

# OTWMD

Otter Tail Water Management District

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

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

**Date:** Jan 14, 2026

**Time:** 4:00pm

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

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

**Members absent:** Com. Erwin, Com. Cannady

**Guests:**

**Quorum:** yes

**Next Meeting Date:** Feb11, 2026

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. Langren . **Motion passed.**
  3. **Treasurer's Report:** The report was presented by Treas. Wheeler.  
Motion to accept the report by Com. Bleichner;  
2<sup>nd</sup> by Sec. Dean. **Motion passed.**
- TOTAL CASH ON HAND**
- 12/31/2025: \$833, 324. 98 12/31/2025 \$751, 934. 00.**
4. **Pay Bills:** Bills were presented by Adm. Kvidt.  
Motion by Com. Langren to pay the bills;  
2<sup>nd</sup> by Com. Bleichner. **Motion passed.**
  5. **OTWMD Budget 2026:** Motion to approve by Sec. Dean;  
2<sup>nd</sup> by Com. Bleichner. **Motion passed.**
  6. **Deer Lake Property Update:** hearing Jan 20
  7. **OTWMD Yearly Audit:** Check with Chad regarding need of annual audit.
  8. **OTWMD Cluster Drainfield Project:** moving ahead.
  9. **Affordable Solutions:** repaired computer.
  10. **PERA Reports:** Exclusion and Annual leave reports filed.
  11. **OTWMD website:** renewed.
  12. **OTWMD MCIT insurance:** to be renewed.
  13. **MCIT Payroll Audit:** filed.

**14. Winter Projects:**

- A, new property owners
- B. non-compliant septic's
- C. Passive pumping letters
- D. Active pumping list
- C. 2025 Tax documents**

**15. Administrator's Report** by Com. Kvidt.

Cindy Dean, Sec.

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

**Meeting Date:** January 14<sup>th</sup>, 2026

**Next Meeting Date:** February 11<sup>th</sup>, 2026

### **Agenda:**

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
  - a. 12 Month CDs are up for renewal this month. Board thoughts?
4. Pay Bills
  - a. Transferred Money to cover bills from Money Market to:
    - 1/9/2026 General Account: \$15,000.00
5. OTWMD Budget 2026
6. Deer Lake Property Update
7. OTWMD Yearly Audit Questions from Carlson SV
8. OTWMD Cluster Drainfield Project 2026
9. 12/22/2025 Affordable Solutions repaired the district hard drive on the desktop computer. Bill is on the bill sheet.
  - a. Still working on a new record keeping program
10. 12/23/2025 PERA Reports
  - a. Filed Exclusion Report
  - b. Filed Annual Leave Report
11. 12/13/2025 OTWMD District Website domain renewed with GoDaddy. Bill is on the bill sheet.
12. OTWMD MCIT Insurance Premium is on the bill sheet to be renewed for 2026.
13. 1/7/2026 MCIT Payroll Audit Report Filed
14. Winter Projects being worked on:
  - a. New Property Homeowner Letters (28 properties)
  - b. Non-Compliant Septic System Letters (2 Letters Sent)
    - 5 Non-Compliant Passive Properties Total. Have talked to the other 3 recently or they have permits already for the replacement system.
  - c. Passive Pumping Letters (234 Properties)
  - d. 2026 Active Maintenance Pumping List (377 Properties on List for 2026)
  - e. 2025 Tax Documents

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

1. 12/29/2025 37714 Eldorado Beach Road. Septic backing up into the house. Visited the property and found that the tank was at the correct operating level. The homeowner will call a plumber to check on the issue between the septic tank and house. They will call if they have any further questions.

