

OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting minutes

Location: Community Center building in Ottertail City, MN

Date: Dec 10, 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: Jan 14, 2026

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

2. **Minutes:** Minutes were sent by email prior to the meeting.
Motion by Com. Langren to accept the minutes.
2nd by Treas. Wheeler. **Motion passed.**

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

TOTAL CASH ON HAND

11/30/2025: \$849, 260. 98 11/30/2024 \$768, 846. 11

4. **Pay Bills:** Bills were presented by Adm. Kvidt.
Motion by Sec. Dean to pay the bills;
2nd by Com. Langren. **Motion passed.**

5. **36411 Segar Road. Passive Maintenance Property:**
Motion by Com. Bleichner that due to the uniqueness of the property due to
right-away issues that the property be allowed to hook up to the cluster system.
2nd by Treas. Wheeler.

6. **Deer Lake Property Update:** moved to Jan 2

7. **Dave Erwin:** approved

8. **District Auditor Update.** renewed

9. **MOWA** renewed. Continuing Ed approved.

10. **OTWMD User Fees 2026:** no change

11. **11/17/2025 Microsoft Office Yearly Subscription:** Renewed

12: **MCIT:** dividend deposited.

13: **IRS, MN Department of Revenue and MN Unemployment Department:** reports filed

14. **Milwaukee Drill Set:** ordered.
15. **Computer and Record Keeping Program:** still researching
16. **Alex Kvidt Contract Update:** Motion by Com. Bleichner and 2nd by Com Langren to approve contract as presented and signed. Motion approved. Will Send to Chad.
17. **Alex Kvidt Insurance:** updated for 2026
18. **Yearly District Update:** attached.
19. **Administrator's Report:** Admin. Kvidt
20. **2026 project to inspect all cluster systems.** They are 45 years old.

Cindy Dean, Sec.

Otter Tail Water Management District Monthly Meeting

Meeting Date: December 10th, 2025

Next Meeting Date: January 14th, 2026

Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
 - a. 12/2/2025 Otter Tail County November User Fee Settlement Check Deposited in the amount of \$7,961.40 into the general account.
4. Pay Bills
 - a. Transferred Money to cover bills from Money Market to:
 - 12/8/2025 General Account: \$8,000.00
 - b. Commissioner Stipend Form to be signed by Commissioners
 - Will Finalize bill sheet after attendance at this meeting and mail out checks to board members on Thursday.
5. 36411 Segar Road. Passive Maintenance Property.
 - a. Met Scott's Septic Services onsite and there is potentially room to add onto the cluster Drainfield. Some trees and fences need to be moved. Boards thoughts for this property to hook up to the cluster system?
6. Deer Lake Property Update
7. Dave Erwin approved and appointed for another term by the Otter Tail County Board of Commissioners on December 2nd, 2025.
8. District Auditor Update
 - a. Talked to Brian Koehn and he did not give an official project estimate but he said he would be in line with the amount the district is previously paying.
 - b. Does the district need an official project estimate or do just stay with what the district has done in past years? Boards thoughts?
9. MOWA Update
 - a. 12/1/2025 Renewed Yearly Membership Subscription. This bill is on the bill sheet.
 - b. MOWA yearly convention is in Duluth in early February 2026. Alex Kvidt needs to meet his continuing education requirements. Boards thoughts on attending?
 - Will also need to do a continuing education class this summer for the soils portion of the licensing. License expires in December 2026.
10. OTWMD User Fee's Update 2026
 - a. 11/26/2025 Emailed the 2026 User Fee List to Otter Tail County to be placed as an assessment on the 2026 Property Taxes
 - b. 11/26/2025 Updated the parcel spreadsheet on the district website for the 2026 User Fee List
11. 11/17/2025 Renewed Microsoft Office Yearly Subscription. Bill is on the bill sheet.
12. 11/21/2025 MCIT Direct Deposited \$189.00 to the general account. This is the dividend received most years.
13. 12/1/2025 Filed 2025 4th Quarter Reports with the IRS, MN Department of Revenue and MN Unemployment Department.
14. 12/1/2025 Ordered a new Milwaukee Drill Set for the upcoming year. Bill on the bill sheet.
 - a. Previously been using personal drill set.
15. Looking into replacement Computer and Record Keeping Programs. Will update the board when I know more about what is best.
16. Alex Kvidt Contract Update
17. Alex Kvidt Insurance Update 2026
18. Yearly District Update 2026 See attached document at end of Agenda Packet

