

RICHMOND LAKE SANITARY DISTRICT

MEETING

JANUARY 4, 2000

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Discussion of letter to Aberdeen Rural Fire Department
- 2) Discussion of 1998 computer input information
- 3) Discussion of payment for easements to Bob Heintzman
- 4) Discussion of Eide/Bailly 1997 audit
- 5) Discussion of Gordon and Jeanne Campbell payment
- 6) Discussion of Steve & Kristi Hilton lawsuit
- 7) Discussion of questions/concerns of Trustees/landowners
- 8) Payment of bills
- 9) Adjournment of meeting

January 4, 2000

Present: Sally Swanson, Tom Aman, Kathy Wahl, Dan Thayer

Minutes of previous meeting were read and approved as is. All Trustees voted aye.

Clerk Kathy Wahl presented letter to Trustees written to Aberdeen Rural Fire Department. Trustees – all voted aye, approved letter.

Clerk Kathy Wahl gave report on progress of 1998 audit. Finalization of 1998 audit is expected to be completed by end of January.

Clerk Kathy Wahl gave report on 1997 audit. Audit has been completed; Eide/Bailly received okay from DENR. Final paperwork will be completed.

Clerk Kathy Wahl reported received payment in full for Debt Service of \$4371.00 and monthly service fee to date from Gordon and Jeanne Campbell. Sally made motion to accept payment. Tom seconded motion with advice of council that payment be accepted. All Trustees voted aye.

Dan reported Pat Schumacher property hook-up has been completed. Dan still has reservations regarding installation on pipes being they are 30 inches from ground surface. There is a possibility pipes may freeze.

Discussion of Steve & Kristi Hilton lawsuit was continued to next meeting since no council was present.

Tom discussed re-sending newsletter to all users of sanitary sewer regarding the proper use of the sanitary sewer system. Sally suggested inserting warning on newsletter that any persons violating provisions of the ordinance will be liable to the District for any expense, loss, or damage for repair of the system. Clerk Kathy Wahl was instructed to prepare letter containing warning to users and update same letter with maintenance phone number for Dan Thayer.

Sally made motion to pay all bills. Tom seconded motion. All bills were paid.

- Clerk Kathy Wahl - \$1108.20
- DT Maintenance and Repair - \$815.00
- DT Maintenance and Repair (parts) - \$39.30
- Northern Electric REF Loan payment (Jan. 2000) - \$2708.33
- IRS Quarterly Employment Taxes - \$638.01
- Quality Quick Print - \$33.25
- Siegel, Barnett & Schutz (legal fees) - \$1412.10
- Plainsco, Inc. - \$297.80
- Dahme Construction – (parts p/u by Dan Thayer) - \$1,352.00
- Computer Specialists - \$20.40

Eide/Bailly - \$1,014.00  
US West – Credit of \$126.46  
Northern Electric Co-op - \$165.24  
Cellular One - \$33.90

Sally made motion to change meeting date to first Thursday of each month because of conflict with council's schedule. Tom seconded motion. All Trustees voted aye. Meeting will be changed to first Thursday of each month if no conflict with Grant Oleson's schedule.

Sally made motion to adjourn meeting. Tom seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

FEBRUARY 3, 2000

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Discussion with Steve Hilton
- 2) Discussion of Pat Schumacher hook-up (replacement agreement, hook-up costs, problems)
- 3) Discussion of payment for easements to Bob Heintzman
- 4) Discussion of Late Payment Notices sent
- 5) Discussion of Don Dennert hook-up
- 6) Discussion of Y2K letter
- 7) Discussion of interest write-off of balance due on accounts paid in full
- 8) Discussion of proper sewer use notice
- 9) Discussion of 1099 forms
- 10) Discussion of possible liens for delinquent debt service fees
- 11) Payment of bills
- 12) Adjournment of meeting



RICHMOND LAKE SANITARY DISTRICT

FEBRUARY 3, 2000

Present: Grant Oleson, Sally Swanson, Tom Aman, Kathy Wahl, Dan Thayer

Absent: Attorney Greg Magera and Stephen Hilton

Grant Oleson called regular meeting of Board to order. Minutes of previous meeting were read and approved as is.

After full discussion, Tom Aman made motion to pay Bob Heintzman on basis of average per easement according to Ken Hier total easements, not to exceed Ken Hier's wages. Grant seconded motion, all Trustees voted aye. Clerk Kathy Wahl will get information regarding number of easements by Ken Hier and report at next meeting.

Board discussed issue of late payments. After full discussion, Tom Aman made motion to adopt policy of 1.5% late fee assessed to amount due. If payment is not received within 15 days of notification, sewer will be disconnected, a \$50.00 fee for reconnection to the District will be billed and/or lien will be placed against property for non-payment. Sally seconded motion. All Trustees voted aye.

After full discussion, Grant made motion to waive interest charges on paid in full accounts. Sally seconded motion. All Trustees voted aye.

Clerk Kathy Wahl presented Board with Notice of Proper Use of Sanitary System. After full discussion Sally made motion to send letter of Notice to all users. Grant seconded motion. All Trustees voted aye.

After full discussion, Grant made motion to send bill back to Pat Schumacher with non-payment by District for sewer hook up charges from Ringgenberg Electric. Sally seconded motion. All Trustees voted aye.

Dan led discussion regarding electrical hook up at Don Dennert residence and burying pipes deeper at Pat Schumacher residence. After full discussion by Board, Dan will advise residents to take care of problems.

After full discussion of bills, Sally made motion to pay all bills, Grant seconded motion. All Trustees voted aye. Bills as follows were paid:

- Clerk Kathy Wahl - \$1108.20
- DT Maintenance and Repair - \$890.00
- Northern Electric REF Loan payment (Feb. 2000) - \$2708.33
- Brick's Roto Rooter - \$100.00
- Don Dennert - \$3975.57
- Quality Quick Print - \$42.03

Dahme Construction - \$606.00  
Computer Specialists - \$136.56 (Office supplies)  
Swanson Electric - \$1,364.60  
Postmaster - \$99.00  
Northern Electric - \$171.37  
Cellular One - \$33.90

Sally made motion to adjourn meeting. Tom seconded motion. All Trustees voted aye.  
Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

MARCH 2, 2000

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- ✓1) Call to order of meeting
- ✓2) Reading of previous meeting minutes and acceptance
- ✓3) Discussion of acceptance of 1997 audit
- ✓4) Discussion of Certificate of Project Completion for Phase II
- ✓5) Discussion of delinquent payment letter
- ✓6) Discussion of questions/concerns of Trustees and/or Dan Thayer
- ✓7) Discussion of Stephen & Kristie Hilton lawsuit
- ✓8) Discussion of payment of bills
- 9) Adjournment of meeting

RICHMOND LAKE SANITARY DISTRICT

MARCH 2, 2000

Present: Sally Swanson, Tom Aman, Kathy Wahl, Greg Magera, Dan Thayer

Absent: Grant Oleson

Tom Aman called regular meeting of Board to order. Minutes of previous meeting were read and approved as is.

Clerk Kathy Wahl presented Board with letter of acceptance of 1997 audit from Martin L. Guindon, CPA/Interim Administrator of Dept. of Legislative Audit.

Clerk Kathy Wahl presented Board with Certificate of Project Completion for Phase II Construction from James M. Anderson/DENR, Pierre, SD

Full discussion of Board ensued on topic of delinquency of account payments by homeowners. Tom Aman made motion to send delinquent account letter to homeowners owing 90+ days that sewer service will be disconnected and/or a lien will be placed against property if account is not current in 15 days. A \$50.00 fee will be charged to the homeowner for re-connection to the District. Sally seconded motion. All Trustees voted aye.

Dan Thayer discussed concerns with Board members:

- Fence around lift station at park to protect from vandalism.
- Possibility of some septic tanks being only 500 gallon tanks
- Leak in Trent Kolash pump pit

No action by Board was taken to permit Dan Thayer further investigation of problems.

Greg Magera discussed Stephen & Kristie Hilton lawsuit. Atty. Rory King will be confirming date for hearing.

Sally made motion to pay all bills. Tom Aman seconded motion. All Trustees voted aye.

Bills as follows were paid:

Clerk Kathy Wahl - \$1108.20  
DT Maintenance & Repair - \$810.00  
DT Maintenance and Repair (parts) - \$41.51  
Northern Elec. REF Loan pmnt - \$2708.33  
Brick's Roto Rooter - \$100.00  
Quality Quick Print - \$49.98  
Swanson Electric, LLC - \$638.76  
Dahme Construction - \$45.00  
Eide/Bailly - \$1,467.50  
Northern Electric Co-op - \$159.05  
Cellular One - \$33.90

Bob Heintzman (easements) - \$154.65  
1<sup>st</sup> Nat'l Bank in S.F. (Loan #1 - \$8320.93  
1<sup>st</sup> Nat'l Bank in S.F. (Loan #2 - \$3880.78

Board discussed possibility of using money in savings account to apply to principle balance on Loan #1 and/or Loan #2 with 1<sup>st</sup> Nat'l Bank in S.F. Further discussion was tabled to allow Atty. Greg Magera time to research statutes dealing with surplus monies.

Sally made motion to adjourn meeting. Tom Aman seconded motion. All Trustees voted aye. Meeting was adjourned

RICHMOND LAKE SANITARY DISTRICT

MEETING

APRIL 6, 2000

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes and acceptance
- 3) Discussion of 1998 and 1999 audit
- 4) Discussion of delinquent payments
- 5) Discussion of questions/concerns of Trustees and/or Dan Thayer
- 6) Discussion of Stephen & Kristie Hilton lawsuit
- 7) Discussion of payment to Bob Heintzman for easements
- 8) Discussion of payment of bills
- 9) Adjournment of meeting

April 6, 2000

Present: Grant Oleson, Sally Swanson, Tom Aman, Clerk Kathy Wahl, and Atty. Greg Magera

Absent: No one

Meeting was called to order by Grant Oleson. Minutes of previous meeting were read. Grant made motion to accept minutes as is. Sally seconded motion. All Trustees voted aye.

Clerk Kathy Wahl reported Karen at Eide/Bailly has received paperwork and files to begin audit of 1998. Karen expects to begin audit after April 15, 2000.

Clerk Kathy Wahl reported on collection of accounts 90 days past due. All accounts with exception of Dana and Robin Mohr are now current. Partial payment from Dana and Robin Mohr was received – balance due from Mohrs when money is available. Tom Aman made motion to accept partial payment. Sally Swanson seconded motion. All Trustees voted aye. Collection efforts to continue for Dana and Robin Mohr until account is paid in full for past due amount owed.

Clerk Kathy Wahl reported to Trustees Bob Heintzman received and rejected payment for easements done on Phase I Construction. After full discussion by Trustees, further action was tabled on payment until next meeting.

Atty. Greg Magera advised Trustees Atty. Rory King has confirmed a date set for hearing of the Stephen and Kristie Hilton lawsuit. Greg Magera will advise Trustees at next meeting of date set.

Dan Thayer presented maintenance concerns-

- 1) Jerry Sour of Parks and Recreation Dept. has agreed to share ½ of cost of securing protection to the electrical box at State Park from vandalism.
- 2) South Shore lift station has experienced problem with power outage on March 8, 2000 due to electrical power problem. Dakota Pump was unable to find anything wrong with RLSD equipment.
- 3) Construction problem (i.e.: workmanship) fitting fastening the shut-off valve to the force main in pump pit at Cunninghams.
- 4) Ringgenberg Electric fixed damaged control box at Jim Kelly residence. Jim Kelly should be billed as he caused the damage to the box.

Grant Oleson made motion to have Dan secure electrical box at State Park. Tom Aman seconded motion. All Trustees voted aye. Dan will supply labor and material – State Park Dept. will be billed for ½ of costs.

Full discussion of Dan Thayer concerns aforementioned ensued by all Trustees and noted for further discussion.

Sally made motion to pay all bills. Tom Aman seconded motion. All Trustees voted aye. Bills paid are as follows:

- Clerk Kathy Wahl (month of 03/00) - \$1108.20
- DT Maintenance and Repair - \$740.00
- DT Maintenance and Repair (parts) - \$15.72
- Northern Electric REF Loan payment - \$2708.33
- IRS Employment taxes - \$508.66
- Quality Quick Print - \$6.91
- Brick's Roto Rooter - \$50.00
- Dakota Pump & Control - \$94.60
- Aberdeen American News - \$20.40
- Dahme Construction - \$1,024.30
- US West - \$6.86
- Ringgenberg Electric, Inc. - \$82.65
- Swanson Electric - \$379.06
- Eide/Bailly - \$306.40
- Northern Electric - \$163.32
- Cellular One - \$33.90

Sally made motion to adjourn meeting. Tom Aman seconded. All Trustees voted aye. Meeting adjourned.



RICHMOND LAKE SANITARY DISTRICT

MEETING

MAY 4, 2000

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) US West new digital switching system
- 4) Land maintenance of Bill Welk property
- 5) Unpaid Septic tank replacements  
Charles Webster, Steve Herther, Roger Ingerson, Craig Harrison, James  
Dobberpuhl, Nickolas Berbos, Fred Storm
- 6) Discussion of Steve Herther septic tank replacement
- 7) Discussion of payment to Bob Heintzman
- 8) Clerk's report of property sales  
Richard and Delores Conley (\$50,000)  
Julius Pleinis (\$90,000)  
Bill Welk (pending sale May 15, 2000 – both homes-\$90,000 & \$220,000)
- 9) Discussion of 1998 audit
- 10) Discussion of questions/concerns of Dan Thayer
- 11) Discussion of questions/concerns of Trustees and/or landowners
- 12) Discussion of Stephen & Kristie Hilton lawsuit
- 13) Payment of bills
- 14) Adjournment of meeting

May 4, 2000

Present: Tom Aman, Sally Swanson, Kathy Wahl, Greg Magera, Rory King, Dan Thayer, Bob Heintzman

Absent: Grant Oleson

Meeting was called to order by Tom Aman. Minutes of previous meeting were read. Tom made motion to accept minutes as is. Sally seconded motion. All Trustees voted aye.

Tom Aman thanked Bob Heintzman for his years of service on the Richmond Lake Sanitary District Board of Trustees.

Clerk Kathy Wahl presented Board with a letter from US West new digital switching system. After full discussion, Dan Thayer will check out telephone system for conversion.

Clerk Kathy Wahl gave letter to Board from Heartland Homes Realty requesting the District fill in all settling of dirt over sewer system lines. After full discussion, Board directed Dan Thayer to order dirt and fill in lines at the Bill Welk property and other properties that show settling.

Clerk Kathy Wahl reported unpaid septic tank replacements for Charles Webster, Steve Herther, Roger Ingerson, Craig Harrison, James Dobberpuhl, Nickolas Berbos, and Fred Storm discovered through 1998 audit. All have been billed; full discussion by Board included those now paid and unpaid accounts of Steve Herther and Charles Webster. Greg Magera will research payment of tank from Steve Herther.

After full discussion of payment to Bob Heintzman for easement work, no action was taken – no motion was made.

Clerk Kathy Wahl reported on recent property sales to the Board. Directory will be updated.

Clerk Kathy Wahl reported to Board the 1998 audit is near completion by Eide/Bailly.

Dan Thayer discussed concerns with Board regarding sewer construction. After full discussion, Board took no action, recommended Dan keep accounts of repairs and discuss quicker reponse from Dahme Construction for construction problems.

Rory King discussed Stephen & Kristie Hilton lawsuit. After full discussion by Board, Rory King will do further research and make recommendation to Board.

Sally made motion to pay all bills. Tom seconded motion. All Trustees voted aye. Bills paid are as follows:

- Clerk Kathy Wahl (month of 04/00) - \$831.15
- DT Maintenance and Repair - \$745.00
- Brick's Roto Rooter - \$350.00
- Quality Quick Print - \$8.67
- Dahme Construction: - \$3870.81
- US West - \$44.44
- Northern Electric REF Loan payment (May 2000) - \$2,708.33
- Postmaster - \$33.00
- Northern Electric - \$164.95
- Cellular One - \$33.90

Sally made motion to adjourn meeting. Tom seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

JUNE 1, 2000

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion of 1998 audit
- 4) Discussion of Steve Herther septic tank
- 5) Discussion of questions/concerns of Dan Thayer  
- Introduction of Jeff Seward
- 6) Discussion of questions/concerns of Trustees and/or land owners
- 7) Discussion of Stephen & Kristie Hilton lawsuit
- 8) Payment of bills
- 9) Adjournment of meeting

June 1, 2000

Present: Grant Oleson, Sally Swanson, Tom Aman, Kathy Wahl, Dan Thayer, Greg Magera, Terry Helms, Jay Koch, Sam

Absent: No one

Meeting was called to order by Grant Oleson. Minutes of previous meeting were read. Grant made motion to accept minutes as is. Tom seconded motion. All Trustees voted aye.

Clerk Kathy Wahl reported on 1998 audit – not yet completed; expect completion soon from Eide/Bailly.

Full discussion with Board and members of Helms and Assoc. took place regarding septic tank of Steve Herther. Atty. Greg Magera will continue matter with Steve Herther.

Maintenance Superintendent Dan Thayer discussed maintenance concerns with Board. Jay Koch of Helms and Assoc. will contact Dahme Construction with regards to checking fittings of pipes.

Dan Thayer discussed concerns of property owners with 500-gallon septic tanks. After full discussion by Board, 500-gallon septic tanks will be acceptable as long as property owners are only part-time residents. Grant made motion to send letter of 500-gallon tank acceptability to part-time residents. Sally seconded motion. All Trustees voted aye. Atty. Greg Magera will draft letter.

Discussion ensued regarding Stephen and Kristie Hilton lawsuit. Atty. Greg Magera reported Atty. Rory King still reviewing case. Case is scheduled for court hearing July 31, 2000.

After full discussion by Board regarding funds in savings account, Greg Magera will further review loan documents.

Full discussion of Board took place regarding malicious vandalism and misuse of septic system. Grant made motion to charge property owner \$30.00/hour labor maintenance fee plus total costs of repairs to equipment. Tom seconded motion. All Trustees voted aye.

After full discussion of bills, Sally made motion to pay all bills. Tom seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl (month of 05/00) - \$831.14

DT Maintenance and Repair - \$890.00

DT Maintenance and Repair (parts; ½ billed to SD State Parks & Rec.) - \$162.76

Brick's Roto Rooter - \$72.80

US West - \$44.44

Dahme Construction - \$699.00  
Swanson Electric, LLC - \$60.05  
EideBailly – (1998 audit) - \$2,988.50  
Northern Electric REF loan payment (June 2000) - \$2,708.33  
Northern Electric - \$169.63  
Cellular One - \$33.90  
1<sup>st</sup> National Bank in Sioux Falls (SRF loan #1) - \$8320.93  
1<sup>st</sup> National Bank in Sioux Falls (SRF loan #2) - \$3880.78

Sally made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye.  
Meeting was adjourned.

90-DAY PAST DUE LETTERS SENT

LeVon Grieben  
Marjorie Smith  
Trent & Kelly Kolash  
Mark Johnson (paid 6/20/00)  
Carol Schumacher (Debt Service Fee due only—  
Monthly fees paid by Pat Schumacher)  
Harley H. Hoffman (4 parcels of land; Debt Service due only)  
Dana & Robin Mohr  
Wallace Dunker (Debt Service due only)  
Billy Meidinger (Debt Service due only)  
Philip Nikolas (Debt Service due only)  
John & Irene Ell (Debt Service due only)

\*\*If not paid in full by 07/15/00 sewer shut-off will be recommended; Liens will be placed against property for those owing Debt Service only.

6.78  
5.12  

---

11.90

RICHMOND LAKE SANITARY DISTRICT

MEETING

JULY 6, 2000

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion with Jesse Luce of Civil Defense
- 4) Discussion of 1998 audit
- 5) Discussion of Steve Herther septic tank payment
- 6) Discussion of Stephen & Kristie Hilton lawsuit - *July 24 - noon special meeting*
- 7) Discussion of 90-day past due letters sent
- 8) Discussion of DENR letter
- 9) Discussion of questions/concerns of Trustees and/or land owners
- 10) Discussion of questions/concerns of Dan Thayer, Maintenance Superintendent
- 11) Discussion of new residents/birth announcements/sympathy cards sent
- 12) Discussion of payment of bills
- 13) Adjournment of meeting



July 6, 2000

Present: Grant Oleson, Sally Swanson, Tom Aman, Kathy Wahl, Dan Thayer, Jesse Luce

Absent: Greg Magera

Meeting was called to order by Grant Oleson. Minutes of previous meeting were read. Grant made motion to accept minutes as is. Sally seconded motion. All Trustees voted aye.

Jesse Luce discussed civil defense sirens with Board. After full discussion, information will be presented to Richmond Lake Association for further discussion with residents.

Clerk Kathy Wahl reported 1998 audit nearly completed. Should be done soon.

Clerk Kathy Wahl reported Greg Magera working on collection of Steve Herther septic tank payment.

Atty. Rory King asked Board to meet July 24, 2000 for discussion of Stephen & Kristie Hilton lawsuit to advise Board of pending case findings.

Board discussed 90-day past due letters. After full discussion, Dan Thayer was instructed to shut off anyone whose accounts are not current by specified date in letter.

Clerk Kathy Wahl presented letter to Board from DENR. Kathy reported she is working with Holly Lien to provide all information requested to DENR.

Full discussion by Board was led by Grant Oleson regarding cost of hook-ups. Grant made motion for new residential hook-up cost to be borne entirely by home-owner. \$1000.00 hook-up fee will be used for inspection of system hook-up and maintenance. Tom seconded motion. All Trustees voted aye.

Dan Thayer discussed maintenance concerns with Board. After full discussion, Dan will keep list for discussion with Jay Koch and Dahme Construction.

Clerk Kathy Wahl reported new resident/land owners, birth announcements, and sympathy cards sent.

Sally made motion to pay all bills. Tom seconded motion. All Trustees voted aye. Bills paid are as follows:

Kathy Wahl, Clerk for month of 06/00: \$831.15 net  
DT Maintenance and Repair: \$790.00  
DT Maintenance and Repair: (parts) \$11.90  
Northern Electric REF Loan ( July 2000) - \$2,708.33  
Postmaster - \$33.00

Dahme Construction - \$601.90  
Quality Quick Print - \$18.89  
Swanson Electric - \$709.14  
Sewer Duck - \$53.00  
Ringgenberg Electric - \$228.57  
US West - \$44.44  
IRS (employment taxes) - \$459.00  
Northern Electric (electricity) - \$166.76  
Cellular One - \$33.90

Sally made motion to adjourn meeting. Tom seconded motion. All Trustees voted aye.  
Meeting adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

AUGUST 3, 2000

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion with Greg Hoffman
- 4) Discussion of 1998 audit
- 5) Discussion of 90-day past due payments
- 6) Discussion of Stephen & Kristie Hilton lawsuit
- 7) Discussion of questions/concerns of Trustees and/or landowners
- 8) Report of land sales
- 9) Discussion of questions/concerns of Dan Thayer, Maintenance Superintendent
- 10) Discussion of payment of bills
- 11) Adjournment of meeting

August 3, 2000

Present: Grant Oleson, Sally Swanson, Tom Aman, Kathy Wahl, Dan Thayer, Greg Magera, Greg Hoffman

Absent: None

Grant Oleson called meeting to order. Previous meeting minutes were read. Grant made motion to accept minutes as is. Tom seconded motion. All Trustees voted aye.

Greg Hoffman discussed possible reduction of debt service fees on lots 32 & 33 of Hoffman's addition because of drainage ditch on lots and considers them undevelopable as is. After full discussion with Mr. Hoffman, Trustees will make decision of reduction of fees at a later date and with advise of council. Atty. Greg Magera will inform Mr. Hoffman of Trustee's decision on matter.

Clerk Kathy Wahl informed Trustees 1998 audit is near completion.

Clerk Kathy Wahl informed Trustees of 90-day past due letters sent and payments received. Trustees were informed Marge Smith will be disconnected from sewer service due to non-payment.

Clerk Kathy Wahl informed Trustees of new landowners at Richmond Lake.

Dan Thayer discussed maintenance concerns with Trustees. After full discussion, it was decided that Jay Koch of Helms Engineering be at next meeting to further discuss problems.

Greg Magera informed Trustees of progress on Stephen & Kristie Hilton lawsuit.

After full discussion with Trustees, Greg Magera will make preparations for election of Trustee and ordinances concerning 2001 budget and hook-up fee changes.

Full discussion was held by Trustees concerning road work and water quality information presented at Richmond Lake Association meeting. Trustees will invite representatives from Richmond Lake Association to next meeting for further discussion for concerns and resolutions.

Full discussion of all bills took place. Sally made motion to pay all bills. Tom seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl for month of 07/00 - \$831.15 net  
DT Maintenance and Repair - \$940.00  
Northern Electric (REF Loan - Aug. 2000) - \$2,708.33  
Dakota Pump & Control Co., Inc. - \$872.66

First State Bank of Warner (JBS Backhoe SVC) - \$469.20

Quality Quick Print - \$1.27

US West - \$44.44

Northern Electric - \$172.63

Cellular One - \$33.90

Sally made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye.  
Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

SEPTEMBER 7, 2000

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion with Richmond Lake Association members
- 4) Discussion with Jay Koch/Dahme Construction & Dan Thayer concerns/problems
- 5) Discussion of Richmond Lake Directory/new landowners
- 6) Discussion of 1998 audit
- 7) Discussion of Stephen & Kristie Hilton lawsuit
- 8) Discussion of election of Trustee and new ordinances
- 9) Discussion of questions/concerns of Trustees and/or landowners
- 10) Discussion of payment of bills
- 11) Adjournment of meeting

September 7, 2000

Present: Grant Oleson, Sally Swanson, Tom Aman, Dan Thayer, Jay Koch, Ka P. Squire, Jr., Arnie Wilcox, Bob Heintzman

Absent: Atty. Greg Magera

Grant Oleson called meeting to order. Minutes of previous meeting were read. Tom made motion to accept minutes as is. Grant seconded motion. All Trustees voted aye.