1/5/2026

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

Checking Accounts	12/31/2025						Savings Acct	Totals
	General Acct 4118	Tank/Line 7802	Pmps/Cntrls 7829	Pumping 7810	Money Mkt 0490	Rearing Pond 2140		
Beginning balance December 1, 2025	\$10,406.39	\$20,489.13	\$6,639.87	\$5,788.79	\$158,777.56	\$11,212.92	\$213,314.66	
Interest income for month	\$3.93	\$3.31	\$1.41	\$1.21	\$272.14	\$12.86	\$294.86	
Receipts for month	\$9,635.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,635.40	
Internal transfers	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	
	\$28,045.72	\$20,492.44	\$6,641.28	\$5,790.00	\$159,049.70	\$11,225.78	\$231,244.92	
December disbursements	\$14,404.56	\$11,262.68	\$0.00	\$200.00	\$0.00	\$0.00	\$25,867.24	
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	
Ending balance December 31, 2025	\$13,641.16	\$9,229.76	\$6,641.28	\$5,590.00	\$151,049.70	\$11,225.78	\$197,377.68	

Disbursements for month

13 checks	\$9,791.28	Gen Acct
7 ACH pymts	\$4,613.28	Gen Acct
4 checks	\$11,262.68	Tank/Line
0 checks	\$0.00	Pumps/Controls
1 check	\$200.00	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

<b>CD TOTALS</b>	\$200,000.00	\$258,022.18	\$148,281.63	\$29,642.51			\$635,946.32
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<b>SAVINGS TOTALS</b>							\$11,225.78
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<b>ACCOUNT TOTALS</b>	\$213,641.16	\$267,251.94	\$154,922.91	\$35,232.51	\$151,049.70	\$11,225.78	\$833,324.00
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<b>TOTAL CASH ON HAND</b>	<b>\$833,324.00</b>
<b>12/31/2025</b>	

<b>12/31/2024</b>	<b>\$751,934.00</b>
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Otter Tail Water Management District Accounts Payable

1/14/2026			
Balance in General Account on Date of Monthly Meeting(NOW 3)	\$	24,495.92	1/12/2025
Deposits made between December & January Monthly Meeting	\$	3.93	1/12/2025

General Account Total  
\$ 15,419.46

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,790.95	47040	1/14/2026
Alex Kvidt	Rent	\$ 375.00	47041	1/14/2026
HealthEquity	Alex Kvidt HSA	\$ 615.00	ACH	1/7/2026
Jake Christensen	On-call	\$ 257.55	47042	1/14/2026
Jake Christensen	Mileage	\$ -	na	1/14/2026
PERA	Contribution	\$ 1,039.36	ACH	1/8/2026
US Treasury	Federal Tax Deposit	\$ 2,035.88	ACH	1/7/2026
MN Dept of Revenue	State Tax Deposit	\$ 425.00	ACH	1/8/2026
Arvig	Internet/Phone	\$ 114.95	ACH	12/26/2025
Loffler	Computer Program	\$ 30.00	ACH	1/6/2025
MCIT		\$ 4,765.00	47043	1/14/2026
	Subtotal	\$ 14,448.69		

Credit Card Charges

CyberSprout	Website	\$ 82.75	ACH	12/7/2025
Zoom	Computer Program	\$ 18.24	ACH	12/9/2025
Verizon	Cell Phones	\$ 70.48	ACH	12/22/2025
Adobe	Computer Program	\$ 21.56	ACH	1/2/2026
MOWA	Continuing Education Conference Fee	\$ 325.00	ACH	12/17/2025
Go Daddy	Website Domain Renewal	\$ 23.88	ACH	12/14/2025
Go Daddy	Website Domain Renewal	\$ 56.18	ACH	12/14/2025
Battle Lake Standard	Vehicle gas	\$ 49.07	ACH	12/11/2025
Affordable Solutions	Computer Harddrive Fix	\$ 323.61	ACH	12/23/2025
	First National Bank	\$ 970.77	47044	1/14/2026

	Amount in account at Meeting Date:	\$ 5,590.00		1/12/2025
Pumping Fund Fees(NOW 1)				
	Subtotal:	\$ -		

