OTWMD

Otter Tail Water Management District

Event: The OTWMD monthly board meeting minutes
Location: Community Center building in Ottertail City, MN
Date: Sept 9, 2026
Time: 4:00pm
Officers present: Chair. Johnson, Adm. Kvidt, Treas. Wheeler, Sec. Dean
Board members present: Com. Bleichner, Com. Langren, Com. Cannady.
Members absent: Dave Erwin
Guests: Carol Casey Mike Casey
Quorum: yes
Next Meeting Date: Oct 14, 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. 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. Langren, ; **Motion passed.**

TOTAL CASH ON HAND
08/31/2026: $912,547.66 08/31/2025: $784,755.45

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

5. **Carol and Mike Casey:** they wish to move the drain field to the back of the lot. They will need to research and investigate if there is a feasible design. Motion by Treas. Wheeler and 2nd by Com. Cannady to permit them to research and investigate such move. **Motion passed.**

6. **2027 OTWMD User Fees:** Motion to not raise fees for 2027 for OTWMD by Com. Bleichner; 2nd by Com. Langren.
Motion passed.

7. **Deer Lake Property Owner Update :** Competency hearing Nov 2.

8. 2027 OTWMD bidding process. Include Chad Miller from Krekelberg Law Firm.

9. RT Vision Record Keeping Program Update: updates needed.

10. Active Maintenance Update: presented by Adm Kvidt.

11. OTWMD Insurance Options: will research.

12. Ottertail City Community Center Renovation: will meet at 3pm at City Hall.

13. Minnesota Paid Leave Program: discuss with Chad Miller, the OTWMD attorney.

14. 2026 Quarter 3 Reports to Federal and State Governments/Unemployment: Submitted.

15. Ordered 15 manhole covers and a case of Spray Foam ordered: will continue.

16. Bridget Bennett: discussed how Scotland can use our system.

17. Administrator's Report: presented by Adm Kvidt

Cindy Dean, Sec

Otter Tail Water Management District Monthly Meeting

Meeting Date: September 9th, 2026

Next Meeting Date: October 14th, 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:
        - 9/1/2026 General Account: $20,000.00
        - 9/1/2026 Pumping Account: $10,000.00
        - 9/1/2026 Tanks & Lines Account: $10,000.00
        - 9/1/2026 Pumps & Controls Account: $5,000.00
5. Carol and Mike Casey are at the board meeting to discuss the movement of cluster drainfield parcel 02000320261001. This cluster drainfield is near the corner store. Boards thoughts on moving this? Currently there are 3 cabins on this cluster drainfield. Sized for about 1200 gallons per day.
6. 2027 OTWMD User Fees
    a. Boards thoughts?
7. Deer Lake Property Owner Update
8. 2027 OTWMD needs to get bids for maintenance and design work. Does the board want me to involve Chad Miller from Krekelberg Law Firm in this process? Make a bidding sheet for contractors?
    a. Meeting with Chad Miller October 15th, 2026, to come up with a form for the bidding process.
    b. Boards thoughts?
9. RT Vision Record Keeping Program Update
10. Active Maintenance Update
    a. Greenwood Association
        - 9/2/2026 Burr Inc bored in the sewer line and Brogard Plumbing hooked up to the new tanks and existing sewer line. Waiting on the invoice for these projects.
    b. 38698 Preserve Drive-Service Master bill is on the bill sheet. It was approved at the last meeting.
        - Hawes Pumping pumped out the tanks for the 2026 active pumping list. They found a wire that was sparking and may have led to all of these issues. DC Electric is replacing it and will make sure everything is up to date and working on this system.
    c. Will be working on the rest of the Active Maintenance Update List now that summer is coming to a close and less people will be at their properties.
11. OTWMD Insurance Options
    a. MCIT
    b. League of MN Cities
    c. Boards thoughts?
12. Ottertail City Community Center Renovation

   a. Breaking ground September 21st, 2026. Community center can be booked through November 1st, 2026, but then it's on a day-to-day basis.
   b. How does the board want to handle this during the construction?
13. Minnesota Paid Leave Program
   a. District received a bill. How does the board want to handle this?
14. Submitted 2026 Quarter 3 Reports to Federal and State Governments/Unemployment
15. Ordered 15 more manhole covers and a case of Spray Foam.
   a. Will be starting on bringing covers to surface sometime after Labor Day when the weather cooperates.
16. Bridget Bennett from Glasgow Caledonian University in Scotland is visiting and would like to talk to the board about how it runs the district and general questions about rural wastewater management.