Dan discussed 8 documented connection problems and variance of check valves with a compression coupler instead of a threaded coupler with Jay Koch of Helms Engineering. Jay noted problems and will discuss correction of these problems with Dahme Construction regarding the general conditions to the Contract for defective equipment.

Ka Squire, Arnie Wilcox, and Bob Heintzman of Richmond Lake Assn. Discussed water quality clean-up projects with Trustees. Trustees agreed to help implement such programs as necessary to the benefit of the lake.

Clerk Kathy Wahl presented new Richmond Lake Directory to Trustees.

Clerk Kathy Wahl reported 1998 audit nearly complete – Trustees will need to respond to finding of the audit.

Discussion of Stephen & Kristie Hilton lawsuit and election of Trustee and new ordinances were tabled until next meeting due to absence of Atty. Greg Magera.

After full discussion of all bills Sally made motion to pay all bills. Tom seconded motion. All Trustees voted aye. Bills paid are as follows:

Kathy Wahl, Clerk for month of 08/00: \$831.15 net  
DT Maintenance and Repair: \$750.00  
DT Maintenance and Repair (parts) - \$46.34  
Northern Electric (REF Loan) - \$2,708.33  
Quality Quick Print - \$28.34  
Swanson Electric, LLC - \$70.60  
Dahme Construction Co., Inc. - \$150.00  
Eide/Bailly - \$841.50  
Siegel, Barnett & Schutz, LLP - \$3,947.50  
Squire Lussem Agency - \$1,670.00  
US West - \$45.50  
Northern Electric Co-op - \$163.43  
Cellular One - \$33.90  
1<sup>st</sup> Nat'l Bank of S.F. (SRF Loan #1) - \$8,320.93  
1<sup>st</sup> Nat'l Bank of S.F. (SRF Loan #2) - \$3,880.78

Sally made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye.  
Meeting was adjourned.



September 29, 2000

Present: Grant Oleson, Sally Swanson, Kathy Wahl, Atty. Greg Magera

Absent: Tom Aman

After full discussion of Ordinance 00-1 (2001 budget) Grant Oleson made motion to accept first reading of ordinance. Sally Swanson seconded motion. All Trustees voted aye.

After full discussion of Ordinance 00-2 (amending section IV of Ordinance 96-4 to require property owners to pay all costs incurred resulting from connection to the sanitary sewer district) Sally Swanson made motion to accept first reading of ordinance. Grant seconded motion. All Trustees voted aye.

Trustees Grant and Sally responded to findings of the 1998 audit report. After full discussion of findings and responses to same, Atty. Greg Magera will discuss findings further with Holly Lien of Eide/Bailly.

Atty. Greg Magera reported on progress of Stephen and Kristie Hilton lawsuit.

Grant Oleson made motion to adjourn meeting. Sally Swanson seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

OCTOBER 5, 2000

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion with Jim Latterel
- 4) Discussion with Tom Badger
- 5) Discussion of letter to Dahme Construction from Jay Koch/Helms Eng.
- 6) Discussion of findings response of 1998 audit
- 7) Second reading of Ordinance 00-1 and 00-2
- 8) Discussion of Stephen & Kristie Hilton lawsuit
- 9) Discussion of questions/concerns of Trustees, Dan Thayer, and/or landowners
- 10) Discussion of payment of bills
- 11) Adjournment of meeting

October 5, 2000

Present: Grant Oleson, Sally Swanson, Tom Aman, Kathy Wahl, Greg Magera, Dan Thayer, Jim Latteral, Tom Badger, Jeff Seward

Absent: No one

Meeting was called to order by Grant Oleson. Minutes of previous meeting were read. Grant made motion to accept minutes as is. Tom seconded motion. All Trustees voted aye.

Jim Latteral discussed excessive hook-up costs and Debt Service Fee being charged to him. Hook-up costs will be approximately \$25,000. Mr. Latteral would like a reduction of Debt Service Fees. After full discussion, Trustees asked Mr. Latteral to present a cost estimate of hook-up fees for possible consideration of decreased fees.

Tom Badger discussed possible acquisition of adjoining property to his residence. After full discussion Trustees informed Mr. Badger there would be a \$1000.00 hook-up fee and monthly service fee if property were acquired. Debt Service Fee has been paid in full.

After full discussion of letter to Dahme Construction from Jay Koch re: construction problems Trustees tabled further discussion until comments are received from Gary Dahme.

Greg Magera presented final response to findings of 1998 audit to Board. After full discussion, response will be sent to Holly Lien of Eide/Bailly. Any further discussion will be directed to Greg Magera regarding segregation of accounts.

Second reading of Ordinance 00-1 and 00-2 was held. <sup>(budget)</sup> Sally made motion to accept Ordinance 00-1 and 00-2. Tom seconded motion. All Trustees voted aye.

Greg Magera reported that hearing date for lawsuit of Stephen & Kristie Hilton will be set.

Dan Thayer discussed several posts for electricity boxes have been found to not be set in concrete. Clerk Kathy Wahl was instructed to have Jay Koch of Helms Engineering check specs for this matter.

Discussion of payment of all bills was held. Sally made motion to pay all bills. Grant seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl for month of 09/00: \$831.15 net  
DT Maintenance and Repair: \$765.00  
Northern Electric (REF Loan – October 2000) \$2,708.33  
US West - \$46.00

*✓ Rep  
prog owners  
to pay all  
sewer connections*

Quality Quick Print - \$9.40  
McFarland Supply Co. - \$137.12  
Dahme Construction Co., Inc. - \$1,818.00  
Eide/Bailly - \$1,719.00  
Ringgenberg Electric, Inc. - \$840.92  
Dakota Pump & Control Co., Inc. - \$523.90  
IRS (Quarterly Employee federal taxes) - \$455.24  
Northern Electric - \$157.74  
Cellular One - \$33.90

Tom made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye.  
Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

NOVEMBER 2, 2000

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion of properties sold (Robert W. Baker and Marjorie Smith)
- 4) Discussion of late payment letters sent and property liens certified to Auditor
- 5) Discussion of Trustee Election
- 6) Discussion of Policies of Procedures
- 7) Discussion of capitalization of fixed assets
- 8) Discussion of Stephen & Kristie Hilton lawsuit
- 9) Discussion of questions/concerns of Trustees, Dan Thayer, and/or landowners
- 10) Discussion of payment of bills
- 11) Adjournment of meeting

NOVEMBER 2, 2000

Present: Grant Oleson, Sally Swanson, Tom Aman, Dan Thayer, Greg Magera, Dorothea Mickey

Absent: No one

Meeting was called to order by Grant Oleson. Minutes of previous meeting were read. Sally made motion to accept minutes as is. Tom seconded motion. All Trustees voted aye.

Clerk Kathy Wahl reported Robert W. Baker and Marjorie Smith properties have been sold. New owners are Ray Mack and Richard Valley and Rebecca Poitra.

Clerk Kathy Wahl presented report of property liens certified to Auditor and late payment letters sent. After full discussion, all issues were okayed by Trustees.

Atty. Greg Magera presented Sally Swanson with Certificate of Nomination. Greg reported to Trustees Sally Swanson was only person to hand in a nominating petition. Greg will notify Auditors office there will be no election.

Greg Magera discussed issues of Policies/Procedures with the Trustees. After full discussion with Board, Greg will discuss the issues further with Holly Lien of Eide/Bally. Greg will also discuss the Board's safeguards of accounts with Ms. Lien.

After full discussion of Capitalization of fixed assets, Greg Magera was instructed to write up policies.

Greg Magera discussed Stephen & Kristie Hilton lawsuit. Hearing date is still set for December 5, 2000.

Dan Thayer discussed issues with Board. After full discussion Greg will send letter to Steve Herther for collection of septic tank fee owed, will send letter to Pat Schumacher to make necessary repairs, and Dan will instruct Dana Brick to begin checking tanks on South Shore Drive and pump up to five (5) tanks per month.

After discussion of Monthly Service Fees, Board instructed Clerk Kathy Wahl to prepare figures for costs included. Board tabled further discussion of possible raise in fees until figures are shown.

After full discussion of all bills, Sally made motion to pay all bill except for bill to Swanson Electric. Clerk Kathy Wahl was instructed to research bill further. All Trustees voted aye. Payment of bills is as follows:

Clerk Kathy Wahl for month of 10/00 - \$831.15 net  
DT Maintenance and Repair - \$675.00  
DT Maintenance and Repair (parts) - \$9.69

Northern Electric (REF Loan 11/00) - \$2,708.33  
Quality Quick Print - \$8.48  
US West: \$46.00  
Ringgenberg Electric, Inc. - \$301.02  
Dakota Pump & Control Co., Inc. - \$195.79  
Northern Electric (final bill for Risager residence) - \$6.00  
Eide/Bailly - \$2,043.50  
Postmaster - \$33.00  
Northern Electric - \$160.40  
Cellular One - \$33.90

Tom made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye. Meeting was adjourned.

NOVEMBER 22, 2000

Present: Grant Oleson, Sally Swanson, Kathy Wahl, Rory King

Absent: Tom Aman

Rory King met with Trustees to discuss offer of settlement of lawsuit from Atty. Jay Gelhaus and Stephen and Kristie Hilton. After full discussion, Grant made motion to waive interest and delinquent fees due on Debt Service Fees and Monthly Service Fees due since January 1, 1998 to December 1, 2000. Mr. Hilton will make all delinquent payments through December 2000 and may begin making monthly Debt Service Fee and Monthly Service Fee payments as current account beginning January 1, 2001. Sally seconded motion. All Trustees voted aye.

Clerk Kathy Wahl was instructed to report computation of penalty fees, interest fees, and delinquent amounts due to Atty. Rory King. Clerk Kathy Wahl was also instructed to draw up payment contract beginning January 1, 2001 and deliver to Rory King.

Sally made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye. Meeting was adjourned.



ORDINANCE NO. 00 – 1

2001 ANNUAL APPROPRIATION ORDINANCE

BE IT ORDAINED BY THE RICHMOND LAKE SANITARY DISTRICT, that the following sums are hereby appropriated to meet the obligations of the District for the fiscal year commencing January 1, 2001.

SECTION 1:	EXPENSES	
	Trustee meeting fees	\$ 2,000.00
	Attorney fees and expenses	7,000.00
	Debt service	81,306.80
	Equipment acquisition	5,000.00
	System operation & maintenance	12,000.00
	Office supplies	500.00
	Postage/mailing	600.00
	Mileage and transportation	150.00
	Lodging and meals	100.00
	Audit expense	15,000.00
	Wages (full-time Clerk)	11,700.00
	Payroll taxes	1,500.00
	Electricity	2,100.00
	Telephone	950.00
	Legal Notice publication expense	450.00
	Insurance	2,000.00
	Miscellaneous expense	500.00
	Contingency	500.00
	Bond reserve fund	8,400.00
	Construction Expense	
	TOTAL	<u>\$151,756.80</u>

SECTION II:	RECEIPTS	
	2000 Carryover	4,747.18
	Debt Service payments	106,546.62
	Connection fees	2,000.00
	Monthly fees	24,570.00
	Electricity fees	1,392.00
	General property tax levy	12,500.00
	TOTAL	\$151,756.80

SECTION III: The Clerk is hereby directed and authorized to certify said tax levy to the County Auditor of the County of Brown, State of South Dakota, to the end that the same be spread and assessed as provided by law.

General Fund	\$12,500.00
--------------	-------------

TOTAL LEVY

\$12,500.00

Passed First Reading \_\_\_\_\_

Passed Second Reading \_\_\_\_\_

Published \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Kathy Wahl, Clerk

\_\_\_\_\_  
Grant H. Oleson  
President, Board of Trustees

RICHMOND LAKE SANITARY DISTRICT

MEETING

DECEMBER 7, 2000

WARD HOTEL - BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion of acceptance of 1998 audit and 1999 audit
- 4) Discussion of letter from IRS
- 5) Discussion of letter from Chuck Robinson
- 6) Discussion of properties sold  
Matt Piehl and James Sanders to Tom Snyder
- 7) Discussion of payment to Swanson Electric
- 8) Discussion of Stephen & Kristie Hilton lawsuit
- 9) Discussion of Monthly Service Fees
- 10) Discussion of payment booklets
- 11) Discussion of purchase of fax machine
- 12) Discussion of questions/concerns of Trustees/Dan Thayer
- 13) Discussion of payment of bills
- 14) Adjournment of meeting

December 7, 2000

Present: Grant Oleson, Tom Aman, Sally Swanson, Kathy Wahl, Dan Thayer

Absent: Greg Magera

Meeting was called to order by Grant Oleson. Minutes of previous meeting were read. Tom made motion to accept minutes as is. Sally seconded motion. All Trustees voted aye.

Clerk Kathy Wahl presented Board with Notice of Acceptance of 1998 audit from Auditor General, Martin L. Guindon, CPA in Pierre, SD. Discussion of 1999 audit was reviewed and Kathy Wahl reported progress of audit to Board. After full discussion of cost of audit and 2001 budget, it was decided to talk to Eide/Bailly regarding cost of 1999 audit and future audit costs.

Clerk Kathy Wahl presented Board with letter from IRS regarding filing of employee taxes. Atty. Greg Magera will review letter and report to Board if any changes are needed.

Clerk Kathy Wahl presented Board with letter from customer Chuck Robinson regarding payment of Debt Service and Monthly Fees. After full discussion of letter, Grant Oleson requested letter be sent to Mr. Robinson noting when fees are due and when they are to be paid in regards to ordinances.

Clerk Kathy Wahl reported properties of Matt Piehl and James Sanders were sold to Tom Snyder December 4, 2000.

Billing from Swanson Electric for repair on Antone Downing property was discussed. After full discussion, Tom made motion to pay amount due. Sally seconded motion. All Trustees voted aye. Greg Magera will send letter to Ringgenberg Electric regarding possible reimbursement of fees.

Greg Magera reported to Board that Rory King had received notice from Jay Gellhaus regarding cancellation of Stephen and Kristie Hilton lawsuit hearing. Mr. Hilton has accepted Board's proposal of amount due on Debt Service fees and monthly service fees.

Full discussion of Board ensued regarding topic of monthly service fees and payment booklets. It was decided to raise cost of monthly service fees in order to meet budget for 2001. Greg Magera asked that further discussion be tabled until Eide/Bailly could be contacted regarding audit expenses.

Clerk Kathy Wahl discussed purchase of fax machine for RLSD office. Tom made motion to purchase plain paper fax machine. Grant seconded motion. All Trustees voted aye.

Dan Thayer discussed maintenance concerns with Board. Dan will contact Northern Electric regarding power surges to pumps (especially on South Shore Drive) as this can burn out pumps and cause sewer water to overflow. Dan also discussed snow removal around pump stations. Sally made motion to have Dan hire Jeff Seward to clean snow out of pump stations. Tom seconded motion. All Trustees voted aye.

After full discussion of all bills, Tom made motion to pay all bills. Grant seconded motion. All Trustees voted aye. Payment of bills is as follows:

- Clerk Kathy Wahl for month of 11/00 - \$831.15 net
- DT Maintenance and Repair - \$815.00
- DT Maintenance and Repair (parts) - \$33.54
- Northern Electric REF Loan - \$2708.33
- Brick's Roto Rooter - \$236.00
- Qwest Telephone - \$45.45
- Quality Quick Print - \$8.48
- American News - \$79.05
- Siegel, Barnett & Schutz - \$838.21
- Trustee Meeting Fees –
  - Grant Oleson - \$360.14
  - Sally Swanson - \$443.28
  - Tom Aman - \$360.14
- Eide/Bailly - \$1403.41
- Northern Electric Co-op - \$223.51
- Cellular One - \$34.41
- Postmaster (stamps) - \$33.00
- 1<sup>st</sup> National Bank of Sioux Falls (loan #1) - \$8,320.93
- 1<sup>st</sup> National Bank of Sioux Falls (loan #2) - \$3,880.78

Grant made motion to adjourn meeting. Tom seconded motion. All Trustees voted aye. Meeting was adjourned.

December 12, 2000

Present: Sally Swanson, Kathy Wahl, Darryl Strivens and Holly Lien

Absent: Grant Oleson, Tom Aman, Greg Magera

Sally met with Darryl Strivens and Holly Lien of Eide/Bailly for purpose of discussion of costs of audit for 1999 and future audits. Mr. Strivens presented Sally with list of costs incurred for audit expenses and estimates for 1999 audit and future audits. Full discussion included topic of expense and being able to meet budget for 2001.

December 19, 2000

Present: Sally Swanson, Tom Aman, Kathy Wahl, and Greg Magera

Absent: Grant Oleson

Greg led full discussion with Board regarding topic of raising monthly service fees. It was decided that Board would hold a public meeting at Richmond Lake Youth Camp in January 2001 to inform customers of raise in fees before such raise goes into effect. Clerk Kathy Wahl was instructed to contact Randy Bonn, camp manager, for open date at Youth Camp to hold meeting and report back to Board.

Clerk Kathy Wahl reported to Board that two (2) dates was open at Youth Camp. January 14, and January 28. Board decided to hold public meeting January 14, 2001 at 4:00 p.m. Clerk Kathy Wahl will send notice of meeting to all landowners/residents of District.

Sally made motion to adjourn meeting. Tom seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

JANUARY 4, 2001

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion of properties sold  
- Dorothea Mickey to Matt Piehl
- 4) Discussion of past due payments
- 5) Discussion of letter from IRS
- 6) Discussion of Stephen & Kristie Hilton lawsuit payment
- 7) Discussion of monthly service fee raise, public meeting, and payment booklets
- 8) Discussion of auto-pay for customers
- 9) Discussion of purchase of office supplies (file cabinets & account journals)
- 10) Discussion of questions/concerns of Trustees/Dan Thayer
- 11) Discussion of payment of bills
- 12) Adjournment of meeting



January 4, 2001

Present: Grant Oleson, Sally Swanson, Tom Aman, Kathy Wahl, Dan Thayer, Jeff Seward, and Vern Preszler

Absent: Greg Magera

Meeting was called to order by Grant Oleson. Minutes of previous meeting were read. Tom made motion to accept minutes as is. Sally Swanson seconded motion. All Trustees voted aye.

Grant welcomed Vern Preszler to meeting.

Clerk Kathy Wahl reported property owned by Dorothea Mickey was sold to Matt Piehl.

Clerk Kathy Wahl reported delinquent payments to Trustees. Past due notices have been sent.

No discussion of IRS letter or Stephen & Kristie Hilton lawsuit was discussed due to absence of Atty. Greg Magera.

Clerk Kathy Wahl reported on auto-pay services that can be provided to those customers desiring this method of payment. Topic was tabled for further discussion and research.

Trustees discussed topics to be discussed at open meeting for raise in monthly service fees and payment booklets.

Clerk Kathy Wahl discussed purchase of office supplies. After full discussion, Grant made motion for Kathy to purchase three (3) filing cabinets and account journals. Sally seconded motion. All Trustees voted aye.

Jeff Seward presented questions/concerns regarding property he is purchasing from Hannah Davis. Property is located across from South Shore lift station. His concern is for smell emissions from lift station, which was also a concern of Tom Aman and neighboring residents. After full discussion and possible remedies, Board decided to contact engineer Jay Koch for possible resolution of problem. Clerk Kathy Wahl was instructed to contact Jay for such remedies to be presented at next board meeting.

Dan Thayer discussed problems and concerns of December maintenance of sewer system. After full discussion, Board agreed that Dan should work towards quality maintenance of sewer system, including working with Jay Koch towards resolution of fume emissions on South Shore lift station.

Vern Preszler, Clerk for Ravinia Township discussed working together with District towards installation of weather warning system and any other pertinent projects concerning township related items.

After full discussion of bills, Sally made motion to pay all bills. Tom Aman seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl - \$831.15 net  
DT Maintenance and Repair - \$865.00  
DT Maintenance and Repair (parts) - \$20.27  
Northern Electric REF Loan pmnt (Jan. 2001) - \$2,708.33  
Swanson Electric, LLC - \$2,033.64  
Office Max (fax machine) - \$120.88  
One Call Systems, Inc. - \$20.77  
Dakota Pump & Control Co., Inc. (Invoice #8963 & 8980) - \$459.05  
Qwest - \$45.45  
Steven Gauer, Jr. (moving the lagoons) - \$125.00  
IRS (employee taxes) - \$605.88  
Postmaster (stamps) - \$33.00  
JBS Inc. - \$571.20  
Northern Electric - \$169.75  
Qwest - \$45.45  
WalMart (files & office journals) - \$88.91

Sally made motion to adjourn meeting. Tom seconded motion. All Trustees voted aye. Meeting was adjourned.

January 14, 2001

Present: Grant Oleson, Sally Swanson, Tom Aman, Kathy Wahl, Dan Thayer and the following members of the Richmond Lake Sanitary District: Edward and Ann Haskell, Bonny & Perry Carlson, Lynn & Ann Maldoon, Mel & Rowena Diers, Chuck, Arvilla & Cliff Ingerson, Rick & Colter Heirigs, Don Eimers, Vern Preszler, Donn Cutler, Gordon & Jeanne Campbell, Steve Heckenlaible, Ken, Denise, & Austin Hier, Chubbs Hettich, Al & Dorothy Merkel,

Absent: Greg Magera

Grant Oleson called meeting to order. Grant presented topic of raise in monthly service fees to \$20.00 per month per household. Grant presented 2001 budget and after full discussion of topic, questions asked are as follows:

- 1) Donn Cutler – Is it possible for seasonal home-owners to have a lower rate than yearly users?
- 2) Chuck Ingerson – Cost of audit and type of audit?
- 3) Ken Hier – Maintenance costs more than originally budgeted?
- 4) Jean Campbell – Odor problem at South Shore lift station?
- 5) Ken Hier – non-payment of monthly fees by owners/users?
- 6) Vern Preszler – Auto-pay available? Commercial use monthly fees cost?

All questions were answered by Trustees.

Grant made motion to have first reading of Ordinance 01-1. Tom seconded motion. All Trustees voted aye. First reading of Ordinance 01-1 was held. Grant made motion to pass Ordinance 01-1. Tom seconded motion. All Trustees voted aye.

January 22, 2001

Present: Grant Oleson, Sally Swanson, Tom Aman

Absent: Kathy Wahl and Greg Magera

Sally made motion to have second reading of Ordinance 01-1. Tom seconded motion. All Trustees voted aye. Second reading of Ordinance 01-1 took place. Sally made motion to pass Ordinance 01-1. Grant seconded motion. All Trustees voted aye. Ordinance 01-1 was unanimously approved at second reading for a raise in the monthly service fee to \$20.00 per month per residential homeowner and \$40.00 per month for commercial users.

Discussion of SRF loan repayment was held. After full discussion, further action was tabled to next meeting when representation from Eide/Bailly could present ideas for such loan repayment.

Sally made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

FEBRUARY 1, 2001

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion with Darryl Strivens/Holly Lien
- 4) Discussion with Jay Koch re: smell emissions control
- 5) Discussion of auto-pay
- 6) Discussion of Steve and Kristie Hilton lawsuit
- 7) Discussion of Steve Herther tank payment
- 8) Discussion of questions/concerns of Trustees/Dan Thayer
- 9) Discussion of payment of bills
- 10) Adjournment of meeting

February 1, 2001

Present: Grant Oleson, Sally Swanson, Kathy Wahl, Dan Thayer, Greg Magera, Jay Koch, Holly Lien, and Jeff Seward

Absent: Tom Aman

Grant Oleson called meeting to order. Minutes of previous meeting were read. Grant made motion to accept minutes as is. Sally Swanson seconded motion. All Trustees voted aye.

Discussion was lead by Holly Lien of Eide/Bailly regarding using money in savings account to be applied to Debt Service loan. Discussion concluded with needing more info regarding penalties to be assessed for early payoff and a non-arbitrage agreement.

Jay Koch presented Trustees with two different styles of ideas to control odor emissions from pump stations. Discussion included cost of each style, construction, and maintenance. Sally made motion to accept style A-2986. Grant seconded motion. All Trustees voted aye. Dan Thayer was instructed to work with Jay Koch on installation of odor emission vent to South Shore pump station and other stations needing vent.

Clerk Kathy Wahl reported on further information regarding cost of auto-pay. Sally Swanson made motion to not provide auto-pay for customers because of costs to District at this time. Motion also included allowing customers to make arrangements with their bank if they desire auto-pay. Grant seconded motion. All Trustees voted aye.

Greg reported on Steve and Kristie Hilton lawsuit – expects to have payment by 2/1/01. Greg also discussed Steve Herther septic tank payment. He will contact Mr. Herther for payment.

Jeff Seward presented concerns and recent maintenance problem of South Shore lift station. Trustees instructed Dan Thayer to use caution and safety first when working on this and any other lift stations and any maintenance work to residences.

Sally Swanson made motion to get bids for further snow removal and any other work that needs to be done; i.e. dirt and gravel hauling, etc. Grant seconded motion. All Trustees voted aye.

Trustees discussed bills for month of January. Sally made motion to pay all bills. Grant seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl - \$1108.20 net

DT Maintenance and Repair - \$770.00

Northern Electric Co-op REF Loan pmnt for month of February - \$2,708.33

JBS Inc. - \$2,358.44

Brick's Roto Rooter - \$50.00  
Eide/Bailly - \$1,980.62  
One Call Systems, Inc. – only 74 cents  
Postmaster - \$34.00  
Northern Electric Co-op - \$141.54  
Qwest - \$45.52

Grant made motion to adjourn meeting. Sally seconded motion. All Trustees voted aye.  
Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

MARCH 1, 2001

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion of new residents at lake
  - Tom & Suz Walsh (Colorado Springs, CO) bought David & Lisa Green home
- 4) Discussion of rate increase
- 5) Discussion of mandatory posters
- 6) Discussion of Bill Welk sub-division
  - a.) annexation into District
  - b.) sewer construction
- 7) Discussion of Steve and Kristie Hilton lawsuit
- 8) Discussion of Steve Herther septic tank payment
- 9) Discussion of questions/concerns of Trustees/Dan Thayer
- 10) Discussion of payment of bills
- 11) Adjournment of meeting



March 1, 2001

Present: Grant Oleson, Sally Swanson, Kathy Wahl, Dan Thayer, Greg Magera

Absent: Tom Aman

Grant Oleson called meeting to order. Minutes of previous meeting were read. Sally made motion to accept minutes as is. Grant seconded motion. All Trustees voted aye.

