

OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting

Location: Community Center building in Ottertail City, MN

Date: Feb 12, 2025

Time: 4:00pm

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

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

Guests: Kyle Westergard

Quorum: yes

Next Meeting Date: Mar 12, 2025

1. **Meeting:** Called to order by Chair. Johnson
2. **Minutes:** Minutes were sent by email prior to meeting. Motion by Com. Damrau 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 Com. Bleichner; 2nd by Com. Erwin. **Motion passed.**
TOTAL CASH ON HAND
1/31/2025 \$748,757.04 12/31/2024: \$653,090.84
4. **Pay Bills:** Bills were presented by Adm. Kvidt. Motion by Sec. Dean to pay the bills; 2nd by Com. Damrau. Motion passed.
5. **MCIT:** payroll audit sent in.
6. **Tri-State Pump:** ordered pumps and floats.
7. **District window decal:** ordered.
8. **Taxes:** completed and mailed.
9. **Electric Pump:** met with them.
10. **Database.** Still looking.
11. **Manholes:** still researching.
12. **Non-compliance letters:** sent.
13. **OTC Commissioner meetings:** approved property transfers and Adm Kvidt presented the yearly report.
14. **Administrator's Report:** Admin Kvidt presented it.

Cindy Dean, Sec

Otter Tail Water Management District Monthly Meeting

Meeting Date: February 12th, 2025

Next Meeting Date: March 12th, 2025

Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
 - a. 1/29/2025 Otter Tail County January 2025 User Fee Settlement Check deposited into general account in amount of \$3,806.77.
 - b. All three CDs were renewed for 12 months at 4.05% with First National Bank.
4. Pay Bills
 - a. Two payments were made to Health Equity this month. The usual \$188.11 the district contributes to HSA Account and an additional payment of \$170.00 made by district and taken out of Alex Monthly Salary. This is reflected in the paycheck being lowered from previous months.
 - Moving forward a monthly payment of \$385.11 will be paid automatically.
5. 1/9/2025 Submitted 2024 Payroll Audit Report to MCIT
6. 1/22/2025 Ordered 10 New Septic Pumps from Tri-State Pump and Control and 50 new floats
 - a. 7-1.5 HP Myers Pumps and 3 .5 HP Myers Pumps
 - b. 25 on/off floats and 25 alarm floats
 - c. Waiting on this invoice and will pay when it is received
7. 1/12/2025 Ordered a new work decal for the back window of the new work truck. This will be installed when the weather cooperates.
8. 1/27/2025 2024 Tax Forms Completed, mailed out and submitted to the Federal and State Governments.
9. 1/30/2025 Met with Electric Pump. They want to sell us new pumps. They will be providing a cost sheet with pump specifications. We will compare this to what we are currently getting from Tri-State Pump and Controls.
 - a. Tri-State Pump and Control Pricing (if district orders 10 or more at a time)
 - 1.5HP Pump-\$1,793.33 per pump
 - .5HP Pump-\$1,395.00 per pump
 - b. Electric Pump Pricing (if district orders 10 or more at a time)
 - 1.5HP Pump-\$1,912.60 per pump
 - .5HP Pump-\$1,455.00 per pump
 - c. If an order is placed for less than 10 pumps the prices go up.
10. OTWMD Record Keeping Database Update
 - a. Still working on finding a database that will keep records in a way that makes sense for the district.
11. OTWMD Manholes Covers to Surface 2025 Update
 - a. Reached out to a couple of different contractors but neither has responded with a rough idea of a price to see if it's something the district would like to pursue this year.
12. Sent out Letters from the district in the last month
 - a. 3 Non-Compliant Letters sent to three properties with a respond by date of 2/28/2025
 - b. 334 Passive Pumping 2025 Letters
 - c. 18 New Property Owner Letters
13. Otter Tail County Commissioners Meetings Update
 - a. 1/28/2025 Met with the OTC Commissioners about adding 5 new properties to the district in 2025. This was a public hearing with no opposition. They will vote to approve these properties at the 2/11/2025 Commissioners Meeting.
 - b. 2/11/2025 OTWMD 2024 Annual Report to OTC Commissioners.
14. Attached at the back of the agenda packet is the survey drawings for the cluster drainfield land the district is buying from Jake Carr. They are finalizing the paperwork. Is the board ready to proceed with issuing a check when this is completed for the .75 Acres?