	Amount in account at Meeting Date:	\$ 9,229.76		1/12/2025
Tanks & Lines Fees(NOW 2)				
JD Locating	Locates	\$ 31.35	1928	1/14/2026
Gopher One	Gopher One Calls	\$ 4.05	1929	1/14/2026
	Subtotal	\$ 35.40		

	Amount in account at Meeting Date:	\$ 6,641.28		1/12/2025
Pumps & Controls Fees(NOW)				
	Subtotal:	\$ -		

Total Bills Per Month \$

15,454.86

**Proposed 2026 General Budget**

**2026 General Budget & Expenses 2025**

Item	2025 Expenses	Budget 2025	Budget 2026
1. Medical Insurance/HSA	\$ 7,380.00	\$ 7,500.00	\$ 7,500.00
2. Audits	\$ 9,988.48	\$ 9,300.00	\$ 11,000.00
3. Legal Services	\$ 667.50	\$ 5,000.00	\$ 5,000.00
4. Postage, Office/misc. expenses, Tools & Safety Equipment/Credit Card Charges, Vehicle Gas	\$ 16,612.00	\$ 12,000.00	\$ 20,000.00
5. Rent	\$ 4,800.00	\$ 5,000.00	\$ 5,100.00
6. Payroll Taxes	\$ 32,402.31	\$ 32,500.00	\$ 35,000.00
7. Training	\$ -	\$ 2,000.00	\$ 2,000.00
9. Fuel-mileage paid	\$ 162.50	\$ 1,000.00	\$ 1,000.00
10. Board Compensation	\$ 5,539.40	\$ 6,000.00	\$ 6,000.00
11. Payroll Full Time	\$ 59,508.87	\$ 60,000.00	\$ 65,000.00
12. Payroll Part time/ on call	\$ 7,468.96	\$ 7,000.00	\$ 5,000.00
13. Permit MPCA & Licenses	\$ 225.00	\$ 425.00	\$ 425.00
14. Vehicle Depreciations Fund	\$ -	\$ 4,000.00	\$ 4,000.00
16. Office Phone/Internet	\$ 1,278.11	\$ 1,500.00	\$ 1,500.00
17. Locator Services	\$ 17,693.30	\$ 25,000.00	\$ 20,000.00
18. Website/Computer Programs	\$ 521.06	\$ 360.00	\$ 600.00
19. Pera	\$ 11,809.48	\$ 14,000.00	\$ 14,000.00
20. MCTI(General Insurance)	\$ 4,625.00	\$ 6,000.00	\$ 5,000.00
Total	\$ 180,681.97	\$ 198,585.00	\$ 208,125.00

Includes Cell Phone Bill

**2025 Expense of Special Funds & Projected 2026 Income with User Fee Changes**

Fund (No Increase 2026)	2025 Expenses	Total Income 2025	2026 Income with no rate increase	Projected Expenses 2026
Pumping	\$ 95,322.00	\$ 81,116.56	\$ 82,783.39	\$ 83,000.00
Tanks & Lines	\$ 77,182.80	\$ 1,110,527.50	\$ 112,334.20	\$ 100,000.00
Pumps and Controls	\$ 52,598.20	\$ 41,616.71	\$ 42,803.21	\$ 40,000.00
Totals	\$ 225,103.00	\$ 1,233,260.77	\$ 237,920.80	\$ 223,000.00

