

OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting minutes

Location: Community Center building in Ottertail City, MN

Date: Nov 12, 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

Guests: Ryan and Michelle Weber

Quorum: yes

Next Meeting Date: Dec 10, 2025

1. **Meeting:** Called to order by Chair. Johnson
2. **Minutes:** Minutes were sent by email prior to the meeting.
Motion by Com. Bleichner to accept the minutes.
2nd by Com. Cannady. **Motion passed.**
3. **Treasurer's Report:** The report was presented by Treas. Wheeler.
Motion to accept the report by Com. Langren;
2nd by Sec. Dean. **Motion passed.**
TOTAL CASH ON HAND
10/31/2025: \$873,621.33 10/31/2024 \$820,289.11
4. **Pay Bills:** Bills were presented by Adm. Kvidt.
Motion by Com. Bleichner to pay the bills;
2nd by Com. Cannady. **Motion passed.**
5. **36411 Segar Road. Passive Maintenance Property:** tabled until December meeting.
6. **No issues**
7. **Deer Lake Property Dispute:** no decision
8. **Active Maintenance Update 2025** given by Adm. Kvidt
9. **Non-Compliant System Update:** resolved.
10. **D. Erwin:** to be renewed.
11. Board agrees to update the computer and record keeping program.
- 12 Administrator's Report given.

Meeting Adjourned.

Cindy Dean, Sec.

Otter Tail Water Management District Monthly Meeting

Meeting Date: November 12th, 2025

Next Meeting Date: December 10th, 2025

Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
 - a. 10/28/2025 User Fee Settlement Check \$172,827.97 from Otter Tail County Property Tax Assessments. Transferred from General Account to Money Market Account.
4. Pay Bills
 - a. Transferred Money to cover bills from Money Market to:
 - 11/5/2025 General Account \$20,000.00
 - 11/5/2025 Tanks & Lines Account: \$15,000.00
 - b. Bill Sheet adjustment from October 2025. Shorted Jake Christensen on his mowing bill last month. The difference is on this month's bill sheet.
 - c. Two different \$10.00 fees were charged to the money market account for October for having a low balance. That should be rectified now that the 2025 October User Fee Settlement has been deposited.
5. 36411 Segar Road. Passive Maintenance Property. Ryan Weber is here to talk to the board. The Septic Tank did not pass compliance inspection. Ryan Weber would like to hook up to the existing cluster drainfield on Segar Road. Board Thoughts?
6. 10/28/2025 Otter Tail County Commissioners Public Hearing for OTWMD regarding new additions for User Fees for 2026.
 - a. No Attendees for the public hearing.
 - b. 11/4/2025 OTC Commissioners Approved User Fees for 2026 for 4 additional brand new properties that got new systems in 2025.
7. Deer Lake Property Dispute Update
8. Active Maintenance Update 2025
 - a. 11/3/2025 33829 Long Lake Road. 3 Bedroom septic system failed inspection by Stoll Inspections.
 - 11/5/2025 Met Scott's Septic Services onsite to design a new drainfield. This will be sent out for bids once the design is completed. Will then work with the new homeowner and contractor on installing the system.
 - b. 10/202/25 40570 Holiday Trail. Brogard Plumbing installed the replacement drainfield. Waiting for this bill for this active replacement system.
9. Non-Compliant System Update
 - a. Both properties that were sent letter last winter for bringing their system into compliance have now done so. These are now resolved.
10. 10/22/2025 Ordered 15 Manhole Covers and a case of Spray Foam from Amazon
 - a. Bill on the bill sheet.
11. Dave Erwins term on the board is up at the end of 2025. Boards thoughts on this?
12. The district needs to look into updated the work desktop computer and record keeping program. The best time to do these changes is in the winter months. Boards thoughts?

Administrator's Report:

1. Manholes to Surface Update 2025
 - a. To date, 564/1189 (47.4%) Active Maintenance Properties have the septic covers to surface.
 - b. 180 Properties have had their manhole covers brought to surface in 2025.
 - i. 62 of those properties have been brought to surface since October 1st, 2025.

- ii. The properties worked on this fall were the Greenwood Association, Balmoral Condos, Madsen Beach Road and Mar Tee Beach Road. All active systems on those areas are now to the surface.
 - iii. The next section for this work will be Clearmont Road next Spring.
 - c. 189/377 (50.1%) of 2025 Active Pumping list is now to surface. With the hope to do more on this list by next Spring.
- 2. 10/13/2025 207 State Highway 78. Replaced all three floats with new. System is now working as it should be. The homeowner will call if they notice any further issues.
- 3. 10/13/2025 Marked Septic tanks and lift stations on Bay View Road and Blarney Road Cluster systems. Covered stilling tanks on Cluster Drainfield properties.
- 4. 10/14/2025 30129 State Highway 78. Alarm was on. Everything was working as it should be when I visited the property. The homeowner will call if they notice any further issues.
- 5. 10/16/2025 27277 Timber Hills Road. Marked the septic system for the property owner so they can cover the system before the winter. This had freezing issues last year.
- 6. 10/22/2025 39079 Shoreview Lane. Met with homeowner to check his tank going into the winter. He was concerned about having it pumped. They are on the list to be pumped on the 2026 Active Pumping List.
 - a. Brought manhole cover to surface while onsite.
- 7. 10/29/2025 Marked Greenwood Association Drainfield at the associations request. They will call if they have any further questions.
- 8. Finished up all installations, designs and inspections before freeze up.