Administrator's Report:

1. 8/17/2026 30727 430th Ave. Met with the owner to discuss a building project and marked out his septic system. He will call if he has any further questions.
2. 8/17/2026 36050 Augustana Drive. Septic backing up in the cabin. Visited the property and the septic and lift tanks are at the correct operating level with the alarm working as it should be. The issue appears to be in the sewer line between the house and tanks. The homeowner will reach out to a plumber. He will call if he has any further issues.
3. 8/17/2026 42152 County Highway 1. Alarm on again. Replaced fuse. Precision Electric to replace the panel after not being able to diagnose the issue. Will update when that is completed. The homeowner will call if they notice any issues in the meantime.
   a. 8/31/2026 Precision Electric replaced alarm panel with new. The homeowner will call if they notice any issues. Everything was working at the time of the install according to the electrician.
4. 8/19/2026 40296 Blue Heron Lane. Backing up in utility room. Visited the property and found the tanks to be at the correct level with the pump and alarm working as they should be. The issue appears to be the water softener in the utility room. The homeowner will reach out to a plumber. They will call if they have any further questions or concerns.
5. 8/26/2026 38782 Walker Lake Drive. Septic Alarm post has rotted and needs to be replaced. Precision Electric is going to replace the post. I will update when that is completed. Everything is working as it should be electrically at this time.
6. 8/31/2026 29251 State Highway 78. Pump/Alarm Breaker was tripped. I visited the property and found that the pump is not working. I will be replacing it with a new Zoeller BN 152 Pump. I will update when that is completed. Hawes Pumping pumped out the tanks today. The homeowner is aware of this plan and will call if they notice any issues in the meantime.
   a. 9/1/2026 Replaced pump with new Zoeller BN 152. Everything appears to be working as it should be at this time. The homeowner will call if they notice any further issues.

9/1/2026

Otter Tail Water Management District
Treasurer's Report
8/31/2026

Checking Accounts	General Acct 4118	Tank/Line 7802	Pmps/Cntrls 7829	Pumping 7810	Money Mkt 0490	Savings Acct Rearing Pond 2140	Totals
Beginning balance August 1, 2026	$13,153.87	$14,123.92	$7,759.42	$11,166.77	$262,645.56	$11,314.10	$320,163.64
Interest income for month	$4.81	$4.46	$2.27	$3.42	$381.65	$12.97	$409.58
Receipts for month	$2,334.23	$0.00	$0.00	$0.00	$0.00	$0.00	$2,334.23
Internal transfers	$20,000.00	$25,000.00	$5,000.00	$15,000.00	$0.00	$0.00	$65,000.00
	$35,492.91	$39,128.38	$12,761.69	$26,170.19	$263,027.21	$11,327.07	$387,907.45
August disbursements	$18,538.16	$31,576.96	$2,301.04	$16,309.00	$0.00	$0.00	$68,725.16
Internal transfers	$0.00	$0.00	$0.00	$0.00	$65,000.00	$0.00	$65,000.00
Ending balance August 31, 2026	$16,954.75	$7,551.42	$10,460.65	$9,861.19	$198,027.21	$11,327.07	$254,182.29

Disbursements for month

6 checks	$13,865.59	Gen Acct
6 ACH pymts	$4,672.57	Gen Acct
7 checks	$31,576.96	Tank/Line
3 checks	$2,301.04	Pumps/Controls
1 check	$16,309.00	Pumping

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrls	Pumping	Maturity Date
0001	3.65%	12 Month		$268,055.62			1/20/2027
0002	3.65%	12 Month				$30,795.19	1/20/2027
0003	3.65%	12 Month			$154,047.71		1/20/2027
SPEC0002	4.02%	7 Month	$205,466.85				1/12/2027

CD TOTALS	$205,466.85	$268,055.62	$154,047.71	$30,795.19			$658,365.37
SAVINGS TOTALS						$11,327.07	
ACCOUNT TOTALS	$222,421.60	$275,607.04	$164,508.36	$40,656.38	$198,027.21	$11,327.07	$912,547.66

