

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

**Meeting Date:** May 13<sup>th</sup>, 2026

**Next Meeting Date:** June 10<sup>th</sup>, 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:**
    - 5/4/2026 \$5,000.00 to Pumping Account
    - 5/4/2026 \$10,000.00 to General Account
    - 5/6/2026 \$10,000.00 to Tanks and Lines Account
- 5. RT Vision New Record Keeping Software Presentation via Microsoft Teams**
- 6. Deer Lake Property Update**
  - a. Repair work completed 4/30/2026. Bill on the bill sheet.**
- 7. Active Maintenance Update**
  - a. Greenwood Association**
    - During Active Maintenance 2026 Pumping Hawes Pumping located 2 septic tanks that have cracks in the bottom. Scott's Septic Services is working on a design to replace these 2 tanks and then it will be sent out for bid to installers. Informed one of the owners who was going to let the board at Greenwood Association know about this process.
  - b. Working with contractors and homeowners for timelines on the other 3 Active Maintenance Installations. Hoping to get at least 2 of them done this spring still.**
  - c. Working with SF Excavating on a timeline for the Cluster Drainfield Project.**
    - 5/7/2026 Looked at 7 Cluster Drainfields and decided to skip 1 results are below:
      - 1. Parcel #25000010006021 4/13 (31%) Drop Boxes were used**
        - a. Opened up trench 1 & 2. They were previously piped through.**
      - 2. Parcel #25000030014012 3/7 (43%) Drop Boxes were used**
        - a. Opened up trench 1 & 2. They were previously piped through.**
      - 3. Parcel #25000040016004 3/7 (43%) Drop Boxes were used**
        - a. Non previously piped through.**
      - 4. Parcel #25000990864000 11/22 (50%) Drop Boxes were used**
        - a. Opened Trenches 4-6 & 8-9. They were previously piped through.**
      - 5. Parcel #25000050028007 7/9 (78%) Drop Boxes were used**
        - a. 1 Trench full. The rest have been used but not heavily at all times.**
      - 6. Parcel #25000060036004 4/6 (66%) Drop Boxes were used**
        - a. 4 Drop boxes used but not used heavily at all times.**
      - 7. Parcel #02000320253011 8/17 (47%) Drop boxes were used**
        - a. Opened Trenches 2 & 4. They were previously piped through.**
      - 8. Parcel #02000320261001 Skipped due to it being used by only 3 cabins that are not used on a full-time basis.**

- Cluster Drainfield Fencing-Was able to place the boards back up on the fence of the cluster drainfield discussed at the last meeting.
8. Continuing Education Update
    - a. Signed up for the classes from 2025 accidentally. Voided that payment and paid for the 2026 classes in Alexandria on May 15<sup>th</sup> and May 21<sup>st</sup>, 2026. This bill is on the bill sheet.
  9. Stocked up on septic tools and supplies heading into the 2026 construction season. The bills are on the bill sheet.
  10. Completed MCIT Workers Compensation Payroll Estimate for 2027
  11. Covers to Surface in 2026 Update:
    - a. Brought covers to surface or determined they are close enough to surface to leave as is on 39 different properties so far in 2026. Will continue working on more properties as time allows this construction season. Did all this work with Hawes Pumping.
    - b. As of 5/5/2026 605/1195 (50.6%) Active Maintenance Properties manhole covers are to surface.
    - c. As of 5/5/2026 224/377 (59.4%) of the 2026 Active Maintenance Pumping list covers are to surface.
  12. Bridget Bennet, a PHD Student from Glasgow University in Scotland, would like to come to a board meeting in September 2026 to talk to the board about the district. Her PHD is on the study of Rural wastewater in Scotland. She is originally from Minnesota and has heard about the district through her studies.
    - a. Boards thoughts?

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

1. 4/16/2026 29853 Highland Loop. Marked Drainfield at homeowner's request for a building project. Homeowner will call if they have any further questions.
2. 4/20/2026 36997 Blarney Beach Road. Alarm on. Replaced all three floats with new. Everything now working as it should be at this time. The homeowner will call if they notice any further issues.
3. 4/22/2026 34433 Northview Road. Precision Electric scheduled after Memorial Day Weekend to fix the conduit for the floats/pump cords. Homeowner wanted to be present during this work.
4. 4/22/2026 34504 Deer lake Road. Homeowner requested the septic system be looked at after it froze this winter. Gave them ideas on what they can do to prevent it moving forward. The homeowners will reach out if they have any further questions.
5. 4/28/2206 38798/38808 Preserve Drive. Alarm on. GFI outlet that runs the pump had tripped. Reset the outlet and everything is now working as it should be at this time. The homeowners will call if they notice any further issues.
6. 5/6/2026 39306 Madsen Beach Road. Alarm on. Visited property and reset everything. Everything now working as it should be at this time. This happens every spring when the cabin gets turned back on. The homeowner will call if they notice any further issues.
7. Lots of meetings with septic contractors, homeowner and new installations/inspections to start the 2026 construction season. Hawes Pumping has also started the 2026 Active Maintenance Pumping List.

