

OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting minutes

Location: Community Center building in Ottertail City, MN

Date: Mar 11, 2026

Time: 4:00pm

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

Board members present: Com. Bleichner, Com. Cannady

Members absent: Com. Langren, Com. Erwin

Guests: Quorum: yes

.Next Meeting Date: Apr 9, 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. Cannady. **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

02/28/2026: \$826, 033. 25 2/28/2025 \$736, 434. 14

4. **Pay Bills:** Bills were presented by Adm. Kvidt.
Motion by to pay the bills by Com. Cannady
2nd by Treas. Wheeler. **Motion passed.**

5. **Deer Lake Property Owner Update:** trial date has been set

6. **Cluster Drainfield Bids:** SF Excavating: Motion by Com. Bleichner; 2nd by Com. Cannady
to accept the bid by SF Excavating. **Motion passed.**

7. **Audit Update;** MN State Auditor's Office classifies the district as a Watershed District, so
an annual audit is still required.

8 **Record Keeping Program Update:** Board requested that RT-Vision make a personal
presentation either in person or by zoom.

9. **Administrator's Report:** presented by Adm Kvidt

Adjourned at 4.:26

Cindy Dean, Sec

Otter Tail Water Management District Monthly Meeting

Meeting Date: March 11th, 2026

Next Meeting Date: April 8th, 2026

Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
4. Pay Bills
 - a. Transfer Money to Cover Bills from Money Markert to:
- 3/6/2026 General Account: \$15,000.00
5. Deer Lake Property Owner Update
6. Cluster Drainfield Bids below:
 - a. SF Excavating \$175 mobilization fee to first site and \$95 per site afterwards. Then \$50 per drop box excavated on top of that.
 - b. Outdoor Renovation \$195 per hour with mini excavator. Includes one man to help locate drop boxes where needed.
 - c. Brogard Plumbing \$150 per hour for mini excavator and \$11.86 per riser if cover brought to surface. Estimated cost of one site is \$1790.21.
 - d. Boards thoughts?
7. Audit Update
 - a. MN State Auditors Office classifies the district as a Watershed District, so an annual audit is still required.
8. Record Keeping Program Update
 - a. Schneider Geospatial-Proposal Attached to agenda
 - b. RT Vision-Proposal Attached to agenda
9. Active Maintenance Update
 - a. 33829 Long Lake Road-Abbott Excavating hired to replace the drainfield. This work will be done in the spring 2026.
10. 2/19/2026 Ordered 20 more plastic manhole covers to prepare for the upcoming construction season. Will probably order more before the season starts.
 - a. Will be picking up riser pipe as well.
11. 3/2/2026 Submitted 2026 Quarter 1 Reports to State and Federal Government
12. 3/4/2026 Completed MCIT Annual Liability Risk Assessment

Administrator's Report:

1. 2/9/2026 34442 Deer Lake Road. Septic backing up. System froze between septic and lift tank. Homeowner to have the line jettied. Homeowners expense due to it being a freezing issue.
2. 2/13/2026 119 Bay View Road. Septic backing up. System froze between house and septic tank. Homeowner to have line thawed. Homeowners expense due to it being a freezing issue.
3. 2/13/2026 36218 Augustana Drive. Septic Alarm on. Passive System. Owners had the tanks pumped. The pump is shut off and will be turned back on in the spring.
4. 2/13/2026 39890 County Highway 1. Septic alarm on. Hawes Pumping pumped out the tanks at the owner's expense.
5. 2/26/2026 32910 South Shore Drive. Septic backing up. Septic line between tank and drainfield is frozen. Hawes Pumping pumped out at the owner's expense.
6. 3/2/2026 38314 Eldorado Beach Road. Alarm on. Lift station is frozen or line between lift and drainfield is frozen. Homeowner not to come back until Mid-April and hope its thawed. Informed the owner to make sure the water is off so to avoid back up issues. Alarm and pump are turned off and will be turned back on in the spring.

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/Cntrls 7829	Pumping 7810	Money Mkt 0490	Rearing Pond 2140	Totals
Beginning balance February 1, 2026	\$17,712.21	\$9,227.74	\$6,642.73	\$5,591.22	\$136,299.26	\$11,238.65	\$186,711.81
Interest income for month	\$2.52	\$1.74	\$1.28	\$1.08	\$219.57	\$11.64	\$237.83
Receipts for month	\$337.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$337.60
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$18,052.33	\$9,229.48	\$6,644.01	\$5,592.30	\$136,518.83	\$11,250.29	\$187,287.24
February disbursements	\$10,181.43	\$926.20	\$0.00	\$0.00	\$0.00	\$0.00	\$11,107.63
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending balance February 28, 2026	\$7,870.90	\$8,303.28	\$6,644.01	\$5,592.30	\$136,518.83	\$11,250.29	\$176,179.61

Disbursements for month

3 checks	\$6,012.42	Gen Acct
6 ACH pymts	\$4,169.01	Gen Acct
4 checks	\$926.20	Tank/Line
0 checks	\$0.00	Pumps/Controls
0 checks	\$0.00	Pumping