Clerk Kathy Wahl reported sale of David & Lisa Green home to Tom & Suz Walsh.

Clerk Kathy Wahl reported monthly service rate increase will be billed as of February 1, 2001 to all residents of sewer district.

Clerk Kathy Wahl reported receiving letter regarding posting of mandatory posters. After full discussion, Atty. Greg Magera will look into any needed posters that should be displayed in the district office.

Board discussed possible annexation into the District of proposed Bill Welk subdivision. Further discussion was tabled until next meeting when Jay Koch of Helms Engineering can be present to discuss design, construction, etc.

After full discussion of Steve and Kristie Hilton lawsuit, it was decided to give the Hiltons a deadline of March 9, 2001 at 5:00 p.m. to have a check to Atty. Rory King for balance due in full to settle suit.

After full discussion of Steve Herther septic tank payment, Atty. Greg Magera will talk with Steve Herther and his attorney for payment in full.

Dan Thayer discussed maintenance problems with Trustees. Snowfall amount is causing lots of problems.

After full discussion of bills Sally made motion to pay all bills with the exception of bill to Swanson Electric so that Dan may research this bill. Grant seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl (February 2001) - \$1108.20  
DT Maintenance and Repair - \$780.00  
Northern Electric REF Loan payment (March 2001) - \$2,708.33  
DENR (wastewater fee) - \$50.00  
One-Call Systems, Inc. - \$2.22  
Sewer Duck - \$104.00  
Office Equipment Co., Inc. - \$173.00  
IRS - \$42.34  
Postmaster - \$34.00  
Quality Quick Print - \$115.49

Northern Electric Co-op - \$145.51

Qwest - \$3.82

1<sup>st</sup> National Bank of Sioux Falls (SRF loan #1) - \$8320.93

1<sup>st</sup> National Bank of Sioux Falls (SRF loan #2) - \$3880.78

Sally made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye.  
Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

APRIL 3, 2001

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion of Bill Welk sub-division
  - a.) annexation into District
  - b.) sewer construction
- 4) Discussion of late payment notices
  - a.) 90-day late payment notice to Steve Herther and Tom Badger
  - b.) termination of service on April 6, 2001 to Allen Walth (amount due \$1824.96)
  - c.) discussion of non-payment and termination of service to Trent Kolash
- 5) Discussion of payment from Joyce M. Wood estate
- 6) Discussion of debt assumption to Tom and Suz Walsh
- 7) Discussion of payment booklet coupons
- 8) Discussion of question/concerns of Trustees/Dan Thayer
- 9) Discussion of payment of bills
- 10) Adjournment of meeting

April 3, 2001

Present: Sally Swanson, Tom Aman, Kathy Wahl, Dan Thayer, Vern Preszler, Jay Koch

Absent: Grant Oleson

Meeting was brought to order by Sally. Previous minutes of meeting were read. Sally made motion to accept minutes as is. Tom seconded motion. All Trustees voted aye.

Full discussion of proposed Bill Welk subdivision was held. Jay Koch presented ideas of hooking property to sewer system. Annexation of Bill Welk property was discussed with construction of sewer system to be at a later date when property is developed. Further discussion was tabled until next meeting.

Clerk Kathy Wahl advised Trustees of late payment notices sent and 90-day late payment notices sent. Kathy also advised Trustees of termination of service notices to two (2) households.

Clerk Kathy Wahl advised Trustees notice has been sent to executor of Joyce Woods estate for payment of monthly service fees through June 1, 2001.

Discussion was held regarding debt assumption agreement of Tom and Suz Walsh on the David and Lisa Green property they purchased. Trustees asked Clerk to notify Attorney Greg Magera to handle this matter.

Discussion of payment booklets was held. Clerk Kathy Wahl presented two ideas for coupons. Further discussion was tabled to next meeting for more information and costs.

Dan Thayer discussed normal maintenance problems with Trustees. Dan said snow amounts have presented many problems in being able to maintain system this winter.

After full discussion of bills Sally made motion to pay all bills. Tom seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl - \$1108.20  
DT Maintenance and Repair - \$805.00  
DT Maintenance and Repair (parts) - \$5.87  
Northern Electric REF Loan payment (April 2001) - \$2,708.33  
United States Treasure (employee taxes) - \$504.90  
Quality Quick Print - \$8.66  
Golden West Technologies (repair to computer) - \$112.72  
Qwest - \$45.48  
Siegel, Barnett, & Schutz - \$681.92  
Swanson Electric, LLC - \$372.93  
Brick Roto Rooter - \$50.00

Postmaster - \$34.00

Northern Electric - \$156.45

Sally made motion to adjourn meeting. Tom seconded motion. All Trustees voted aye.  
Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT MEETING

MAY 3, 2001

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion of 1999 and 2000 audit
- 4) Discussion of Bill Welk subdivision
  - a.) annexation into District
  - b.) sewer construction
- 5) Discussion of debt assumption agreement to Tom and Suz Walsh
- 6) Discussion of payment booklet coupons
- 7) Discussion of questions/concerns of Trustees/Dan Thayer
- 8) Discussion of payment of bills
- 9) Adjournment of meeting

MAY 3, 2001

Present: Sally Swanson, Tom Aman, Kathy Wahl, Dan Thayer, and Vern Preszler; Rory King for Greg Magera

Absent: Grant Oleson

Meeting was brought to order by Sally. Previous minutes of meeting were read. Sally made motion to accept minutes as is. Tom seconded motion. All Trustees voted aye.

Clerk Kathy Wahl reported to Board on progress of 1999 and 2000 audit by Eide/Bailly.

Full discussion of Bill Welk subdivision was led by Sally Swanson. It appears that the likely solution at this point will be to annex the Welk subdivision into the District. Attorney Greg Magera will further look into matters.

Discussion of Tom and Suz Walsh debt assumption agreement was tabled until next meeting.

Full discussion of payment booklets included rejecting bid of \$971.00 from Quality Quick Print for printing. Clerk Kathy Wahl will make payment booklets as soon as computer is returned from audit with Eide/Bailley.

After full discussion by Board of runoff problems with the Les Frohling and Steve Gauer feedlots, Rory King will contact DENR in Pierre and send letter to Mr. Gauer and Mr. Frohling advising them of possible misdemeanor of runoff into the lake.

Dan Thayer reported maintenance problems on several South Shore residences involving pipe connection problems.

After full discussion of bills Sally made motion to pay all bills. Tom seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl - \$831.15  
DT Maintenance and Repair - \$1015.00  
DT Maintenance and Repair (parts) - \$74.80  
Northern Electric Co-op REF payment - \$2708.33  
Quality Quick Print - \$25.86  
Eide/Bailly - \$1,119.84  
Dakota Pump & Control Co., Inc. - \$302.69  
Qwest - \$45.48  
Northern Electric Co-op - \$184.78

Tom made motion to adjourn meeting. Sally seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

JUNE 21, 2001

WARD HOTEL - BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion of 1999 and 2000 audit
- 4) Discussion of Tom Walsh debt service assumption agreement
- 5) Discussion of One-Call Notification of increase for services
- 6) Discussion of Squire/Lussem Privacy notice policy
- 7) Discussion of Lynn & Anne Maldoon change to commercial rates for monthly service fee
- 8) Discussion of letter from Maxine Taylor to Richmond Lake Assn. concerning additional donations for construction of North Bridge
- 9) Discussion of questions/concerns of Trustees/Dan Thayer
- 10) Discussion of bills paid for month of June on June 1, 2001
- 11) Adjournment of meeting



RICHMOND LAKE SAMITARY DISTRICT

MEETING

JULY 05, 2001

WARD HOTEL - BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion of 1999 and 2000 audit
- 4) Discussion of Tom Walsh debt service assumption agreement
- 5) Discussion of Arlen and Cari Heupel service hook-up
- 6) Discussion of questions/concerns of Trustees/Dan Thayer
- 7) Discussion of bills to be paid
- 8) Adjournment of meeting

July 5, 2001

Present: Sally Swanson, Grant Oleson, Kathy Wahl, Dan Thayer

Absent: Tom Aman, Greg Magera

Meeting was called to order by Grant. Previous minutes of meeting were read. Grant made motion to accept minutes as is. Sally seconded motion. All Trustees voted aye.

Clerk Kathy Wahl reported on year 1999 and year 2000 audit.

Full discussion of Arlen and Cari Heupel sewer hook-up took place. Sally made motion to have Atty. Greg Magera write letter to the Heupels stating the District will credit their account for \$2500.00 hook-up fees and the Heupels will pay anything over and above for the cost of their hook-up. Grant seconded motion. All Trustees voted aye.

Tom Walsh debt assumption agreement was tabled until next meeting because of absence of council.

Full discussion of payment booklets for the District took place. Sally made motion for payment booklets to be made by Clerk Kathy Wahl and to include due dates beginning with August 1, 2001 through December 2002. Grant seconded motion. All Trustees voted aye. Payment booklets will be made by the Clerk and sent to all customers.

Dan discussed maintenance problems. Dan discussed ordering 3 control panels (one to replace panel at Swanson residence and 2 to put in stock for reserve. Sally made motion to order 3 panels, Grant seconded motion. All Trustees voted aye.

Full discussion of all bills for the month of July took place. Grant made motion to pay all bills. Sally seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl (for month of 06/01) - \$831.15 net  
DT Maintenance and Repair (for month of 06/01) - \$940.00  
DT Maintenance and Repair (parts) - \$35.32  
Northern Electric RUS loan payment (07/01) - \$2,708.33  
IRS (Employee taxes) - \$459.00  
Brick's Roto Rooter - \$60.00  
Qwest - \$49.31  
One-Call Systems, Inc. - \$17.23  
Eide/Bailly - \$1,660.99  
Northern Electric Co-op - \$188.42

Sally made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

AUGUST 2, 2001

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion with Gene Allery
- 4) Discussion of Tom Walsh debt service assumption agreement
- 5) Discussion of Arlen and Cari Heupel service hook-up
- 6) Discussion of Steve Herther septic tank payment
- 7) Discussion of Lynn & Anne Maldoon change to commercial rates re: monthly service fee
- 8) Report on payment booklet coupons
- 9) Report on delinquent payments/termination of service
  - a.) 50 late payment letters sent for month of July
  - b.) termination of service notices to Levon Grieben, Steve Hilton, Tom Badger
- 10) Discussion of questions/concerns of Trustees/Dan Thayer
- 11) Discussion of payment of bills
- 12) Adjournment of meeting

August 2, 2001

Present: Grant Oleson, Sally Swanson, Tom Aman, Kathy Wahl, Dan Thayer, and Greg Magera

Absent: None

Meeting was called to order by Grant. Previous minutes of meeting were read. Grant made motion to accept minutes as is. Sally seconded motion. All Trustees voted aye.

Board met with Gene Allery (new landowner of land outside District, located on West Bridge Road). Mr. Allery discussed possible hook-up to sewer system. After full discussion, the Board advised Mr. Allery to discuss hook-up with engineer Jay Koch and report back to Board regarding costs and feasibility.

Full discussion of Tom Walsh debt service assumption agreement took place. Attorney Greg Magera will contact Walsh regarding payment arrangements for balance due.

Full discussion of Arlen Heupel hook-up took place. Board will re-imburse the Heupels \$2500.00 and will require the Heupels to pay any balance above that amount for hook-up. Grant made motion. Sally seconded motion. All Trustees voted aye.

Board held discussion of placement of liens. Clerk Kathy Wahl was instructed to check if any liens are to be placed for non-payment by landowners/residents and certify any unpaid charges due to Maxine Taylor/Br. Co. Auditor by August 31, 2001.

Full discussion of Steve Herther septic tank payment took place. Sally made motion to have Atty. Greg Magera write letter for payment in full to Helms Engineering. Grant seconded motion. All Trustees voted aye.

Full discussion of change to commercial rates for Lynn & Anne Maldoon took place. Atty. Greg Magera will check with District Attorney regarding matter and will advise Board when to start charging commercial rates. Tom Aman also advised Greg to check if a sales tax license has been issued.

Clerk Kathy Wahl reported to Board all payment booklet coupons have been sent to landowners/residents. Kathy also reported fifty (50) delinquent payments letters were sent for the month of July and termination of service notices were sent to LeVon Grieben, Steve Hilton, and Tom Badger.

Dan discussed purchase of portable gas-powered pump to aid in his maintenance. Sally made motion to purchase pump. Tom seconded motion. All Trustees voted aye.

Full discussion of payment in full of balance due on SRF Loan #2 took place. Greg Magera will get okay to pay off debt from DENR. Sally made motion for payment due as

soon as okay is received from DENR and balance due in full is received from 1<sup>st</sup> National Bank in Sioux Falls. Grant seconded motion. All Trustees voted aye.

Full discussion took place regarding payment of bills. Sally made motion to pay all bills with the exception of partial payment to Dakota Pump until all parts have been received. Tom seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl for month of 07/01 - \$1108.20 net  
DT Maintenance and Repair - \$1030.00  
DT Maintenance and Repair (parts) - \$81.32  
Northern Electric RUS loan payment (August 2001) - \$2,708.33  
Qwest - \$45.49  
One Call Systems, Inc. - \$17.23  
Office Equipment Co., Inc. - \$25.99 (to be re-imbursed by Wells Fargo)  
Quality Quick Print - \$27.32  
Swanson Electric, LLC - \$461.55  
Dakota Pump & Control Co., Inc. - \$877.56  
Postmaster - \$71.42  
EideBailly - \$459.95  
Arlen & Cari Heupel - \$2500.00  
Northern Electric Co-op - \$178.20

Tom made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye. Meeting was adjourned.

AUGUST 16, 2001

Present: Grant Oleson, Sally Swanson, Tom Aman, Kathy Wahl, Greg Magera

Absent: None

Board met with Jason Roggow of DENR regarding sewage spill from Les Frohling pumping of his lagoon. Mr. Roggow was given pictures taken by Kathy Wahl and Tom Badger as documentation of the sewage flowing through culvert on Tom Badger property and into the lake. Pictures also showed discoloration of water in lake from sewage flowing into it on August 12, 2001.

Mr. Roggow will take samples of water quality and look for evidence of spillage, although because of .72 rain shower on August 14, 2001, evidence may have been destroyed. Mr. Roggow will also speak with Les Frohling regarding discharge of wastewater from his lagoon.

Mr. Roggow stated the State of South Dakota has a 0% discharge tolerance of all wastewater into South Dakota lakes and will advise Mr. Frohling against any further discharges and possibility of legal action against him if such spills should take place in the future. He will also advise Board of any current legal action if necessary regarding current spillage if testing should prove negligence on Mr. Frohling's discharge pumping.

Clerk Kathy Wahl agreed to show site to Mr. Roggow and his assistant, whereby Mr. Roggow and assistant will look for and take samples of any possible contaminants.

Further discussion of matter has been tabled until Mr. Roggow is able to give an inspection report to Trustees.

Sally made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

SEPTEMBER 6, 2001

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion with Lynn Maldoon and Vern Preszler (possible Trustee candidates)
- 4) Discussion of new residents/landowners
  - Jerry Sanderson (North Shore Drive) to Bradley Seeman & Alisa Hoag
  - Tracy Leberman – landowner, soon-to-be resident (West Shore Drive)
  - Trevor Osborn (West Shore Drive) to Troy & Sue Haaland
  - Charles Lutgen (lots 33 & 34, West Shore Drive) to Christie Johnson
  - Charles Robinson (West Shore Drive) to Frank Wolff
  - Dar Mikkonen has two (2) near-sales for the Allen Walth and Dana Mohr property!
  - Colleen Callum has sale for Ron Dietz property when he receives notice from Burlington Northern for job move!
  - Steve Hilton (South Shore Drive) to Dr. Cyaik
- 5) Discussion of payoff for SRF Loan #2
  - \$183,347.09 balance paid in full 08/28/01
  - Original loan document received 08/31/01
- 6) Discussion of RLSD Utility Fund
- 7) Discussion of 1999 audit
- 8) Discussion of questions/concerns of Trustees/Dan Thayer
- 9) Discussion of payment of bills
- 10) Adjournment of meeting

September 6, 2001

Present: Grant Oleson, Sally Swanson, Tom Aman, Kathy Wahl, Dan Thayer, Lynn and Anne Maldoon.

Absent: Greg Magera

Meeting was called to order by Grant. Previous minutes of meeting were read. Sally made motion to accept minutes as is. Grant seconded motion. All Trustees voted aye.

Lynn Maldoon introduced himself to the Board and gave a brief description of his background. Mr. Maldoon stated he is interested in running for a vacancy on the Board of Trustees.

Clerk Kathy Wahl reported new landowners/residents to the Board.

Clerk Kathy Wahl reported the balance in full for \$183,347.01 for SRF Loan #2 has been paid to the First National Bank in S.F. as of August 28, 2001. Kathy also reported receiving the original loan document marked paid-in-full on August 31, 2001. Kathy was instructed to give original document to Attorney Greg Magera.

Discussion of RLSD Utility Fund and 1999 audit was tabled because of absence of council.

Grant discussed Bill Welk property north of North Bridge. It was decided to have Mr. Welk at next meeting of the Board for discussion on possible sewer system.

Dan discussed having Brick Roto-Rooter pump all septic tanks on South Shore Drive. Sally made motion to do so, Grant seconded motion. All Trustees voted aye.

Dan discussed purchase of gasoline-powered pump for \$279.00 and the possibility of a charge account for the District at Menards. After full discussion, Sally made motion to purchase the pump and set up account at Menards. Tom seconded motion. All Trustees voted aye.

After full discussion of bills, Sally made motion to pay all bills. Tom seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl - \$831.15 net  
DT Maintenance and Repair - \$1005.00  
DT Maintenance and Repair (parts) - \$432.79  
Northern Electric RUS payment - \$2,708.33  
Quality Quick Print - \$2.52  
Qwest - \$44.40  
Brick's Roto Rooter - \$350.00



One Call Systems, Inc. - \$11.25  
Eide/Bailly - \$1,203.16  
Dakota Pump & Control Co., Inc. - \$4,173.48  
Squire/Lussem Agency - \$1,853.00  
Northern Electric Co-op, Inc. - \$181.89

Sally made motion to adjourn meeting. Tom seconded motion. All Trustees voted aye.  
Meeting was adjourned.

September 20, 2001

Present: Grant Oleson, Sally Swanson, Kathy Wahl, Dan Thayer

Absent: Tom Aman, Greg Magera

After full discussion of Ordinance 01-1, 2001 Annual Appropriations, the first reading was held. Sally made motion to increase postage and construction expenses. Grant seconded motion. All Trustees voted aye.

Grant made motion to meet September 28, 2001 for second reading of Ordinance 01-1. Sally seconded motion. All Trustees voted aye.

Sally made motion to adjourn meeting. Grant seconded meeting. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

SEPTEMBER 28, 2001

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) 2<sup>nd</sup> reading of Ordinance 01-1
- 4) Discussion of property owner Chapter 7 bankruptcy filing
- 5) Discussion of Menards, Inc. account
- 6) Discussion of year 2000 audit
- 7) Discussion of RLSD Utility fund
- 8) Discussion of notice of vacancy
- 9) Discussion of questions/concerns of Trustees/Dan Thayer
- 10) Discussion of payment of bills
- 11) Adjournment of meeting

September 28, 2001

Present: Grant, Sally, Tom, Kathy, Dan, Greg

Absent: None

Meeting was called to order by Grant. Minutes of previous meeting were read. Sally made motion to accept minutes as is. Grant seconded motion. All Trustees voted aye.

Trustees held second reading of Ordinance 01-1. Tom made motion to pass Ordinance 01-1. Sally seconded motion. All Trustees voted aye. Ordinance 01-1 passed.

Clerk Kathy Wahl reported she received Chapter 7 Bankruptcy notice from Attorney Curt R. Ewinger for William Jr. and Carla Clouser. Notice was turned over to Attorney Greg Magera who will contact Attorney Ewinger for objection of discharge of the debtor.

Clerk Kathy Wahl presented paperwork for new account opened at Menards, Inc. in Aberdeen for purpose of DT Maintenance and Repair to charge parts to District.

Clerk Kathy Wahl reported on year 2000 audit. It should be completed this month.

Discussion of RLSD Utility Fund was held. Grant indicated District would be in touch with Holly Lien of Eide/Bailly for further information on forming fund by end of year.

Discussion of notice of vacancy on Board of Trustees was held. Greg Magera will set dates for nominating petitions and election of Trustee.

Dan Thayer reported weeds on pond cells would be mowed by Steve Gauer Jr. ASAP.

After full discussion of all bills presented, Grant made motion to pay all bills. Tom seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl for month of 09/01 - \$831.15 net  
DT Maintenance and Repair - \$880.00  
Northern Electric REF Loan pmnt for October - \$2,708.33  
Department of Treasury (IRS Employee taxes) - \$459.00  
Qwest - \$45.04  
Aberdeen American News - \$99.56  
Eide/Bailly - \$1,707.75  
One Call Systems, Inc. - \$13.92  
1<sup>st</sup> National Bank of Sioux Falls – (SR Loan #1) - \$8,320.93  
Northern Electric Co-op - \$157.17  
Milbank WinWater Works - \$475.00  
Postmaster - \$34.00

Tom made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye.  
Meeting was adjourned.

October 4, 2001

Present: Grant Oleson, Sally Swanson, Tom Aman, Kathy Wahl, Dan Thayer, Ka Squire, Arnie Wilcox, Bob Heintzman, Ken Iverson, Gene Stueven, Rich Hanson, Barry McLaury, and Bill Stewart

Absent: Greg Magera

Meeting was called to order by Grant. Previous minutes of meeting were read. Grant made motion to accept minutes as is. Sally seconded motion. All Trustees voted aye.

Ka Squire introduced Gene Stueven, Senior Scientist with DENR and Bill Stewart. Both guests talked to Trustees about reassessing Richmond Lake water quality and costs of testing water and clean up.

Discussion was held regarding possible commercial status of Lynn and Anne Maldoon property. Sally will check with Jerry McNearly for information he is obtaining and Greg Magera will check if a sales tax license has been issued and date of license.

Clerk Kathy Wahl reported on speaking with Accountant Ray Schur. Grant made motion to send Mr. Schurr a copy of 1999 audit for his review. Sally seconded motion. All Trustees voted aye.

Tom made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

NOVEMBER 1, 2001

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion of late payments
- 4) Discussion of monthly income statement
- 5) Discussion of year 2000 audit
- 6) Discussion w/Atty. Greg Magera
  - Steve Herther sewer tank payment
  - Chapter 7 bankruptcy of Wm. and Carla Clouser
  - Lynn and Anne Maldoon commercial rates
  - RLSD Utility fund
- 7) Discussion of election (Nov. 13, 2001)
- 8) Discussion of questions/concerns of Trustees/Dan Thayer
- 9) Discussion of payment of bills
- 10) Adjournment of meeting

November 1, 2001

Present: Sally Swanson, Kathy Wahl, Greg Magera, and Lynn Maldoon

Absent: Grant Oleson and Tom Aman

Meeting was called to order by Sally Swanson. Previous minutes of meeting were read. No changes were made.

Clerk Kathy Wahl informed Board of late payments for the month of October. Collection of late payments will continue.

Clerk Kathy Wahl presented Board with monthly income statement. Discussion of statement was held.

Discussion of year 2000 audit was tabled until December meeting because of absence of Board members.

Attorney Greg Magera discussed the following topics:

- Steve Herther sewer tank payment – will ask for payment from Helms and Assoc.
- Chapter 7 bankruptcy of Wm. and Carla Clouser – will talk with their bankruptcy attorney to see if debt service fee can be discharged.
- Lynn and Anne Maldoon commercial rates – informed Mr. Maldoon that they must pay commercial monthly service fee since they have sales tax license. Mr. Maldoon said license was issued and agreed to pay commercial rates beginning with September payment. He will send additional fees to Clerk.
- RLSD Utility fund – Greg will discuss further with DENR and Holly Lien and report findings at next meeting.

Discussion of November 13, 2001 election for Trustee position took place. Board member Sally Swanson will further pursue possible election with other Board members since 2 nominating petitions were received (Grant Oleson and Lynn Maldoon submitted nominating petitions.)

There were no questions and concerns from the Trustees or Dan Thayer.

Discussion of payment of November bills took place between Trustee Sally Swanson and Attorney Greg Magera. All bills were paid with the exception of bill to MinWater Works. Jim Latterel will be billed for sewer parts billed to the District by MinWater Works. Bills paid are as follows:

Clerk Kathy Wahl for month of 10/01 - \$831.15 net  
DT Maintenance and Repair - \$850.00  
Northern Elec. REF loan payment (11/01) - \$2,708.33  
Brick's Roto Rooter - \$50.00



Qwest - \$45.04  
Eide/Bailly - \$965.58  
Menard's - \$45.51  
Siegel, Barnett & Schutz - \$1,425.86  
One-Call Systems, Inc. - \$6.63

Sally Swanson made motion to adjourn meeting. Greg Magera seconded motion.  
Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

DECEMBER 6, 2001

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion of late payments
- 4) Discussion of monthly income statement
- 5) Discussion of year 2000 audit/Dept. of Legislative Audit acceptance
- 6) Discussion of 2001 audit-separation of accounts, letter of intent
- 7) Discussion of response from Dahme Construction
- 8) Discussion of questions/concerns of Trustees/Dan Thayer
- 9) Discussion of payment of bills
- 10) Adjournment of meeting

December 6, 2001

Present: Sally Swanson, Tom Aman, Grant Oleson, Lynn Maldoon, Kathy Wahl, Dan Thayer, Greg Magera, and Jeff Seward

Absent: None

Meeting was called to order by Sally Swanson. Previous minutes of meeting were read. No changes were made.

