

OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting minutes

Location: Community Center building in Ottertail City, MN

Date: Feb 11 2026

Time: 4:00pm

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

Board members present: Com. Bleichner, Com. Erwin

Members absent: , Com. Cannady, Com. Langren,

Guests: Chris LeClair

Quorum: yes

Next Meeting Date: Mar 11, 2026

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. Erwin **Motion passed.**
 3. **Treasurer's Report:** The report was presented by Treas. Wheeler.
Motion to accept the report by Sec. Dean;
2nd by Com. Bleichner. **Motion passed.**
- TOTAL CASH ON HAND**
- 01/31/2026: \$831, 558. 60 1/31/2025 \$748, 757. 04.**
4. **Pay Bills:** Bills were presented by Adm. Kvidt.
Motion by Treas. Wheeler to pay the bills;
2nd by Com. Erwin. **Motion passed.**
 5. **Deer Lake Property Owner Update:** will be determined in 60 days
 6. **OTWMD Audit Update:** check with the district lawyer to see what is required and to CarlsonSV
 7. **OTWMD Record Keeping Program Update:** working on the process
 8. **Cluster Drainfield Capacity Check 2026:** work in progress will report more in March.
 9. **Rearing Pond Property Update:** Motion by Com. Bleichner and 2nd by Com. Erwin that no hunting of any kind is allowed on the property as it is a designated walking area. Motion passed.
 10. **OTWMD Annual Report to Otter Tail County Commissioners:** happened on 2/10/2026
 11. **MOWA 2026 Convention Update**
 12. **Administrator's Report:** presented by Adm. Kvidt

Cindy Dean, |Sec

Otter Tail Water Management District Monthly Meeting

Meeting Date: February 11th, 2026

Next Meeting Date: March 11th, 2026

Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
 - a. 7-Month CD Renewal. Board Thoughts?
4. Pay Bills
5. Deer Lake Property Owner Update
6. OTWMD Audit Update
 - a. Boards Thoughts?
7. OTWMD Record Keeping Program Update
 - a. Reached out to two companies about a new program, RT Vision and Schneider Geospatial.
 - b. Working through ideas with them for updating our program.
 - c. Boards Thoughts?
8. Cluster Drainfield Capacity Check 2026
 - a. Talked to a couple of contractors and pricing would be determined by number of guys needed onsite, equipment and if altering any part of the drop box to be viewable from the surface for the future.
 - b. Boards Thoughts?
9. Rearing Pond Property Update
10. OTWMD Annual Report to Otter Tail County Commissioners happened on 2/10/2026
11. MOWA 2026 Convention Update

Administrator's Report:

1. 1/15/2026 39890 County Highway 1. Passive Property. Alarm on. Visited the property and reset everything. Everything now working as it should be.
2. 1/26/2026 28676 & 28690 County Highway 145. Alarm on. Reset everything and tested. Everything appears to be working as it should be at this time. The homeowner will call with any further issues.
3. 1/26/2026 39381 County Highway 1. Alarm on. Reset everything and tested. Everything appears to be working as it should be at this time. The homeowner will call with any further issues.
4. 1/28/2026 40126 Blue Heron Loop. Alarm on. System frozen between lift station and drainfield under road. Hawes Pumping pumped out the tanks at the owner's expense. They will use the system as holding tanks until it thaws.
5. 1/30/2026 30539 State Highway 78. Slow drains in the cabin. Visited the property and the tanks and lift are at the correct operating level. The issue appears to be a frozen sewer line. Homeowner to call if any further questions.
6. 2/4/2026 27734 340th Ave. Alarm on. Jake Christensen visited property and called Hawes Pumping. They pumped out the tanks. It appears the system is frozen between the lift station and mound. The homeowner is working on thawing the line himself. He will call with any questions or concerns.

7. 2/5/2026 26824 Mar Tee Beach Road. Alarm on. Visited property and it appears that the pump is attempting to run but the system appears to be frozen between the lift station and drainfield. Hawes Pumping to pump the tanks. Homeowner to pay for the pumping.
8. 2/5/2026 30089 Four Winds Drive. Alarm on. Visited property and it appears that the pump is attempting to run but the system appears to be frozen between the lift station and drainfield. Hawes Pumping to pump the tanks. Homeowner to pay for the pumping.
9. 2/6/2026 370804 Eldorado Beach Road Unit #7. Septic back up. Passive System. Pump is not working. Drainfield may also be froze. Hawes Pumping pumped out the lift tank. Pump will be replaced and then the drainfield will be checked. All costs the responsibility of the homeowner
10. 2/6/2026 39581 Clearmont Road. Septic back up. System is froze between the septic tank and drainfield under the road. A heat tape appears to no longer be working. Hawes Pumping pumped out the tank and this system will be used as a holding tank until spring. All costs up to the homeowner.