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrls	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	3.15%	6 Month	\$205,006.85				8/16/2026		
CD TOTALS			\$205,006.85	\$263,290.07	\$151,309.01	\$30,247.71	\$649,853.64		
SAVINGS TOTALS							\$11,250.29		
ACCOUNT TOTALS			\$212,877.75	\$271,593.35	\$157,953.02	\$35,840.01	\$136,518.83	\$11,250.29	\$826,033.25

TOTAL CASH ON HAND 1/28/2026	\$826,033.25
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1/28/2025	\$736,434.14
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Otter Tail Water Management District Accounts Payable
3/11/2026

Balance in General Account on Date of Monthly Meeting(NOW 3)	\$	19,349.58	3/9/2026
Deposits made between February & March Monthly Meeting	\$	677.72	3/9/2026

General Account Total
\$ 12,208.31

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,790.95	47048	3/11/2026
Alex Kvidt	Rent	\$ 375.00	47049	3/11/2026
HealthEquity	Alex Kvidt HSA	\$ 615.00	ACH	3/6/2026
Jake Christensen	On-call	\$ 407.79	47050	3/11/2026
Jake Christensen	Mileage	\$ 8.70	47051	3/11/2026
PERA	Contribution	\$ 1,063.87	ACH	3/3/2026
US Treasury	Federal Tax Deposit	\$ 2,062.65	ACH	3/2/2026
MN Dept of Revenue	State Tax Deposit	\$ 425.00	ACH	3/3/2026
Arvig	Internet/Phone	\$ 111.67	ACH	2/26/2026
Loffler	Computer Program	\$ 30.00	ACH	3/5/2026
	Subtotal	\$ 9,890.63		

Credit Card Charges

QuickBooks	Computer Program	\$ 38.00	ACH	3/2/2026
CyberSprout	Website	\$ 59.00	ACH	2/6/2026
Zoom	Computer Program	\$ 18.24	ACH	2/9/2026
Verizon	Cell Phones	\$ 70.48	ACH	2/22/2026
Adobe	Computer Program	\$ 21.56	ACH	3/1/2026
Canal Park Lodge	Hotel for Continuing Education	\$ 136.11	ACH	2/5/2026
Amazon	Septic Manhole Covers	\$ 1,653.50	ACH	2/20/2026
Duluth Convention Center	Parking Pass	\$ 10.00	ACH	2/4/2026
Duluth Convention Center	Parking Pass	\$ 10.00	ACH	2/5/2026
Bigfoot	Vehicle Gas	\$ 73.25	ACH	2/4/2026
Caseys	Vehicle Gas	\$ 51.79	ACH	2/12/2026
Walmart	Office Supplies	\$ 175.75	ACH	2/13/2026
	First National Bank	\$ 2,317.68	47052	3/11/2026

	Amount in account at Meeting Date:	\$ 5,592.30		3/9/2026
Pumping Fund Fees(NOW 1)				
	Subtotal:	\$ -		

	Amount in account at Meeting Date:	\$ 8,303.28		3/9/2026
Tanks & Lines Fees(NOW 2)				
ID Locating	Locates	\$ 54.45	1933	3/11/2026
Gopher One	Gopher One Calls	\$ 4.05	1934	3/11/2026
	Subtotal	\$ 58.50		

	Amount in account at Meeting Date:	\$ 6,644.01		3/9/2026
Pumps & Controls Fees(NOW)				
	Subtotal:	\$ -		

Total Bills Per Month \$

12,266.81

February 13, 2026

Alex Kvidt, Administrator
Otter Tail Water Management District
PO Box 612
Battle Lake, MN 56515

Dear Alex,

Thank you for the opportunity to discuss how Schneider Geospatial can support the Otter Tail Water Management District. We appreciate the conversation and the opportunity to tailor a solution that provides both reliable technology and flexible, on-demand GIS expertise.

Below is a revised solution designed to prioritize staff augmentation and ongoing GIS support.

For your convenience, here are links to our websites:

- **Beacon:** <https://beacon.schneidercorp.com/>
- **Schneider Geospatial:** <https://www.schneidergis.com/>

Please note that the pricing and module configurations presented below are subject to potential adjustments based on your specific needs and requirements.

Proposed Solution: Beacon & GIS Staff Augmentation

Our recommended approach combines the Beacon Basic platform with dedicated GIS Support (FLEX) Hours to provide both powerful public-facing tools and scalable internal technical capacity.

Beacon (Basic Package)

This package provides core functionalities essential for efficient property information management.

Details:

- **Comprehensive Search Functionality:** Enables users to quickly and easily locate property information based on various criteria.
- **Robust Report Generation:** Facilitates the creation of customized reports for internal analysis and external stakeholders.
- **Integrated Mapping Capabilities:** Provides interactive mapping tools for visualizing property data and spatial relationships.
- **Seamless Document Access:** Offers a centralized repository for accessing relevant property-related documents.
- **Efficient Comparable Sales Search:** Streamlines the process of identifying comparable sales for valuation and analysis.
- **Targeted Sales Search:** Allows focused searches on sales data based on specific parameters.