Clerk Kathy Wahl discussed sending 35 late payment notices to non-paying residents. Further collection efforts will continue.

Clerk Kathy Wahl presented monthly income statement to Trustees. Full discussion of statement was held.

Clerk Kathy Wahl presented Trustees with acceptance letter from Dept. of Legislative Audit for year 2000 audit.

Full discussion of audit for year 2001 was held. Greg Magera will work with Holly Lien of Eide/Bailly and Dacotah Bank to set up separation of accounts.

Greg Magera led discussion with Trustees regarding response from Dahme Construction concerning construction and maintenance matters. Greg will get list of 500-gallon septic tanks from Dana Brick for further discussion. Grant made motion and Sally seconded motion for a meeting in January to be held with members from Helms Engineering and Dahme Construction for further discussion of matters. All Trustees voted aye.

Greg will contact Helms Engineering for septic tank payment from Steve Herther and will contact Steve Herther for interest payment for Debt Service.

Jeff Seward discussed smell from lift station on South Shore Drive adjacent to his lot. Sally suggested using activated charcoal in vent. Trustees agreed to discuss matter further with Jay Koch of Helms Engineering for further elimination solution of problem.

Full discussion of bill took place. Sally made motion to pay all bills. Tom seconded motion. All Trustees voted aye. Bills paid are as follows:

Kathy Wahl, Clerk for month of November 2001 - \$831.15 net  
DT Maintenance and Repair - \$860.00  
Northern Electric REF Loan payment (December 2001) - \$2,708.33  
Steven Gauer, Jr. (mowing lagoon) - \$125.00  
Vosika Fencing - \$154.77  
One Call Systems, Inc. - \$13.25  
Qwest - \$45.04

Menard's - \$17.09

Quality Quick Print - \$8.60

Trustee Fees for year 2001:

Grant Oleson - \$387.87 net

Sally Swanson - \$498.69 net

Tom Aman - \$332.46 net

Postmaster - \$34.00

Northern Electric Co-op (electricity) - \$170.83

1<sup>st</sup> National Bank of Sioux Falls (SRF Loan #1 payment) - \$8,320.93

Sally made motion to adjourn meeting. Tom seconded motion. All Trustees voted aye.  
Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

JANUARY 3, 2002

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion with Gary Sperle
- 4) Discussion with Jim Latteral
- 5) Discussion with Helms Engineering and Dahme Construction
- 6) Discussion of late payments
- 7) Discussion of Bankruptcy Discharge Notice for William Jr. and Carla Clouser
- 8) Discussion of computer needs
- 9) Discussion with Atty. Greg Magera regarding:
  - a. separation of bank accounts
  - b. ordinance for payment application of monthly service fee, interest, & principle
  - c. contact with Ron Schur for 2002 audit
  - d. Herther interest payment and Helms payment for Herther septic tank
- 10) Discussion of questions/concerns of Trustees/Dan Thayer
- 11) Discussion of payment of bills
- 12) Adjournment of meeting

January 3, 2002

Present: Grant Oleson, Tom Aman, Sally Swanson, Greg Magera, Kathy Wahl, Dan Thayer, Terry Helms, Jay Koch, Gary and MaryAnn Sperle

Absent: None

Meeting was called to order by Grant Oleson. Previous minutes of meeting were read. Sally made motion to accept minutes as is. Tom seconded motion. All Trustees voted aye.

Full discussion with Gary and MaryAnn Sperle took place regarding a toilet installation in the garage of the Sperle's. The Board will look into Ordinances to see if such installation will require an additional hook-up fee and additional monthly service fee. Board will advise the Sperles

Discussion with Jim Latteral was tabled to next meeting – Mr. Latteral unable to attend.

Full discussion between the Board and Terry Helms took place regarding construction maintenance problems. Mr. Helms advised Board that Dahme Construction would be taking care of problems as they surface under advisement from Dan Thayer according to 12/20/01 letter to Greg Magera from Helms & Associates. Jay Koch will check into using all PVC piping for future remedy of problems but advised Board that Dahme's will want to be compensated for costs of maintenance and parts to change to PVC piping. Jay Koch will advise Board with possible cost estimates.

Full discussion between the Board and Terry Helms took place regarding payment of Herther septic tank replacement. Terry Helms and Board agreed that Helms & Associates will pay \$375.00 (1/2 of the cost of septic tank) and Board will pay remaining 1/2 to close this matter. Grant made motion, Tom seconded motion. All Trustees voted aye.

Clerk Kathy Wahl advised Trustees of 35 late payment notices and 4 90-day late payment notices. Full collection of all 90-day late payments has been received and 30 late payments have been collected. Collection of remaining late payments will continue.

Clerk Kathy Wahl presented Board and Atty. Greg Magera with final discharge notice of Chapter 7 Bankruptcy notice for William Jr. and Carla Clouser for their debt service fee.

Clerk Kathy Wahl advised Board of need for more memory on computer and a CD burner. Kathy advised Board of possibility for upgrade to computer. Grant made motion and Tom seconded motion to check into computer needs upgrade. All Trustees voted aye.

Discussion with Atty. Greg Magera and Board took place regarding the following matters:

1. Separation of bank accounts – will contact Holly Lien for amounts to be placed in these accounts and will talk to banker to set up such accounts
2. Ordinance for payment application of monthly service fee, interest, & principle payment – will research and get back to Board next meeting
3. Interview with Ron Schur for performing 2002 audit – will further research
4. Bill Welk property annexation – will check if adjacent to District for annexation

Dan Thayer reported his maintenance concerns to Board and Helms and Associates – will work with Dahme Construction for remedies.

Full discussion of bills took place. Sally made motion to pay all bills. Tom seconded motion. All Trustees voted aye. Bills paid are as follows:

Kathy Wahl, Clerk for month of December 2001 - \$831.15 net  
DT Maintenance and Repair - \$895.00  
DT Maintenance and Repair (parts) - \$19.22  
Northern Electric REF Loan payment (January 2002) - \$2,708.33  
Department of the Treasury (IRS employee taxes) - \$615.06  
DENR (wastewater fees) - \$50.00  
Brick's Roto-Rooter - \$605.00  
Qwest - \$45.04  
Dakota Pump & Control Co., Inc. - \$350.39  
Milbank Winwater Works - \$985.00  
One Call Systems, Inc. - \$9.28  
Quality Quick Print - \$41.66  
Northern Electric Co-op - \$170.45

Tom made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

FEBRUARY 7, 2002

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion with Jim Latteral
- 4) Discussion of Ron Schur for performance of audit
- 5) Discussion of separation of accounts
  - a. possibility of turning savings account into restricted account
  - b. creation of depreciation account, op. and maint. account
  - c. talk to Tom Appletoft at Dakota Bank to be or not to be trust account mgr.
- 6) Discussion of Gary Sperle toilet installation in garage
- 7) Discussion of Form 1099-INT statement
- 8) Discussion of computer needs
- 9) Discussion of income statements/late payments
- 10) Discussion of questions/concerns of Trustees/Dan Thayer
- 11) Discussion of payment of bills
- 12) Adjournment of meeting



February 7, 2002

Present: Grant Oleson, Sally Swanson, Kathy Wahl, Dan Thayer, Gary & MaryAnn Sperle, Jeff Seward, and Jeff Goldade

Absent: Tom Aman and Greg Magera

Meeting was called to order by Grant Oleson. Previous minutes of meeting were read. Sally made motion to accept minutes as is. Grant seconded motion. All Trustees voted aye.

No discussion took place with Jim Latteral because of Mr. Latteral's absence.

Clerk Kathy Wahl reported to Board that Ron Schur will not be able to be considered for performing the year 2002 audit for lack of time at this time.

Discussion of separation of accounts was tabled to next meeting due to Mr. Magera's absence.

Board advised Gary & MaryAnn Sperle that they are still pursuing information and have yet made no decision for hook-ups to sewer system beyond the household.

Jeff Seward informed Board smell from vent on South Shore lift station is prohibiting his ability to sell his property on South Shore. He asked Board to pursue any and all measures to eliminate odor problem. He made suggestions to Board. Sally made motion to check into using activated charcoal in stack to curb problem. Grant seconded motion. Dan Thayer will try activated charcoal.

Clerk Kathy Wahl will forward Form 1099-INT statement to Atty. Greg Magera.

Clerk Kathy Wahl informed Board that computer system is too old for an upgrade. Kathy presented Board with three (3) estimates for cost of new computer. Sally made motion to accept bid from SOS Computer Lounge for cost of \$1,295.00. Grant seconded motion. All Trustees voted aye. Kathy was instructed to order computer.

Clerk Kathy Wahl reported on late payments – 17 past due notices are in collection status. Collection of these will continue. Monthly income statements for year 2001 were given to Board members and discussion followed.

Dan Thayer resigned from his duty of Maintenance Supervisor effective March 1, 2002. Board advised Clerk to post job opening with Job Service of Aberdeen.

Full discussion of bill took place. Sally made motion to pay all bills with exception of bill to Dakota Supply Group. (Dan thought cost of control was quoted at lesser price – Dan will check on this). Grant seconded motion. Bills paid are as follows:

Clerk Kathy Wahl (January 2002) - \$831.15 net  
DT Maintenance and Repair - \$840.00  
Northern Electric RUS Loan Payment (February 2002) - \$2,708.33  
Office Equipment Co., Inc. - \$25.99  
Siegel, Barnett & Schutz - \$933.73  
Dakota Pump & Control Co., Inc. - \$535.92  
Milbank W8nwater Works - \$609.00  
One Call Systems, Inc. - \$2.00  
Menards - \$40.68  
Qwest - \$45.04  
Northern Electric Co-op - \$200.95

Sally made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye.  
Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

MARCH 4, 2002

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion with Jim Lattoral
- 4) Discussion of hiring of Maintenance Supervisor
- 5) Discussion of Gary Sperle toilet installation in garage
- 6) Discussion of income statements/late payments
- 7) Discussion of Dakota Pump & Control Co., Inc. contract
- 8) Discussion of questions/concerns of Trustees
- 9) Discussion of payment of bills
- 10) Adjournment of meeting

March 4, 2002

Present: Grant Oleson, Sally Swanson, Lynn Maldoon, Greg Magera, and Jim Latteral

Absent: Tom Aman

Grant Oleson called meeting to order. Minutes of previous meeting were read. Sally made motion to approve minutes as is. Grant seconded motion. All Trustees voted aye.

Full discussion with Jim Latteral took place regarding amount due to District for Debt Service Fee. All Trustees and Jim Latteral agreed amount due would be \$9,441.36 with first payment to be due April 1, 2002. Trustees instructed Clerk Kathy Wahl to make amortization schedule and payment option schedule for Mr. Latteral.

Full discussion took place regarding hiring of new maintenance supervisor. Grant asked that Trustees meet with Jeff Goldade/Sewer Duck for further interview regarding hiring him and his staff. Trustees will meet March 7, 2002 at noon.

Discussion of Gary Sperle toilet installation into garage took place. Attorney Greg Magera advised that this will be a hook-up separate from residence and should be treated as a second hook-up. Grant made motion that any owner/resident who adds toilet facilities, which are separate from their residence or not within their residence, will be billed for an additional hook-up fee and monthly service fee. Sally seconded motion. All Trustees voted aye. (Attorney Greg Magera will advise the Sperles of the Board's decision and will also advise Terry Goldade of fees due for his hook-up in his garage.)

Clerk Kathy Wahl led discussion regarding income statement for month of February. Kathy reported four 90-day late payments letters were issued and 17 30-day letters were sent. Collection of all late payments will take place.

Full discussion of Dakota Pump & Control Co. contract for inspection of pumps took place. Grant made motion to sign contract. Sally seconded motion. All Trustees voted aye. (Inspection of pumps will be made in conjunction with inspection of Mina Lake's system so as to possibly save trip charges and coincide with Sewer Duck's schedule)

Discussion of separation of accounts took place. Clerk Kathy Wahl reported after discussion with Holly Lien of Eide/Bailly separation of accounts should be done after year 2001 audit is complete so exact amount of dollars to be placed in separate accounts will be more accurate. All Trustees agreed and tabled separation of accounts until that time.

Full discussion of payment of bills took place. Sally made motion to pay all bills. Grant seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl (for month of February 2002) - \$831.15 net

DT Maintenance and Repair (February 2002) - \$775.00

Northern Electric RUS Loan payment (March 2002) - \$2,708.33  
Dakota Supply Group - \$641.26  
Quality Quick Print - \$9.80  
Qwest - \$45.04  
Northern Electric Co-op (electricity) - \$170.57  
One Call Systems, Inc. - \$1.33  
1<sup>st</sup> National Bank of Sioux Falls (SRF Loan #1) - \$8,320.93

Grant made motion to adjourn meeting. Sally seconded motion. All Trustees voted aye.  
Meeting was adjourned.

March 7, 2002

Present: Grant Oleson, Sally Swanson, Tom Aman, Greg Magera, Kathy Wahl, Jeff Goldade, Michael Lester, and Lynn Maldoon

Absent: None

Full discussion took place with Trustees and Jeff Goldade and Michael Lester regarding hiring of Sewer Duck for maintenance supervisors for Richmond Lake Sanitary District. Salary and hours were discussed.

Sally made motion to hire Sewer Duck at monthly salary of \$1,750.00 for up to 40 hours of labor each month for 2 people. Time spent for maintenance after 40 hours will be billed at \$40/hour for two guys and truck. Tom seconded motion. All Trustees voted aye.

Pumping of septic tanks by Sewer Duck as needed will be done per separate price and contract. All Trustees voted aye. Negotiations per contract will follow for tank pumping.

Grant made motion to adjourn meeting. Tom seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

APRIL 4, 2002

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion of credit applications
  - a. Runnings
  - b. McDonald Supply Division
- 4) Discussion of Income Statement and late payments
- 5) Discussion of revision of 2002 Annual Appropriations Ordinance
- 6) Discussion of odor emission control of South Shore lift station
- 7) Discussion of year 2001 audit
- 8) Discussion of questions/concerns of Trustees / Sewer Duck
- 9) Discussion of payment of bills
- 10) Adjournment of meeting

April 4, 2002

Present: Grant Oleson, Sally Swanson, Kathy Wahl, Greg Magera, Lynn Maldoon, Jeff Goldade, Michael Lester, and Jeff Seward

Absent: Tom Aman

Grant Oleson called meeting to order. Minutes of previous meeting were read. Grant made motion to approve minutes as is. Sally seconded motion. All Trustees voted aye.

Full discussion regarding applications for credit at Runnings and McDonald Supply Division took place. Grant made motion to open accounts with both for sewer maintenance parts. Sally seconded motion. All Trustees voted aye. Clerk Kathy Wahl was instructed to fill out forms and send to respective businesses.

Clerk Kathy Wahl led discussion of Income Statement for March 2002 and reported she sent 17 late payment notices and 3 90-day late payment notices. Full collection of 90-day late payments has been received; full collection of remaining late payments will continue. Trustees instructed Clerk to no longer collect late payments in person. Sally made motion for Sewer Duck personnel to place a red "hang tag" on door of all residents with late payments stating that sewer system will be shut off in 24 hours for late non-payment. Grant seconded motion. All Trustees voted aye.

Full discussion for revision of 2002 Annual Appropriations Ordinance took place. Attorney Greg Magera advised Trustees that budget could be adjusted at fiscal year end.

Discussion of odor emission control of South Shore and East Shore lift stations took place. Jeff Goldade reported charcoal is on order and will be installed when received.

Clerk Kathy Wahl reported year 2001 audit will begin April 15, 2002 and is expected to be completed by end of month of May 2002 per Eide/Bailly.

Full discussion of a possible ordinance pertaining to dwellings and structures separate of a household containing sewer facilities took place. Attorney Greg Magera will further research and report findings at next meeting to Trustees.

Jeff Goldade reported septic tanks in households in Phase II construction should now be pumped. Grant made motion for tanks to be pumped. Sally seconded motion. All Trustees voted aye. Jeff will complete pumping of tanks not yet pumped in Phase I and will pump all Phase II tanks. Hereafter tanks will be pumped at regular yearly intervals.

Jeff Goldade reported cells should be mowed on a regular basis throughout the year so as not to jeopardize evaporation and maintenance to cells. Attorney Greg Magera recommended hiring Steve Gauer Jr. to mow cells three times a year as suggested at a rate of \$150.00 per mowing. Sally made motion to extend offer to Mr. Gauer. Grant



seconded motion. All Trustees voted aye. Attorney Greg Magera will write letter to Mr. Gauer making said offer.

Full discussion of all bills took place. Sally made motion to pay all bills. Grant seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl (for month of March, 2002) - \$831.15 net  
Sewer Duck - \$1,750.00  
Department of the Treasury (employee taxes) - \$413.10  
Menard's - \$35.95  
Muth Electric - \$56.12  
Quality Quick Print - \$77.25  
Northern Electric Co-op (April 2002 RUS loan) - \$2,708.33  
Postmaster - \$34.00  
Northern Electric Co-op (electricity) - \$184.31  
Qwest - \$45.04

Sally made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

MAY 2, 2002

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion of Ordinance for sewer facilities in structure separate from household
- 4) Discussion of Ordinance for application of payments
- 5) Discussion of purchase of generator.
- 6) Discussion of credit acceptance applications
- 7) Discussion of letter from EideBailly re: business standards and practices
- 8) Discussion of bid from Quality Quick Print for “hang tags”
- 9) Discussion of Income Statement and late payments
- 10) Discussion of new residents/land owners
  - Adrian Geffre to Greg and Stephanie Aas (\$89,000)
  - Steve Thompson to Patrick and Jeremy Teal – (\$87,000)
  - Ray Mack to Philip & Brenda Mitzel – (\$155,000)
  - Joel Frink to Mike Evans (\$140,000)
- 11) Discussion of questions/concerns of Trustees, Attorney, and Sewer Duck
- 12) Discussion of payment of bills
- 13) Adjournment of meeting

May 2, 2002

Present: Grant Oleson, Tom Aman, Sally Swanson, Lynn Maldoon, Greg Magera, Kathy Wahl, Jeff Goldade, and Mike Lester

Absent: None

Grant Oleson called meeting to order. Minutes of previous meeting were read. Grant made motion to approve minutes as is. Sally seconded motion. All Trustees voted aye.

Full discussion was held regarding installation of sewer facilities in a separate structure from residence. Discussion was tabled for further research.

Full discussion was held for application of payments. Greg will research further.

Discussion was held for purpose of a generator. Grant made motion to not purchase a generator, as there is no need for one. Sally seconded motion. All Trustees voted aye.

Clerk Kathy Wahl presented credit applications to Board from Runnings, Menard's, and Hajoca Corporation. All have been approved. Sally made motion to accept credit applications. Grant seconded motion. All Trustees voted aye.

Full discussion was held regarding letter from Eide/Bailly re: business standards and practices. Letter will be filed.

Full discussion was held regarding bid from Quality Quick Print for "hang tags" for late payments. Sally made motion to accept bid for printing for \$118.00 for 500 tags. Tom seconded motion. All Trustees voted aye. Clerk Kathy Wahl will instruct Quality Quick Print to print tags.

Full discussion was held regarding late payments. 17 late payment accounts were reported to Board by Clerk.

Clerk Kathy Wahl reported to Board there will be no further monthly income statement until year 2001 audit is completed. (Computer will not release info.)

Clerk Kathy Wahl reported to Board on new residents and landowners.

Attorney Greg Magera reported that Steve Gauer Jr. has accepted contract with RLSD for mowing sewer cell 3 times per year at a cost of \$150.00 per each mowing.

Greg reported to Board he has contacted Jay Koch at Helms and Assoc. regarding intentions of Dahme Construction for repairs of maintenance malfunctions. He has not received any response as of this meeting.

Sally reported to Board she has contacted Jason Roggow of DENR for letter concerning Les Frohling pumping of pit on his farmland. Sally has not received any response as of this meeting.

Full discussion was held regarding payment of bills. Tom made motion to pay all bills. Sally seconded motion. Bills paid are as follows:

Clerk Kathy Wahl (for month of April, 2002) - \$831.15 net  
Sewer Duck (maintenance for month of April 2002) - \$1,750.00  
Sewer Duck – septic tank pumping - \$4,000.00  
    6 pumps - \$2,780.00  
Siegel, Barnett, & Schutz - \$606.50  
Dakota Pump & Control Co., Inc. - \$1,680.89  
Eide/Bailly - \$936.00  
JBS Backhoe Service, Inc. - \$2,028.12  
McFarland Supply Co., Inc. - \$108.84  
Menard's - \$7.34  
Runnings - \$198.00  
Northern Electric Co-op (May 2002 RUS loan payment) - \$2,708.33  
Quality Quick Print - \$31.45  
Northern Electric Co-op (electric bill) - \$173.37  
Qwest - \$45.04

Tom made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

JUNE 6, 2002

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion with Jeff Seward re: Dennis Jones septic tank
- 4) Discussion of 90-day late payments
- 5) Discussion of Richmond Lake Directory
- 6) Discussion of questions/concerns of Trustees / Sewer Duck
- 7) Discussion of payment of bills
- 8) Adjournment of meeting

June 6, 2002

Present: Grant Oleson, Sally Swanson, Lynn Maldoon, Kathy Wahl, Jeff Goldade, Mike Lester, Jeff Seward, and Jay Koch

Absent: Tom Aman and Greg Magera

Grant Oleson called meeting to order. Minutes of previous meeting were read. Grant made motion to approve minutes as is. Sally seconded motion. All Trustees voted aye.

Full discussion was held with Jeff Seward of JBS Inc. regarding septic tank maintenance and installation of new tank for Dennis Jones. Grant asked for itemized bill to be sent to District for consideration of payment.

Clerk Kathy Wahl discussed residents/land owners who are 90-days late with Debt Service fee and monthly service fees. Sewer Duck employees will post red notices on doors of five (5) residents for collection.

Clerk Kathy Wahl presented Trustees with a Richmond Lake Directory; current as of 05/16/02.

Jay Koch of Helms & Associates presented Board with a proposal from Gary Dahme of Dahme Construction regarding maintenance of pump pits. Further discussion was tabled until next meeting.

Jeff Goldade of Sewer Duck informed Board he would have Steve Gauer Jr. mow sewer cells.

Full discussion of all bills took place. Sally made motion to pay all bills. Grant seconded motion. Bills paid are as follows:

- Kathy Wahl, Clerk for month of May, 2002 - \$831.15 net
- Sewer Duck (maintenance for May 2002) - \$1,750.00
- Sewer Duck (septic tank pumping – 17 tanks) - \$680.00
- Quality Quick Print - \$118.00
- Dakota Pump & Control - \$901.42
- Underground Utility Locating Service - \$47.22
- One Call Systems, Inc. - \$11.93
- Running's Supply, Inc. - \$71.74
- Northern Electric Co-op (RUS pmnt for June 2002) - \$2,708.33
- Postmaster - \$34.00
- Northern Electric Co-op - \$187.77
- Qwest - \$45.04

Sally made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

JULY 3, 2002

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion of septic tank repair/maintenance
  - a. discussion of Dahme Construction proposal
  - b. discussion of Sewer Duck performing maintenance for Dahme's
  - c. discussion of bids (proposals) for repair/maintenance
- 4) Discussion of year 2001 audit
  - a. collection of hook-up fees
  - b. collection of septic tank fees
  - c. debt service fee on Wm. Clouser's property to new owner
- 5) Discussion of new residents
  - a. Allen and Angie Walth to Brian & Shawna Klipfel (06/10/02 - \$69,000)
  - b. Dana and Robin Mohr to Gaylen & Maria Sylvester (06/17/02 - \$135,500)
  - c. Richard Vallie and Becky Poitra to Bob & Rochelle Olson, Jr. (06/28/02 - \$110,000)
  - d. Connie Schlepp to Rick & Judy Mills (07/05/02 - \$49,100)
- 6) Discussion of questions/concerns of Trustees / Sewer Duck
- 7) Discussion of payment of bills
- 8) Adjournment of meeting

July 3, 2002

Present: Grant Oleson, Sally Swanson, Lynn Maldoon, Greg Magera, Kathy Wahl, Jeff Goldade, Mike Lester, and Jeff Seward

Absent: Tom Aman

Grant Oleson called meeting to order. Minutes of previous meeting were read. Grant made motion to approve minutes as is. Sally seconded motion. All Trustees voted aye.

Discussion was held regarding septic tank repair/maintenance. Discussion of Dahme Construction proposal was tabled until next meeting to allow Sewer Duck to contact Dahme's regarding performance of maintenance.

Discussion of installation on new construction and repair work took place. Sally made motion and Grant seconded motion that all work whether new construction or repair work being done shall be done by a licensed and bonded contractor. Greg will prepare documents and forward letters to all contractors.

Discussion of bids (proposals) for repair/maintenance was held. Further discussion was tabled to next meeting.

Clerk Kathy Wahl reported on progress of year 2001 audit. Trustees instructed Clerk to send collection letters to those still having a balance due for hook-up fees and septic tank fees. Atty. Greg Magera will contact Bill Welk concerning balance due on his property.

Discussion was held regarding remaining balance on Wm. Clouser's property. Atty. Greg Magera will research whether remaining balance due may be passed on to new owner when property is sold.

Clerk Kathy Wahl reported on new residents

Jeff Seward discussed smell from South Shore lift station. Mr. Seward reported that smell is prohibiting him from selling his property. Trustees asked Mr. Seward for bid/proposal to construct a leach field.