11/1/2025

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

Checking Accounts	10/31/2025					Savings Acct	
	General Acct 4118	Tank/Line 7802	Pmps/Cntrl 7829	Pumping 7810	Money Mkt 0490	Rearing Pond 2140	Totals
Beginning balance October 1, 2025	\$11,319.79	\$8,538.90	\$4,416.96	\$3,622.99	\$60,572.46	\$11,187.67	\$99,658.77
Interest income for month	\$3.34	\$2.16	\$1.78	\$2.52	\$79.62	\$12.83	\$102.25
Receipts for month	\$173,503.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$173,503.17
Internal transfers	\$10,000.00	\$5,000.00	\$5,000.00	\$20,000.00	\$172,827.97	\$0.00	\$212,827.97
	\$194,826.30	\$13,541.06	\$9,418.74	\$23,625.51	\$233,480.05	\$11,200.50	\$486,092.16
October disbursements	\$11,519.74	\$5,769.30	\$1,857.14	\$16,433.00	\$10.00	\$0.00	\$35,589.18
Internal transfers	\$172,827.97	\$0.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$212,827.97
Ending balance October 31, 2025	\$10,478.59	\$7,771.76	\$7,561.60	\$7,192.51	\$193,470.05	\$11,200.50	\$237,675.01

Disbursements for month

6 checks	\$6,855.75	Gen Acct
7 ACH pymts	\$4,663.99	Gen Acct
5 checks	\$5,769.30	Tank/Line
2 checks	\$1,857.14	Pumps/Controls
1 check	\$16,433.00	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
CD TOTALS			\$200,000.00	\$258,022.18	\$148,281.63	\$29,642.51	\$635,946.32
SAVINGS TOTALS							\$11,200.50
ACCOUNT TOTALS			\$210,478.59	\$265,793.94	\$155,843.23	\$36,835.02	\$193,470.05

TOTAL CASH ON HAND	\$873,621.33
10/31/2025	

10/31/2024	\$820,289.11
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Otter Tail Water Management District Accounts Payable

11/12/2025

Balance in General Account on Date of Monthly Meeting(NOW 3)	\$	26,156.06	11/11/2025
Deposits made between October & November Monthly Meeting	\$	172,831.31	11/11/2025

\$172,827.97 Transferred to Money Market

General Account Total
\$ 21,493.21

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,500.01	47023	11/12/2025
Alex Kvidt	Rent	\$ 375.00	47024	11/12/2025
Medica	Alex Kvidt Insurance	\$ 426.89	ACH	11/4/2025
HealthEquity	Alex Kvidt HSA	\$ 358.11	ACH	11/5/2025
Jake Christensen	On-call	\$ -	na	na
Jake Christensen	Mileage	\$ -	na	na
PERA	Contribution	\$ 973.56	ACH	11/4/2025
US Treasury	Federal Tax Deposit	\$ 2,083.96	ACH	11/3/2025
MN Dept of Revenue	State Tax Deposit	\$ 450.00	ACH	11/4/2025
Arvig	Internet/Phone	\$ 117.00	ACH	10/27/2025
Loffler	Computer Program	\$ 30.00	ACH	11/6/2025
Carlson SV	2024 Yearly Audit	\$ 9,988.48	47025	11/12/2025
	Subtotal	\$ 19,303.01		

Credit Card Charges

QuickBooks	Computer Program	\$ 38.00	ACH	11/2/2025
CyberSprout	Website	\$ 59.00	ACH	10/6/2025
Zoom	Computer Program	\$ 18.24	ACH	10/9/2025
Verizon	Cell Phones	\$ 70.48	ACH	10/22/2025
Adobe	Computer Program	\$ 21.56	ACH	11/2/2025
Hilltop Lumber	Septic Parts-Driveway Markers	\$ 56.21	ACH	10/14/2025
Minnesota Motors	Oil Change	\$ 97.93	ACH	10/17/2025
Amazon	Septic Parts-Probe Rod and Manhole Hook	\$ 195.49	ACH	10/22/2025
Amazon	Spray Foam	\$ 53.00	ACH	10/23/2025
Amazon	Manhole Covers	\$ 1,352.70	ACH	10/23/2025
Battle Lake Standard	Vehicle Gas	\$ 56.99	ACH	10/14/2025
Menards	Septic Parts-Stakes for septic tarps	\$ 52.94	ACH	10/15/2025
Dollar General	Office Supplies-stapler	\$ 6.71	ACH	10/22/2025
Battle Lake Standard	Vehicle Gas	\$ 55.53	ACH	10/21/2025
Battle Lake Standard	Vehicle Gas	\$ 55.42	ACH	10/29/2025
Battle Lake Standard	First National Bank	\$ 2,190.20	47026	11/12/2025

	Amount in account at Meeting Date:	\$ 7,192.52		11/11/2025
Pumping Fund Fees(NOW 1)				
Hawes Pumping	Active Pumping and Breakdowns	\$ 1,405.00	427	11/12/2025
	Subtotal:	\$ 1,405.00		

	Amount in account at Meeting Date:	\$ 22,771.76		11/11/2025
Tanks & Lines Fees(NOW 2)				
Jake Christensen	Cluster Drainfield Mowing-remainder from last months meeting	\$ 540.00	1921	10/15/2025
Gopher One	Gopher One Calls	\$ 105.30	1922	11/12/2025
JD Locating	Locates	\$ 2,181.30	1923	11/12/2025
	Subtotal	\$ 2,826.60		

	Amount in account at Meeting Date:	\$ 7,561.60		11/11/2025
Pumps & Controls Fees(NOW)				
Brogard Plumbing	39162 County Highway 1 Pump Replacement	\$ 314.54	1576	11/12/2025
Brogard Plumbing	Zoeller BN 152 Pump and Pump Parts	\$ 608.55	1577	11/12/2025
	Subtotal:	\$ 923.09		

Total Bills Per Month \$

26,647.90