Administrator's Report:

1. 1/12/2025 39843 Winslow Lane. Alarm on. Loren Hawes visited the property and was able to get the pump to pump down. Everything appears to be working at this time.
 - a. 1/17/2025 Alarm back on at this property. Pump is no longer pumping to the drainfield. It appears the drainfield or line is frozen. The homeowner will have a pumper pump the tank. Since this is a freeze up the cost is up to the homeowner to pay.
2. 1/17/2025 40114 Wadena Road. The homeowner called and talked to Loren Hawes about having a frozen line. He was able to get it open but will have to watch it moving forward. Any cost to do with a frozen system will be paid for by the homeowner.
3. 1/18/2025 30539 Sate Highway 78. Rental property. The homeowner called and talked to Loren Hawes about slow drains in the cabin. Visited the property and found the tanks to be at the correct operating level.
 - a. 1/21/2025 Went to the rental again and verified that the pump is working. Everything appears to be as it should be at this time.
4. 1/20/2025 26461 State Highway 78. CIC Property. Alarm on. Both lines from lift station to drainfield appear to be frozen. Homeowners to have tanks pumped. Since it is a freeze up they are responsible for the cost of pumping.
5. 1/20/2025 39573 & 39583 County Highway 1. Alarm on. Visited property and the lift station is at the correct level and the properties are winterized. The alarm float is not working. I will replace all three floats on a warmer day. Disconnected alarm float for the time being.
 - a. 1/30/2025 Replaced all three floats with new. Everything now working as it should be.
6. 1/22/2025 27337 Blarney Trail. Alarm on. Visited property and tanks are at the correct operating level. A wire became loose in the control panel. Tightened wire and now everything is working as it should be. The homeowner will call if they notice any further issues.
7. 1/23/2025 36206 Lumberjack Road. Passive Property. The neighbor called about the alarm being on. Property is winterized. Reset the breakers and everything is now working as it should be.
8. 1/24/2025 27648 Pine Tree Road. Alarm on. The line from lift to mound appears to be frozen or the mound itself is frozen. Homeowner will contact a pumper/plumber to deal with this issue. Since it is a freeze up issue the homeowner is responsible for any cost.
9. 1/24/2025 38560 Eldorado Beach Road. Septic is backing up in the dwelling. Visited the property and found the line between the dwelling and septic tank appeared to be frozen. The homeowner was going to contact a plumber/pumper to deal with this issue. They will call if they have any further questions or concerns.
10. 1/26/2025 38958 Walker Lake Drive. Alarm on. Visited the property and found the line from the lift to the drainfield to be frozen. The homeowner will contact someone to jet the line or pump the tank. They are responsible for the cost since it is freezing up.
11. 1/30/2025 308 County Highway 1. Passive Property. Met the septic pumpers onsite to try and locate the buried septic tank. They are freezing up. We could not locate the tank in the frozen ground.
12. 1/30/2025 33050 Harvest Avenue. Alarm on. Lift Station is trying to pump but the line or mound appears to be frozen. The cabin is winterized. The homeowner will pay to have the tank pumped and wait for it to thaw in the spring.
13. 1/30/2025 41793 Riveria Drive. Septic Backing up inside. Visited the property and the septic and lift were at the correct levels. The homeowner will call a plumber or thaw the line themselves. Any cost is their responsibility due to the freeze up.
14. 1/31/2025 27339 Timber Hills Road. Septic backing up in the dwelling. Septic tank is overfull due to the line or the drainfield being frozen. Hawes Pumping pumped the tank. Any cost for this will be at the homeowner's expense due to the issue being a freeze up.
15. 2/2/2025 27277 Timber Hills Road. Septic backing up in the dwelling. Septic tank is overfull due to the line or the drainfield being frozen. Hawes Pumping pumped the tank. Any cost for this will be at the homeowner's expense due to the issue being a freeze up.

16. 2/3/2025 37520 Eldorado Beach Road. Alarm on. Visited property and system are frozen between lift and drainfield. The homeowner will contact a pumper, and this system will act as a holding tank until it thawed. This will be paid by the homeowner due to it being a freeze up.