Administrator's Report:

1. 11/11/2025 36632 Augustana Drive. Met Lee Well Drilling onsite to discuss setbacks to a new well they are drilling. They will call if they have any further questions.
2. 11/11/2025 36660 Augustana Loop. Met with the homeowner on the property to help locate the septic system so they can cover it this winter. They have had freezing issues in the past.
3. 11/19/2025 38698 Preserve Drive. Septic alarm is not working. The homeowner will call an electrician to look at the issue because they have moved the electrical lines to the alarm pedestal for a construction project. The alarm was working before this. They will call with any further questions.
4. 11/24/2025 34433 Northview Road. Alarm on. Pump on/off float is not working. Replaced the float with a new one. Everything appears to be working as it should be at this time. The homeowners will call if they notice any further issues.
5. 12/1/2025 27507 Timber Hills Road. Toilets are slowing down in the basement. I visited the property and found that the power to the alarm pedestal is not working. The homeowners reset a tripped breaker and now everything is working as it should be. They will call if they have any further questions or concerns.

12/3/2025

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

Checking Accounts	11/30/2025						Savings Acct	Totals
	General Acct 4118	Tank/Line 7802	Pmps/Cntrls 7829	Pumping 7810	Money Mkt 0490	Rearing Pond 2140		
Beginning balance November 1, 2025	\$10,478.59	\$7,771.76	\$7,561.60	\$7,192.51	\$193,470.05	\$11,200.50	\$237,675.01	
Interest income for month	\$3.75	\$3.97	\$1.36	\$1.28	\$307.51	\$12.42	\$330.29	
Receipts for month	\$1,576.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,576.60	
Internal transfers	\$20,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00	
	\$32,058.94	\$22,775.73	\$7,562.96	\$7,193.79	\$193,777.56	\$11,212.92	\$274,581.90	
November disbursements	\$21,652.55	\$2,286.60	\$923.09	\$1,405.00	\$0.00	\$0.00	\$26,267.24	
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00	
Ending balance November 30, 2025	\$10,406.39	\$20,489.13	\$6,639.87	\$5,788.79	\$158,777.56	\$11,212.92	\$213,314.66	

Disbursements for month

4 checks	\$17,053.69	Gen Acct
8 ACH pymts	\$4,598.86	Gen Acct
2 checks	\$2,286.60	Tank/Line
2 checks	\$923.09	Pumps/Controls
1 check	\$1,405.00	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							\$11,212.92
ACCOUNT TOTALS			\$210,406.39	\$278,511.31	\$154,921.50	\$35,431.30	\$158,777.56

TOTAL CASH ON HAND	\$849,260.98
11/30/2025	

11/30/2024	\$768,846.11
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Otter Tail Water Management District Accounts Payable

12/10/2025			
Balance in General Account on Date of Monthly Meeting(NOW 3)	\$	21,869.46	12/8/2025
Deposits made between November & December Monthly Meeting	\$	9,541.75	12/8/2025