**Pumping Costs Previous and Budgeted Year:**

- (1) 2013-75 tanks & 25 lift stations pumped & cleaned plus 13 cluster filter tanks & the filters \$18,300.
- (2) 2014-70 tanks & 90 lift stations pumped & cleaned plus 13 cluster filter tanks & the filters \$25,600.
- (3) 2015-105 tanks & 110 lifts were pumped & cleaned plus 13 cluster filter tanks & filters \$11,445.00
- (4) 2016-195 tanks & 112 lifts were pumped & cleaned plus 13 cluster filter tanks & filters \$34,878.00
- (5) 2017 tank & lift pumping & cleaned plus 13 cluster filter tanks & filters \$48,860.00
- (6) 2018 tank & lift pumped & cleaned, plus the 13 cluster filter tanks & filters \$50,600.00
- (7) 2019 tanks & lift pumped & cleaned, plus the 13 cluster filter tanks & filters, 320 systems pumped on active maintenance. \$63,467.50 spent on pumping in 2019. Includes Freeze ups and breakdowns.
- (8) 2020 Tanks & Lift pumped & Cleaned plus 13 cluster filter tanks & Filters, 315 systems to be pumped on active maintenance. \$59,522.00 as of 10/31/2020 spent on pumping in 2019 includes freeze ups and breakdowns.
- (9) 2021 Tanks and Lift pumped & Cleaned plus 13 cluster filter tanks & filters, roughly 384 systems pumped on active maintenance and then freeze ups and breakdowns. Total spent as of 10/31/2021 on pumping in 2021 \$76,461.00.
- (10) 2022 Tanks and Lifts Pumped and Cleaned plus 13 cluster filter tanks & Filters, roughly 369 systems pumped on active maintenance and then freeze ups and breakdowns. Total spent as of 10/18/2022 on pump in 2022 is \$82,204.00
- (11) 2023 Tanks and Lifts Pumped and cleaned; roughly 325 systems to be pumped on active maintenance, estimated cost for active maintenance pumping freeze ups and breakdowns for 2023 \$72,402.00
- (12) 2024 Tanks and Lifts Pumped and cleaned; roughly 405 systems to be pumped on active maintenance, estimated cost for active maintenance pumping freeze ups and breakdowns for 2024 \$80,000.00
- (13) 2025 Tanks and Lifts pumped and cleaned; roughly 375 systems to be pumped on active maintenance, estimated cost for active maintenance pumping, freeze ups and breakdowns for 2025 \$???
- (14) 2026 Tanks and Lifts pumped and cleaned; roughly 377 systems to be pumped on active maintenance, estimated cost for active maintenance pumping, freeze ups and breakdowns for 2026 \$80,000.00

**Pumps costs Previous and Budgeted Year:**

- 2019: There were 5 pumps replaced in 2019. 2 Rebuilt pumps were used and 3 new pumps. There are 10 new pumps in inventory that are new as of 2019. Costs of those pumps was \$10,234.80.
- 2020: There were 14 pumps replaced in 2020 with an average pump cost of \$1025.00 plus labor for a total of \$14,337.75 plus labor.
- 2021: There were 13 pumps replaced as of 10/31/21 in 2021 with an average pump cost of \$12,144.75 plus labor for a total cost of \$13,603.21
- 2022: There were 22 pumps replaced as of 10/18/2022 in 2022 with an average pump cost of \$1297.00 plus labor for a total cost of \$28,533.53
- 2023: Estimating to replace the same number of pumps in 2023 for an approximate cost of \$30,000.00 plus labor
- 2024: Estimate to replace the same number of pumps in 2024 for an approximate cost of \$20,000.00 plus labor
- 2025: Estimate to replace the same number of pumps in 2025 for an approximate cost of \$40,000.00 plus labor
- 2026: Estimate to replace the same number of pumps in 2026 for an approximate cost of \$40,000.00 plus labor