2/3/2025

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

Checking Accounts	1/31/2025					Savings Acct	
	General Acct 4118	Tank/Line 7802	Pmps/Cntrl 7829	Pumping 7810	Money Mkt 0490	Rearing Pond 2140	Totals
Beginning balance January 1, 2025	\$23,080.75	\$6,383.77	\$4,215.11	\$5,887.17	\$282,159.97	\$11,257.31	\$332,984.08
Interest income for month	\$5.45	\$1.38	\$0.95	\$1.33	\$755.69	\$12.90	\$777.70
Receipts for month	\$5,306.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,306.77
Internal transfers	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
	\$38,392.97	\$6,385.15	\$4,216.06	\$5,888.50	\$282,915.66	\$11,270.21	\$349,068.55
January disbursements	\$17,028.99	\$680.30	\$0.00	\$0.00	\$0.00	\$0.00	\$17,709.29
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
Ending balance January 31, 2025	\$21,363.98	\$5,704.85	\$4,216.06	\$5,888.50	\$272,915.66	\$11,270.21	\$321,359.26

Disbursements for month

5 checks	\$12,332.65	Gen Acct
9 ACH pymts	\$4,696.34	Gen Acct
3 checks	\$680.30	Tank/Line
0 checks	\$0.00	Pumps/Controls
0 checks	\$0.00	Pumping

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrl	Pumping	Maturity Date
0001	4.05%	12 Month		\$252,962.58			1/20/2026
0002	4.05%	12 Month				\$29,061.25	1/20/2026
0003	4.05%	12 Month			\$145,373.95		1/20/2026
CD TOTALS				\$252,962.58	\$145,373.95	\$29,061.25	\$427,397.78
SAVINGS TOTALS							\$11,270.21
ACCOUNT TOTALS			\$21,363.98	\$258,667.43	\$149,590.01	\$34,949.75	\$272,915.66
			\$11,270.21				\$748,757.04

TOTAL CASH ON HAND	\$748,757.04
1/31/2025	

1/31/2024	\$653,090.84
------------------	---------------------

Otter Tail Water Management District Accounts Payable
2/12/2025

Balance in General Account on Date of Monthly Meeting(NOW 3)	\$	16,567.49	2/10/2025
Deposits made between January & February Monthly Meeting	\$	5,312.22	2/10/2025

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,309.89	46962	2/12/2025
Alex Kvidt	On-call/Balance of Salary	\$ 461.12	46963	2/12/2025
Alex Kvidt	Rent	\$ 375.00	46964	2/12/2025
Medica	Alex Kvidt Insurance	\$ 425.89	ACH	2/4/2025
HealthEquity	Alex Kvidt HSA	\$ 188.11	ACH	1/30/2025
HealthEquity	Alex Kvidt HSA	\$ 170.00	ACH	2/6/2025
Loren Hawes	On-call	\$ 1,845.78	46965	2/12/2025
Loren Hawes	Mileage	\$ 13.40	46966	2/12/2025
PERA	Contribution	\$ 1,311.41	ACH	2/4/2025
US Treasury	Federal Tax Deposit	\$ 2,433.19	ACH	2/3/2025
MN Dept of Revenue	State Tax Deposit	\$ 425.00	ACH	2/4/2025
Arvig	Internet/Phone	\$ 109.50	ACH	1/27/2025
Loffler	Computer Program	\$ 30.00	ACH	2/6/2025
	Subtotal	\$ 12,099.29		

General Account Total
\$ 12,893.47

Credit Card Charges

QuickBooks	Computer Program	\$ 35.00	ACH	2/2/2025
CyberSprout	Website	\$ 59.00	ACH	1/6/2025
Zoom	Computer Program	\$ 17.17	ACH	1/9/2025
Verizon	Cell Phones	\$ 70.02	ACH	1/22/2025
Adobe	Computer Program	\$ 21.56	ACH	2/2/2025
Amazon	Tax Forms	\$ 39.03	ACH	1/20/2025
Amazon	Printer Ink	\$ 154.76	ACH	1/23/2025
Amazon	Rear Truck Decal	\$ 37.56	ACH	1/26/2025
Battle Lake Standard	Vehicle Gas	\$ 59.76	ACH	1/22/2025
USPS	Postage	\$ 292.00	ACH	1/22/2025
Dollar General	Office Supplies	\$ 8.32	ACH	1/23/2025
	First National Bank	\$ 794.18	46967	2/12/2025