Discussion was held concerning payment of all bills. Sally made motion to pay all bills. Bills paid are as follows:

- Kathy Wahl, Clerk for month of June, 2002 - \$831.15 net
- Sewer Duck (maintenance for June 2002) - \$1,750.00
- Sewer Duck (septic tank pumping) - \$40.00
- Vosika Fencing - \$156.00
- Underground Utility Locating Service - \$47.22
- Office Equipment Co. - \$27.55
- Department of the Treasury - \$413.10



Northern Electric Co-op (RUS pmnt for July) - \$2,708.33  
Postmaster - \$2.70  
1<sup>st</sup> National Bank of Sioux Falls – (SRF loan #1) - \$8,320.93  
Northern Electric Co-op - \$223.28  
Qwest - \$45.04  
Runnings - \$47.97

Sally made motion to adjourn meeting. Grant seconded motion. Meeting was adjourned.

August 1, 2002

Present: Grant Oleson, Tom Aman, Sally Swanson, Greg Magera, Kathy Wahl, Lynn Maldoon, Jeff Goldade, Mike Lester, Holly Lien, and Lori Leidholt

Absent: None

Grant Oleson called meeting to order. Minutes of previous meeting were read. Grant made motion to approve minutes as is. Sally seconded motion. All Trustees voted aye.

Full discussion of the year 2001 audit took place with Holly Lien and Lori Leidholt. Audit figures, write-offs, and uncollectible debts were discussed. Tom made motion for write-off of accounts on balances due for SD GF&P, Joop Bollen, and Arlen and Cari Heupel. Sally seconded motion. All Trustees voted aye.

Tom made motion to carry as an asset in accounts receivable where lien has been filed against property owner. Grant seconded motion. All Trustees voted aye. Holly and Lori will make respective changes for audit.

Grant made motion to approve preliminary audit results with continuation for more information on Clouser bankruptcy and Lanny Wahl write-off. Tom seconded motion. All Trustees voted aye.

Policy suggestions for year 2002 audit were discussed by Holly Lien. Those suggestions include:

1. Policy for capitalization of fixed assets
2. Policy for application of payments
3. Policy for write-off of accounts

Trustees will discuss implementation of policies at future meetings.

Clerk Kathy Wahl informed Trustees of 90-day late payments. Jeff Goldade will place red hangtag on doors for collection of payments from Michelle Williams, Kevin & Tammy Brossart, Dana Mohr, and Mark Johnson. Payment in full will be due August 9, 2002.

Tom led discussion of better interest rates for savings account. Clerk will check into possibilities.

Full discussion of all bills due took place. Sally made motion to pay all bills with the exception of First State Bank of Warner (JBS Backhoe for Dennis Jones). Tom seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl - \$831.15 net  
Sewer Duck - \$1,750.00  
Sewer Duck - \$41.60  
One Call Systems, Inc. - \$36.45

Eide/Bailly - \$1,692.00  
Siegel, Barnett & Schutz - \$418.00  
First State Bank of Warner (JBS Backhoe) - \$443.70  
Northern Electric Co-op (RUS pmnt for Aug.) - \$2,708.33  
Quality Quick Print - \$39.79  
Northern Electric Co-op - \$192.42  
Qwest - \$42.98

Grant made motion to adjourn meeting. Tom seconded motion. All Trustees voted aye.  
Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

WARD HOTEL – BACK ROOM

12:00 NOON

SEPTEMBER 5, 2002

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion of JBS Inc. bill for Dennis Jones
- 4) Discussion of Pat Keatts Subdivision
- 5) Discussion of voting authorization for Northern Electric Co-op
- 6) Discussion of election of officers
- 7) Discussion of new residents
  - Howard Norton to Troy & Tanya Holty - \$151,000
- 8) Discussion of late payments
- 9) Discussion of questions/concerns of Trustees/Sewer Duck
- 10) Discussion of bills
- 11) Adjournment of meeting

September 5, 2002

Present: Grant Oleson, Tom Aman, Kathy Wahl, Lynn Maldoon, Al Merkel, Jeff Goldade, Mike Lester, and Jeff Seward

Absent: Sally Swanson and Greg Magera

Grant Oleson called meeting to order. Minutes of previous meeting were read. Grant made motion to approve minutes as is. Tom seconded motion. All Trustees voted aye.

Discussion of JBS Inc. bill for Dennis Jones was held. Tom asked that discussion be continued for lack of legal representation. A special meeting may be in order to resolve problem.

Clerk Kathy Wahl presented Pat Keatts Subdivision plat to Trustees. Grant made motion and Tom seconded motion that plat be added to the District. Attorney Greg Magera will be instructed to write letter to Mr. Keatts informing him of addition of his plat to the District and that landowners will be allowed to connect to the sewer system at their expense and they will also be sharing in the Debt Service Fees.

Discussion was held regarding voting authorization for Northern Electric Co-op annual meeting. Grant was authorized to vote in election of board members.

Clerk Kathy Wahl discussed new residents with Trustees. Troy & Tanya Holty purchased the Howard Norton residence.

Clerk Kathy Wahl discussed election of vacancy on Board for Tom Aman's seat. Nominating petitions may be filed at the District office no earlier than October 3, 2002 and not later than October 23, 2002. Election will be held Tuesday, November 12, 2002 at the Richmond Lake Youth Camp.

Clerk Kathy Wahl discussed late payments. All 90-day past payments (4 homeowners) will receive red tag notice for payment in full by September 20, 2002. Clerk reported 17 30-day past due accounts.

Jeff Goldade and Mike Lester of Sewer Duck discussed sewage in lines on north part of East Shore Drive. Lines will need to be jetted out and problem defined of where sewage is getting into line. Clerk Kathy Wahl was instructed to inform Jay Koch of Helms Engineering for resolution and discussion with Gary Dahme of problem.

Jeff Goldade informed Trustees that Les Frohling has hooked up a trailer home to an existing septic tank, which is not up to code. Trailer house is considered a second hook-up on property. Tom made motion and Grant seconded motion to have Attorney Greg Magera inform Mr. Frohling of fee for hook-up, additional monthly service fee, and septic tank needs to meet code.

Jeff Seward discussed odor problem still exists with South Shore lift station. Tom made motion to get an engineering study for elimination of odor. Grant seconded motion. Clerk will inform Jay Koch of Helms Engineering.

Full discussion of all bills took place. Grant made motion to pay all bills with exception of payment to JBS Inc. Tom seconded motion. Bills paid are as follows:

Clerk Kathy Wahl (for month of August 2002) - \$831.15 net  
Sewer Duck (for month of August 2002) - \$1,750.00  
DR Underground Utility Locating Service - \$148.46  
Eide Bailly - \$2,295.00  
One Call Systems, Inc. - \$11.93  
Crescent Electric Supply Co., - \$97.69  
Quality Quick Print - \$2.25  
Squire Lussem Agency - \$1,950.00  
Northern Electric Co-op Inc. (RUS loan for Sept. 2002) - \$2,708.33  
Postmaster - \$37.00  
Northern Electric Co-op - \$185.12  
Qwest - \$45.57  
First National Bank of Sioux Falls (SRF pmnt for Loan #1) - \$8,320.93

Tom made motion to adjourn meeting. Grant seconded motion. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

WARD HOTEL – BACK ROOM

12:00 NOON

OCTOBER 3, 2002

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion with Terry Helms/Jay Koch regarding engineering study for odor emission on South Shore lift station.
- 4) Discussion with Terry Helms/Jay Koch regarding sludge in lines on north East Shore Drive
- 5) Discussion of Pat Keatts Subdivision annexation
- 6) Discussion of Les Frohling hook-up
- 7) Discussion of payment of bill to JBS Inc.
- 8) Discussion of election of officers
- 9) Discussion of year 2001 audit; discussion of year 2002 audit due date
- 10) Discussion of monthly fee rate
- 11) Discussion of investment of District funds
- 12) Discussion of new property owners
  - Glen Imberi to John and Patricia Hilpert - \$50,000
  - Lynn and Anne Maldoon to Cleo Fauth - \$26,000
- 13) Discussion of late payments and monthly income statements
- 14) Discussion of bills
- 15) Adjournment of meeting

October 3, 2002

Present: Grant Oleson, Sally Swanson, Tom Aman, Greg Magera, Kathy Wahl, Jeff Goldade, Mike Lester, and Jay Koch

Absent: None

Grant Oleson called meeting to order. Minutes of previous meeting were read. Grant made motion to approve minutes as is. Sally seconded motion. All Trustees voted aye.

Full discussion was held with Jay Koch of Helms Engineering regarding odor control of South Shore lift station. Jay made recommendations to Trustees. He will proceed in getting more information and consumer recommendations on the Bio-Cube and report back to Trustees. Jay also recommended to Trustees to alert users to NOT use additives such as Rid-X in tanks.

Full discussion was held with Jay Koch regarding sludge in lines on north East Shore Drive. Jay assured Trustees and Sewer Duck that sludge will clean itself out as long as check valve has been fixed.

Full discussion of Dahme Construction repair work took place. Tom made motion for Greg Magera to send letter to Dahme Construction stating we assume its okay to have Sewer Duck fix problems as needed and Dahme's will reimburse Sewer Duck for wages for labor. Grant seconded motion. All Trustees voted aye.

Trustees were informed that Pat Keatts has successfully platted his land on West Bridge Road. Greg will prepare paperwork for 1<sup>st</sup> reading of annexation.

Full discussion was held regarding Les Frohling second hook-up. Greg Magera will write letter to Mr. Frohling regarding \$1,000.00 hook-up fee and additional monthly service fee.

Full discussion regarding payment of bill to JBS Inc. was held. Greg was instructed to write letter to JBS Inc. regarding unauthorized expense.

Full discussion for full balance due for Debt Service fee from Tom Walsh took place. Greg will write letter to Walsh's for collection of payment in full.

Full discussion of election of Trustees vacancy of Tom Aman took place. Tom informed Trustees he plans on running for another 3 year term.

Full discussion of year 2002 audit took place. It is now completed. Tom made motion for year 2002 audit to be completed by March 31, 2003 so as not to interrupt reports to Trustees. Grant seconded motion. All Trustees voted aye. Eide/Bailly will be informed.



Full discussion of raise in monthly service fee took place. Tom made motion to raise fee to \$25.00 per month. Sally seconded motion. All Trustees voted aye. Greg will prepare an Ordinance for change.

Full discussion of investment of District funds took place. Clerk Kathy Wahl presented options for investment prepared by Mike Huck of Dacotah Bank. Further research will take place. Clerk Kathy Wahl was instructed to talk to Fay Conn of NECOG in search of possible lower interest rates for SRF loan #1.

Clerk Kathy Wahl reported to Trustees of new property owners.

Clerk Kathy Wahl discussed late payments and monthly income statements with Trustees.

Write-off of charges of \$25.41 for Howard Norton took place. Grant Oleson made motion to write of charge. Sally Swanson seconded write-off. All Trustees voted aye.

Greg Magera discussed DENR guidelines for setting aside monies for depreciation. He will talk to DENR and Jerry Wolf, Director of External Audits for information on typical percent to be set aside and report back at next meeting.

Full discussion of all bills took place. Sally made motion to pay all bills with exception of JBS, Inc. Tom seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl (for month of August, 2002) - \$831.15 net  
Kathy Wahl (re-imburement for CDs) - \$4.73  
Sewer Duck (maintenance for month of August, 2002) - \$1,750.00  
Sewer Duck (maintenance replacement of septic tank at Troy Holty's) - \$2,230.00  
Department of Treasury (employment taxes) - \$413.10  
Wright & Sudlow, Inc. - \$560.00  
One Call Systems, Inc. - \$15.25  
Quality Quick Print - \$8.00  
McDonald Supply - \$13.59  
Crescent Electric Supply Co. - \$19.30  
Running's - \$18.30  
Northern Electric Co-op (RUS pmnt for Oct.) - \$2,708.33  
American News - \$35.10  
Office Max - \$16.95  
Northern Electric Co-op - \$159.57  
Qwest - \$44.79

Sally made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye. Meeting was adjourned.

October 29, 2002

Present: Grant Oleson, Sally Swanson, Lynn and Ann Maldoon, Kathy Wahl

Absent: Tom Aman and Greg Magera

Trustees met for the reason of holding the first reading on Ordinances 02-2, 02-3, 02-4, 02-5, and 02-6. Full discussion was held on all Ordinances. Grant made motion to add amount of \$2,000 for surety bond to Ordinance 02-6. Sally seconded motion. All Trustees voted aye.

Grant Oleson made motion to hold next meeting on Nov. 7, 2002 at 7:00 p.m. at the Richmond Lake Youth Camp for purpose of second reading of all Ordinances and public discussion thereof. Sally seconded motion. All Trustees voted aye.

Sally made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

WARD HOTEL – BACK ROOM

12:00 NOON

NOVEMBER 7, 2002

AGENDA:

- 1) Call to order of meeting
- 2) Reading of previous meeting minutes
- 3) Discussion of election of Trustee
- 4) Discussion of loan refund
- 5) Discussion of Ordinances
- 6) Greg Magera: Discussion of Les Frohling, Tom Walsh, guidelines for setting aside monies for depreciation
- 7) Discussion of late payments/90-day past due notices
- 8) Discussion of monthly income statement
- 9) Discussion of questions/concerns of Trustees/Sewer Duck
- 10) Discussion of bills to be paid
- 11) Adjournment of meeting

November 7, 2002

Present: Grant Oleson, Sally Swanson, Tom Aman, Greg Magera, Kathy Wahl, Lynn Maldoon, Jeff Goldade and Mike Lester

Absent: None

Meeting was brought to order by Grant. Previous minutes were read. Sally made motion to approve previous minutes. Tom seconded motion. Minutes were approved.

Greg Magera congratulated Tom Aman on his 3-year appointment to the Board of Trustees for the District. No election was held; Tom ran unopposed.

Clerk Kathy Wahl reported to the Board on receiving a refund check from First National Bank of S.F. Final interest was greater than the amount due so refund is \$380.04 for loan #2. Check was deposited.

Second reading of Ordinances 02-2 through 02-6 took place. Tom made motion to pass Ordinances 02-2 through 02-5 with the addition to 02-5 that pumping of the septic tanks will be the responsibility of the District. Grant seconded motion per addition. All Trustees voted aye.

Second reading of Ordinance 02-6 was tabled at this time per further research.

Greg Magera will continue to pursue payment of hook-up fees and monthly service fees from Les Frohling and debt service balance from Tom Walsh. Greg is currently researching guidelines for setting aside monies for depreciation. Greg has notified Warner Bank that the District will not be paying bill for Dennis Jones from JBS, Inc. per direction from the Trustees. Greg has also spoken with JBS, Inc. attorney Tom Tonner.

Clerk Kathy Wahl reported on late payments – there are 6 90-day late payments due. Red tags were given to Sewer Duck to post.

Tom discussed Monthly income statements as related to the raising of fees and loss according to year 2001 audit.

Tom made motion and Grant seconded motion to charge a \$10.00 late fee for payments to the District received after the 10<sup>th</sup> of the month beginning January 1, 2003. All Trustees voted aye. Payments will now be applied as follows: Monthly service fee, late fee, debt service fee. Motion made by Tom, seconded by Sally. All Trustees voted aye.

Jeff Goldade reported Dakota Pump was out and made inspections of lift stations. Lift station at Spillway Drive and East Shore Drive have parts going bad that need to be changed. Cost will run approximately \$800.00 - \$1500.00. Grant made motion for repairs to be approved. Sally seconded motion. All Trustees voted aye.

Sally made motion to approve payment of all bills. Grant seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl (October 2002) - \$831.15 net  
Sewer Duck (October 2002) - \$1,750.00  
Sewer Duck - \$933.00  
Siegel, Barnett, & Schutz - \$731.50  
American News - \$67.50  
McDonald Supply - \$13.20  
One Call Systems, Inc. - \$13.25  
Eide/Bailly (final billing) - \$1,749.50  
Dakota Pump & Control Co., Inc. - \$349.50  
Northern Electric Co-op (RUS loan pmnt for November) - \$2,708.33  
Northern Electric Co-op - \$200.65  
Qwest - \$44.79

Tom made motion to adjourn meeting. Grant seconded motion. All Trustees voted aye. Meeting was adjourned.

November 7, 2002

(Special evening public meeting – 7:00 p.m.)  
Richmond Lake Sanitary District and Richmond Lake Association

Present: Grant Oleson, Tom Aman, Sally Swanson, Kathy Wahl, Ka P. Squire, Jr., Lynn Maldoon, and 38 lake residents

Absent: Greg Magera

Grant Oleson called meeting to order. Minutes of Richmond Lake Association were read and Treasurer's report of Richmond Lake Association were read. Chuck Ingerson made motion to accept minutes and Treasurer's report. Bob Heintzman seconded motion. Minutes and Treasurer's report were approved.

Election of officers was held for the Association. Sue Cook – President, Ka P. Squire Jr. – Vice President, Kathy Wahl – Secretary/Treasurer.

Grant Oleson was presented a plaque of appreciation for his years of leadership and dedication to the Association.

Grant Oleson and Tom Aman led a full discussion regarding Ordinances 02-2, 02-3, 02-4, and 02-5. All those in attendance were made aware of the Year 2001 audit and its content. Residents in attendance accepted notice of monthly service fee rate hike and a late fee of \$10.00 on late monthly payments.

Trustees answered all questions from residents.

Chuck Ingerson made motion to adjourn meeting. Al Merkel seconded motion. All in attendance voted aye. Meeting was adjourned. Coffee, juice, and cookies were served.

RICHMOND LAKE SANITARY DISTRICT

MEETING

DECEMBER 5, 2002

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion of Ordinance 02-6 (\$2000.00 bond for maintenance/new construction work)
- 4) Discussion and formal letter to residents/owners regarding monthly service fee rate increase and information regarding all new Ordinances
- 5) Greg Magera: Discussion of Les Frohling hook-up fees, Tom Walsh debt service fee balance due, and guidelines for setting aside monies for depreciation
- 6) Discussion of 90-day past due notices and red tags
- 7) Discussion of monthly income statement
- 8) Discussion of end-of-year business to be settled
  - a. separate bank account for depreciation
  - b. talk with Eide/Bailly for purpose of 2002 audit to be completed by 3/31/03
  - c. Dahme Construction – repair work as agreed in September notice
- 9) Discussion of questions/concerns of Trustees/Sewer Duck
- 10) Discussion of bills to be paid
- 11) Adjournment of meeting

December 5, 2002

Present: Grant Oleson, Sally Swanson, Tom Aman, Lynn Maldoon, Jeff Goldade and Mike Lester

Absent: Kathy Wahl and Greg Magera

Grant called meeting to order. Minutes of previous meeting were read. Grant made motion to make change in minutes of November 7 meeting. Second reading of Ordinance 02-5 is still in discussion along with addition to Ordinance 02-5. Sally seconded motion. Remainder of minutes were approved. All Trustees voted aye.

Discussion of Ordinance 02-6 was tabled until next meeting to allow Sewer Duck to lay out requirements of homeowner and contractor.

Discussion was held regarding annual payment coupon books. Clerk Kathy Wahl will make coupon books for year 2003 and enclose condensed letter from Trustees (written by Tom) and maintenance letter concerning system failure due to consumer non-compliance.

No discussion was held regarding Les Frohling, Tom Walsh, and depreciation account due to absence of Greg Magera.

Discussion of 90-day past due notices took place. Red tags were given to Sewer Duck for delivery. Due to liability, Dana Mohr will not receive red tag – further collection will take place.

Discussion took place regarding Blake Rehfeld and Paul Sivertson. Rehfeld's electrical box damaged will be repaired and homeowner will be billed. Sivertson's poles will be replaced with manholes. Dahme's Construction will do the work and homeowner will pay.

Sewer Duck informed trustees that Dakota Pump & Control has replaced the defective valves on South Shore, North Shore, and Spillway Drive. Balance of defective valves will be completed.

Full discussion of monthly income statement took place.

Grant made motion to retain Sewer Duck for maintenance, Greg Magera as Attorney, and Kathy Wahl as Clerk for year 2003. Tom seconded motion. All Trustees voted aye.

Grant gave notice to Trustees he will be resigning his position as Trustee in January 2003.

Trustees discussed South Shore lift station – will meet with Jay Koch next meeting.



Full discussion of all bills took place. Sally made motion to pay all bills. Tom seconded motion. All Trustees voted aye. Bills paid are as follows:

Clerk Kathy Wahl (for month of November 2003) - \$450.20  
Sewer Duck - \$1,750.00  
Menard's - \$13.44  
Quality Quick Print - \$9.98  
One-Call Systems - \$10.60  
Dakota Pump & Control - \$2,320.00  
Grant Oleson (Trustee fees) - \$387.87  
Sally Swanson (Trustee fees) - \$360.15  
Tom Aman (Trustee fees) - \$221.64  
Postmaster - \$37.00  
Northern Electric Co-op (RUS pmnt for Dec.) - \$2,708.33  
Northern Electric Co0op (electricity) - \$194.20  
1<sup>st</sup> National Bank of Sioux Falls (SRF Loan #1) - \$8,320.93

Grant made motion to adjourn meeting. Sally seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

JANUARY 2, 2003

WARD HOTEL – BACK ROOM

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion of Ordinance 02-5
- 4) Discussion of Ordinance 02-6
- 5) Discussion of action on Tom Walsh/Green property
- 6) Discussion of separation of bank accounts, year 2002 audit
- 7) Discussion of questions/concerns of Trustees/Sewer Duck
- 8) Discussion of bills; monthly income statement
- 9) Discussion of Grant Oleson's resignation
- 10) Adjournment of meeting

RICHMOND LAKE SANITARY DISTRICT  
BOARD OF TRUSTEE'S MINUTES  
JANUARY 2, 2003

The Board of Trustees of the Richmond Lake Sanitary District met on Thursday, January 2, 2003 in the conference room of the Ward Hotel. All members were present.

**Members Present:** Grant Oleson, Sally Swanson, Tom Aman.

Also present Gregg Magera, legal counsel; Kathy Wahl, Clerk, Lynn Muldoon, Al Merkel, Bruce Albrecht, Ken Heier, Vern and Carol Preszler, Mark Zimmerman and Clay Stevens.

**Call to Order:** The meeting was called to order by Grant Oleson at 12:15 p.m.

**Approval of Minutes:** It was moved, seconded and carried to approve the Minutes from the previous meeting dated December 5, 2002, as presented.

**Unfinished Business:** Ordinance 02-5. The Board of Trustees reviewed proposed Ordinance 02-5. The Board took commentary from those in attendance regarding ownership, maintenance and replacement of septic tanks. After full discussion, this matter is deferred to the next meeting.

**Meeting Time and Place:** General discussion took place regarding the Board of Trustees monthly meeting and meeting location. Mr. Vern Preszler proposed taking an informal poll of district members requesting their opinions for a possible change in time and location of the monthly meeting.

**New Business:** Tom Walsh/Green Property, separation of bank accounts, and year 2002 audit were tabled until next meeting.

**Bills:** After full review and discussion, it was moved, seconded and approved that all bills with the exception of JBS, Inc. are paid as follows:

Clerk Kathy Wahl (for month of December 2002) -- \$1,108.20  
Sewer Duck -- \$1,750.00  
Sewer Duck - (Mike Huck residence) -- \$44.08  
Professional Mailing and Marketing -- \$70.76  
One Call Systems, Inc. -- \$5.30  
Eide Bailly, LLP -- \$102.50  
DENR -- \$50.00  
Dept. of Treasury (employee taxes) \$510.064  
Northern Electric Co-op (RUS loan) -- \$2,708.33  
Quality Quick Print -- \$110.72  
Northern Electric Co-op (electricity) -- \$190.11  
Qwest -- \$44.79

**Adjournment:** It was moved, seconded and carried to adjourn. Meeting was adjourned at 1:30 p.m.

RICHMOND LAKE SANITARY DISTRICT

MEETING

FEBRUARY 6, 2003

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion of Ordinance 02-5
- 4) Discussion of Ordinance 02-6
- 5) Discussion of Odor Control System
- 6) Discussion of action on Tom Walsh/Green property
- 7) Discussion of separation of bank accounts, year 2002 audit
- 8) Discussion of questions/concerns of Trustees / Sewer Duck
- 9) Discussion of bills and monthly income statement
- 10) Adjournment of meeting

RICHMOND LAKE SANITARY DISTRICT  
BOARD OF TRUSTEE'S MINUTES  
FEBRUARY 6, 2003

The Board of Trustees of the Richmond Lake Sanitary District met on Thursday, February 6, 2003 in the conference room of the Ward Hotel. All members were present.

**Members Present:** Grant Oleson, Sally Swanson, and Tom Aman.

Also present Gregg Magera, legal counsel; Kathy Wahl, Clerk, Lynn Maldoon, Ken Hier, Al Merkel, Vern and Carol Preszler, Paul Sigaty, Jeff Goldade and Mike Lester of Sewer Duck.

**Call to Order:** The meeting was called to order by Grant Oleson at 12:10 p.m.

**Approval of Minutes:** Clerk Kathy Wahl read the Minutes. It was moved, seconded and carried to approve the Minutes from the previous meeting dated January 2, 2003.

**Unfinished Business:** Ordinance 02-5. The Board reviewed a letter submitted by Mark Zimmerman and took commentary from those in attendance regarding ownership, maintenance and replacement of septic tanks. The Board requested written suggestions from members of the District and those in attendance for a proposed Ordinance dealing with replacement of septic tanks. After full discussion, this matter was deferred to the next meeting.

Ordinance 02-6 was discussed. A \$2,000.00 performance bond, proof of insurance and copy of license was suggested to be added to Ordinance. Further discussion was deferred to the next meeting.

**New Business:** General discussion of bylaws and state law was held.

Vern Preszler suggested that time, place and agenda of District meeting be published in Aberdeen American News newspaper. No action taken on proposal at this time.

