

OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting minutes

Location: Community Center building in Ottertail City, MN

Date: Sept 10, 2025

Time: 4:00pm

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

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

Members absent: Com. Erwin, Chair. Johnson

Guests: Kyle Westergard

Quorum: yes

Next Meeting Date: Oct 8, 2025 or TBD

1. **Meeting:** Called to order by Com. Bleichner
2. **Minutes:** Minutes were sent by email prior to the meeting.
Motion by Treas. Wheeler to accept the minutes.
2nd by Com. Langren. **Motion passed.**
3. **Treasurer's Report:** The report was presented by Treas. Wheeler.
Motion to accept the report by Sec. Dean;
2nd by Com. Cannady. **Motion passed.**

TOTAL CASH ON HAND

8/31/2025: \$784,755.45 **8/31/2024** \$734,907.66

4. **Pay Bills:** Bills were presented by Adm. Kvidt.
Motion by Com. Langren to pay the bills;
2nd by Treas. Wheeler. **Motion passed.**
5. **October 8th, 2025** TBD
6. **Deer Lake issue:** going through the court process.
7. **Active Maintenance Replacement Update:** presented by Adm. Kvidt
8. **OTWMD 2026 User Fees:** leave as is.
9. **2026 Adm contract:** work in process,
10. **On-Call work:** website and phone messages have been changed to reflect the new changes.
11. **Jake Christensen:** mowing clusters again and considering on-call job.
12. **Manhole covers and spray foam:** more ordered.
13. **State and Federal Quarter 3 reports:** filed.
14. **Administrator's Report** presented.

Meeting Adjourned. Cindy Dean, Sec

Otter Tail Water Management District Monthly Meeting

Meeting Date: September 10th, 2025

Next Meeting Date: October 8th, 2025

Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
4. Pay Bills
 - a. Transferred Money to cover bills from Money Market to:
 - 9/8/2025 General Account \$10,000.00
 - 9/8/2025 Pumping Account \$30,000.00
 - 9/8/2025 Tanks & Lines Account \$5,000.00
5. Boards thoughts on potentially moving the October 8th, 2025, monthly board meeting to a different day.
6. Deer Lake Property Owner Dispute Update
7. Active Maintenance Replacement Update
 - a. 40570 Holiday Trail
 - Brogard Plumbing hired to replace the septic drainfield on this property. The district is responsible for 2 of the 3-bedroom replacement drainfield.
 - Working with Brogard Plumbing and the homeowner on a timeline.
 - b. 38675 Wagon Trail Loop
 - Brogard Plumbing hired to replace the septic drainfield on this property.
 - Working with Brogard Plumbing and the homeowner on a timeline.
8. OTWMD 2026 User Fee's
 - a. What does the board want to do with the 2026 User Fee's?
9. 8/28/2025 Alex Kvidt met with Nancy Johnson and Harold Wheeler to discuss next year's contract and a yearly review. Will bring the contract to the board when a draft is finalized.
10. 9/2/2025 OTWMD website and voicemails were changed to reflect the changes in On-Call work for the district.
 - a. Board any questions about this?
 - b. Still looking for someone to fill in for when Alex Kvidt is on vacation. Any thoughts by the board?
 - Talked to Jake Christensen and he is possibly interested. Boards thoughts?
11. Jake Christensen is mowing all the cluster sites for the second time this year. Lot of growth from the wet conditions this year. Want to get it knocked down so next spring it isn't overgrown. Waiting on the bill for this.
12. 8/25/2025 Ordered 15 more plastic manhole covers and spray foam.
 - a. Picked up more riser pipe from Schmidt Excavating. Waiting on the bill.
13. 9/2/2025 Filed State and Federal Quarter 3 reports.

Administrator's Report:

1. Manhole Covers 2025
 - a. 8/19/2025 27734 340th Avenue. Riser pipe and manhole cover brought to surface.
 - b. 8/20/2025 30749 and 30747 430th Avenue. Manhole covers brought to surface and concrete covers replaced with plastic manhole covers. Completed this work with Hawes Pumping.
 - c. 8/25/2025 309 State Highway 78. . Manhole cover brought to surface and concrete covers replaced with plastic manhole covers. Completed this work with Hawes Pumping.
 - d. 8/27/2025 307 State Highway 78. Manhole cover brought to surface and concrete covers replaced with plastic manhole covers. Completed this work with Hawes Pumping.

