

# OTWMD

Otter Tail Water Management District

**Event:** The OTWMD monthly board meeting minutes

**Location:** Community Center building in Ottertail City, MN

**Date:** Oct 8, 2025

**Time:** 4:00pm

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

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

**Members absent:** Com. Erwin

**Guest:** Loren Hawes

**Quorum:** yes

**Next Meeting Date:** Nov 12, 2025

1. **Meeting:** Called to order by Chair. Johnson

2. **Minutes:** Minutes were sent by email prior to the meeting.  
Motion by Treas. Wheeler to accept the minutes.  
2<sup>nd</sup> by Com. Cannady. **Motion passed.**

3. **Treasurer's Report:** The report was presented by Treas. Wheeler.  
Motion to accept the report by Com. Langren;  
2<sup>nd</sup> by Com. Bleichner. **Motion passed.**

## TOTAL CASH ON HAND

**9/30/2025:** \$735,605.09 **9/30/2024** \$691,729.19

4. **Pay Bills:** Bills were presented by Adm. Kvidt.  
Motion by Com. Bleichner to pay the bills;  
2<sup>nd</sup> by Sec. Dean. **Motion passed.**

5. **Deer Lake Property Owner Dispute Update:** 3 week extension

6. **On Call Personnel**

- a. Jake Christensen has started as the on-call person for the district
- b. Loren Hawes has retired from this position.

7. **Carlson SV Audit 2025**

9/18/2025 Signed and returned the audit engagement letter for next year's audit

8. **Manholes ordered.**

9. **2025 Active Maintenance Pumping List;** Completed

10. **Alex Kvidt Contract Update:** family leave to be redone.

11 **Administrator's Report:** presented by Admin Kvidt

Adjournment by Harold and Stacy Cindy Dean, Sec.

## **Otter Tail Water Management District Monthly Meeting**

**Meeting Date:** October 8<sup>th</sup>, 2025

**Next Meeting Date:** November 12<sup>th</sup>, 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:
    - 10/6/2025 General Account: \$10,000.00
    - 10/6/2025 Pumping Account: \$20,000.00
    - 10/6/2025 Tanks & Lines Account: \$5,000.00
    - 10/6/2025 Pumps & Controls Account: \$5,000.00
5. Deer Lake Property Owner Dispute Update
6. On Call Personnel
  - a. Jake Christensen has started as the on-call person for the district
  - b. Loren Hawes has retired from this position
7. Carlson SV Audit 2025
  - a. 9/18/2025 Signed and returned the audit engagement letter for next year's audit.
8. 9/22/2025 Ordered 10 more manhole covers and spray foam. Also picked up another stick of riser pipe from Schmidt Excavating.
9. 2025 Active Maintenance Pumping List Completed
  - a. Hawes Pumping submitted the reports to the district and all properties pumped this year were saved in the district database.
10. Alex Kvidt Contract Update
  - a. 10/3/2025 Met with Harold Wheeler and Nancy Johnson to discuss the renewal of Alex Kvidt's contract after it ends 5/31/2026.
  - b. Boards thoughts on Family Medical Leave in next contract

### **Administrator's Report:**

1. Manhole Covers 2025
  - a. 9/9/2025 115 State Highway 78. Working with Hawes Pumping during the 2025 active pumping list, brought the manhole cover to surface and replaced the concrete cover with a plastic manhole cover.
  - b. 9/9/2025 117 Sunset Drive. Working with Hawes Pumping during the 2025 active pumping list, brought the manhole cover to surface.
  - c. 9 Cluster Site stilling tanks manhole covers brought to surface in September. All Cluster site stilling tanks now have the manhole covers to surface. This will make it easier for maintenance in the future.
  - d. 10/6/2025 38524 Eldorado Beach Road. Manhole cover brought to surface and concrete cover replaced with plastic manhole cover.
2. 9/11/2025 42680 Pleasure Park Road. Septic backing up into the cabin. Roots in the line between the septic tank and lift station. Brogard Plumbing-Roto Rooted the sewer line between the two. They will be digging down and resealing the pipe to stop the root issues from redeveloping.
3. 9/29/2025 39797 Clearmont Road. Alarm on. Service call. Jake Christensen visited the property and discovered that the pump is no longer working. Hawes Pumping pumped out the tanks.
  - a. 10/1/2025 Visited the property and replaced the pump with a new Zoeller BN 152 Pump. Precision Electric will be replacing the GFI outlet this week as well.
  - b. 10/3/2025 Precision Electric Replaced the outlet.