Vern Preszler reported his informal poll of district members regarding possible change in time and location of monthly meeting netted 104 for night meeting and 10 for day meeting. No action was taken at this time.

Odor Control of South Shore lift station was discussed. Further discussion was tabled until next meeting

Executive Session.

Discussion of bills, late payments, and monthly income statement took place. Sally made motion to pay all bills with exception of JBS, Inc. bill. Grant Oleson seconded motion. All bills were paid.

**Adjournment:** It was moved, seconded and carried to adjourn. Meeting was adjourned at 1:45 p.m.

RICHMOND LAKE SANITARY DISTRICT  
BOARD OF TRUSTEE'S EXECUTIVE SESSION  
FEBRUARY 6, 2003

The Richmond Lake Board of Trustees met in executive session on Thursday, February 6, 2003 in the conference room of the Ward Hotel. All members were present.

**Members Present:** Grant Oleson, Sally Swanson, Tom Aman.

Also present Gregg Magera, legal counsel; Kathy Wahl, Clerk.

**Tom Walsh/Green Property:** Mr. Magera provided an update from his discussions with Century 21 Real Estate Agent Dar Mikkonen regarding this matter and the possibility of settling the same without the need of a small claims action. Mr. Magera has requested that Dar Mikkonen provide him with an update concerning her discussions with Clark Title Company, the Walshes and the Greens.

**Seward Settlement Agreement:** Mr. Magera updated the Board of Trustees regarding a proposed release agreement received in reference to the JBS Backhoe/Jones matter. It is anticipated that the release document will be signed and this matter will come to conclusion.

**General Discussion:** General discussion took place regarding separation of bank accounts per recommendations of Eide Bailly and year 2002 audit.

**Bills:** Discussion of bills, late payments and monthly income statement took place. Sally Swanson motioned to pay all bills with the exception of JBS, Inc. bill. Grant Oleson seconded motion. Motion passed. All bills were paid.

**Adjournment:** It was moved, seconded and carried to adjourn. Meeting was adjourned.



**RICHMOND LAKE SANITARY DISTRICT**

**MEETING**

**MARCH 6, 2003**

**WARD HOTEL – BACK ROOM**

**12:00 NOON**

**AGENDA:**

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion with Wells Fargo Reps re: financing for septic tank replacement
- 4) Discussion of Ordinance 02-5
- 5) Discussion of Ordinance 02-6
- 6) Discussion of Odor Control for pump stations
- 7) Discussion of questions/concerns of Trustees/Sewer Duck
- 8) Discussion w/Atty. Greg Magera
  - a. Tom Walsh debt service
  - b. JBS Inc. bill for Dennis Jones
- 9) Discussion of late payments and monthly income statement
- 10) Discussion of payment of bills
- 11) Adjournment of meeting

RICHMOND LAKE SANITARY DISTRICT  
BOARD OF TRUSTEE'S MINUTES  
March 6, 2003

The Board of Trustees of the Richmond Lake Sanitary District met on Thursday, March 6, 2003 in the conference room of the Ward Hotel. All members were present.

**Members Present:** Grant Oleson, Sally Swanson, and Tom Aman.

Also present Gregg Magera, legal counsel; Kathy Wahl, Clerk, Lynn Maldoon, Ken Hier, Vern Preszler, Jeff Goldade, and Mike Lester.

Guests: Darryl Ebach and Kevin Burckhardt.

**Call to Order:** The meeting was called to order by Grant Oleson at 12:06 p.m.

**Approval of Minutes:** Clerk Kathy Wahl read the Minutes. It was moved, seconded and carried to approve the Minutes from the previous meeting dated February 6, 2003.

**New Business:** President Grant Oleson addressed members present asking that hereafter in order for the District to conduct discussion and business in an orderly and timely fashion that all who are in attendance and wishing to speak at said meeting shall hereafter call the Clerk to be placed on the agenda.

Trustee Aman led discussion with guests Darryl Ebach and Kevin Burckhardt of Wells Fargo Bank. Discussion was held regarding a line of credit for the District for the purpose of guaranteeing a loan at a fixed rate of interest for those landowners/residents who may need monetary assistance in the event of their septic tank needing to be replaced. No action was taken at this time. District will get back to Messrs. Ebach and Burckhardt for more information if necessary.

**Unfinished Business:** Discussion was held regarding Ordinance 02-5. Grant Oleson asked that all suggestions be put into writing for the Trustees to consider when acting on this Ordinance.

First reading of Ordinance 02-6 was held. Grant Oleson made a motion to accept Ordinance. Tom Aman seconded motion. Motion carried.

Clerk Kathy Wahl discussed information from Jay Koch of Helms Engineering regarding Odor Control and costs. Grant Oleson made motion and Sally Swanson seconded motion to table further discussion until next meeting when Jay Koch could be present. Motion carried.

Tom Aman addressed concern of district members and maintenance. Grant Olson made motion to send residents a postcard telling them when they see a flashing light, light off, or hear a buzzer to notify Sewer Duck for maintenance. Sally seconded motion. Motion carried.

Attorney Gregg Magera informed Trustees he is still negotiating with Dar Mikkonen regarding the Tom Walsh/David Green debt service settlement. Mr. Magera also informed the Board that the release document for JBS, Inc. has been signed and a payment to JBS, Inc. of \$1,000.00 is due. Grant Oleson made motion to pay \$1,000 payment. Tom Aman seconded motion. Motion carried.

Ken Hier requested a copy of June, July and August utility bills from the District. He is working on a project for Clark Engineering and would like to compare bills to perhaps find a decrease in power usage. Grant Oleson made motion to give Ken copies. Tom Aman seconded motion. Motion carried.

Clark Kathy Wahl presented a list of late payments and monthly income statement to Board. Discussion was held by Trustees.

Discussion of payment of all bills was held. Sally Swanson made motion to pay all bills. Tom Aman seconded motion. Motion carried.

**Adjournment:** Grant Oleson made motion to adjourn meeting. Tom Aman seconded motion. Motion carried. Meeting was adjourned at 1:20 p.m.

RICHMOND LAKE SANITARY DISTRICT

MEETING

APRIL 3, 2003

WARD HOTEL – BACK ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion with Jay Koch for odor control for pump stations
- 4) Second reading of Ordinance 02-6
- 5) Discussion of Ordinance 02-5
- 6) Discussion of year 2002 audit
- 7) Discussion of maintenance postcard
- 8) Discussion of items of concern with Atty. Gregg Magera
- 9) Discussion of questions/concerns of Trustees/Sewer Duck
  - a. cost of copies for requested information from District
  - b. Clerk Kathy Wahl will become a Grandmother on or about Nov. 8, 2003!!!
- 10) Discussion of late payments and monthly income statement
- 11) Discussion of payment of bills
- 12) Adjournment of meeting

RICHMOND LAKE SANITARY DISTRICT  
BOARD OF TRUSTEE'S MINUTES

~~March 6, 2003~~  
*April 3, 2003*

The Board of Trustees of the Richmond Lake Sanitary District met on Thursday, April 3, 2003 in the conference room of the Ward Hotel. All members were present.

**Members Present:** Grant Oleson, Sally Swanson, and Tom Aman.

**Also present:** Julia Dvorak, legal counsel representing Gregg Magera, Kathy Wahl, Clerk, Lynn Maldoon, Jay Koch, Mike Lester, Jeff Goldade and Carol Preszler.

**Call to Order:** The meeting was called to order by Grant Oleson at 12:10 p.m.

**Approval of Minutes:** Clerk Kathy Wahl read the Minutes. It was moved, seconded and carried to approve the Minutes from the previous meeting dated March 6, 2003.

**New Business:** Jay Koch of Helms Engineering gave info to Trustees regarding odor control for the lift stations. Tom made motion for trial of OCO-10 system. Grant Oleson seconded motion. All Trustees voted aye. Jay Koch will contact Ecologix and Clerk Kathy Wahl will handle trial order.

Discussion of seal-offs in lift stations was discussed in full with Jay Koch. Jay Koch will contact Al Ringgenberg of Ringgenberg Electric to install seal-offs, as they were to be put in place on installation and have not yet been installed.

Sally Swanson made a motion to charge \$1.00 per page for copies requested of information pertaining to the District. Grant Oleson seconded motion. Motion carried.

**Unfinished Business:** Clerk Kathy Wahl presented postcard memo to residents regarding maintenance calls. Sally Swanson suggested a reminder to residents to help keep maintenance costs at a minimum be included on postcard. Tom Aman made motion to approve postcard, Sally Swanson seconded motion. All Trustees voted aye. Postcard will be printed and sent to residents.

Clerk Kathy Wahl reminded Trustees that year 2002 audit will begin soon. Tom Aman expressed concern that audit be completed by end of month of April so as not to interrupted monthly financial reports. Board will send letter to Eide Bailly asking for completion of audit by end of month April.

Second reading of Ordinance 02-6 was held. Discussion was held and the Ordinance was amended. An official first reading of amended Ordinance 02-6 will take place after notice is provided.

Discussion of Ordinance 02-5 was held. Further discussion was tabled to next meeting to allow Trustees time to digest all suggestions made by interested residents for compensation of replacement of septic tanks.

Attorney Julia Dvorak informed Trustees the Tom Walsh/David Green debt service matter could be started in small claims court. Tom Aman made motion to proceed with small claims action. Sally Swanson seconded motion. Motion carried.

Clerk Kathy Wahl presented a list of late payments and monthly income statement to Board. Discussion was held by Trustees.

Discussion of payment of all bills was held. Sally Swanson made motion to pay all bills. Tom Aman seconded motion. Motion carried.

Grant Oleson informed Board he is resigning his position as Trustee and Present of Board as of April 3, 2003. Tom Aman reluctantly made motion to accept Grant Oleson's resignation. Sally Swanson seconded motion. Motion carried.

Tom Aman made motion to install Lynn Maldoon as Trustee to fill out remainder of Grant Oleson's term as Trustee. Sally Swanson seconded motion. Motion carried.

Election took place for purpose of election of President of Board. Sally Swanson nominated Tom Aman. No other motions were made. Election by voice took place. Tom Aman was elected to serve as President of Board. Sally Swanson made motion to accept election of President Tom Aman. Lynn Maldoon seconded motion. Motion carried.

The Board thanked Grant Oleson for his time and direction of the District.

**Adjournment:** Sally Swanson made motion to adjourn meeting. Tom Aman seconded motion. Motion carried. Meeting was adjourned at 1:35 p.m.

**RICHMOND LAKE SANITARY DISTRICT**

**MEETING**

**MAY 1, 2003**

**WARD HOTEL – BACK ROOM**

**12:00 NOON**

**AGENDA:**

- 1) Call to order of meeting
- 2) Discussion of OCO-10 for odor control on South Shore lift station
- 3) Discussion of Homeland Security
- 4) Discussion of hook-up fees
- 5) Discussion of year 2002 audit
- 6) Discussion of questions/concerns of Trustees/Atty. Gregg Magera/Sewer Duck
- 7) Discussion of late payments
- 8) Discussion of payment of bills
- 9) Adjournment of meeting

May 1, 2003

The Board of Trustees of the Richmond Lake Sanitary District met on Thursday, May 1, 2003 in the conference room of the Ward Hotel. All members were present.

Members Present: Tom Aman, Sally Swanson, and Lynn Maldoon

Also present: Atty. Gregg Magera, Clerk Kathy Wahl, Jeff Seward, and Vern Preszler

Call to Order: The meeting was called to order by Tom Aman at 12:05 p.m.

Approval of Minutes: Clerk Kathy Wahl read the Minutes. Lynn Maldoon moved, Sally Swanson seconded and motion carried to approve the Minutes from the previous meeting with a change of date stating minutes were for April 3, 2003 instead of March 6, 2003.

Old Business: Clerk Kathy Wahl reported order for OCO-10 had been sent, unit should arrive soon - electrical outlet needs to be installed in the shed on South Shore for installation and operation of unit. Tom made motion to hire Muth Electric to wire shed. Lynn seconded motion. Motion carried. Tom made motion to transfer \$3,915.00 from Bond Revenue Account to Operations and Maintenance account to pay for OCO-10 at this time.

Tom made motion to solicit bids for hourly rate to do electrical work for the District. Sally seconded motion. Motion carried. Atty. Gregg Magera will solicit bids for future electrical work to be done.

Clerk Kathy Wahl reported on progress of year 2002 audit. Kathy has been doing many reports for Eide/Bailly because of "Hands off" policy - expects to put in full time hours during month of May.

New Business: Full discussion of hook-up fees took place. At this time, there is no interest by the Board in changing the amount of hook-up fees. No further discussion.

Full discussion of Homeland Security was deferred to next meeting. Lynn Maldoon will study information from the State and report to Board at June meeting.

Sally Swanson led discussion regarding Ordinance 02-5. Sally would like to meet with a selected group of landowners for input and ideas regarding the septic tank maintenance issue. Tom agreed and asked Sally to report the group's input at the next Board meeting. Sally would like to meet with Clay Stephens, Mark Zimmerman, Ken Hier, Sue Cook, Paul Sigaty and Vern Preszler.

Full discussion of late payments took place. Clerk Kathy Wahl reported delinquent payers to Board. Further collection will take place.



Full discussion of payment of bills for month of April took place. Sally made motion, Lynn Maldoon seconded and Board approved the payment of all bills presented.

Atty. Gregg Magera reported he is pursuing court action for the collection of the balance due of Debt Service Fee from the Tom Walsh's.

Tom made motion to adjourn meeting. Lynn seconded motion. Motion carried. Meeting was adjourned at 1:30 p.m.

**RICHMOND LAKE SANITARY DISTRICT**

**MEETING**

**JUNE 5, 2003**

**WARD HOTEL – BACK ROOM**

**12:00 NOON**

**AGENDA:**

- 1) Call to order of meeting
- 2) Discussion of OCO-10 unit operations
- 3) Discussion of Ordinance 02-5 meeting for input and ideas
- 4) 2<sup>nd</sup> reading of Ordinance 02-6
- 5) Discussion with Atty. Gregg Magera
  - a. Tom and Suzanne Walsh suit
  - b. Notice of Hearing for permission to construct electric lines
- 6) Discussion of Greg & Pam Lingor balance due of Debt Service Fees
- 7) Discussion of year 2002 audit
- 8) Discussion of late payments
- 9) Discussion of payment of bills for month of May
- 10) Adjournment of meeting

June 5, 2003

Present: Lynn Maldoon, Sally Swanson, Tom Aman

Also present: Julia Dvorak for Gregg Magera, Clerk Kathy Wahl, and Jeff Goldade

Call to Order: Sally Swanson called the meeting to order at 12:10 p.m.

Approval of Minutes: Clerk Kathy Wahl read the Minutes. Tom Aman moved, Sally Swanson seconded and motion carried to approve the Minutes from the previous meeting of May 1, 2003.

Old Business: Clerk Kathy Wahl reported OCO-10 unit has been installed and is in full operation. Monitoring of the unit by Sewer Duck personnel and residents of South Shore Drive took place. Consensus is - the unit is serving the purpose of eliminating odors from the South Shore lift station.

Sally Swanson reported to Trustees that after meeting with Mark Zimmerman and Vern Preszler, representative residents of the District for the purpose of Ordinance 02-5, a \$4.00/month fee per resident/landowner for replacement of septic tanks was main input idea; representatives also agreed to specify concrete tanks for replacement and replacement should be to code. Trustees tabled further discussion of Ordinance 02-5.

~~Second~~ <sup>First</sup> reading of Ordinance 02-6 was tabled until next meeting.

New Business: Julia Dvorak reported no denial as of noon for Notice of Small Claims action had yet been received from Thomas and Suzanne Walsh. Will get default judgment by June 12, 2003 if written denial has not been filed.

Julia reported that permission to construct electric lines in District was a mistake – no action was needed.

Clerk Kathy Wahl discussed balance due of Debt Service Fees for Greg & Pam Lingor. Tom made motion, Sally seconded and motion carried to collect balance due from Greg and Pam Lingor and Terry (Chubbs) Hettich for road frontage. Each lot owner will pay half of fee of \$1,490.65.

Jeff Goldade discussed "~~fix~~" <sup>repair</sup> for Jerry McNeary residence. Problem should be taken care of but if not, will look to Engineer for relief.

Jeff Goldade discussed Jeff Seward's intention of tying into sewer line and foregoing a septic tank by installing a grinder pump. At this time, it appears to be able to work but Jeff would like engineering approval for hook-up. Tom asked that Jeff Seward write up his proposal and it be submitted to Jay Koch (Helms Engineering) for approval.

Clerk Kathy Wahl discussed charges for replacement and or new construction for electrical panel and pumps provided by the District. Tom made motion, Lynn seconded and motion carried to charge current cost of item to the District plus 25% mark-up.

Clerk Kathy Wahl discussed late payments – 12 late payments and 2 90-day late payments. Tom said, “If red tags are being ignored for collection of payment, outstanding balance will be included in a lien to be placed against landowner/resident.”

Tom discussed conversation with Bob Heintzman concerning cost of Audit. Discussion of cost of 2003 audit was deferred until time for next audit.

Full discussion of payment of all bills took place. Sally made motion to pay all bills, Tom seconded and motion carried.

Tom made motion, Lynn seconded and motion carried to adjourn meeting at 1:30p.m.

June 26, 2003

Present: Tom Aman, Sally Swanson, and Lynn Maldoon

Also present: Clerk Kathy Wahl and Jeff Moench

Tom Aman called meeting to order at 12:15p.m.

Tom Aman scheduled meeting for purpose of report from Jeff Moench regarding his work on the 2002 audit. Jeff reported several items need to be worked on in order to arrive at a workable total figure for audit to proceed. Due to inadequacy of present computer program, Jeff suggested new and updated bookkeeping software. Full discussion took place regarding replacement of software program. Jeff agreed to work with Clerk Kathy Wahl on installation and training at a cost of \$20.00 per hour to the District. Jeff estimated a six week installation and training program to bring the District up to date using the Quick Books program.

Sally made motion, Lynn seconded and motion carried to purchase, install and train Clerk Kathy Wahl on new software at a cost of \$20.00 per hour to the District for Jeff Moench's time and labor.

Tom made motion, Lynn seconded and motion carried to adjourn meeting at 1:00 p.m. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

JULY 3, 2003

WARD HOTEL – MEETING ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) 2<sup>nd</sup> reading of Ordinance 02-6
- 3) Discussion of Thomas and Suzanne Walsh small claims action
- 4) Discussion of Lingor/Hettich debt service balance due
- 5) Discussion of questions/concerns of Trustees/Atty. Gregg Magera/Sewer Duck
  - Congrats Jeff Goldade and wife on the upcoming birth of your new “duckling” expected December 2003!
  - report on water quality study for Richmond Lake Association
- 6) Discussion of payment of bills
- 7) Adjournment of meeting

July 3, 2003

Present: Tom Aman, Sally Swanson, and Lynn Maldoon

Also present: Clerk Kathy Wahl, Jeff Goldade, and Mike Lester

Absent: Gregg Magera

Call to Order: Tom Aman called the meeting to order at 12:10p.m.

Approval of Minutes: Clerk Kathy Wahl read the Minutes. Sally made motion and Lynn seconded to approve the Minutes from the previous meeting of June 5, 2003. Motion carried.

Old Business: First reading of Ordinance 02-6 was held. Sally made motion and Lynn seconded motion to accept motion with changes made. Motion carried.

Clerk Kathy Wahl reported check from Tom and Suzanne Walsh had been received for payment in full to satisfy small claims action. Tom made motion to wait until check clears bank before releasing lien. Sally seconded. Motion carried.

Full discussion of balance of debt service due on Greg Lingor residence took place. Tom made motion for Lingor to pay balance due in full per assessment. Lynn seconded motion. Motion carried. Attorney Gregg Magera will be informed to write letter for collection of balance due.

New Business: Run-off from the holding pond at Les Frohling's place was reported. Jay Koch of Helms Engineering witnessed run-off into the lake. Sally will inform DENR (Jason Roggow) of problem.

Clerk Kathy Wahl reported water quality study being done by South Brown Conservation District is progressing nicely with the help of rainfall. Testing is currently being done; results of testing are expected soon.

Full discussion was held regarding all bills. Sally made motion to pay all bills as presented. Tom seconded motion. Motion carried.

Tom made motion to adjourn meeting at 1:20p.m. Lynn seconded motion. Motion carried. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

AUGUST 7, 2003

WARD HOTEL CONFERENCE ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) 2<sup>nd</sup> reading of Ordinance 02-6
- 4) Discussion of Thomas and Suzanne Walsh small claims action
- 5) Discussion of Lingor debt service balance due
- 6) Discussion of Don Kirchgesler back-up problems
- 7) Discussion of questions/concerns of Trustees/Atty. Gregg Magera/Sewer Duck/Clerk Kathy Wahl
  - a. Les Frohling trailer house hook-up
  - b. Hearing on West Shore Drive property to be brought into District?
  - c. Late payments
  - d. Year 2002 audit
- 8) Discussion of payment of bills
- 9) Adjournment of meeting



August 7, 2003

Present: Tom Aman, Sally Swanson, and Lynn Maldoon

Also present: Clerk Kathy Wahl, Gregg Magera, Mike Lester, and Jeff Moench

Call to Order: Tom Aman called the meeting to order at 12:05 p.m.

Approval of Minutes: Clerk Kathy Wahl read the Minutes from previous meeting dated July 3, 2003. Tom made motion and Lynn seconded motion to accept minutes dated July 3, 2003. Motion carried.

Old Business: Reading of Ordinance 02-6 with changes was held. Atty. Gregg Magera asked to table 02-6 until next meeting for further review.

Gregg Magera reported satisfaction of lien on the Tom Walsh property was sent July 21, 2003.

Discussion of balance due on Debt service for Greg and Pamla Lingor took place. Atty. Magera will send letter of collection for balance due.

Atty. Gregg Magera will review hook-up and collection of monthly fees for Les Frohling trailer house hook-up. Tom asked that Gregg write letter to Mr. Frohling regarding 0 tolerance for run-off on feed lot holding ponds and that legal action will be pursued to force proper maintenance of ponds to prevent run-off.

New Business: Atty. Magera was asked to write a letter to Don and Carol Kirchgesler regarding the District having Engineer Jay Koch of Helms Engineering make a recommendation regarding back up into his home. Magera will also inform the Kirchgeslers that Sewer Duck will install a check valve on his inlet in lift station.

Clerk Kathy Wahl informed Trustees that Wally Dunker's property is now listed under the Brown Co. Treasurer's office for reason of non-payment of property taxes. Kathy also informed Trustees that she is no longer to place liens against the property for unpaid debt service fees per the Treasurer's office. Gregg Magera will look into a possible suit against Dunker for Debt Service Fee owed.

Full discussion was held regarding all bills. Tom made motion and Lynn seconded motion to pay all bills. Motion carried.

Lynn made motion and Tom seconded motion to adjourn meeting at 1:20p.m. Motion carried. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

SEPTEMBER 4, 2003

WARD HOTEL – CONFERENCE ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion of Lingor debt service balance due
- 4) Discussion of Don Kirchgesler back up problems
- 5) Discussion of Les Frohling hook-up
- 6) Discussion of Wally Dunker debt service collection
- 7) Discussion of Rusty Merkel property/hearing to zone into District
- 8) Discussion of Ordinance 02-6
- 9) Discussion of Ordinance 03-1
- 10) Discussion of Ordinance 02-5
- 11) Discussion of Trustee vacancy position
- 12) Discussion of questions/concerns of Trustees; Atty. Gregg Magera; Sewer Duck
- 13) Discussion of late payments
- 14) Discussion of payment of bills
- 15) Adjournment of meeting

September 4, 2003

Present: Tom Aman, Sally Swanson, and Lynn Maldoon

Also present: Kathy Wahl, Jeff Goldade, and Mike Lester

Absent: Gregg Magera

Call to Order: Tom Aman called the meeting to order at 12:10 p.m.

Approval of Minutes: Clerk Kathy Wahl read the Minutes from previous meeting dated August 7, 2003. Tom made motion and Lynn seconded motion to accept minutes dated August 7, 2003. Motion carried.

Old Business: Sally reported in Gregg Magera's absence that letter to Greg Lingor and Les Frohling is in process. Gregg is reviewing the system and letter is being drafted to Don Kirchgesler regarding backup situation in his home. Gregg is also researching a letter of collection to Wally Dunker for Debt Service Fee owed.

Gregg will schedule a conference call with Jean Goodman of Surface Water Quality Division regarding runoff from Les Frohling's lagoon.

Ordinance 02-6: Tom made motion to adopt Ordinance 02-6 per the Mina Lake Performance bond and Connection permit examples. Sally seconded motion. Motion carried. Second reading of Ordinance 02-6 took place. Tom made motion to adopt 02-6, Lynn seconded motion. Motion carried. Clerk Kathy Wahl was told to send an approved letter to contractors.

Full discussion for first reading of Ordinance 03-1 took place. Lynn made motion for a 6% wage increase for the Clerk. Tom seconded motion. Motion carried. All line items were adjusted accordingly. Tom made motion to pass first reading of Ordinance 03-1. Sally seconded motion. Motion carried.

Sally reported on vacancy on Board for her position. Petitions may be filed as soon as October 2, 2003 and no later than October 22, 2003. Election will be held November 11, 2003.

Full discussion took place regarding all bills. Tom made motion to pay all bills. Lynn seconded motion. Motion carried.

Tom made motion to adjourn meeting at 1:25p.m. Lynn seconded motion. Motion carried. Meeting was adjourned.

September 18, 2003

Present: Tom Aman, Sally Swanson, and Lynn Maldoon

Also present: Kathy Wahl

Full discussion for purpose of second reading of Ordinance 03-1 took place. Lynn made motion to approve Ordinance 03-1. Tom seconded motion. All approved. Motion carried. Clerk Kathy Wahl will inform Atty. Gregg Magera of approval and will have Ordinance 03-1 published.