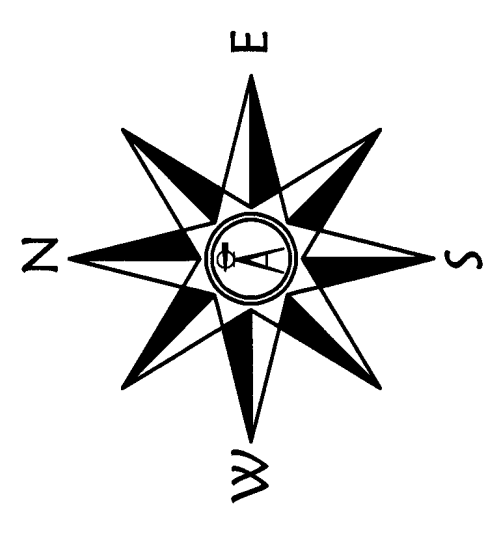
	Amount in account at Meeting Date:	\$ 5,888.50		2/10/2025
Pumping Fund Fees(NOW 1)				
	Subtotal:	\$ -		

	Amount in account at Meeting Date:	\$ 5,704.85		2/10/2025
Tanks & Lines Fees(NOW 2)				
Gopher One	Gopher One Calls	\$ 55.40	1891	2/12/2025
JD Locating	Locates	\$ 255.75	1892	2/12/2025
	Subtotal	\$ 311.15		

	Amount in account at Meeting Date:	\$ 4,216.06		2/10/2025
Pumps & Controls Fees(NOW)				
	Subtotal:	\$ -		

Total Bills Per Month \$

13,204.62



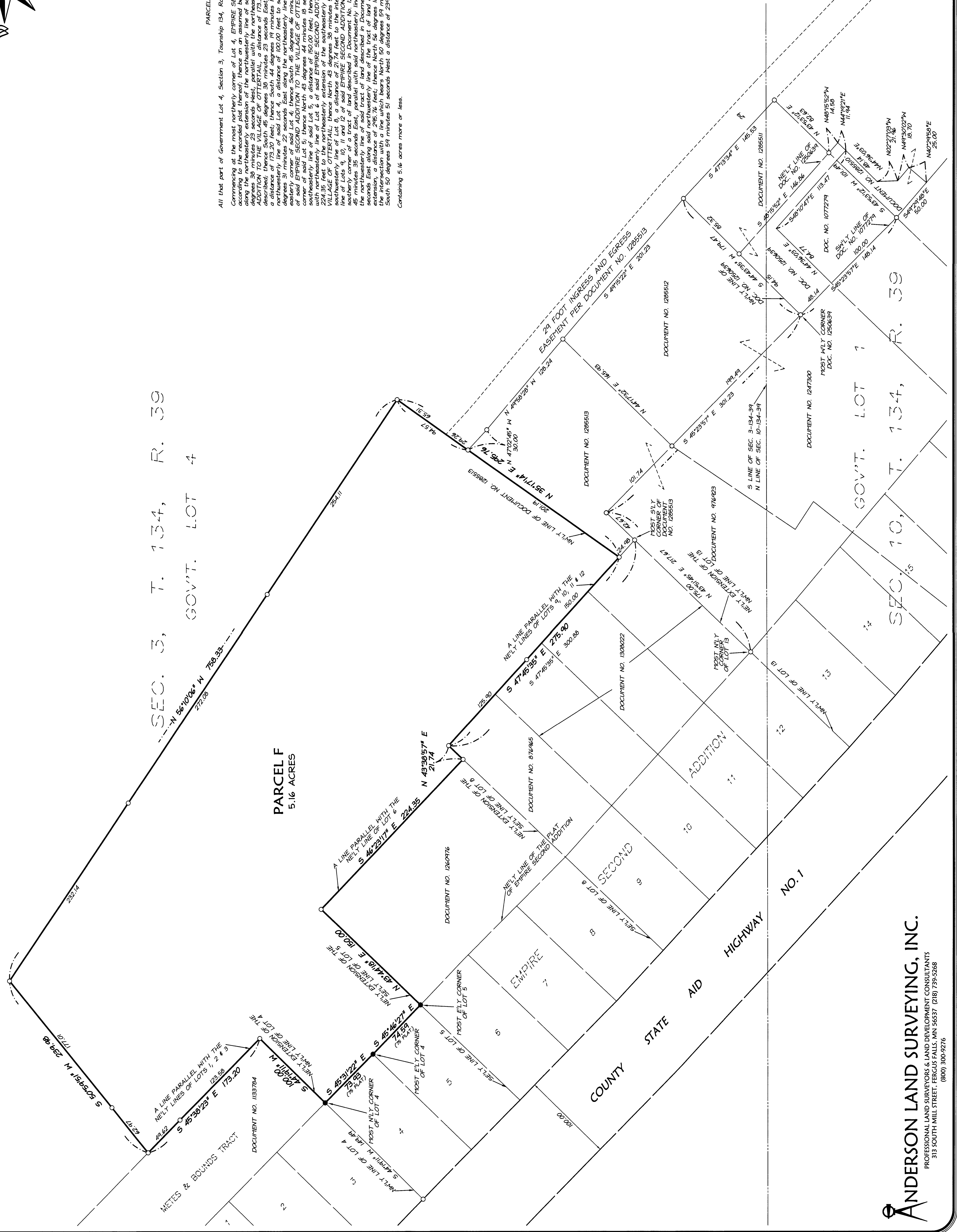
SCALE: 1 INCH = 50 FEET
 BEARINGS ARE BASED ON AN ASSUMED DATUM.
 ● DENOTES IRON MONUMENT FOUND.
 ○ DENOTES IRON MONUMENT SET MARKED *PLS 19620*.