- e. 9/4/2025 27548 County Highway 83. Manhole cover brought to surface and concrete covers replaced with plastic manhole covers. Completed this work with Hawes Pumping.
 - f. 486/1171 (41.5%) Active Maintenance Properties manhole covers to surface.
 - i. 102 Active Maintenance Properties manholes brought to surface this calendar year either through district work or new installations. 198 active maintenance properties manholes brought to surface in the last 2 calendar years.
2. 8/11/2025 36088 County Highway 72. Renter was concerned that septic was surfacing in the yard. Visited the property and the system appears to be working as it should be and there is no evidence of any septic surfacing in the yard at this time. The renter will call if they notice any further issues.
 3. 8/14/2025 36218 Augustana Drive. Pump is out. Hawes Pumping pumped out the tanks. Homeowner to call if alarm comes back on before pump is replaced.
 - a. 8/18/2025 Replaced pump with new Zoeller BN 152. Everything appears to be working as it should be at this time. The homeowner will call if they notice any further issues.
 4. 8/18/2025 34456 Deer Lake Road. Alarm light is not working during 2025 active pumping list. Replaced light bulb. Everything now appears to be working as it should be.
 5. 8/18/2025 36164 Lumberjack Road. Met with homeowner to discuss the rules regarding a holding tank for a new proposed garage. They will call if they have further questions.
 6. 8/18/2025 37142 Roinez Trail. Alarm on. Replaced the contactor in the alarm panel. Everything now appears to be working as it should be at this time. The homeowner will call if they notice any further issues.
 7. 8/18/2025 39363 Clearmont Road. Septic backing up over the weekend. The homeowner removed a blockage from the inlet baffle. They will call if they notice any further issues.
 8. 8/18/2025 39663 County Highway 1. Passive Property. Met with homeowner and located the septic tank for the pumping of the system.
 9. 8/25/2025 42108 County Highway 1. Alarm on. The pump is out. Hawes Pumping pumped out the tanks. Will be working with a contractor to replace the pump.
 - a. 8/27/2025 Working with Brogards Plumbing replaced the pump with a new .5 HP Myers pump. Everything appears to be working as it should be at this time. The homeowner will call if they notice any further issues.
 10. 8/26/2025 30629 State Highway 78. Septic backing up in the cabin. Visited the property and found that the tank and lift are working as they should. The issue is between the house and tank. The homeowner will contact a plumber. They will call if they have any further questions.
 11. 8/31/2025 31891 Dogwood Cir. Septic is backing up in the cabin. The homeowner cleared a blockage from the inlet of the septic tank before I could get there. Everything now appears to be working as it should be. They will call if they notice any further issues.
 12. 9/1/2025 37878 Eldorado Beach Road. Septic backing up in the cabin. This property has root issues. The homeowner were leaving so I will be checking this out this week. I will update after I have been onsite.
 - a. 9/2/2025 Roots are in the inlet pipe. The homeowner will call a plumber to roto rooter the sewer line.
 - b. 9/4/2025 Homeowner had a plumber come out that claimed the tank was overfull. I went back to the property again and confirmed the issue is in the sewer line and not the septic tank. The homeowner will contact a plumber again.
 13. 9/1/2025 42344 County Highway 1. Septic backing up into the cabin. Pump is not working. Hawes Pumping pumped out that day. Will update after the pump is replaced. The homeowner will call if they notice any issues in the meantime.
 - a. 9/2/2025 Replaced pump with new Zoeller BN 152. Replaced the on/off float as well. Everything appears to be working as it should be at this time. The homeowners will call if they notice any further issues.
 14. 9/8/2025 42680 Pleasure Park Road. Roots in sewer line between septic tank and lift station. Brogard Plumbing roto rooter the line. Everything appears to be working as it should be at this time. The homeowner will call if they notice any further issues.

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

8/31/2025

Savings Acct

Checking Accounts	General Acct	Tank/Line	Pmps/Cntrls	Pumping	Money Mkt	Rearing Pond	Totals
	4118	7802	7829	7810	0490	2140	
Beginning balance August 1, 2025	\$9,407.53	\$13,811.46	\$7,969.80	\$17,722.63	\$143,230.84	\$11,162.47	\$203,304.73
Interest income for month	\$3.78	\$3.30	\$2.15	\$3.54	\$219.81	\$12.80	\$245.38
Receipts for month	\$2,062.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,062.80
Internal transfers	\$15,000.00	\$10,000.00	\$5,000.00	\$8,000.00	\$0.00	\$0.00	\$38,000.00
	\$26,474.11	\$23,814.76	\$12,971.95	\$25,726.17	\$143,450.65	\$11,175.27	\$243,612.91
August disbursements	\$12,976.59	\$18,345.99	\$5,863.20	\$19,618.00	\$0.00	\$0.00	\$56,803.78
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$38,000.00	\$0.00	\$38,000.00
Ending balance August 31, 2025	\$13,497.52	\$5,468.77	\$7,108.75	\$6,108.17	\$105,450.65	\$11,175.27	\$148,809.13

