

OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting minutes

Location: Community Center building in Ottertail City, MN

Date: Apr 8, 2026

Time: 4:00pm

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

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

Members absent: Com. Cannady

Guests:Quorum: yes

.Next Meeting Date: May 13, 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. Langren. **Motion passed.**

TOTAL CASH ON HAND

03/31/2026: \$814, 681. 02 03/31/2025 \$691, 190. 50

4. **Pay Bills:** Bills were presented by Adm. Kvidt.
Motion to pay the bills by Treas. Wheeler
2nd by Com. Erwin. **Motion passed.**
5. **RT Vision:** will be at the May meeting.
6. **Deer Lake Property Owner Update:** trial date has been set April 28
7. **Cluster Drainfield Bids:** SF Excavating: will start when the snow is gone.
8. **2026 Active Maintenance Update:** 3 systems to be done.
9. **Manhole update:** ordered 15
10. **Electronic Inventory Report :** submitted
11. **Continuing Education:** May 9th and May 15th

Adjourned at 4.:25

Cindy Dean, Sec

Otter Tail Water Management District Monthly Meeting

Meeting Date: April 8th, 2026

Next Meeting Date: May 13th, 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:
- 4/6/2026 General Account: \$10,000.00
5. RT Vision will be meeting with the Board at the May 2026 board meeting to discuss a new record keeping program and answer any board questions.
6. Deer Lake Property Update
7. Cluster Drainfield Project Update
 - a. SF Excavating was hired to do the work and is able to do the work this Spring. We will be staying in touch as the weather cooperates to complete this project.
 - b. There are roughly 176 drop boxes in total in the cluster drainfields.
8. 2026 Active Maintenance Update
 - a. In contact with the homeowners and contractors working on timelines for the three existing active maintenance replacements that carried over from last year.
9. 3/23/2026 Ordered 15 more manhole covers. Hoping to start working on bringing covers to surface soon.
10. 4/2/2026 Submitted Electronic Inventory Report to MCIT for 2026
11. Continuing Education
 - a. Signed up for a soils continuing Education Class on May 9th and May 15th. Each day has a 4-hour session. May 9th is on the computer and May 15th is in Alexandria. This will complete my continuing education for the year. I will be certified until 2029 after completion.

Administrator's Report:

1. 3/19/2026 30039 Four Winds Drive. Alarm on. Visited the property and found that there was a layer of ice in the lift station. Was able to break up the ice and everything is now working as it should be.
2. 3/19/2026 Balmoral Condos. Jake Christensen visited the last couple of days, and the pumps are not working. Hawes Pumping pumped the tanks. Precision Electric came to look at the panel and determined some faulty pieces in the panel. They are ordering parts and will replace them when they arrive. The homeowners will call if they need the tanks pumped in the meantime. I will update when this work is completed.
 - a. 4/1/2026 Precision Electric replace the contactors in the control panel. Everything is now working as it should be at this time. The homeowners will call if they notice any further issues.
3. 3/24/2026 Turned pumps back on at the following properties due to freeze ups over the winter:
 - a. 30089 Four Winds Drive
 - b. 26824 Mar Tee Beach Road
 - c. 38314 Eldorado Beach Road
 - d. 36218 Augustana Drive
4. 3/25/2026 Removed concrete blankets from Cluster Still Tanks
5. 3/26/2026 Removed stakes marking septic tanks on Bay View and Blarney Cluster Systems
6. Started meeting with Contractors and homeowners to discuss upcoming projects.