General Account Total
\$ 11,943.34

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,500.01	47027	12/10/2025
Alex Kvidt	Rent	\$ 375.00	47028	12/10/2025
Medica	Alex Kvidt Insurance	\$ 426.89	ACH	12/2/2025
HealthEquity	Alex Kvidt HSA	\$ 358.11	ACH	12/4/2025
Jake Christensen	On-call	\$ 515.10	47029	12/10/2025
Jake Christensen	Mileage	\$ -	na	
PERA	Contribution	\$ 1,057.56	ACH	12/2/2025
US Treasury	Federal Tax Deposit	\$ 2,175.77	ACH	12/1/2025
MN Dept of Revenue	State Tax Deposit	\$ 450.00	ACH	12/2/2025
Arvig	Internet/Phone	\$ 115.27	ACH	11/26/2025
Loffler	Computer Program	\$ 30.00	ACH	12/3/2025
Microsoft	Microsoft Office Yearly Renewal	\$ 161.06	ACH	11/18/2025
Nationwide	Surety Bond	\$ 225.00	47030	12/10/2025
MCTI	Insurance Audit	\$ 446.00	47032	12/10/2025
MN Dept of Public Safety	Vehicle Tab Renewal	\$ 20.25	47033	12/10/2025
Cindy Dean	Commissioner Stipend July-December 2025	\$445.00/534.00	47034	12/10/2025
Nancy Johnson	Commissioner Stipend July-December 2025	\$378.40/473.00	47035	12/10/2025
Stacy Cannady	Commissioner Stipend July-December 2025	\$287.20/359.00	47036	12/10/2025
Harold Wheeler	Commissioner Stipend July-December 2025	\$392.50/471.00	47037	12/10/2025
Rick Bleichner	Commissioner Stipend July-December 2025	\$373.00/447.60	47038	12/10/2025
Jill Langren	Commissioner Stipend July-December 2025	\$270.40/338.00	47039	12/10/2025
David Erwin	Commissioner Stipend July-December 2025	\$0.00/74.60	47040	12/10/2025
	Subtotal	\$ 10,856.02		

To be updated after attendance at the Dec. Meeting
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Credit Card Charges

QuickBooks	Computer Program	\$ 38.00	ACH	12/2/2025
CyberSprout	Website	\$ 59.00	ACH	11/6/2025
Zoom	Computer Program	\$ 18.24	ACH	11/9/2025
Verizon	Cell Phones	\$ 70.48	ACH	11/23/2025
Adobe	Computer Program	\$ 21.56	ACH	12/1/2025
Home Depot	Drill Set/Septic Tools	\$ 428.43	ACH	12/1/2025
MOWA	Membership Renewal	\$ 240.00	ACH	12/1/2025
USPS	PO Box Renewal	\$ 106.00	ACH	11/5/2025
Battle Lake Standard	Vehicle Gas	\$ 57.58	ACH	11/6/2025
Battle Lake Standard	Vehicle Gas	\$ 48.03	ACH	11/25/2025
	First National Bank	\$ 1,087.32	47031	12/10/2025

	Amount in account at Meeting Date:	\$ 5,788.79		12/8/2025
Pumping Fund Fees(NOW 1)				
Hawes Pumping	Pumping/Maintenance	\$ 200.00	428	12/10/2025
	Subtotal:	\$ 200.00		

	Amount in account at Meeting Date:	\$ 20,489.13		12/8/2025
Tanks & Lines Fees(NOW 2)				
Don Schmidt Excavating	Riser Pipe	\$ 3,564.00	1924	12/10/2025
Brogard Plumbing	Active Maintenance Replacement 40570 Holiday Trail	\$ 6,698.48	1925	12/10/2025
JD Locating	Locates	\$ 957.00	1926	12/10/2025
Gopher One	Gopher One Calls	\$ 43.20	1927	12/10/2025
	Subtotal	\$ 11,262.68		

	Amount in account at Meeting Date:	\$ 6,639.87		12/8/2025
Pumps & Controls Fees(NOW)				
	Subtotal:	\$ -		

Total Bills Per Month \$

23,406.02

OTWMD 2025 Yearly Recap

As of 12/2/2025

Permits								
Year	2020	2021	2022	2023	2024	2025	Total	Average
Number of permits issued in the district	39	59	41	42	35	33	249	41.5
Percentage of total systems	2.23%	3.37%	2.34%	2.40%	1.86%	1.73%	13.07%	2.32%