10/1/2025

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

**9/30/2025**

Checking Accounts	9/30/2025					Savings Acct	
	General Acct 4118	Tank/Line 7802	Pmps/Cntrl 7829	Pumping 7810	Money Mkt 0490	Rearing Pond 2140	Totals
Beginning balance September 1, 2025	\$13,497.52	\$5,468.77	\$7,108.75	\$6,108.17	\$105,450.65	\$11,175.27	\$148,809.13
Interest income for month	\$3.01	\$1.68	\$1.12	\$2.82	\$121.81	\$12.40	\$142.84
Receipts for month	\$1,037.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,037.60
Internal transfers	\$10,000.00	\$5,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$45,000.00
	\$24,538.13	\$10,470.45	\$7,109.87	\$36,110.99	\$105,572.46	\$11,187.67	\$194,989.57
September disbursements	\$13,218.34	\$1,931.55	\$2,692.91	\$32,488.00	\$0.00	\$0.00	\$50,330.80
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00
Ending balance September 30, 2025	\$11,319.79	\$8,538.90	\$4,416.96	\$3,622.99	\$60,572.46	\$11,187.67	\$99,658.77

Disbursements for month

6 checks	\$8,257.10	Gen Acct
7 ACH pymts	\$4,961.24	Gen Acct
2 checks	\$1,931.55	Tank/Line
4 checks	\$2,692.91	Pumps/Controls
1 check	\$32,488.00	Pumping

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrl	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
<b>CD TOTALS</b>			\$200,000.00	\$258,022.18	\$148,281.63	\$29,642.51	\$635,946.32
<b>SAVINGS TOTALS</b>							\$11,187.67
<b>ACCOUNT TOTALS</b>			\$211,319.79	\$266,561.08	\$152,698.59	\$33,265.50	\$735,605.09

<b>TOTAL CASH ON HAND</b>	<b>\$735,605.09</b>
<b>9/30/2025</b>	

<b>9/30/2024</b>	<b>\$691,729.19</b>
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Otter Tail Water Management District Accounts Payable

10/8/2025		
<b>Balance in General Account on Date of Monthly Meeting(NOW 3)</b>	\$	<b>17,448.00</b>
<b>Deposits made between Septmber &amp; October Monthly Meeting</b>	\$	<b>678.21</b>

General Account Total  
\$ 11,523.99

**General Fund Bills:**

		<b>Amount:</b>	<b>Check Number</b>	
Alex Kvidt	Monthly Salary	\$ 4,500.01	47016	10/8/2025
Alex Kvidt	On-call/Balance of Salary	\$ 121.13	47017	10/8/2025
Alex Kvidt	Rent	\$ 375.00	47018	10/8/2025
Medica	Alex Kvidt Insurance	\$ 426.89	ACH	10/2/2025
HealthEquity	Alex Kvidt HSA	\$ 358.11	ACH	10/6/2025
Jake Christensen	On-call	\$ 536.56	47020	10/8/2025
Jake Christensen	Mileage	\$ 26.60	47021	10/8/2025
PERA	Contribution	\$ 1,080.82	ACH	10/7/2025
US Treasury	Federal Tax Deposit	\$ 2,201.17	ACH	10/6/2025
MN Dept of Revenue	State Tax Deposit	\$ 450.00	ACH	10/7/2025
Arvig	Internet/Phone	\$ 121.25	ACH	9/26/2025
Loffler	Computer Program	\$ 30.00	ACH	10/3/2025
	Subtotal	\$ 10,227.54		

**Credit Card Charges**

QuickBooks	Computer Program	\$ 38.00	ACH	10/2/2025
CyberSprout	Website	\$ 59.00	ACH	9/7/2025
Zoom	Computer Program	\$ 18.24	ACH	9/9/2025
Verizon	Cell Phones	\$ 70.46	ACH	9/22/2025
Adobe	Computer Program	\$ 21.56	ACH	10/1/2025
Crossroads Convenience	Vehicle Gas	\$ 67.23	ACH	9/7/2025
Cenex	Vehicle Gas	\$ 63.32	ACH	9/19/2025
Amazon	Spray Foam	\$ 47.25	ACH	9/23/2025
Amazon	Plastic Manhole Covers	\$ 848.80	ACH	9/23/2025
Battle Lake Standard	Vehicle Gas	\$ 62.59	ACH	10/2/2025
	First National Bank	\$ 1,296.45	47022	10/8/2025

	<b>Amount in account at Meeting Date:</b>	\$ 23,622.99		<b>10/8/2025</b>
<b>Pumping Fund Fees(NOW 1)</b>				
Hawes Pumping	Active Pumping and Breakdowns	\$ 16,433.00	426	10/8/2025
	<b>Subtotal:</b>	\$ 16,433.00		

	<b>Amount in account at Meeting Date:</b>	\$ 13,538.90		<b>10/8/2025</b>
<b>Tanks &amp; Lines Fees(NOW 2)</b>				
Brogard Plumbing	Roto rooting sewer line between tank and lift at 42680 Pleasure Park Road	\$ 377.50	1917	10/8/2025
Jake Christensen	Cluster Drainfield Mowing	\$ 2,365.00	1918	10/8/2025
Gopher One	Gopher One Calls	\$ 105.30	1919	10/8/2025
JD Locating	Locates	\$ 2,381.50	1920	10/8/2025
	<b>Subtotal</b>	\$ 5,229.30		

	<b>Amount in account at Meeting Date:</b>	\$ 9,416.96		<b>10/8/2025</b>
<b>Pumps &amp; Controls Fees(NOW)</b>				
Tri State Pump and Control	On/Off Floats	\$ 1,601.27	1574	10/8/2025
Precision Electric	Active Maintenance Replace outlet at 39797 Clearmont Road	\$ 255.87	1575	10/8/2025
	<b>Subtotal:</b>	\$ 1,857.14		

Total Bills Per Month \$

35,043.43