) to cover variable costs such as fuel, materials, and laboratory fees (average 3% per year approximately).
Basic Service, Billing Amount, and Terms:	\$610 after each regular service visit is complete. All other charges are due net 30 days from the date of the invoice.
Alarm/Emergency Call, and Repair Charges:	See Exhibit A.


Termination. The Client or Service Provider may terminate this Contract, without cause, upon 30 days written notice.

Client:

Sign: 
Signed by: Sheryl Kuhate
Date: 6/5/2023

Service Provider:

WEX Companies, Inc DBA Septic Check

Sign: 
Signed by: Brian Koski, Owner, Septic Check
Date: 5/1/2023