Installations										
Year	2018	2019	2020	2021	2022	2023	2024	2025	Total	Average
Installations	38	32	39	55	36	35	34	42	311	38.88
Percentage of total systems replaced	2.17%	1.83%	2.23%	3.14%	2.06%	2.00%	1.81%	2.20%	16.33%	2.18%
Percentage of total properties replaced	2.07%	1.74%	2.12%	2.99%	1.96%	1.90%	1.81%	2.20%	16.33%	2.10%

Compliance Inspections									
Year	2019	2020	2021	2022	2023	2024	2025	Total	Average
Total Inspections	66	105	98	64	89	47	64	533	76.14
Compliant	53	89	81	53	72	42	53	443	63.29
Non-Compliant	13	14	17	11	17	5	11	88	12.57
% of Non-Compliant	19.70%	13.33%	17.35%	17.19%	19.10%	10.64%	17.19%	16.51%	16.36%

% of District Inspected Each Year									
Year	2019	2020	2021	2022	2023	2024	2025	Total	Average
Percentage of total inspections total District	3.77%	6.00%	5.60%	3.66%	5.09%	2.50%	3.36%	27.98%	4.28%
Percentage Compliant of total district	3.03%	5.09%	4.63%	3.03%	4.11%	2.23%	2.78%	23.25%	3.56%
Percentage Non-compliant Total District	0.74%	0.80%	0.97%	0.63%	0.97%	0.27%	0.58%	23.25%	0.71%

Active vs Passive Compliance Inspections									
Year	2019	2020	2021	2022	2023	2024	2025	Total	Average
Total Active Inspections	41	54	60	44	66	29	35	329	47.00
Compliant Active Inspections	32	49	50	36	54	27	31	279	39.86
Non-Compliant Active Inspections	9	5	10	8	12	2	4	50	7.14
% Non-Compliant	21.95%	9.26%	16.67%	18.18%	18.18%	6.90%	11.43%	14.65%	14.65%
Total Passive Inspections	25	49	38	21	23	18	29	203	29.00
Compliant Passive Inspections	21	40	30	17	18	15	22	163	23.29
Non-Compliant Passive Inspections	4	9	8	4	5	3	7	40	5.71
% Non-Compliant	16.00%	18.37%	21.05%	19.05%	21.74%	16.67%	24.14%	19.57%	19.57%

Maintenance Update					
Floats Repairs					
Year	# of Floats Repaired Total	Lag Float	Pump Off Float	Pump On Float	Alarm Float
2025	51	1	20	15	15
2024	57	0	18	21	18
2023	26	0	9	8	9
2022	32	0	9	12	11
2021	45	1	13	17	14
2020	41	0	12	15	14
2019	21	0	6	9	7
Total	273	2	87	97	88
Average	39.00	0.29	12.43	13.86	12.57

Pump Repairs				
Year	Total Pumps Replaced	New Pump Myers .5 HP	New Pump Myers 1.5 HP	New Pump Other
2025	22	10	5	7
2024	20	6	6	8
2023	13	2	5	6
2022	24	na	na	na
2021	15	na	na	na
2020	15	na	na	na
2019	5	na	na	na
Total	114	18	16	21
Average	16.29	6.00	5.33	7.00

Average excludes years listed as NA

Other Repairs											
Year	Transformer	Contactors	Switch	Fuse	Alarm Relay	Fuse Holder	Check Ball	Check Ball Bracket	Light Bulb Socket	Check Ball/Check Ball Housing	Manhole Covers
2025	0	1	0	0	3	0	0	0	1	0	111
2024	0	0	0	0	0	0	0	0	5	0	78
2023	0	1	1	1	0	0	3	2	2	4	14
2022	1	2	0	4	2	0	0	0	3	2	12
2021	2	3	0	6	6	1	3	1	1	na	na
2020	3	2	1	2	2	1	na	na	na	na	na
2019	na	na	na	na	na	na	na	na	na	na	na
Total	6	9	2	13	13	2	6	3	12	6	215
Average	1.00	1.50	0.33	2.17	2.17	0.33	1.20	0.60	2.40	1.50	53.75