SEC. 3, T. 134, R. 39
 GOV'T. LOT 4

PARCEL F

All that part of Government Lot 4, Section 3, Township 134, Range 39, Otter Tail County, Minnesota, described as follows:
 Commencing at the most northerly corner of Lot 4, ENPIRE SECOND ADDITION TO THE VILLAGE OF OTTERTAIL, according to the recorded plat thereof; thence on an assumed bearing of North 44 degrees 19 minutes 11 seconds East along the northwesterly extension of the northwesterly line of said Lot 4, a distance of 100.13 feet; thence South 30 degrees 23 minutes 23 seconds East, a distance of 173.20 feet to the point of beginning of the land to be described; thence South 45 degrees 30 minutes 23 seconds East, parallel with said northwesterly line of Lots 1, 2 and 3, a distance of 173.20 feet; thence South 44 degrees 46 minutes 46 seconds East, parallel with said northwesterly extension of the northwesterly line of said Lot 4, a distance of 73.43 feet to the most easterly corner of said Lot 4; thence South 46 degrees 46 minutes 27 seconds East, along the northwesterly line of Lot 5 of said ENPIRE SECOND ADDITION TO THE VILLAGE OF OTTERTAIL, a distance of 74.54 feet to the most easterly corner of said Lot 5; thence South 46 degrees 46 minutes 27 seconds East, parallel with the northwesterly line of Lot 6 of said ENPIRE SECOND ADDITION TO THE VILLAGE OF OTTERTAIL, a distance of 150.00 feet; thence South 46 degrees 23 minutes 17 seconds East, parallel with the northwesterly extension of the southwesterly line of Lot 8 of said ENPIRE SECOND ADDITION TO THE VILLAGE OF OTTERTAIL, a distance of 174.35 feet to the northwesterly corner of said Lot 8; thence South 46 degrees 23 minutes 17 seconds East, parallel with the northwesterly line of Lot 9, 10, 11 and 12 of said ENPIRE SECOND ADDITION TO THE VILLAGE OF OTTERTAIL, from the most southerly corner of a tract of land described in Document No. 1285513, as filed of public record; thence South 47 degrees 56 minutes 14 seconds East, along said northwesterly line of the tract of land described in Document No. 1285513; thence North 35 degrees 17 minutes 14 seconds East, a distance of 295.76 feet; thence North 56 degrees 10 minutes 06 seconds West a distance of 756.33 feet to the most northerly corner of said tract of land described in Document No. 1285513; thence North 56 degrees 10 minutes 06 seconds West a distance of 239.88 feet to the point of beginning; thence South 50 degrees 51 minutes 51 seconds West a distance of 239.88 feet to the point of beginning.
 Containing 5.16 acres more or less.

