Otter Tail Water Management District Monthly Meeting

Meeting Date: October 14th, 2026

Next Meeting Date: November 11th, 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:
        - 10/2/2026 General Account: $10,000.00
        - 10/2/2026 Pumping Account: $5,000.00
        - 10/2/2026 Tanks & Lines Account: $20,000.00
5. Active Maintenance Update
    a. 9/30/2026 27234 Cloverleaf Road replacement drainfield installed by Outdoor Renovation. Invoice is on the bill sheet.
    b. 28270 State Highway 78. Ness Backhoe was hired to replace the drainfield. Will be working with the homeowner and contractor on a timeline for this replacement.
    c. 40698 Holiday Trail. Septic was backing up. The drainfield is full of roots and needs to be replaced. Scott's Septic Services designed a replacement drainfield, and it is currently out for bids. I will update the board and the homeowner when a contractor is hired.
    d. Cluster Drainfield near the Corner Store Update
        - The homeowners have decided not to pursue moving the drainfield at this time.
    e. Currently there are 6 active systems that need replacement. Working with contractors and homeowners on timelines for these. Hoping to get some done this fall yet.
6. RT Vision Update
    a. Meetings on 9/17/2026 and 10/13/2026
    b. Invoice on Bill Sheet for Data Integration
7. Board Meetings Update moving forward
    a. November 11th, 2026, is the next scheduled meeting. Does the board want to meet on Veterans Day or move it to another day?
    b. The November 2026 meeting is still okay to have at the Community Center.
    c. Starting in December 2026 the board meetings will be at Ottertail City Hall at 3:00 PM on the second Wednesday of every month. This will continue until the Community Center remodel is completed.
8. OTWMD Commissioner Terms
    a. Harold Wheeler, Jill Langren, Stacy Cannady and Rick Bleichners terms are all up at the end of 2026.
    b. Boards thoughts on re-appointments?
9. Type 4 Septic Systems (Pre-Treatment Systems)
    a. Board will need to come up with a plan for these types of systems. They are advanced systems that involve pre-treatment units to treat the sewage before it can go into a drainfield. They are more expensive that a regular residential property and would need a different type of user fee and maintenance schedule.
    b. Board thoughts?

10. Rearing Pond
    a. Received an email that buckthorn is present on the Rearing Pond Property. How would the board like to handle this?
11. 9/14/2026 Submitted PERA Audit form about OTWMD updated information.
12. Meeting with Chad Miller from Krekelberg Law Firm October 15th to discuss:
    a. MN Paid Leave Program
    b. Bidding Process for OTWMD Pumping and Designs

Administrator's Report:

1. 9/8/2026 42152 County Highway 1. Septic backing up in cabin. Hawes Pumped out the septic tank. Precision to look at installing a new panel since the fuse keeps blowing. Will update board and owner afterwards.
    a. 9/10/2206 Precision Electric replaced the panel with new. The homeowners will call if they have any further issues.
2. 9/8/2026 Swan Point Resort CIC. Alarm on. Visited property and replaced all 4 floats in the lift station. Everything appears to be working as it should be at this time. The homeowners will call if they notice any further issues..
3. 9/9/2026 37222 Roinez Trail. Alarm on. Replaced the fuse and everything is working as it should be at this time. The homeowner will call if they notice any further issues.
4. 9/10/2206 30499 Blanche Creek Road. Passive System. Homeowner had questions about the shared lift station. Met onsite and talked about it. He will call with any further questions.
5. 9/10/2026 33829 Long Lake Road. Abbott Excavating to bring in more dirt around replaced septic system due to a washout from the rain.
6. 9/10/2026 38682 Walker Lake Drive. 4x4 Alarm post was replaced by Precision Electric. Invoice on the bill sheet.
    a. 9/14/2026 Septic backing up in cabin. Visited the property and reset all the breakers and everything is working as it should be at this time. The homeowner will call if they notice any further issues.
7. 9/11/2026 39727 Clearmont Road. Septic smell in the house. Checked the septic tank and it is at the correct operating level. It appears to be a venting issue. The homeowner was going to reach out to a plumber if the problem persists.
8. 9/16/2026 38698 Preserve Drive. New Alarm post installed. Everything appears toe be working as it should be at this time. Waiting on the invoice for this project.
9. 9/16/2026 39679 Clearmont Road. Alarm on in garage. Precision Electric replaced a bad alarm float with new and spliced it together outside of the tank. The homeowner will call if they notice any further issues.
10. 9/28/2026 311 State Highway 78. Alarm on. Reset everything and it is all working as it should be at this time. The homeowner will call if they notice any further issues.
11. 9/28/2026 41710 Riviera Drive. Alarm on. Pump is burnt out. Replaced with a new Zoeller BN 152 Pump. Precision Electric will be installing a new Alarm post in the yard. The old wiring was not up to code. I will update when that is completed. For now, the pump is running on an extension cord.
12. 10/5/2026 37142 Roinez Trail. Venting issues in the house every time the pump runs. They will contact a plumber to talk about this. They will call if they have any further issues.
13. 10/6/2026 38524 Eldorado Beach Road. Septic smell in the cabin. The septic tank is at the correct operating level. The homeowner will contact a plumber if the problem persists.
14. 10/12/2026 28888 Wagon Trail Loop. Septic backing up in a toilet. Septic and lift tanks at correct operating levels. Brogard Plumbing cameraed the sewer line. Issue appears to be in house plumbing. Homeowner to contact a plumber. They will call if they have any further issues.