Average excludes years listed as NA

**Employment Contract for System Administrator
for the Otter Tail Water Management District**

This agreement is made effective as of June 1, 2026, by and between the Otter Tail Water Management District of Otter Tail County, Minnesota Hereinafter referred to as “Employer”, and Alexander Kvidt of Henning, Minnesota hereinafter called “Administrator”.

1. Term:

- a. **Initial Term:** The term of this contract shall be for 2.5 years beginning June 1, 2026, and terminating December 31, 2028 (the “Initial Term”), subject however, to the terms and conditions herein provided.
- b. **Renewal:** At the end of the initial term of the contract, the contract shall automatically renew for additional one-year terms on like terms and conditions subject to the annual performance review of the administrator by the employer and written notice of the parties of their intent to continue said contract thirty days prior to termination of the contract.
 - i. This contract may be terminated by the administrator giving 60 days’ written notice to the employer.

- 2. Duties:** The administrator shall serve well and faithfully the employer in such capacity as aforesaid and shall at all times devote his whole time and attention and energy to the management, superintendency and maintenance of the business of the Otter tail Water Management District to the utmost of his ability, and shall do and perform all services, acts and things connected therewith as the employer shall, from time to time, direct and are of a kind properly belonging to the duties of an Administrator of the Otter tail Water Management District. These specific duties of the administrator shall include the duties as described on Exhibit “A” attached hereto. The duties set forth on Exhibit “A” shall be reviewed on an annual basis by the employer and the administrator and shall be modified and adjusted as necessary and reasonable. If additional duties are added or amended, compensation shall be adjusted accordingly.

3. Salary Package: the employer shall pay to the administrator the following:

- a. **Salary:** For the period of June 1, 2026, to May 31st, 2027 (the first year of this contract), Employer shall compensate the administrator the sum of \$89,752.00 per annum, payable in monthly installments, payable on the last of each month commencing June 1st, 2026, with regular monthly deductions for FICA, PERA, taxes and such other deductions as requested in writing by the administrator.
 - i. For the period of time in this contract between June 1, 2026, to May 31st, 2027, the employer shall pay the administrator a salary increase on his anniversary date of June 1st, 2023, of 5% over the prior year’s salary.
 - ii. For the period of June 1, 2027-May 31st, 2028, the employer shall pay the administrator an increase of the salary on his anniversary date of June 1st, 2027, of 5% over the prior year’s salary. This is unless the Consumer Price Index has changed drastically. If it has changed this can be revisited and altered by the board of commissioners of the Otter Tail Water Management District.
 - iii. For the periods of June 1, 2028-December 31st, 2028, the employer shall pay the administrator for an increase of salary on his anniversary date of June 1st, 2028, of 4% over the prior year’s salary. This is unless the Consumer Price Index has changed drastically. If it has changed this can be revisited and altered by the board of commissioners of the Otter Tail Water Management District.
- b. **Benefits:** In addition to the above compensation the employer shall provide the following benefits to the administrator.
 - i. **Insurance(May be adjusted later):** The sum of \$645.00 per month in 2026-2027 and the sum of \$677.00 per month in 2027-2028 to be paid to the current health and dental insurance providers of the administrator in accordance with a written designation from

**Employment Contract for System Administrator
for the Otter Tail Water Management District**

during and after his employment, he will not disclose, directly or indirectly, any confidential employer customer information to anyone other than employer.