TOTAL CASH ON HAND 8/31/2026	**$912,547.66**	**8/31/2025**	**$784,755.45**

Otter Tail Water Management District Accounts Payable
9/9/2026

Balance in General Account on Date of Monthly Meeting(NOW 3)	**$ 32,963.00**	**9/7/2026**
Deposits made between August & September Monthly Meeting	**$ 2,676.64**	**9/7/2026**

General Account Total
$ 28,562.93

General Fund Bills:		**Amount:**	**Check Number**	
Alex Kvidt	Monthly Salary	$ 5,046.01	**47087**	9/9/2026
Alex Kvidt	Rent	$ 400.00	**47088**	9/9/2026
HealthEquity	Alex Kvidt HSA	$ 645.00	**ACH**	9/8/2026
Jake Christensen	On-call	$ 257.55	**47089**	9/9/2026
Jake Christensen	Mileage	$ -	**na**	na
PERA	Contribution	$ 1,089.11	**ACH**	9/2/2026
US Treasury	Federal Tax Deposit	$ 2,115.24	**ACH**	9/1/2026
MN Dept of Revenue	State Tax Deposit	$ 450.00	**ACH**	9/2/2026
Arvig	Internet/Phone	$ 120.86	**ACH**	8/26/2026
Loffler	Computer Program	$ 30.00	**ACH**	9/4/2026
Service Master	38698 Preserve Drive Septic Back up	$ 5,767.99	**47086**	8/13/2026
Carslon SV	Yearly OTWMD Audit	$ 10,300.00	**47090**	9/9/2026
	Subtotal	$ 26,221.76		

Credit Card Charges				
QuickBooks	Website	$ 38.00	**ACH**	9/3/2026
CyberSprout	Website	$ 59.00	**ACH**	8/6/2026
Zoom	Computer Program	$ 18.24	**ACH**	8/9/2026
Verizon	Cell Phones	$ 70.48	**ACH**	8/23/2026
Adobe	Computer Program	$ 21.56	**ACH**	9/1/2026
Cenex	Vehichle Gas	$ 73.32	**ACH**	8/9/2026
Walmart	Office Supplies	$ 18.67	**ACH**	8/11/2026
QuickBooks	Office Supplies/Checks	$ 360.76	**ACH**	8/13/2026
Amazon	Office Supplies	$ 174.08	**ACH**	8/13/2026
Sinclair	Vehichle Gas	$ 80.44	**ACH**	8/20/2026
Amazon	Manhole Covers	$ 1,369.40	**ACH**	8/31/2026
Amazon	Spray Foam	$ 57.22	**ACH**	8/31/2026
	First National Bank	$ 2,341.17	**47091**	9/9/2026

	Amount in account at Meeting Date:	**$ 19,861.19**		**9/7/2026**
Pumping Fund Fees(NOW 1)				
Hawes Pumping	Pumping List/Maintennace	$ 13,320.00	**435**	9/9/2026
	Subtotal:	$ 13,320.00		

	Amount in account at Meeting Date:	**$ 17,551.42**		**9/7/2026**
Tanks & Lines Fees(NOW 2)				
Scott's Septic Services	Active Maintenance Design for 28270 State Highway 78	$ 750.00	**1956**	9/9/2026
Carr's Tree Servics	Spraying cluster drainfield	$ 191.19	**1957**	9/9/2026
JD Locating	Locates	$ 4,043.59	**1958**	9/9/2026
Gopher One	Gopher One Calls	$ 139.05	**1959**	9/9/2026
	Subtotal	$ 5,123.83		

	Amount in account at Meeting Date:	**$ 15,460.65**		**9/7/2026**
Pumps & Controls Fees(NOW)				
Precision Electric	Active Maintenance Pump Hook up 33829 Long Lake Road	$ 1,622.37	**1586**	9/9/2026
Tri State Pump and Control	Septic Floats	$ 1,716.34	**1587**	9/9/2026
Precision Electric	Active Maintenance Alarm Panel Replacement 42152 County Highway 1	$ 964.52	**1588**	9/9/2026
Brogard Plumbing	Zoeller BN 152 Pump	$ 588.96	**1589**	9/9/2026
	Subtotal:	$ 4,892.19		

Total Bills Per Month $ 51,898.95