10/1/2026

Otter Tail Water Management District
Treasurer's Report
9/30/2026

Checking Accounts	General Acct 4118	Tank/Line 7802	Pmps/Cntrls 7829	Pumping 7810	Money Mkt 0490	Savings Acct Rearing Pond 2140	Totals
Beginning balance September 1, 2026	$16,954.75	$7,551.42	$10,460.65	$9,861.19	$198,027.21	$11,327.07	$254,182.29
Interest income for month	$5.52	$3.08	$2.66	$2.80	$264.13	$12.57	$290.76
Receipts for month	$1,700.40	$0.00	$0.00	$0.00	$0.00	$0.00	$1,700.40
Internal transfers	$20,000.00	$10,000.00	$5,000.00	$10,000.00	$0.00	$0.00	$45,000.00
	$38,660.67	$17,554.50	$15,463.31	$19,863.99	$198,291.34	$11,339.64	$301,173.45
September disbursements	$22,796.79	$5,123.83	$4,892.19	$13,320.00	$0.00	$0.00	$46,132.81
Internal transfers	$0.00	$0.00	$0.00	$0.00	$45,000.00	$0.00	$45,000.00
Ending balance September 30, 2026	$15,863.88	$12,430.67	$10,571.12	$6,543.99	$153,291.34	$11,339.64	$210,040.64

Disbursements for month

5 checks	$18,344.73	Gen Acct
6 ACH pymts	$4,452.06	Gen Acct
4 checks	$5,123.83	Tank/Line
4 checks	$4,892.19	Pumps/Controls
1 check	$13,320.00	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						$11,339.64	
ACCOUNT TOTALS	$221,330.73	$280,486.29	$164,618.83	$37,339.18	$153,291.34	$11,339.64	$868,406.01

TOTAL CASH ON HAND 9/30/2026 **$868,406.01**

9/30/2025 $735,605.09

Otter Tail Water Management District Accounts Payable
10/14/2026

Balance in General Account on Date of Monthly Meeting(NOW 3)	**$ 22,219.88**	**10/12/2026**	
Deposits made between September & October Monthly Meeting	**$ 2,068.32**	**10/12/2026**	

General Account Total
$ 14,089.68

General Fund Bills:		**Amount:**	**Check Number**	
Alex Kvidt	Monthly Salary	$ 5,046.01	**47092**	10/14/2026
Alex Kvidt	Rent	$ 400.00	**47093**	10/14/2026
HealthEquity	Alex Kvidt HSA	$ 645.00	**ACH**	10/8/2026
Jake Christensen	On-call	$ 300.48	**47094**	10/14/2026
Jake Christensen	Mileage	$ 22.80	**47095**	10/14/2026
PERA	Contribution	$ 1,096.11	**ACH**	10/2/2026
US Treasury	Federal Tax Deposit	$ 2,122.89	**ACH**	10/1/2026
MN Dept of Revenue	State Tax Deposit	$ 450.00	**ACH**	10/2/2026
Arvig	Internet/Phone	$ 122.71	**ACH**	9/28/2026
Loffler	Computer Program	$ 30.00	**ACH**	10/6/2026
RT Vision	Computer Program	$ 3,375.00	**47097**	10/14/2026
	Subtotal	$ 13,611.00		

Credit Card Charges				
CyberSprout	Website	$ 74.00	**ACH**	9/23/2026
Zoom	Computer Program	$ 18.24	**ACH**	9/9/2026
Verizon	Cell Phones	$ 70.48	**ACH**	9/22/2026
Adobe	Computer Program	$ 21.56	**ACH**	10/1/2026
Battle Lake St andard	Vehicle Gas	$ 85.64	**ACH**	9/4/2026
Battle Lake St andard	Vehicle Gas	$ 40.05	**ACH**	9/13/2026
Ottertail Oasis	Vehicle Gas	$ 93.10	**ACH**	9/17/2026
Arco	Vehicle Gas	$ 75.61	**ACH**	9/27/2026
	First National Bank	$ 478.68	**47096**	10/14/2026

	Amount in account at Meeting Date:	**$ 11,543.99**		**10/12/2026**
Pumping Fund Fees(NOW 1)				
Hawes Pumping	Pumping List/Maintennace	$ 2,820.00	**436**	10/14/2026
	Subtotal:	$ 2,820.00		

	Amount in account at Meeting Date:	**$ 32,430.67**		**10/12/2026**
Tanks & Lines Fees(NOW 2)				
Burr Inc	Boring sewer line at Greenwood Association Active Maintenance	$ 7,518.00	**1960**	10/14/2026
Outdoor Renovations	Active Maintenance Drainfield Replacement 27324 Cloverleaf Road	$ 10,000.00	**1961**	10/14/2026
Jake Christensen	Mowing Cluster Drainfields	$ 2,975.00	**1963**	10/14/2026
Gopher One	Gopher One Calls	$ 101.25	**1964**	10/14/2026
Scott's Septic Services	Active Replacement Design 40698 Holiday Trail	$ 750.00	**1965**	10/14/2026
JD Locating	Locates	$ 2,943.06	**1966**	10/14/2026
	Subtotal	$ 24,287.31		

	Amount in account at Meeting Date:	**$ 10,571.12**		**10/12/2026**
Pumps & Controls Fees(NOW)				
Precision Electric	Active Maintenance post repalcement 38682 Walker Lake Drive	$ 420.00	**1590**	10/14/2026
Precision Electric	Active Maintenance Alarm float replacement/splice 39679 Clearmont Road	$ 433.66	**1591**	10/14/2026
	Subtotal:	$ 853.66		

Total Bills Per Month $ 42,050.65