- b. Consequences upon Breach:** Administrator agrees that the restrictions contained in this confidentiality clause are reasonable and necessary to protect employer's business. Therefore, should administrator breach any part of this confidentiality clause, administrator agrees that employer shall be entitled to any and all relief allowed by law, including, but not limited to, an injunction and monetary damages, and administrator agrees he will be liable for employer's attorney's fees and litigation costs should employer take legal action to enforce this agreement. Should any part of this confidentiality clause be deemed by a court of law to be unreasonable or unenforceable in any respect, including its duration or geographic scope, administrator agrees that this clause shall be modified to make it cover the largest area and longest duration that is reasonably necessary to protect employer's business interests.

6. Miscellaneous Provisions:

- a. This agreement will be construed under the laws of Minnesota.
- b. If any portion of this agreement is found to be invalid, the remainder of it will be valid.
- c. Captions are for convenience only, and they do not alter the meaning of the agreement.
- d. Failure to require strict compliance with the terms of this agreement will not be considered a waiver or modification of this agreement.
- e. This agreement is not transferable and may not be assigned without the express written consent of the employer.
- f. This agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, executors, successors and permitted assignees.
- g. This agreement supersedes all previous contracts, agreements, and understandings of the parties, and it constitutes the entire agreement between them. Employer and administrator shall be entitled to no benefit other than those specified herein. No oral statements or prior written material not specifically incorporated herein shall be of any force or effect, and no changes in or additions to this agreement shall be recognized or enforced unless incorporated herein by written amendment, such amendment(s) to become effective on the day stipulated in them. Both parties specifically acknowledge that in entering into and executing this agreement, they rely solely upon the representations and agreements contained in this agreement and not others, and they further agree and acknowledge that they have had a reasonable opportunity to consider this agreement before signing it and that they are entering into this agreement voluntarily and of their own free will.
- h. This contract may be terminated by the administrator giving 60 days' written notice to the employer.

IN WITNESS WHEREOF, the parties have executed this agreement.

Administrator:

_____ Alexander Kvidt

Otter Tail Water Management District:

BY: _____.

_____ ITS: _____.

Employment Contract for System Administrator
for the Otter Tail Water Management District

Exhibit "A" (Job Description for Administrator)

1. Manage and supervise the day-to-day affairs of the Otter Tail Water Management District
2. Manage and supervise the finance, banking, accounting, and investments of the Otter Tail Water Management District
3. Supervise monitoring
4. Supervise active maintenance
5. Supervise passive maintenance
6. Supervise enforcement of ordinances
7. Develop and supervise district ordinances
8. Prepare and file MPCA reports
9. Report to and inform Board of all activities of the District with a monthly report
10. Do yearly billings (working with Otter Tail County's Auditors Office to prepare this billing for the property tax statements or customers in the District)
11. Do bookkeeping
12. Accept and deposit payments for user fees, permits, inspections, etc..
13. Keep, prepare, and preserve all records of the Water Management District
14. Coordinate activities of engineers, contractors and homeowners during construction or repair of septic systems
15. Do Gopher one locating during times not done by a contracted locating service
16. Deal directly with homeowners regarding construction or maintenance problems
17. Handle complaints regarding the Water Management District
18. Do spot inspections on construction sites
19. Prepare and present annual budget for the District
20. Arrange and cooperate with annual auditor
21. Prepare and file all documents necessary for real estate tax levies and assessments
22. Hire and supervise District employees
23. Repair and replace District equipment when possible
24. Coordinate all activities for replacement and repair of District systems
25. Schedule District employees
26. Prepare and file all necessary local, state, and federal reports
27. Supervise District permits and compliance with ordinances
28. Inform Board of State and Federal ordinances and statutes affecting the District
29. Attend monthly and special Board meetings
30. Prepare monthly meeting agenda's, bill lists, write check for these monthly and special meetings
31. Be on Call Weekends and Holidays on pre-determined days by the OTWMD Board. If unable to cover these pre-determined days must schedule a replacement to be on call.
32. Review designs for SSTS's and issue septic permits
33. Do inspections on new installations and draw as-builts of new systems
34. Update any As-Builts as needed
35. Participate in all active maintenance compliance inspections to verify soils with a Minnesota State licensed septic inspector.
36. Issue Letters of compliance/non-compliance to homeowners
37. Insure Homeowners address and ownerships are updated in record keeping software
38. Complete Yearly billing and on time working with the Otter Tail County Auditor's office. Provide them with an excel spread sheet of user fee breakdowns correlated to each parcel number in the District that has a septic system.
39. Review yearly inspection schedules and schedule maintenance of all District equipment as needed.