PARCEL F
 5.16 ACRES



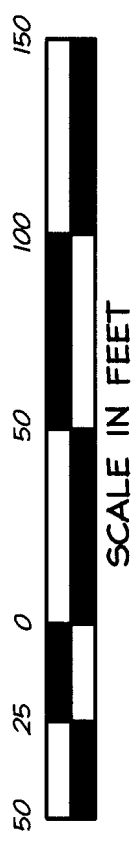
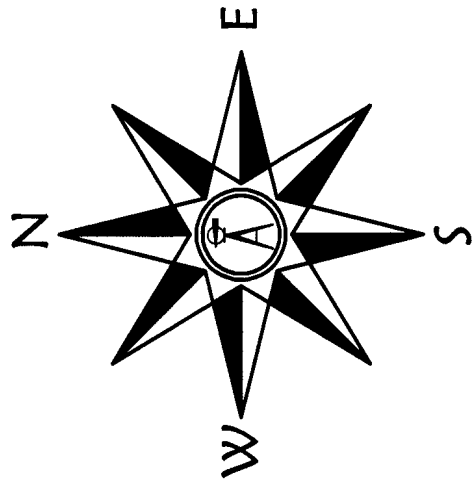
PROPERTY OWNER CERTIFICATE
 I hereby certify that the subdivided property described in the survey meets the County requirements for public road access and drainage treatment systems.

 Property Owner

SURVEYOR'S CERTIFICATE
 I hereby certify that this is a true and correct representation of a survey of the boundaries of the above described land, and that this survey was prepared by me or under my direct supervision and in accordance with the laws of the State of Minnesota. Dated this 11th day of February, 2025.

 David S. Anderson
 Professional Land Surveyor
 Minnesota License No. 19620

CERTIFICATE OF SURVEY FOR:			
BRAD CARR			
CONTRACT NO.	FOLDER	DRAWN BY	FIELD BOOK
169-24	169-24	JAK	ALS-252/33
DWG FILE	GRD FILE	CHECKED BY	FIELD CREW
169-24A	169-24	DAK	NJ
SEC-TMP-RG	REVISION:		DRAWING NUMBER
3-134-39			9749A



SCALE: 1 INCH = 50 FEET
BEARINGS ARE BASED ON AN ASSUMED DATUM.

- DENOTES IRON MONUMENT FOUND.
- DENOTES IRON MONUMENT SET MARKED 'PLS 19620'.