4/1/2026

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

Checking Accounts	3/31/2026					Savings Acct	Totals
	General Acct 4118	Tank/Line 7802	Pmps/Cntrls 7829	Pumping 7810	Money Mkt 0490	Rearing Pond 2140	
Beginning balance March 1, 2026	\$7,870.90	\$8,303.28	\$6,644.01	\$5,592.30	\$136,518.83	\$11,250.29	\$176,179.61
Interest income for month	\$3.23	\$1.70	\$1.36	\$1.15	\$221.05	\$12.90	\$241.39
Receipts for month	\$675.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$675.20
Internal transfers	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
	\$23,549.33	\$8,304.98	\$6,645.37	\$5,593.45	\$136,739.88	\$11,263.19	\$192,096.20
March disbursements	\$12,210.32	\$58.50	\$0.00	\$0.00	\$0.00	\$0.00	\$12,268.82
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
Ending balance March 31, 2026	\$11,339.01	\$8,246.48	\$6,645.37	\$5,593.45	\$121,739.88	\$11,263.19	\$164,827.38

Disbursements for month

5 checks	\$7,900.12	Gen Acct
6 ACH pymts	\$4,310.20	Gen Acct
2 checks	\$58.50	Tank/Line
0 checks	\$0.00	Pumps/Controls
0 checks	\$0.00	Pumping

CD #	Int rate	Time period	CD Summary				Maturity Date
			Gen Acct	Tank/Line	Pmps/Cntrls	Pumping	
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							\$11,263.19
ACCOUNT TOTALS			\$216,345.86	\$271,536.55	\$157,954.38	\$35,841.16	\$814,681.02

TOTAL CASH ON HAND 3/31/2026	\$814,681.02
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3/31/2025	\$691,190.50
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Otter Tail Water Management District Accounts Payable

4/8/2026			
Balance in General Account on Date of Monthly Meeting(NOW 3)	\$	18,047.48	4/6/2026
Deposits made between March & April Monthly Meeting	\$	337.60	4/6/2026

General Account Total
\$ 11,981.66

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,790.95	47053	4/8/2026
Alex Kvidt	Rent	\$ 375.00	47054	4/8/2026
HealthEquity	Alex Kvidt HSA	\$ 615.00	ACH	4/7/2026
Jake Christensen	On-call	\$ 547.29	47055	4/8/2026
Jake Christensen	Mileage	\$ 18.85	47056	4/8/2026
PERA	Contribution	\$ 1,086.62	ACH	4/2/2026
US Treasury	Federal Tax Deposit	\$ 2,087.51	ACH	4/1/2026
MN Dept of Revenue	State Tax Deposit	\$ 425.00	ACH	4/2/2026
Arvig	Internet/Phone	\$ 113.68	ACH	3/26/2026
Loffler	Computer Program	\$ 30.00	ACH	4/6/2026
Regents of the University of MN	Continuing Education Soils Class	\$ 320.00	47057	4/8/2026
	Subtotal	\$ 10,409.90		

Credit Card Charges

QuickBooks	Website	\$ 38.00	ACH	4/2/2026
CyberSprout	Website	\$ 59.00	ACH	3/6/2026
Zoom	Computer Program	\$ 18.24	ACH	3/9/2026
Verizon	Cell Phones	\$ 70.48	ACH	3/22/2026
Adobe	Computer Program	\$ 21.56	ACH	4/1/2026
Amazaon	Manhole Covers	\$ 1,293.95	ACH	3/24/2026
Battle Lake Standard	Vehicle Gas	\$ 70.53	ACH	3/20/2026
	First National Bank	\$ 1,571.76	47058	4/8/2026

	Amount in account at Meeting Date:	\$ 5,593.45		4/6/2026
Pumping Fund Fees(NOW 1)				
Hawes Pumping	Pumping List/Maintennace	\$ 420.00	429	4/8/2026
	Subtotal:	\$ 420.00		

	Amount in account at Meeting Date:	\$ 8,246.48		4/6/2026
Tanks & Lines Fees(NOW 2)				
JD Locating	Locates	\$ 267.85	1935	4/8/2026
Gopher One	Gopher One Calls	\$ 20.25	1936	4/8/2026
	Subtotal	\$ 288.10		

	Amount in account at Meeting Date:	\$ 6,645.37		4/6/2026
Pumps & Controls Fees(NOW)				
Precision Electric	Balmoral Condos North Contactor Replacement	\$ 495.52	1578	4/8/2026
	Subtotal:	\$ 495.52		

Total Bills Per Month \$

13,185.28