Employment Contract for System Administrator
for the Otter Tail Water Management District

40. Update the district website at www.otwmd.org as necessary
41. Keep record keeping software up to date with today's society standards as best as possible
42. Coordinate that District equipment and records is kept in a proper environment.

Commissioner Stipend Sheet Jan-June 2025

Mileage=\$.70

10-Dec-25 From July to December 2025

Cindy Dean (\$75.00 Per meeting)		20 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings from July-December 2025			\$ 375.00	\$ 70.00	\$ 445.00	5
Mileage (\$.70 per mile) from July-December 2025			\$ 450.00	\$ 84.00	\$ 534.00	6
Total						
Signature						

Dave Erwin (\$55.00 Per meeting)		28 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings from July-December 2025			\$ -	\$ -	\$ -	0
Mileage (\$.70 per mile) from July-December 2025			\$ 55.00	\$ 19.60	\$ 74.60	1
Total						
Signature						

Nancy Johnson (\$75.00 Per meeting)		28 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings from July-December 2025			\$ 300.00	\$ 78.40	\$ 378.40	4
Mileage (\$.70 per mile) from July-December 2025			\$ 375.00	\$ 98.00	\$ 473.00	5
Total						
Signature						

Stacy Cannady (\$55.00 Per meeting)		24 miles per meeting per a Mapquest search	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings from July-December 2025			\$ 220.00	\$ 67.20	\$ 287.20	4
Mileage (\$.70 per mile) from July-December 2025			\$ 275.00	\$ 84.00	\$ 359.00	5
Total						
Signature						

Harold Wheeler (\$75.00 Per meeting)		5 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings from July-December 2025			\$ 375.00	\$ 17.50	\$ 392.50	5
Mileage (\$.70 per mile) from July-December 2025			\$ 450.00	\$ 21.00	\$ 471.00	6
Total						
Signature						

Rick Blechner (\$55.00 Per meeting)		28 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings from July-December 2025			\$ 275.00	\$ 98.00	\$ 373.00	5
Mileage (\$.70 per mile) from July-December 2025			\$ 330.00	\$ 117.60	\$ 447.60	6
Total						
Signature						

Jill Langren (\$55.00 Per meeting)		18 miles per meeting per Dec. 2019 Stipened Form	Meeting Amount	Mileage	Total	# of Meetings
Number of Meetings from July-December 2025			\$ 220.00	\$ 50.40	\$ 270.40	4
Mileage (\$.70 per mile) from July-December 2025			\$ 275.00	\$ 63.00	\$ 338.00	5
Total						
Signature						

	Nancy	Cindy	Harold	Stacy	Rick	Jill	Dave
July	1	1	1	0	1	1	0
August	1	1	1	1	1	0	0
September	0	1	1	1	1	1	0
October	1	1	1	1	1	1	0
November	1	1	1	1	1	1	0
December	1	1	1	1	1	1	1
Total	5	6	6	5	6	5	1

If Present at this meeting

Otter Tail Water Management District Accounts Payable

12/10/2025			
Balance in General Account on Date of Monthly Meeting(NOW 3)	\$	21,869.46	12/8/2025
Deposits made between November & December Monthly Meeting	\$	9,541.75	12/8/2025