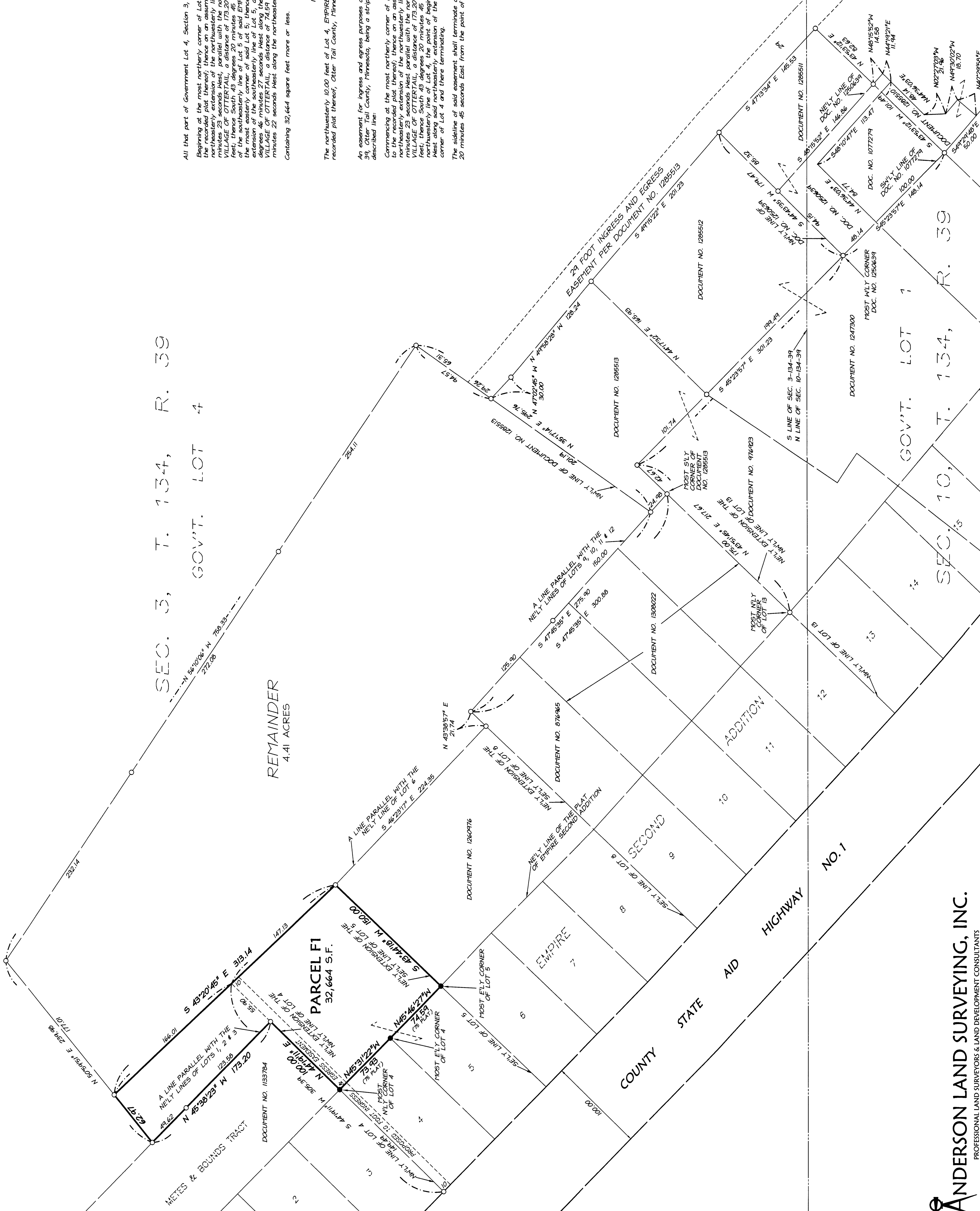
SEC. 3, T. 134, R. 39
GOV'T. LOT 4

PARCEL F1

All that part of Government Lot 4, Section 3, Township 134, Range 39, Other Tall County, Minnesota, described as follows:
Beginning at the most northerly corner of Lot 4, EMPIRE SECOND ADDITION TO THE VILLAGE OF OTTERTAIL, according to the recorded plat thereof; thence on an assumed bearing of North 44 degrees 19 minutes 11 seconds East along the northeasterly extension of the northeasterly line of said Lot 4, a distance of 100.00 feet; thence North 45 degrees 38 minutes 51 seconds East along the northeasterly extension of the northeasterly line of said Lot 4, a distance of 173.20 feet; thence North 51 degrees 05 minutes 51 seconds East along the northeasterly extension of the northeasterly line of said Lot 4, a distance of 173.20 feet; thence North 51 degrees 05 minutes 51 seconds East along the northeasterly extension of the northeasterly line of said Lot 4, a distance of 393.14 feet to a point on the northeasterly extension of the northeasterly line of said Lot 4; thence South 43 degrees 45 minutes 45 seconds West along said northeasterly extension of the northeasterly line of said Lot 4, a distance of 100.00 feet; thence North 45 degrees 38 minutes 51 seconds East along the northeasterly line of said Lot 4, a distance of 173.20 feet; thence North 51 degrees 05 minutes 51 seconds East along the northeasterly extension of the northeasterly line of said Lot 4, a distance of 173.20 feet; thence North 51 degrees 05 minutes 51 seconds East along the northeasterly extension of the northeasterly line of said Lot 4, a distance of 393.14 feet to a point on the northeasterly extension of the northeasterly line of said Lot 4; thence South 43 degrees 45 minutes 45 seconds West along said northeasterly extension of the northeasterly line of said Lot 4, a distance of 100.00 feet; thence North 45 degrees 38 minutes 51 seconds East along the northeasterly line of said Lot 4, a distance of 173.20 feet; thence North 51 degrees 05 minutes 51 seconds East along the northeasterly extension of the northeasterly line of said Lot 4, a distance of 173.20 feet; thence North 51 degrees 05 minutes 51 seconds East along the northeasterly extension of the northeasterly line of said Lot 4, a distance of 393.14 feet to the most easterly corner of said Lot 4; thence North 45 degrees 38 minutes 51 seconds East along the northeasterly line of said Lot 4, a distance of 100.00 feet to the point of beginning.
Containing 32,664 square feet more or less.