**Floats costs Previous and Budgeted Year:**

- 2019: Ordered new floats and still have a lot left for a cost of \$1408.00 in 2019. Replaced 21 floats in 2019. Expect to Replace about the same next year. Cost to replace a float is my hourly rate for labor(\$31.63) plus cost of float(\$38.50) plus wire connectors cost(\$5.60).
- 2020: Ordered new floats in 2020 and still have a good amount left for a cost of \$1873.00. Replaced 38 floats in 2020 as of 10/31/2020. Expect to replace about the same next year. Cost to replace a float is my hourly rate (32.56 plus cost of float(\$38.50) plus wire connectors cost(\$5.60)
- 2021: Ordered new floats in 2021 and still have a good amount left of a cost of \$1,873.00. Replaced 42 floats as of 10/31/2021 in 2021. Expect to replace about the same next year. Cost to replace a float is my hourly rate (\$33.53 plus cost of float (\$38.50) plus wire connectors cost (\$5.60)
- 2022: Order new floats in 2022 and still have a good amount left of a cost of \$1,117.92. Will probably need to make another order this winter. Replaced 32 floats as of 10/18/2022 in 2022. Expect to replace about the same next year. Cost to replace a float is my hourly rate \$34.53 plus cost of float (\$46.58) plus connectors cost (\$5.60)
- 2023: Estimating to replace same number of floats in 2023. Prices have been increasing every time an order is placed. Expect the cost of the float to be around \$50.00 per float when next order is placed. Estimated cost for 24 more on/off floats \$1,200.00.
- 2024: Estimating to replace same number of floats in 2024. Prices have been increasing every time an order is placed. Expect the cost of the float to be around \$52.00 per float when next order is placed. Estimated cost for \$1,200.00 for float replacement plus labor
- 2025: Estimating to replace the same number of floats in 2025. Prices have been increasing every time an order is placed. Expect the cost of the float to be around \$62.00 per float. Estimated cost for total replacements \$3700.00 plus labor
- 2026: Estimating to replace the same number of floats in 2026. Prices have been increasing every time an order is placed. Expect the cost of the float to be around \$62.00 per float. Estimated cost for total replacements \$3700.00 plus labor

**Manhole Covers to Surface:**

- 2024: This is under the active maintenance replacement cost. As of 10/14/2024 59 covers brought to surface. With an average of 1 foot of riser pipe each. Cost per Job is roughly \$200. Total cost is estimated at about \$12,000.00.
- 2025: Estimate to do about the same as 2024.
- 2026: Estimate to do about the same as 2025.

Item	Projected 2026 Income/General Fund	2025 Income
Administration Fees	\$ 124,365.59	\$ 123,003.51
General Maintenance	\$ 95,696.63	\$ 94,088.00
Old Assessments/ Delinquents fees interest	\$ -	\$ -
Interest for Generals funds to end of year rates	\$ -	\$ -
Permits & Repairs & Miscellaneous	\$ 10,500.00	\$ 18,969.35
PERA assistance, Repairs, Tech Assistance	\$ -	\$ -
MCTI Insurance refunds to be received	\$ -	\$ 189.00
Total	\$ 230,562.22	\$ 236,249.86

Permit fees are \$350.00 per permit.  
District should plan on spending at least \$100,000.00 dollars or more on replacement systems in 2026.

User Fee Increases (No increase in 2014 & 2016)	2015	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Pumping Fund	\$ 1.00	\$ -	\$ -	\$ 1.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 10.00	\$ 6.00	\$ -	\$ -
General Maintenance Fund	\$ 2.00	\$ 2.00	\$ 2.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tank & Line Fund	\$ -	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 32.00	\$ 10.00	\$ 10.00	\$ -	\$ -
Pumps & Controls Fund	\$ 2.00	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5.00	\$ 15.00	\$ -	\$ -
Administration Fee Fund	\$ -	\$ -	\$ -	\$ 2.00	\$ -	\$ -	\$ 8.00	\$ 9.00	\$ -	\$ -	\$ -
Total	\$ 5.00	\$ 5.00	\$ 4.00	\$ 5.00	\$ 8.00	\$ 10.00	\$ 40.00	\$ 25.00	\$ 40.00	\$ -	\$ -

**Projected User Fee Total Income for 2026: 457,986.02**

Rates in the Pumping Fund and Tanks and Lines funds may need to be looked at every year depending on number of systems failing on average and pumping cost by the contractor.  
More breakdowns and failing systems seem to be happening each year. We have to be prepared for this as the systems continue to age.