5/1/2026

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

**4/30/2026**

Savings Acct

Checking Accounts	General Acct	Tank/Line	Pmps/Cntrls	Pumping	Money Mkt	Rearing Pond	Totals
	4118	7802	7829	7810	0490	2140	
Beginning balance April 1, 2026	\$11,339.01	\$8,246.48	\$6,645.37	\$5,593.45	\$121,739.88	\$11,263.19	\$164,827.38
Interest income for month	\$2.93	\$1.66	\$1.31	\$1.10	\$195.74	\$12.50	\$215.24
Receipts for month	\$337.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$337.60
Internal transfers	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
	\$21,679.54	\$8,248.14	\$6,646.68	\$5,594.55	\$121,935.62	\$11,275.69	\$175,380.22
April disbursements	\$11,661.12	\$288.10	\$495.52	\$420.00	\$0.00	\$0.00	\$12,864.74
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
Ending balance April 30, 2026	\$10,018.42	\$7,960.04	\$6,151.16	\$5,174.55	\$111,935.62	\$11,275.69	\$152,515.48

Disbursements for month

5 checks	\$7,303.85	Gen Acct
6 ACH pymts	\$4,357.27	Gen Acct
2 checks	\$288.10	Tank/Line
1 checks	\$495.52	Pumps/Controls
1 checks	\$420.00	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
<b>CD TOTALS</b>			\$205,006.85	\$263,290.07	\$151,309.01	\$30,247.71	\$649,853.64

<b>SAVINGS TOTALS</b>						\$11,275.69
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<b>ACCOUNT TOTALS</b>	\$215,025.27	\$271,250.11	\$157,460.17	\$35,422.26	\$111,935.62	\$11,275.69	\$802,369.12
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<b>TOTAL CASH ON HAND</b>	<b>\$802,369.12</b>
<b>4/30/2026</b>	

<b>4/30/2025</b>	<b>\$663,245.98</b>
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Otter Tail Water Management District Accounts Payable  
5/13/2026

Balance in General Account on Date of Monthly Meeting(NOW 3)	\$ 16,254.73	5/11/2026
Deposits made between April & May Monthly Meeting	\$ 340.53	5/11/2026

General Account Total  
\$ 10,929.61

General Fund Bills:

		Amount:	Check Number	
Alex Kvidt	Monthly Salary	\$ 4,790.95	47059	5/13/2026
Alex Kvidt	Rent	\$ 375.00	47060	5/13/2026
HealthEquity	Alex Kvidt HSA	\$ 615.00	ACH	5/6/2026
Jake Christensen	On-call	\$ 128.78	47061	5/13/2026
Jake Christensen	Mileage	\$ -	na	na
PERA	Contribution	\$ 1,018.36	ACH	5/5/2026
US Treasury	Federal Tax Deposit	\$ 2,012.93	ACH	5/4/2026
MN Dept of Revenue	State Tax Deposit	\$ 425.00	ACH	5/5/2026
Arvig	Internet/Phone	\$ 113.14	ACH	4/27/2026
Loffler	Computer Program	\$ 30.00	ACH	5/6/2026
	Subtotal	\$ 9,509.16		

Credit Card Charges				
QuickBooks	Website	\$ 38.00	ACH	5/3/2026
CyberSprout	Website	\$ 59.00	ACH	4/6/2026
Zoom	Computer Program	\$ 18.24	ACH	4/9/2026
Verizon	Cell Phones	\$ 70.44	ACH	4/22/2026
Adobe	Computer Program	\$ 21.56	ACH	5/3/2026
Walmart	Office Supplies	\$ 116.33	ACH	4/7/2026
Battle Lake Standard	Vehicle Gas	\$ 70.57	ACH	4/8/2026
Cenex	Vehicle Gas	\$ 85.78	ACH	4/22/2026
U of MN Regents	Continuing Education	\$ 335.00	ACH	4/23/2026
Supply House	Septic Tools	\$ 219.55	ACH	4/28/2026
Amazon	Septic Tools	\$ 133.62	ACH	4/29/2026
Amazon	Septic Tools	\$ 252.36	ACH	5/1/2026
	First National Bank	\$ 1,420.45	47062	5/13/2026

	Amount in account at Meeting Date:	\$ 10,174.55		5/11/2026
<b>Pumping Fund Fees(NOW 1)</b>				
Hawes Pumping	Pumping List/Maintennace	\$ 4,690.00	430	5/13/2026
	Subtotal:	\$ 4,690.00		

	Amount in account at Meeting Date:	\$ 17,960.04		5/11/2026
<b>Tanks &amp; Lines Fees(NOW 2)</b>				
Gopher One	Gopher One Calls	\$ 91.80	1937	5/13/2026
Brogard Plumbing	Active Maintenance Repair 34412/34424 Deer Lake Road	\$ 3,600.00	1938	5/13/2026
JD Locating	Locates	\$ 2,337.35	1939	5/13/2026
	Subtotal	\$ 6,029.15		

	Amount in account at Meeting Date:	\$ 6,151.16		5/11/2026
<b>Pumps &amp; Controls Fees(NOW)</b>				
Precision Electric	Active Maintenacne Alarm Panel Box Fix 42858 County Highway 1	\$ 175.00	1579	5/13/2026
	Subtotal:	\$ 175.00		

Total Bills Per Month \$ 21,823.76