Pricing Structure:

- **Initial Setup Fee:** \$15,000 (Discounts available)
 - **Annual Subscription Fee:** \$10,000 per year
-

GIS Support Services

These services are designed to provide flexible assistance for various GIS needs.

Details: Used for anything random in GIS, including land use updates and updating of government lots.

To ensure your team has reliable GIS capacity when needed, Schneider Geospatial provides flexible, on-demand staff augmentation through our FLEX Hours program.

This service is designed to function as an extension of your team, supporting:

- GIS data updates and maintenance
- Map creation and cartographic projects
- Land use and layer updates
- Data cleanup and QA/QC
- Special projects and overflow workload
- Technical troubleshooting and advisory support

FLEX Hours allow you to scale GIS expertise up or down without the overhead of additional full-time staffing. Hours can be used as needs arise throughout the year.

Pricing Structure:

- **FLEX Hours: 48 support hours** per year at an annual cost of **\$9,168**. The number of FLEX hours can be adjusted to suit your needs, ranging from 48 to 96 hours annually (with pro-rated pricing).

Pricing Summary

A. Beacon, Flex Hours	
a. One-time Setup Cost:	\$15,000
Setup items:	
Beacon Basic (Discounts Available)	Included
a. Annual Cost:	\$19,168
Items:	
Beacon Basic	Included
Flex Hours (48 hours annually)	Included

By combining Beacon with dedicated GIS staff augmentation, the Otter Tail Water Management District gains both a modern public-facing platform and access to experienced GIS professionals who can support ongoing and project-based needs.

We look forward to refining this proposal to align with your operational priorities and long-term goals.



Ryan S. Smith | Senior Account Executive



Schneider Geospatial: Basic

BASIC

Optimize your citizen engagement

Basic Includes:

- Core
- Map
- Account Management
- Data Extract Tool
- Sales List & Search
- Comparable Search
- Comp Report Generator
- Sales Search / Sales List
- Property Tax Dollars
- Document Access
- Advertising
- Bulk Printing
- Mailing Labels
- Access to up to 2 forms
- 2 tickets to the Schneider Users' Conference

ADD-ONS

Optional

Add-ons to Bundles:

- Damage Assessment
- Payment Integration
- Subscription Billing
- Citizen Action Center
- Front End Website
- Community
- EagleView ConnectView
- Sanborn Oblique
- Cyclomedia Integration
- JotForms Licensing
- PDF File Processing
- Cemetery



www.rtvision.com
 115 2nd St NE
 Little Falls, MN 56345

3/6/2026

Hello Alex:

Here is a quote for Otter Tail Water Management to use our Right-of-Way (R/W) solution to manage information related to the parcels you work with. We will work with you to migrate your data into our system. This will include bringing in attachments that are in your current system.

Thank you,

Marc Rood

Business Development Director

Exhibit A – Project Fees

Product	Description	Unit Price	Quantity	Line Total
R/W	Manage your parcel information, along with attachments related to your parcels, produce reports (1-2) and documents (4-6) for your use. Solution installed on server at AWS (Amazon Web Services).	\$4,500/year	1.00	\$4,500/year
R/W Implementation	Set-up and training on the use of R/W and setup of reports and documents	\$175/Hour	10.00	\$1,750
Data Migration	Bring information over to our system from Access Database, including attachments	\$225/Hour	20-60 Hours	\$4,500-\$13,500
Support & Maintenance	Annual support/maintenance to keep software up to date, along with ongoing phone and e-mail support. All solutions will be installed on AWS (Amazon Web Services)	Included	1.00	Included
			Total – Year 1	TBD
			Total Year 2*	\$4,500
			Total Year 3*	\$4,500

Exhibit B – Current Fee Schedule

\$225/Hour Integrations & Data Migrations
\$200/Hour Enhancements & Custom Programming
\$175/Hour Setup & Project Management
\$125/Hour Training

Exhibit C – Terms and Conditions

Upon signature of the agreement, the software fee (\$4,500) and 50% of implementation fees (\$875) will be invoiced. Remaining implementation fee (\$875) is invoiced once training is completed. Migration fee will be invoiced 50% once that process is started and 50% once migration is completed.

The initial term of this agreement is three years, with the initial term commencing **8** weeks from the date of your kickoff call with RTVision’s Customer Success Manager. In the event you wish to terminate your subscription upon receiving that document you can provide written notice that you plan not to renew your subscription.

* Upon expiration of each year, RTVision’s renewal price will be based on current software pricing, not to exceed a 3% percent increase from the price paid during the previous year.

RTVision will assign an account manager to represent the project performance, progress, and execution of the project, throughout the duration of the project. This account manager will be the main contact at RTVision throughout the duration of the services.

Billable time will be invoiced in 15-minute increments.

3/1/2026

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

2/28/2026

Savings Acct

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