INGRESS AND EGRESS EASEMENT

The northeasterly 10.00 feet of Lot 4, EMPIRE SECOND ADDITION TO THE VILLAGE OF OTTERTAIL, according to the recorded plat thereof, Other Tall County, Minnesota.
AND
An easement for ingress and egress purposes over and across that part of Government Lot 4, Section 3, Township 134, Range 39, Other Tall County, Minnesota, being a strip of land 10.00 feet in width, lying to the left of and adjoining the following described line:
Commencing at the most northerly corner of Lot 4, EMPIRE SECOND ADDITION TO THE VILLAGE OF OTTERTAIL, according to the recorded plat thereof; thence on an assumed bearing of North 44 degrees 19 minutes 11 seconds East along the northeasterly extension of the northeasterly line of said Lot 4, a distance of 100.00 feet; thence North 45 degrees 38 minutes 51 seconds East along the northeasterly extension of the northeasterly line of said Lot 4, a distance of 173.20 feet; thence North 51 degrees 05 minutes 51 seconds East along the northeasterly extension of the northeasterly line of said Lot 4, a distance of 173.20 feet; thence North 51 degrees 05 minutes 51 seconds East along the northeasterly extension of the northeasterly line of said Lot 4, a distance of 393.14 feet to a point on the northeasterly extension of the northeasterly line of said Lot 4; thence South 43 degrees 45 minutes 45 seconds West along said northeasterly extension of the northeasterly line of said Lot 4, a distance of 100.00 feet; thence North 45 degrees 38 minutes 51 seconds East along the northeasterly line of said Lot 4, a distance of 173.20 feet; thence North 51 degrees 05 minutes 51 seconds East along the northeasterly extension of the northeasterly line of said Lot 4, a distance of 173.20 feet; thence North 51 degrees 05 minutes 51 seconds East along the northeasterly extension of the northeasterly line of said Lot 4, a distance of 393.14 feet to the most easterly corner of Lot 4; thence North 45 degrees 38 minutes 51 seconds East along the northeasterly line of said Lot 4, a distance of 100.00 feet to the point of beginning of above described line.
The sideline of said easement shall terminate on the northeasterly line of said Lot 4 and a line which bears South 43 degrees 20 minutes 45 seconds East from the point of beginning of above described line.



PROPERTY OWNER CERTIFICATE
I hereby certify that the subdivided property described in the survey meets the County requirements for public road access and drainage treatment systems.

Property Owner _____

SURVEYOR'S CERTIFICATE

I hereby certify that this is a true and correct representation of a survey of the boundaries of the above described land, and that this survey was prepared by me or under my direct supervision and in accordance with the laws of the State of Minnesota, dated this 11th day of February, 2025.

David A. Anderson
Professional Land Surveyor
Minnesota License No. 15860

CERTIFICATE OF SURVEY FOR:			
CARR'S TREE SERVICE			
CONTRACT NO.	FOLDER	DRAWN BY	FIELD BOOK
164-24	164-24	JAK	ALS-252/33
DWG FILE	GRD FILE	CHECKED BY	FIELD CREW
164-24B	164-24	DAK	MJ
SEC-TMP-RG	REVISION:	DRAWING NUMBER	
3-134-39		9749B	