2/1/2026

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

Checking Accounts	1/31/2026					Savings Acct	
	General Acct 4118	Tank/Line 7802	Pmps/Cntrl 7829	Pumping 7810	Money Mkt 0490	Rearing Pond 2140	Totals
Beginning balance January 1, 2026	\$13,641.16	\$9,229.76	\$6,641.28	\$5,590.00	\$151,049.70	\$11,225.78	\$197,377.68
Interest income for month	\$4.20	\$2.03	\$1.45	\$1.22	\$249.56	\$12.87	\$271.33
Receipts for month	\$4,480.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,480.99
Internal transfers	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
	\$33,126.35	\$9,231.79	\$6,642.73	\$5,591.22	\$151,299.26	\$11,238.65	\$217,130.00
January disbursements	\$15,414.14	\$4.05	\$0.00	\$0.00	\$0.00	\$0.00	\$15,418.19
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
Ending balance January 31, 2026	\$17,712.21	\$9,227.74	\$6,642.73	\$5,591.22	\$136,299.26	\$11,238.65	\$186,711.81

Disbursements for month

5 checks	\$11,159.27	Gen Acct
6 ACH pymts	\$4,254.87	Gen Acct
1 checks	\$4.05	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/Cntrl	Pumping	Maturity Date
0001	3.65%	12 Month		\$263,290.07			1/20/2027
0002	3.65%	12 Month				\$30,247.71	1/20/2027
0003	3.65%	12 Month			\$151,309.01		1/20/2027
SPEC0001	4.25%	7 Month	\$200,000.00				2/15/2026
CD TOTALS			\$200,000.00	\$263,290.07	\$151,309.01	\$30,247.71	\$644,846.79
SAVINGS TOTALS							\$11,238.65
ACCOUNT TOTALS			\$217,712.21	\$272,517.81	\$157,951.74	\$35,838.93	\$136,299.26

TOTAL CASH ON HAND	\$831,558.60
1/31/2026	

1/31/2025	\$748,757.04
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Otter Tail Water Management District Accounts Payable
2/11/2026

Balance in General Account on Date of Monthly Meeting(NOW 3)	\$	13,992.47	2/11/2026
Deposits made between January & February Monthly Meeting	\$	4,822.79	2/11/2026

General Account Total
\$ 10,179.39

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,790.95	47045	2/11/2026
Alex Kvidt	Rent	\$ 375.00	47046	2/11/2026
HealthEquity	Alex Kvidt HSA	\$ 615.00	ACH	2/6/2026
Jake Christensen	On-call	\$ -	na	na
Jake Christensen	Mileage	\$ -	na	na
PERA	Contribution	\$ 997.36	ACH	2/5/2026
US Treasury	Federal Tax Deposit	\$ 1,889.98	ACH	2/4/2026
MN Dept of Revenue	State Tax Deposit	\$ 425.00	ACH	2/5/2026
Arvig	Internet/Phone	\$ 109.63	ACH	1/26/2026
Loffler	Computer Program	\$ 30.00	ACH	2/4/2026
	Subtotal	\$ 9,332.92		

Credit Card Charges

QuickBooks	Computer Program	\$ 38.00	ACH	2/3/2026
QuickBooks	Computer Program	\$ 38.00	ACH	1/4/2026
CyberSprout	Website	\$ 59.00	ACH	1/6/2026
Zoom	Computer Program	\$ 18.24	ACH	1/9/2026
Verizon	Cell Phones	\$ 70.48	ACH	1/22/2026
Adobe	Computer Program	\$ 21.56	ACH	2/2/2026
UPSP	Postage	\$ 234.00	ACH	1/7/2026
Staples	Tax Documents	\$ 129.89	ACH	1/7/2026
Amazon	Office Supplies	\$ 38.64	ACH	1/8/2026
Amazon	Office Supplies	\$ 143.87	ACH	1/9/2026
Genex	Vehicle Gas	\$ 54.79	ACH	1/28/2026
	First National Bank	\$ 846.47	47047	2/11/2026

	Amount in account at Meeting Date:	\$	5,591.22	2/11/2026
Pumping Fund Fees(NOW 1)				
	Subtotal:	\$	-	

	Amount in account at Meeting Date:	\$	9,196.39	2/11/2026
Tanks & Lines Fees(NOW 2)				
Gopher One	Gopher One Calls	\$ 52.70	1930	2/11/2026
Scott's Septic Services	Active Maintenance Design 33829 Long Lake Road	\$ 725.00	1931	2/11/2026
JD Locating	Locates	\$ 117.15	1932	2/11/2026
	Subtotal	\$	894.85	

	Amount in account at Meeting Date:	\$	6,642.73	2/11/2026
Pumps & Controls Fees(NOW)				
	Subtotal:	\$	-	

Total Bills Per Month \$

11,074.24