General Account Total
\$ 14,565.94

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,500.01	47027	12/10/2025
Alex Kvidt	Rent	\$ 375.00	47028	12/10/2025
Medica	Alex Kvidt Insurance	\$ 426.89	ACH	12/2/2025
HealthEquity	Alex Kvidt HSA	\$ 358.11	ACH	12/4/2025
Jake Christensen	On-call	\$ 515.10	47029	12/10/2025
Jake Christensen	Mileage	\$ -	na	
PERA	Contribution	\$ 1,057.56	ACH	12/2/2025
US Treasury	Federal Tax Deposit	\$ 2,175.77	ACH	12/1/2025
MN Dept of Revenue	State Tax Deposit	\$ 450.00	ACH	12/2/2025
Arvig	Internet/Phone	\$ 115.27	ACH	11/26/2025
Loffler	Computer Program	\$ 30.00	ACH	12/3/2025
Microsoft	Microsoft Office Yearly Renewal	\$ 161.06	ACH	11/18/2025
Nationwide	Surety Bond	\$ 225.00	47030	12/10/2025
MCTI	Insurance Audit	\$ 446.00	47032	12/10/2025
MN Dept of Public Safety	Vehicle Tab Renewal	\$ 20.25	47033	12/10/2025
Cindy Dean	Commissioner Stipend July-December 2025	\$ 534.00	47034	12/10/2025 Updated after board meeting
Nancy Johnson	Commissioner Stipend July-December 2025	\$ 473.00	47035	12/10/2025 Updated after board meeting
Stacy Cannady	Commissioner Stipend July-December 2025	\$ 359.00	47036	12/10/2025 Updated after board meeting
Harold Wheeler	Commissioner Stipend July-December 2025	\$ 471.00	47037	12/10/2025 Updated after board meeting
Rick Bleichner	Commissioner Stipend July-December 2025	\$ 447.60	47038	12/10/2025 Updated after board meeting
Jill Langren	Commissioner Stipend July-December 2025	\$ 338.00	47039	12/10/2025 Updated after board meeting
David Erwin	Commissioner Stipend July-December 2025	\$ -	na	na Updated after board meeting
	Subtotal	\$ 13,478.62		

Credit Card Charges				
QuickBooks	Computer Program	\$ 38.00	ACH	12/2/2025
CyberSprout	Website	\$ 59.00	ACH	11/6/2025
Zoom	Computer Program	\$ 18.24	ACH	11/9/2025
Verizon	Cell Phones	\$ 70.48	ACH	11/23/2025
Adobe	Computer Program	\$ 21.56	ACH	12/1/2025
Home Depot	Drill Set/Septic Tools	\$ 428.43	ACH	12/1/2025
MOWA	Membership Renewal	\$ 240.00	ACH	12/1/2025
USPS	PO Box Renewal	\$ 106.00	ACH	11/5/2025
Battle Lake Standard	Vehicle Gas	\$ 57.58	ACH	11/6/2025
Battle Lake Standard	Vehicle Gas	\$ 48.03	ACH	11/25/2025
	First National Bank	\$ 1,087.32	47031	12/10/2025

Amount in account at Meeting Date:				
		\$ 5,788.79		12/8/2025
Pumping Fund Fees(NOW 1)				
Hawes Pumping	Pumping/Maintenance	\$ 200.00	428	12/10/2025
	Subtotal:	\$ 200.00		

Amount in account at Meeting Date:				
		\$ 20,489.13		12/8/2025
Tanks & Lines Fees(NOW 2)				
Don Schmidt Excavating	Riser Pipe	\$ 3,564.00	1924	12/10/2025
Brogard Plumbing	Active Maintenance Replacement 40570 Holiday Trail	\$ 6,698.48	1925	12/10/2025
JD Locating	Locates	\$ 957.00	1926	12/10/2025
Gopher One	Gopher One Calls	\$ 43.20	1927	12/10/2025
	Subtotal	\$ 11,262.68		

Amount in account at Meeting Date:				
		\$ 6,639.87		12/8/2025
Pumps & Controls Fees(NOW)				
	Subtotal:	\$ -		

Total Bills Per Month \$

26,028.62