Tom made motion to adjourn meeting at 1:00 p.m. Sally seconded motion. Motion carried. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

OCTOBER 2, 2003

AT: RICHMOND LAKE YOUTH CAMP

7:30 P.M.

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Resolution 03-1 – Annexation of Prairie Lake 1<sup>st</sup> Subdivision
- 4) Discussion with Jeff Moench for adoption of capitalization policy
- 5) Discussion w/Gregg Magera concerning:
  - a. Greg Lingor debt service balance due
  - b. Les Frohling hook-up
  - c. Wally Dunker debt service collection
  - d. Don Kirchgesler backup problems
  - e. Les Frohling surface water discharge conference call with Jean Goodman
- 6) Discussion of Trustee vacancy position
- 7) Discussion of questions/concerns of Trustees; Atty. Gregg Magera; Sewer Duck
- 8) Discussion of late payments
- 9) Discussion of payment of bills
- 10) Adjournment of meeting

11)

October 2, 2003

Present: Tom Aman, Sally Swanson, Lynn Maldoon

Also present: Kathy Wahl, Jeff Moench, Al Merkel, Anne Maldoon

Absent: Gregg Magera

Call to Order: Tom Aman called the meeting to order at 7:00 p.m.

Approval of Minutes: Clerk Kathy Wahl read the minutes from previous meeting dated September 4, 2003. Tom made motion and Lynn seconded motion to accept minutes dated September 4, 2003. Motion carried.

Old Business: Clerk Kathy Wahl reported for Atty. Gregg Magera in his absence the following:

1. Letter has been written to Don Kirchgesler advising him of the work the District has provided to curb problem of overflow into his home.
2. Les Frohling surface water discharge - Gregg spoke with Assistant Attorney General Diane Best and she suggested contacting Jean Goodman of DENR. (Thus far, no contact has been made because Ms. Goodman has been out sick.) Gregg will try and conference in one of the Trustees so that an accurate report can be made to the Board.
3. Nominating petitions for Trustee Swanson's position are available to be picked up. Petitions may be filed at the District office no earlier than October 2 and no later than October 22, 2003. Election would be held on Tuesday, November 11, 2003 if need be.
4. Trustees should consider the matter of Bill Welk conducting business at the Light House for purpose of charging business rates. Trustees should also consider annexing the pavilion into the District and providing notification of connection to the sewer system.
5. Board members should discuss resolution to liability for Septic tanks for costs associated with replacement of tank.

Full discussion took place on the above topics – Board reached the following resolutions:

1. Sewer Duck or Clerk Kathy Wahl will advise Board if any more problems persist with the Kirchgeslers.
2. Board will await contact from Atty. Gregg Magera and Jean Goodman.
3. No action to be taken until petitions are returned.
4. Clerk Kathy Wahl will speak with Mr. Welk regarding conducting business at the Lighthouse and annexation of pavilion.
5. Further action tabled on resolution of liability for septic tank replacement until 2002 audit is completed.

New Business: Full discussion took place regarding Resolution 03-1. (Annexation of Prairie Lake 1<sup>st</sup> Subdivision) Board members received no objections and none were discussed. Tom made motion to adopt Resolution 03-1. Lynn seconded motion. All Trustees voted aye. Motion to adopt Resolution 03-1 was carried.

Discussion with Jeff Moench took place regarding policy for capitalization of assets. Tom made motion to capitalize any asset \$400.00 or more. Capitalization will be retroactive to year 2002. Sally seconded motion. All Trustees voted aye. Motion carried.

Second reading of Ordinance 02-6 took place. Tom made motion to approve Ordinance 02-6 as presented. Sally seconded motion. All Trustees voted aye. Motion carried

Clerk Kathy Wahl advised Trustees of late payments. Full discussion took place and further collection will proceed.

Full discussion of payment of bills took place. Sally made motion to pay all bills as presented. Lynn seconded motion. All Trustees voted aye. All bills were paid.

Tom made motion to adjourn meeting at 8:17 p.m. Sally seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

NOVEMBER 6, 2003

WARD HOTEL – CONFERENCE ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion of Lighthouse billing and Pavilion annexation
- 4) Discussion w/Gregg Magera re: Les Frohling surface water discharge
- 5) Discussion of election for Trustee vacancy
- 6) Discussion of questions/concerns of Trustees, Gregg Magera, and Sewer Duck
- 7) Discussion of late payments
- 8) Discussion of payment of bills
- 9) Adjournment of meeting



November 6, 2003

Present: Tom Aman, Sally Swanson, and Lynn Maldoon

Also present: Kathy Wahl, Julia Dvorak, Al Merkel, Jeff Moench, and Jeff Goldade

Call to Order: Tom Aman called the meeting to order at 12:07.

Approval of Minutes: Clerk Kathy Wahl read the minutes from previous meeting dated October 2, 2003. Sally made motion and Lynn seconded motion to accept minutes dated October 2, 2003. Motion carried

Full discussion took place regarding monthly service fees for the Lighthouse and the Lighthouse banquet center. Annexation of the banquet center was also discussed. Discussion was tabled until next meeting for exploration of further information.

Julia Dvorak led discussion regarding Les Frohling surface water discharge. The Board was informed that Jean Goodman of DENR will be handling this matter and a letter will be sent to Mr. Frohling regarding updating of his system.

Full discussion took place regarding election of Trustee vacancy. Election will be held on November 11, 2003 at the Richmond Lake Youth Camp infirmary. June Friske, Mildred Lance, and Rowena Diers will be the election officials. Voting will be held from 7:00a.m. to 7:00p.m.

Jeff Moench discussed statement prepared for 2002 audit. Further discussion was tabled to next meeting for further research regarding depreciation costs of certain equipment.

Full discussion took place regarding late payments. Clerk Kathy Wahl was instructed to send letter of possible lien being placed against those who are in default for more than 90 days and to pursue further collection against those who are less than 90 days in default.

Full discussion took place regarding payment of all bills. Sally made motion to pay all bills. Lynn seconded motion. Motion carried. All bills were paid.

Tom made motion to adjourn meeting at 1:03. Sally seconded motion. Motion carried. Meeting was adjourned.

November 13, 2003

Present: Lynn Maldoon and Sally Swanson

Also present: Kathy Wahl

Absent: Tom Aman and Gregg Magera

Trustees met to canvass votes from the election of November 11, 2003. Alvin Merkel was declared winner by vote of 37 to 3. (Vern Preszler was also entered into the election for the Trustee position.)

Recap sheet shows 40 total votes cast from the official list of voters. Mr. Alvin Merkel received 37 of the 40 votes cast; Vern Preszler received 3 of the 40 votes cast.

RICHMOND LAKE SANITARY DISTRICT

MEETING

DECEMBER 4, 2003

WARD HOTEL – CONFERENCE ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion w/Holly Lien and Lori Leidholt re: 2002 audit
- 4) Discussion w/Jeff Moench re: depreciation schedule
- 5) Discussion and possible first reading of monthly service fee rate increase
- 6) Discussion and possible second reading of Ordinance 02-5
- 7) Discussion of proposal from Ecologix Environmental Systems for PeaceKeeper VP-55
- 8) Discussion of Bill Welk pavilion hook-up
- 9) Discussion of questions/concerns of Trustees, Sewer Duck, and Gregg Magera
- 10) Discussion of late payments
- 11) Discussion of payment of bills
- 12) Adjournment of meeting

December 4, 2003

Present: Tom Aman, Lynn Maldoon, and Al Merkel

Also present: Kathy Wahl and Jeff Goldade

Call to Order: Tom Aman called the meeting to order at 12:10p.m.

Approval of Minutes: Clerk Kathy Wahl read the minutes from the previous meeting dated November 6, 2003. Al made a motion and Lynn seconded motion to accept minutes dated November 6, 2003. Motion carried.

Discussion with Holly Lien and Lori Leidholt re: 2002 audit was tabled until next meeting – Eide Bailly unable to attend.

Election of officers took place. Al Merkel nominated Tom Aman as President. Lynn Maldoon seconded nomination. All Trustees voted aye. Tom Aman will be President of Board for year 2004.

Full discussion took place regarding the depreciation schedule. Lynn Maldoon made motion and Al Merkel seconded motion to establish a septic tank replacement fund and bill each landowner and homeowner \$5.00 per month. Further discussion of possible ordinance was tabled to February 2004 meeting to enable landowners and homeowners to express their opinions via written correspondence to the Trustees.

Full discussion took place regarding raising the hook-up fees. Tom made motion to raise fee to \$1,500.00. Lynn seconded motion. All Trustees voted aye; ordinance will follow.

Full discussion took place regarding a raise in the monthly service fees. Tom Aman made motion and Lynn Maldoon seconded motion to raise fees \$5.00/month per household and \$10.00/month per commercial users; ordinance will follow.

Tom made motion and Lynn Maldoon seconded motion to table Ordinance 02-5 for lack of support. All Trustees voted aye.

Full discussion took place regarding odor emission from South Shore lift station. Clerk Kathy Wahl reported on PeaceKeeper VP-55 from Ecologix Environmental Systems. Tom asked that Board look into an underground vent system to be designed by Helms Engineering for alleviation of odor. Tom will speak with Jeff Seward about sharing costs for building such a system and would like recommendations from others who may have this system.

Full discussion took place regarding Pavilion hook-up. Clerk Kathy Wahl reported that new tank was installed and hooked up to system but not to the pavilion in 1998.

Full discussion took place regarding late payments. Clerk will continue collection of delinquent bills.

Full discussion took place regarding payment of bills. Tom made motion and Lynn seconded motion to pay all bills. Motion carried.

Tom made motion and Al seconded motion to adjourn meeting at 1:25. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

JANUARY 8, 2004

WARD HOTEL – CONFERENCE ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion w/Holly Lien and Lori Leidhold re: 2002 audit
- 4) Discussion of questions/concerns of Trustees, Sewer Duck, and Gregg Magera
- 5) Discussion of late payments
- 6) Discussion of payment of bills
- 7) Adjournment of meeting

January 8, 2004

Present: Tom Aman and Al Merkel

Also present: Kathy Wahl, Jeff Goldade, Julia Dvorak (for Gregg Magera)  
Jeff Moench, Holly Lien and Lori Leidholt

Absent: Lynn Maldoon

Call to Order: Tom Aman called the meeting to order at 12:00 p.m.

Approval of Minutes: Clerk Kathy Wahl read the minutes from the previous meeting dated December 4, 2003. Al made motion to accept the minutes dated December 4, 2003. Tom seconded motion. Motion carried.

Full discussion of year 2002 audit with Holly Lien and Lori Leidholt took place. Figures show a \$66,000.00 net loss for year 2002. Tom asked Holly to do a projection of fees for upcoming years so as to balance the budget. Holly stated the District needs a policy for taking bids on all projects.

Full discussion was held regarding Ordinance 04-1 (a raise in hook-up fees). Al made motion for the 1<sup>st</sup> reading of 04-1. Tom seconded motion. Motion carried.

Clerk Kathy Wahl discussed collection of late payments. Further collection action will continue.

Full discussion was held concerning payment of all bills. Al made motion to pay all bills. Tom seconded motion. All bills were paid.

Tom made motion to adjourn meeting. Al seconded motion. Meeting was adjourned at 1:00 p.m.

RICHMOND LAKE SANITARY DISTRICT

MEETING

FEBRUARY 5, 2004

WARD HOTEL – CONFERENCE ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion with Ken Iverson re: installation of dump station
- 4) 2<sup>nd</sup> reading of Ordinance 04-1 (hook-up fee raise)
- 5) 1<sup>st</sup> reading of Ordinance 04-2 (monthly service fee increase)
- 6) 1<sup>st</sup> reading of Ordinance 04-3 (septic tank replacement fund)
- 7) Discussion of policy for taking bids on replacement parts, work, and labor
- 8) Discussion of Sewer Duck maintenance contract
- 9) Discussion of questions/concerns of Trustees, Sewer Duck, and Gregg Magera
- 10) Discussion of late payments
- 11) Discussion of payment of bills
- 12) Adjournment of meeting



February 5, 2004

Present: Tom Aman, Lynn Maldoon, and Al Merkel

Also present: Kathy Wahl, Mike Lester, and Ken Iverson

Call to Order: Tom Aman called Meeting to order at 12:15 p.m.

Approval of Minutes: Clerk Kathy Wahl read the minutes from the previous meeting dated January 8, 2004. Al made motion and Lynn seconded motion to accept the minutes dated January 8, 2004. Motion carried.

Full discussion took place with Ken Iverson of GF & P regarding the installation of a dump station at the Recreation Area. Mike Lester of Sewer Duck made recommendation to accept placement and construction of unit per blueprint. Hook-up fee of \$1,500.00 was discussed. Payment of hook-up fee may be dropped in lieu of a replacement bridge for the West Bridge. Further discussion will continue regarding working with GF & P for a new bridge. Al Merkel and Ka P. Squire Jr. will continue negotiations with GF & P for a new bridge.

Full discussion and 2<sup>nd</sup> reading of Ordinance 04-1 (a raise in the hook-up fee) took place. Lynn made motion and Al seconded motion to accept Ordinance 04-1. All Trustees voted aye. Motion carried.

Full discussion and 1<sup>st</sup> reading of Ordinance 04-2 (increase in monthly service fee) took place. Increase, should Ordinance 04-2 pass, will be as follows: \$30/month for residential users and \$60/month for commercial users.

Full discussion and 1<sup>st</sup> reading of Ordinance 04-3 (a septic tank replacement fund) took place. Tom made recommendation to amend 04-3 / Section II to strike landowners from inclusion in paying fee since they have no tank on their property. Lynn made motion to accept 1<sup>st</sup> reading with amendment. Al seconded motion. All Trustees voted aye. A public meeting will be held February 17, 2004 at 7:00 p.m. at the Richmond Youth Camp for further public input and discussion of Ordinance 04-2 and Ordinance 04-3.

Full discussion of a policy for taking bids on replacement parts, work, and labor took place. Discussion was tabled to next meeting for further information.

Full discussion of Sewer Duck maintenance contract took place. Tom made motion and Lynn seconded motion to accept contract with a 3.5% cost of living increase. All Trustees voted aye. Motion carried.

Full discussion took place regarding a second structure on a single-family residential property containing a toilet (i.e.: garage or boat house with a toilet) Tom made motion to exempt such structures from being charged a second monthly fee rate as long as same

structure is not a fully functioning structure which can support a residence and the second toilet is tied into same residential septic tank. Al seconded motion. All Trustees voted aye. An Ordinance will follow.

Full discussion took place regarding preparations for 2003 audit. Tom made motion and Lynn seconded motion for Jeff Moench to help Kathy with reports. All Trustees voted aye. Motion carried.

Full discussion took place regarding late payments. Clerk Kathy Wahl reported four (4) residents whom are 90 days late. Red tags will be distributed to these residents and payment in full is due February 15, 2004.

Full discussion of payment of bills was held. Lynn made motion and Al seconded motion to pay all bills. All Trustees voted aye. All bills were paid.

Tom made motion to adjourn meeting. Al seconded motion. All Trustees voted aye. Meeting was adjourned at 1:25 p.m.

February 17, 2004

Present: Tom Aman, Lynn Maldoon, and Al Merkel

Also present: Kathy Wahl, Donn Cutler, Don & Vicki Eimers, Mel and Rowena Diers, Danielle Aman, Sally Swanson, Steve Heckenlaible, Mark Zimmerman, Perry Carlson, Tom & Molly Badger, and Bob Heintzman

Tom Aman called meeting to order at 7:00 p.m.

Full discussion of Ordinance 04-2 (monthly service fee increase) took place. Tom Aman presented the 2002 audit results and explained the need for an increase. All those in attendance agreed by a majority the need for an increase.

Full discussion of Ordinance 04-3 (septic tank replacement fund) took place. Tom Aman presented facts and figures from the 2002 audit, which indicates a need for the fund due to replacement and depreciation costs. All those in attendance were in agreement for the fund. Sally Swanson discussed putting a cap on replacement costs to be paid by the District.

Discussion was led by Bob Heintzman to pay a portion of the SRF loan #1 with monies from those residents who have paid their debt service fees in full. The Trustees will make further investigation and discussion of this matter.

Donn Cutler presented Trustees with information and figures regarding fees paid by seasonal residents based on his costs. Donn asked Trustees to keep in mind when considering fee raises that seasonal residents use the system approximately ½ the time as full-time residents but are still paying full-time fees.

Tom made motion to adjourn meeting. Al seconded meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m. Coffee, punch, and cookies followed the meeting.

John Luther  
Dicki Eimers

Don Eimers

Rovena E Diers

Danielle Aman

Melvin D. Diers

Sally Swartz

Steve Hedonkable

Mark Zimmerman

Perry Carlson

RICHMOND LAKE SANITARY DISTRICT

MEETING

MARCH 4, 2004

WARD HOTEL – CONFERENCE ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion of policy for taking bids on replacement parts, work, and labor
- 4) Discussion and 1<sup>st</sup> reading of Ordinance 04-4 (2<sup>nd</sup> toilet in out-building of single family dwelling)
- 5) 2<sup>nd</sup> reading of Ordinance 04-2 (monthly service fee increase)
- 6) 2<sup>nd</sup> reading of Ordinance 04-3 (septic tank replacement fund)
  - a. discussion with Sally Swanson and Perry Carlson
  - b. possible cap on replacement allotment
- 7) Discussion of questions/concerns of Trustees, Sewer Duck, and Gregg Magera
- 8) Discussion of monthly profit/loss statement and late payment collections
- 9) Discussion of payment of bills
- 10) Adjournment of meeting

March 4, 2004

Present: Tom Aman, Lynn Maldoon, and Al Merkel

Also present: Kathy Wahl, Mike Lester, Sally Swanson and Steve Heckenlaible

Call to order: Lynn Maldoon called meeting to order at 12:10p.m.

Approval of Minutes: Clerk Kathy Wahl read the minutes from the previous meetings dated February 5, 2004 and February 17, 2004. Al made motion and Lynn seconded motion to accept the minutes dated February 5, 2004 and February 17, 2004. Motion carried.

Full discussion and second reading of Ordinance 04-3 took place (an ordinance establishing a septic tank replacement fund). Tom made motion to amend the ordinance to be paid solely by residential owners and to place a \$3,000.00 cap on replacement of septic tank to be paid by the District. Al seconded motion. All Trustees voted aye.

Second reading of Ordinance 04-2 (monthly service fee increase) took place. Lynn made motion to accept Ordinance 04-2. Al seconded motion. All Trustees voted aye.

First reading of Ordinance 04-4 (2<sup>nd</sup> toilet in out-building of single family dwelling) took place. Tom made motion and Al seconded motion to accept Ordinance as is. All Trustees voted aye.

Full discussion of a policy for taking bids on replacement parts and labor took place. Tom made motion and Al seconded motion to invite bids from three (3) different entities that provide the parts, work and/or labor needed by the District.

Full discussion of monthly profit/loss statement took place. Clerk Kathy Wahl reported on late payment collections of 90-day past due accounts. Further collection action will take place.

Clerk Kathy Wahl reported she and Jeff Moench have financial reports ready and Kathy will ready the final reports and files for the 2003 audit. Files will be given to EideBailly by April 1, 2004 so they may proceed with the audit.

Clerk Kathy Wahl reported she will be sending out the remaining payment coupons for customer fees for year 2004 to the District customers. Coupons will reflect monthly service fee increase and septic tank replacement fund fees beginning May 1, 2004.

Full discussion of payment of bills took place. Tom made motion and Lynn seconded motion to pay all bills. All Trustees voted aye.

Tom made motion and Al seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 1:11 p.m.

RICHMOND LAKE SANITARY DISTRICT

MEETING

APRIL 1, 2004

WARD HOTEL CONFERENCE ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Second reading of Ordinance 04-3 (establishing a septic tank replacement fund)
- 4) Second reading of Ordinance 04-4 (2<sup>nd</sup> toilet in out-building of single family dwelling)
- 5) Discussion of policy for taking bids on replacement parts and labor
- 6) Discussion of questions/concerns of Trustees, Sewer Duck, Gregg Magera
  - a. annexation of Cory L. and Kristal Biegler property
  - b. re-instatement of debt service fee to Wally Dunker property
- 7) Discussion of payment of bills
- 8) Adjournment of meeting

April 1, 2004

Present: Tom Aman, Lynn Maldoon, and Al Merkel

Also present: Clerk Kathy Wahl and Mike Lester

Absent: Atty. Gregg Magera

Call to Order: Tom Aman called meeting to order at 12:10 p.m.

Approval of Minutes: Clerk Kathy Wahl read the minutes from the previous meeting dated March 4, 2004. Al made motion and Lynn seconded motion to accept the minutes dated March 4, 2004. Motion carried.

Full discussion and second reading of Ordinance 04-3 (establishing a septic tank replacement fund) took place. Lynn Maldoon made motion and Al Merkel seconded motion to accept Ordinance 04-3. All Trustees voted aye.

Full discussion and second reading of Ordinance 04-4 (2<sup>nd</sup> toilet in out-building of single family dwelling) took place. Al Merkel made motion and Lynn Maldoon seconded motion to accept Ordinance or-4. All Trustees voted aye.

Full discussion of policy for taking bids on replacement parts and labor took place. Al made motion and Lynn seconded motion to accept the attached policy. All Trustees voted aye.

Full discussion took place regarding the annexation of Cory L. and Kristal Biegler property into the District. Tom made motion and Lynn seconded motion to bring property into the District. Hearing was set for May 6, 2004 at 7:00 p.m. at the Richmond Lake Youth Camp. All Trustees voted aye.

Full discussion took place regarding the re-instatement of debt service fee to the former Wally Dunker property. Clerk Kathy Wahl reported to the Board this property has been sold. Tom referred matter to legal council and tabled further discussion until research can be done for possible re-instatement of debt service fees.

Full discussion of payment of bills took place. Al made motion and Lynn seconded motion to pay all bills. All Trustees voted aye.

Full discussion of late payments took place. Further collection action will continue. Discussion of profit and loss statement was deferred since bank statements had not yet been received. P&L statements will be sent to Trustees as soon as possible.

Tom made motion and Al seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 1:20 p.m.



RICHMOND LAKE SANITARY DISTRICT

DISTRICT POLICY FOR TAKING  
BIDS ON REPLACEMENT PARTS AND LABOR

The Board of Trustees hereby decides that its policy for taking bids on replacement parts, work and labor should be as follows:

1. Sewer Duck cannot spend more than Four Hundred Dollars (\$400.00) on any combination of parts, work and/or labor for any incident needing repair or replacement without first contacting the Board of Trustees for approval.
2. Should it become necessary to obtain parts, work and/or labor outside of the District's current contracts with service providers, then a member of the Board of Trustees or the District's attorney shall invite bids from at least three (3) different entities who provide the parts, work and/or labor needed by the District.
3. These three (3) separate entities should be from Brown County.
4. Should there not be three (3) separate entities providing the necessary services in Brown County then the District at its discretion may invite bids from service providers outside of the county.
5. Once the bids are received from the various entities, the Board of Trustees will review the bids and accept whichever bid it feels is most beneficial to the District.
6. The District is not mandated to accept the lowest bid for replacement parts, work and/or labor.

Adopted by the Richmond Lake Sanitary District Board of Trustees this 15 day of April, 2004.

  
\_\_\_\_\_  
President

RICHMOND LAKE SANITARY DISTRICT

MEETING

MAY 6, 2004

WARD HOTEL – CONFERENCE ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion of Patrick Keatts proposed lots, storage unit and GF & P parking lot
- 4) Discussion of late payments and profit and loss statement
- 5) Discussion of questions/concerns of Trustees and Sewer Duck
- 6) Discussion of payment of bills
- 7) Adjournment of meeting

May 6, 2004

Present: Tom Aman, Lynn Maldoon, and Al Merkel

Also present: Clerk Kathy Wahl and Mike Lester

Absent: Atty. Gregg Magera

Call to Order: Tom called meeting to order at 12:05p.m.

Approval of minutes: Clerk Kathy Wahl read the minutes from the previous meeting dated April 1, 2004. Lynn made motion to accept the minutes dated April 1, 2004 as is and Tom seconded motion. All Trustees voted aye. Motion carried.

Full discussion took place regarding Patrick Keatts proposed lots, storage unit and GF&P public parking lot. Trustees agreed sewer hook-up to the District would be allowed if so desired.

Full discussion took place regarding proposals for legal representation for the District. Letters will be sent to local attorneys with preference being given to attorneys who are property owners in the District.

Full discussion for an upgrade of sewer cells took place. Clerk Kathy Wahl will gather information on possible grants for upgrades.

Tom discussed fencing around South Shore lift station. Approval was given to Sewer Duck to obtain and install slats in fencing.

Full discussion of late payments took place. Clerk will continue collection of payments.

Full discussion of Profit/Loss statement took place. Tom discussed getting depreciation listing added to P&L statement and to show septic tank replacement funds being collected on P&L.

Full discussion of payment of bills took place. Lynn made motion and Al seconded motion to pay all bills. All Trustees voted aye.

Tom made motion and Al seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 1:15 p.m.

RICHMOND LAKE SANITARY DISTRICT

MEETING

JUNE 3, 2004

CONFERENCE ROOM – WARD HOTEL

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Reading and adoption of Resolution 04-1
- 4) Discussion of letter of proposal for legal representation
- 5) Discussion of DENR inspection summary and report
- 6) Discussion of questions/concerns of Trustees and Sewer Duck
- 7) Discussion of payment of bills
- 8) Adjournment of meeting

June 3, 2004

Present: Lynn Maldoon and Al Merkel

Also present: Kathy Wahl, Mike Lester, and Gene Jerke

Absent: Tom Aman and Gregg Magera

Call to Order: Lynn called meeting to order at 12:15p.m.

Approval of minutes: Minutes from previous meeting dated May 6, 2004 were read. Lynn made motion to accept the minutes dated May 6, 2004 as is and Al seconded motion. Motion carried.