Disbursements for month

5 checks	\$8,100.23	Gen Acct
7 ACH pymts	\$4,876.36	Gen Acct
6 checks	\$18,345.99	Tank/Line
4 checks	\$5,863.20	Pumps/Controls
1 checks	\$19,618.00	Pumping

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrls	Pumping	Maturity Date
0001	4.05%	12 Month		\$258,022.18			1/20/2026
0002	4.05%	12 Month				\$29,642.51	1/20/2026
0003	4.05%	12 Month			\$148,281.63		1/20/2026
SPEC0001	4.25%	7 Month	\$200,000.00				2/15/2026
CD TOTALS			\$200,000.00	\$258,022.18	\$148,281.63	\$29,642.51	\$635,946.32

SAVINGS TOTALS						\$11,175.27
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ACCOUNT TOTALS	\$213,497.52	\$263,490.95	\$155,390.38	\$35,750.68	\$105,450.65	\$11,175.27	\$784,755.45
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TOTAL CASH ON HAND	\$784,755.45
8/31/2025	

8/31/2024	\$734,907.66
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Otter Tail Water Management District Accounts Payable
9/10/2025

Balance in General Account on Date of Monthly Meeting(NOW 3)	\$	19,007.53	9/8/2025
Deposits made between August & Septmber Monthly Meeting	\$	678.98	9/8/2025

General Account Total
\$ 13,217.64

General Fund Bills:		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,500.01	47010	9/10/2025
Alex Kvidt	On-call/Balance of Salary	\$ 464.53	47011	9/10/2025
Alex Kvidt	Rent	\$ 375.00	47012	9/10/2025
Medica	Alex Kvidt Insurance	\$ 426.89	ACH	9/3/2025
HealthEquity	Alex Kvidt HSA	\$ 358.11	ACH	9/5/2025
Loren Hawes	On-call	\$ 1,051.66	47013	9/10/2025
Loren Hawes	Mileage	\$ 58.80	47014	9/10/2025
PERA	Contribution	\$ 1,220.82	ACH	9/3/2025
US Treasury	Federal Tax Deposit	\$ 2,354.17	ACH	9/2/2025
MN Dept of Revenue	State Tax Deposit	\$ 450.00	ACH	9/3/2025
Arvig	Internet/Phone	\$ 120.55	ACH	8/26/2025
Loffler	Computer Program	\$ 30.00	ACH	9/5/2025
	Subtotal	\$ 11,410.54		

Credit Card Charges		Amount:	Check Number	
QuickBooks	Computer Program	\$ 38.00	ACH	9/2/2025
CyberSprout	Website	\$ 59.00	ACH	8/6/2025
Zoom	Computer Program	\$ 18.24	ACH	8/10/2025
Verizon	Cell Phones	\$ 70.42	ACH	8/22/2025
Adobe	Computer Program	\$ 21.56	ACH	9/1/2025
Battle Lake Standard	Vehicle Gas	\$ 62.50	ACH	8/6/2025
Battle Lake Standard	Vehicle Gas	\$ 62.68	ACH	8/19/2025
Amazon	Manhole Covers	\$ 1,369.40	ACH	8/26/2025
Amazon	Spray Foam	\$ 40.79	ACH	8/27/2025
Battle Lake Standard	Vehicle Gas	\$ 64.51	ACH	8/29/2025
	First National Bank	\$ 1,807.10	47015	9/10/2025

Amount in account at Meeting Date:		\$		9/8/2025
Pumping Fund Fees(NOW 1)				
Hawes Pumping	Active Pumping and Breakdowns	\$ 32,488.00	425	9/10/2025
	Subtotal:	\$ 32,488.00		

Amount in account at Meeting Date:		\$		9/8/2025
Tanks & Lines Fees(NOW 2)				
Gopher One	Gopher One Calls	\$ 89.10	1915	9/10/2025
JD Locating	Locates	\$ 1,842.45	1916	9/10/2025
	Subtotal	\$ 1,931.55		

Amount in account at Meeting Date:		\$		9/8/2025
Pumps & Controls Fees(NOW)				
Brogard Plumbing	38314 Eldorado Beach Road Pump Replacement	\$ 425.54	1570	9/10/2025
Brogard Plumbing	Zoeller BN 152 Pump	\$ 614.03	1571	9/10/2025
Brogard Plumbing	Zoeller BN 152 Pump	\$ 614.03	1572	9/10/2025
Brogard Plumbing	Pump Replacement 42108 County Highway 1 and New Zoeller BN 152 Pump and septic supplies	\$ 1,039.31	1573	9/10/2025
	Subtotal:	\$ 2,692.91		

Total Bills Per Month \$

50,330.10