Full discussion took place with Gene Jerke regarding \$1,500.00 hook-up fee for second residence on his property and the Debt Service Fee amount that he was charged in 1997 and 1998. Further discussion of charges was deferred to July meeting when the Clerk can have figures available for discussion for Trustees and Mr. Jerke.

Reading of Resolution 04-1 took place. (A resolution of intention to annex Lot 1B of Lot 1 of Biegler's Richmond Lake Second Subdivision in the Southwest Quarter (SW ¼) of Section 13, Township 124 N., Range 65 W. of the 5<sup>th</sup> P.M., Brown County, South Dakota. Also known as 37904 127<sup>th</sup> St.). Lynn made motion to adopt resolution. Al seconded motion. Resolution 04-1 was adopted.

Clerk Kathy Wahl presented Trustees letter of proposal for legal representation. Al made motion and Lynn seconded motion to send letters to local attorneys.

Clerk Kathy Wahl presented Trustees letter from Wm. Pfeiffer regarding bankruptcy notification of \$535.55 funds available from Wm. Jr. and Carla Clouser. Lynn made motion and Al seconded motion with approval from Tom payment of \$535.55 will be accepted.

Discussion of DENR inspection summary and report was discussed. Report was turned over to Mike Lester and Jeff Goldade who will answer and correct findings.

Discussion of payment of bills and profit and loss statement took place. Lynn made motion to pay all bills. Al seconded motion. All bills were paid.

Lynn made motion to adjourn meeting. Al seconded motion. Meeting was adjourned at 1:20p.m.

RICHMOND LAKE SANITARY DISTRICT

MEETING

JULY 1, 2004

CONFERENCE ROOM – WARD HOTEL

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion with Gene Jerke regarding fees
- 4) Discussion with Holly and Laurie regarding 2003 audit
- 5) Discussion of attorney proposals
- 6) Discussion of questions/concerns of Trustees and Sewer Duck
- 7) Discussion of payment of bills
- 8) Adjournment of meeting

July 1, 2004

Present: Tom Aman, Lynn Maldoon, and Al Merkel

Also present: Clerk Kathy Wahl, Gene Jerke, Holly Lien and Laurie Liedholdt

Call to Order: Tom called meeting to order at 12:10p.m.

Approval of Minutes: Clerk Kathy Wahl read the minutes from the previous meeting dated May 6, 2004. Lynn made motion to accept the minutes dated May 6, 2004 as is and Al seconded motion. All Trustees voted aye. Motion carried.

Full discussion took place with Gene Jerke regarding hook-up fee and monthly service fee for his second residence. Lynn made motion and Al seconded motion to charge \$1,000.00 hook-up fee (hook-up actually took place before increase in fee). All Trustees voted aye. Lynn made motion and Al seconded motion to charge additional monthly service fee when 2<sup>nd</sup> home is fully operational. All Trustees voted aye. Gene Jerke will inform the Clerk when home is operational and billing will commence.

Full discussion with Holly and Laurie of EideBailly took place regarding the preliminary 2003 audit. Suggestions were made and Tom made motion, Al seconded motion and all Trustees voted aye to implement the following:

- 1) A back-up CD will be deposited each month into the safe of either the President or Attorney
- 2) Board of Trustees will review account statements from Dacotah Bank
- 3) Two (2) signature lines will be on the District checks (to be done with next check order).

Al thanked Holly and Laurie on behalf of the Trustees for their explanation of the audit.

Full discussion took place regarding the hiring of an Attorney for the District. Lynn made motion and Al seconded motion to hire Jerald McNeary as Attorney for the District at a rate of \$110.00/hr. All Trustees voted aye. A letter will be sent to Gregg Magera thanking him for his representation to the District and giving him permission to meet with Mr. McNeary and update and turn over the District files.

Full discussion took place regarding a pre-payment on the SRF loan. Tom made motion to make a payment of \$200,000.00. Al seconded motion. All Trustees voted aye. Clerk Kathy Wahl was instructed to get permission from DENR for pre-payment.

Trustees discussed having a tour of the District with representatives of Sewer Duck. Clerk will contact Sewer Duck for arrangements.

Full discussion took place regarding payment of all bills and the Profit and Loss statement. Tom asked for the Depreciation expenses to be included in the P&L

statement. Clerk Kathy informed Trustees of accounts with late payments. Further collection will take place regarding late accounts. Al made motion and Lynn seconded motion for payment of all bills. All Trustees voted aye.

Tom made motion to adjourn meeting at 1:30 p.m. Lynn seconded motion. All Trustees voted aye. Meeting was adjourned at 1:30 p.m.



RICHMOND LAKE SANITARY DISTRICT

MEETING

AUGUST 5, 2004

CONFERENCE ROOM – WARD HOTEL

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Introduction of Jerald McNeary
- 4) Discussion of pre-payment of SRF Loan #1
  - a. E-mail to Dave Ruhnke at [david.ruhnke@state.sd.us](mailto:david.ruhnke@state.sd.us) asking permission
  - b. Payment not to be made before August 16, 2004
- 5) Discussion of questions/concerns of Trustees and Sewer Duck
- 6) Discussion of account statements, P&L statement, late payments
- 7) Discussion of payment of bills for month of August
- 8) Adjournment of meeting

August 5, 2004

Present: Tom Aman, Lynn Maldoon, and Al Merkel

Also present: Clerk Kathy Wahl and Attorney Jerry McNeary

Absent: None

Call to Order: Tom called meeting to order at 12:10 p.m.

Approval of Minutes: Clerk Kathy Wahl read the minutes from the previous meeting dated July 1, 2004. Al made motion to approve the minutes dated July 1, 2004 as is and Lynn seconded motion. All Trustees voted aye. Motion carried.

Full discussion of pre-payment of SRF Loan #1 took place. Al made motion to pre-pay \$200,000.00 on loan. Lynn seconded motion. All Trustees voted aye. Tom will E-mail Dave Ruhnke at DENR for his permission to pre-pay and payment will be made on August 16, 2004.

Full discussion took place regarding a tour of the District. The Trustees, Clerk, and Attorney will meet t South Shore lift station August 14, 2004 at 10:00 a.m. Mike Lester of Sewer Duck will conduct the tour.

Full discussion of account statements, P&L statement and late payments took place. Further collection will take place regarding late payments.

Full discussion of payment of bills for month of August took place. Al made motion to pay all bills. Lynn seconded motion. All Trustees voted aye. All bills were paid.

Tom made motion to adjourn meeting at 1:03p.m. Lynn seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

SEPTEMBER 2, 2004

WARD HOTEL – CONFERENCE ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion of acceptance of year 2003 audit
- 4) Discussion of authorization of EideBailly, LLP for year 2004 audit
- 5) Discussion of election for Lynn Maldoon Trustee position
- 6) Discussion and 1<sup>st</sup> reading of Ordinance 04-5 (2005 annual appropriations)
- 7) Discussion of questions/concerns of Trustees, Attorney, and Sewer Duck
  - a. potential existing dangers within pump stations
  - b. voting authorization for Northern Electric Co-op
- 8) Discussion of late payments; P&L statement, bank reconciliation statements
  - a. 90-day late payments
  - b. SRF pre-payment and all loan payments
- 9) Discussion of payment of bills
- 10) Adjournment of meeting

September 2, 2004

Present: Tom Aman, Lynn Maldoon, and Al Merkel

Also present: Kathy Wahl, Jerry McNeary, and Bob Heintzman

Call to Order: Tom called meeting to order at 12:05 p.m.

Approval of Minutes: Clerk Kathy Wahl read the minutes from the previous meeting dated August 5, 2004. Al made motion to approve the minutes dated August 5, 2004 as is and Lynn seconded motion. All Trustees voted aye. Motion carried.

Clerk Kathy Wahl presented Board with letter of review and acceptance of the year 2003 audit from SD Department of Legislative Audit.

Full discussion of authorization for EideBailly, LLP to do year 2004 audit was discussed. Lynn made motion and Al seconded motion to authorize EideBailly, LLP to do audit. All Trustees voted aye. Motion carried.

Full discussion was held regarding the vacancy for the trustee position of Lynn Maldoon. Attorney McNeary will set dates for nominating petitions to be picked up, filed, and the election date to be held.

Full discussion and 1<sup>st</sup> reading of Ordinance 04-5 (2005 annual appropriations) was held. Lynn made motion and Al seconded motion to accept the budget for first reading. All Trustees voted aye. Motion carried.

Full discussion was held regarding potential existing dangers within pump stations. Sewer Duck maintenance manager was instructed to post signs at all lift stations regarding danger and to paddle lock all gates.

Full discussion was held regarding voting authorization for Northern Electric Co-op annual meeting. Lynn Maldoon will represent the District.

Full discussion was held with Bob Heintzman regarding a line of credit with NESDEC. Discussion regarding pay-off of SRF Loan #1 may be possible if a line of credit can be established in case of need. Tom made motion to explore proposal with NESDEC and Al suggested further investigation.

Discussion was held regarding roads in the District. Rory King (head of Road committee for the Richmond Lake Association) will be invited to next meeting for discussion.

Al made motion to thank Tom Aman for letter to residents regarding status of the District. Lynn seconded motion.

Full discussion of late payments, Profit and Loss statement and bank reconciliation statements took place. Clerk Kathy Wahl informed Trustees of the 90-day late payment residents. Further collection will take place.

Clerk Kathy Wahl presented Trustees with new amortization schedule of remaining balance of the SRF #1 loan.

Full discussion of payment of bills due took place. Al made motion to pay all bills. Lynn seconded motion. All Trustees voted aye. Motion carried – all bills were paid.

Tom made motion to adjourn meeting at 1:25p.m. Lynn seconded motion. All Trustees voted aye. Meeting was adjourned.

September 16, 2004

Present: Lynn Maldoon and Al Merkel

Also present: Kathy Wahl

Call to order of meeting: Lynn called meeting to order at 12:10p.m.

Full discussion and second reading of Ordinance 04-5 took place. Lynn made motion and Al seconded motion to accept second reading of Ordinance 04-5. Motion carried.

Full discussion was held regarding payment of bills received since September 2, 2004 meeting. Al made motion to pay all bills and Lynn seconded motion. All bills were paid.

Lynn made motion to adjourn meeting at 12:34p.m. Al seconded motion. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

OCTOBER 7, 2004

WARD HOTEL – CONFERENCE ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion of pump station vent with Jay Koch of Helms Engineering
- 4) Discussion of line of credit with NESDEC/Bob Heintzman
- 5) Discussion of Debt Service Fee payment for Gary Vining
- 6) Discussion of questions/concerns of Trustees, Attorney, and Sewer Duck
- 7) Discussion of late payments; P&L statement, bank reconciliation statements
- 8) Discussion of payment of bills
- 9) Adjournment of meeting

OCTOBER 7, 2004

Present: Tom Aman, Lynn Maldoon, Al Merkel

Also present: Kathy Wahl, Jerry McNeary, Jay Koch, and Bob Heintzman

Call to Order: Tom called meeting to order at 12:10 p.m.

Approval of Minutes: Clerk Kathy Wahl read the minutes from the previous meetings dated September 2 and September 16, 2004. Lynn made motion to approve the minutes dated September 2, 2004 and September 16, 2004 as is. Al seconded motion. All Trustees voted aye. Motion carried.

Full discussion was held with Jay Koch of Helms Engineering regarding a possible solution for the elimination of sewer smell being emitted from the South Shore lift station. Jay Koch did not recommend the effluent pump station vent detail submitted by Jeff Seward. Mr. Koch states this system was tried at Pickerel Lake and system does not vent in the winter when ground is frozen nor when ground is wet. Mr. Koch recommended use of a charcoal vent and wind sleeves with neutralizing granules in conjunction with the OCO-10 unit now in place. Al made motion to have maintenance manager follow Jay Koch's recommendation for elimination of the problem. Lynn seconded motion. All Trustees voted aye. Al and maintenance manager will monitor this possible solution for 30 days and report their findings at November meeting. Mr. Mehlhoff of Mehlhoff Realty and Mr. Seward will be contacted regarding the District's resolution of this problem.

Full discussion with Bob Heintzman took place regarding a possible line of credit with NESDEC if needed for future financial matters. Mr. Heintzman stated this was possible if needed by the District.

Full discussion took place regarding the Debt Service Fee payment for Gary and Nancy Vining. Lynn made motion to collect 100% principle owed and 50% interest owed. Al seconded motion. All Trustees voted aye. Attorney Jerry McNeary will make offer to Attorney Rory King.

Full discussion took place regarding payment in full of the SRF #1 loan. Lynn made motion and Al seconded motion to pay remaining balance in full. All Trustees voted aye. Clerk Kathy Wahl was instructed to get permission to do so from DENR.

Full discussion took place regarding late payments, P&L statement, and bank reconciliation statements. Tom made motion to accept all statements. Al seconded motion. All Trustees voted aye. Tom made motion for Al Merkel to oversee office functions and statements. Al accepted duty and seconded motion. All Trustees voted aye.



Full discussion took place regarding payment of all bills presented. Al made motion to pay all bills. Lynn seconded motion. All bills were paid as presented.

Lynn made motion to adjourn meeting at 1:05p.m. Tom seconded motion. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

NOVEMBER 4, 2004

WARD HOTEL – CONFERENCE ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion of South Shore lift station
- 4) Discussion of final SRF Loan #1 payment
- 5) Discussion of Gary and Nancy Vining Debt Service fee payment
- 6) Discussion of possible automatic payments from customers
- 7) Discussion of questions/concerns of Trustees, Attorney, and Sewer Duck
- 8) Discussion of late payments; P&L statement, bank reconciliation statements
- 9) Discussion of payment of bills
- 10) Adjournment of meeting

November 4, 2004

Present: Tom Aman, Lynn Maldoon, and Al Merkel

Also present: Kathy Wahl, Jerry McNearly, and Jeff Goldade

Call to Order: Tom called meeting to order at 12:10 p.m.

Approval of Minutes: Clerk Kathy Wahl read the minutes from the previous meeting dated October 7, 2004. Lynn made motion to approve the minutes dated October 7, 2004. Al seconded motion. All Trustees voted aye. Motion carried.

Full discussion was held regarding the South Shore lift station odors being emitted. Jeff Goldade reported on maintenance and costs of maintaining the present OCO-10. Discussion of upgraded OCO-10 took place. Lynn made motion to purchase a new OCO-10 for a cost of \$1,800.00 plus shipping. Al seconded motion. All Trustees voted aye. Clerk Kathy Wahl was instructed to make purchase and check for a possible refund on present system. Lynn made motion and Al seconded motion for Jeff Goldade to hire a contractor to add a roof vent to the South Shore shed for ventilation. All Trustees voted aye.

Full discussion took place regarding payment in full of SRF Loan #1. Lynn made motion and Al seconded motion to pay loan in full. All Trustees voted aye.

Clerk Kathy Wahl reported the Gary and Nancy Vining Debt Service fee payment has been received and this matter has been resolved.

Full discussion took place regarding the possibility of offering an automatic payment option to the residents/landowners for their fees. Discussion was tabled to next meeting for further exploration of information.

Attorney Jerry McNearly discussed trespassing into sewer cells. Jeff Goldade was instructed to erect No Trespassing signs.

Full discussion took place regarding the P&L statement, bank reconciliation statements and late payments. Clerk Kathy Wahl was instructed to continue collection action of all late payments. Al discussed bank statements; Lynn made motion and Al seconded motion to accept bank statements and reconciliation. Trustees agreed no fee increase for year 2005 would take place at this time.

Full discussion of bills took place. Al made motion and Lynn seconded motion to pay all bills. All Trustees voted aye. All bills were paid as presented.

Lynn made motion to adjourn meeting at 1:05p.m. Al seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

DECEMBER 2, 2004

WARD HOTEL – CONFERENCE ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Declaration of election for Trustee position
- 4) Discussion of automatic payments from customers
- 5) Discussion of questions/concerns of Trustees, Attorney, and Sewer Duck
  - a. Fireproof safe for District
  - b. Maintenance issues for East Shore lift station and Vetch and Albrecht residence; new OCO-10
- 6) Discussion of late payments; P&L statement, bank reconciliation statements
- 7) Discussion of payment of bills
- 8) Adjournment of meeting

December 2, 2004

Present: Tom Aman, Lynn Maldoon

Also present: Clerk Kathy Wahl, Atty. Jerry McNeary, and Mike Lester

Call to Order: Tom called meeting to order at 12:05p.m.

Approval of Minutes: Clerk Kathy Wahl read the minutes from the previous meeting dated November 4, 2004. Lynn made motion to approve the minutes dated November 4, 2004. Tom seconded motion. All Trustees voted aye. Motion carried.

Attorney Jerry McNeary declared Lynn Maldoon winner of Trustee position opening. Mr. Maldoon was the only person who presented a nominating petition on behalf of himself – no election was needed. Tom made motion to accept Lynn Maldoon to Trustee position. Lynn Maldoon was presented a Certificate of Election for the next three (3) years to the position of Trustee.

Full discussion took place regarding automatic payments for District customers. Further discussion was tabled to next meeting for more research.

Clerk Kathy Wahl discussed the need for a fireproof safe for District documents. Discussion was tabled for further research.

Mike Lester reported on maintenance repairs for Ann Vetch, East Shore lift station and Bruce Albrecht. Bills will be forthcoming – District assumes ownership of these appurtenances and therefore is responsible for the bill. Mike also reported new OCO-10 has been installed at the South Shore lift station and monitoring of smell has begun.

Clerk Kathy Wahl discussed late payments – Tom instructed Kathy to place a lien if payment in full is not received from a late paying customer. Tom discussed P&L statement. November bank reconciliation statements were reconciled and approved by Al Merkel. Lynn made motion and Tom seconded motion to accept bank statements and reconciliation.

Tom discussed 2004 audit. Lynn made motion to have Jeff Moench prepare audit statements for EideBailly. Tom seconded. Motion carried.

Full discussion of bills took place. Lynn made motion and Tom seconded motion to pay all bills. Motion carried. All bills were paid as presented.

Lynn made motion to adjourn meeting at 1:10p.m. Tom seconded motion. Motion carried. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

JANUARY 6, 2005

WARD HOTEL – CONFERENCE ROOM

12:00 noon

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion of automatic payments from customers
- 4) Discussion of fireproof safe for District
- 5) Discussion of questions/concerns of Trustees, Attorney, and Sewer Duck
  - a. Discussion of Bruce Albrect bill
  - b. Discussion of Ann Vetch bill
- 6) Discussion of late payments; P&L statement, bank reconciliation statements
- 7) Discussion of payment of bills
- 8) Adjournment of meeting

January 6, 2005

Present: Tom Aman, Lynn Maldoon, and Al Merkel

Also present: Clerk Kathy Wahl, Atty. Jerry McNeary, and Jeff Goldade

Call to Order: Tom called meeting to order at 12:08p.m.

Approval of Minutes: Clerk Kathy Wahl read the minutes from the previous meeting dated December 2, 2004. Al made motion to accept minutes dated December 2, 2004. Lynn seconded motion. All Trustees voted aye. Motion carried.

Full discussion was held regarding automatic payments for District customers for their monthly payments. Lynn made motion to accept proposal from Dacotah Bank. Al seconded motion. All Trustees voted aye. Motion carried. Clerk Kathy Wahl was instructed to have Internet service installed on the District computer and to receive training from bank officials for purpose of automatic withdrawals from customer's accounts for their monthly payments to the District.

Full discussion took place regarding a fireproof safe for the District. Lynn made motion and Al seconded motion to purchase a safe. All Trustees voted aye. Motion carried.

Full discussion took place regarding the repair and maintenance of Bruce Albrecht septic tank and Ann Vetch septic system. Lynn made motion to pay in full the bills presented for Bruce Albrecht and Ann Vetch. Al seconded motion. All Trustees voted aye. Motion carried.

Full discussion took place regarding late payments. Clerk Kathy Wahl reported full collection on all late payments took place. Tom discussed the P&L statement. Al discussed the December bank statements; all statements reconciled and were approved as is by Al Merkel.

Full discussion took place regarding payment of bills. Al made motion to pay all bills as presented. Lynn seconded motion. All Trustees voted aye. All bills were paid.

Lynn made motion to adjourn meeting at 12:45p.m. Al seconded motion. All Trustees voted aye. Motion carried. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

FEBRUARY 3, 2005

WARD HOTEL – CONFERENCE ROOM

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Report on auto pay
- 4) Discussion of questions/concerns of Trustees, Atty, Sewer Duck
- 5) Discussion of late payments, P&L statement, and bank reconciliation
- 6) Discussion of bills for February
- 7) Adjournment of meeting



FEBRUARY 3, 2005

Present: Lynn Maldoon and Al Merkel

Also present: Clerk Kathy Wahl, Attorney Jerry McNeary, and Jeff Goldade

Absent: Tom Aman

Call to Order: Lynn called meeting to order at 12:00 p.m.

Approval of Minutes: Clerk Kathy Wahl read the minutes from the previous meeting dated January 6, 2005. Al made motion to approve minutes dated January 6, 2005. Lynn seconded motion. All Trustees voted aye. Motion carried.

Clerk Kathy Wahl presented Trustees with final agreement from Dacotah Bank for the District to begin direct payment with Dacotah Bank. All paperwork was signed by the Trustees and will be submitted to Dacotah Bank.

Full discussion was held regarding a letter for authorization to begin direct payment between the District and the District customer. Lynn made motion for Attorney Jerry McNeary to approve an authorization for direct payment to be sent to customers. Al seconded motion. Motion carried. Mr. McNeary will prepare the letter.

Clerk Kathy Wahl presented Trustees with form 1099 from Dacotah Bank for interest in year 2004. Lynn made motion and Al seconded motion to accept 1099 and place in files for bookkeeping and audit.

Jeff Goldade of Sewer Duck discussed changes in his work force. Andy will now be working at the lake two (2) days each week for the purpose of checking pumps, replacing light bulbs, etc. This will hopefully be preventative maintenance and help our system work better!

Full discussion of late payments and P&L statement took place. Al discussed the January bank statements. Al stated all statements reconciled and are approved as is.

Full discussion took place of bills for February. Lynn made motion to pay all bills. Al seconded motion. Motion carried. All bills were paid.

Al made motion to adjourn meeting at 12:43p.m. Lynn seconded motion. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

MARCH 3, 2005

WARD HOTEL – CONFERENCE ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion and approval of auto-pay authorization letter
- 4) Discussion of questions/concerns of Trustees, Atty, Sewer Duck
- 5) Discussion of late payments, P&L statement, and bank reconciliation
- 6) Discussion of bills for March
- 7) Adjournment of meeting

Corrected Minutes of the  
Richmond Lake Sanitary District Meeting  
April 14, 2005

Present: Lynn Maldoon, Al Merkel, and Tom Aman

Also Present: Jeff Goldade, Jeff Moench, and Attorney Jerry McNeary

Call to Order: Tom Aman called the Richmond Lake Sanitary District monthly meeting to order at 12:16 pm.

Approval of Minutes: It was moved by Maldoon and seconded by Merkel to waive the reading of the minutes of the previous meeting and approve same. All trustees voted aye. Motion carried.

Clerk Kathy Wahl was absent from the monthly meeting due to illness. It was thought that her illness may last another month or more. Maldoon made a motion to have Jeff Moench review bills, prepare checks, and prepare financial statements in Kathy's absence. Merkel seconded the motion. Motion carried unanimously.

Maldoon reported that twenty-five (25) members had signed up for the Auto-pay through Dacotah Bank. He further reported that the system was working well and that we anticipated that more members would sign up in the future.

Jeff Goldade of Sewer Duck reported on his inspection of the system and repairs that have been made. He further noted that the lagoon level was good.

Full discussion took place of bills for the month of March. Maldoon moved to pay all bills. Merkel seconded the motion. Motion carried unanimously. All bills were paid.

There being no further business, Maldoon made a motion to adjourn. Merkel seconded the motion, and all voted in favor. The meeting was adjourned at 1:05 p.m.

Minutes of the  
Richmond Lake Sanitary District Meeting  
May 5, 2005

Present: Lynn Maldoon, Al Merkel, and Tom Aman

Also Present: Jeff Goldade, Pat Keatts, Jeff Moench, Andy Van Steenwyk, and Attorney Jerry McNeary

Call to Order: Tom Aman called the Richmond Lake Sanitary District monthly meeting to order at 12:18 pm.

Approval of Minutes: The proposed minutes of the April 14, 2005 Richmond Lake Sanitary District monthly meeting were reviewed by the President and trustees. It was noted by Trustee Maldoon that his name was misspelled in the body of the minutes, and requested a correction. Merkel made a motion to wave a reading of the minutes of the previous meeting and to approve the minutes as corrected. Maldoon seconded the motion. All trustees voted aye. Motion carried.

Pat Keatts presented his plans for a subdivision of eight homes to the west of the Rusty Merkel Development on Richmond Lake. A copy of Keatts Second Subdivision was presented to the board for their reference. President Aman suggested that Mr. Keatts contact Helms and Associates to discuss an extension of the sewer system to his development. Following full discussion, Maldoon made a motion to further consider the Keatts Development at a later meeting following the receipt of a report from Helms Engineering. The motion was seconded by Merkel and carried unanimously.

Jeff Moench from Moench Accounting presented a Profit and Loss Statement for January through April 2005. The statement does not include depreciation in 2005; however, Mr. Moench will contact Eide Bailly to obtain an appropriate depreciation schedule. Upon full discussion of the profit and loss statement, Merkel made a motion to accept the financial report. Motion was seconded by Maldoon and unanimously carried.

Jeff Moench presented the bills for the previous month. Upon full discussion Maldoon moved that the following bills be paid and that Jeff Moench be asked to prepare the appropriate checks:

- McDonald's Supply ...\$893.66
- Runnings .....\$20.64
- Muth Electric .....\$119.39
- Sewer Duck .....\$1,875.00
- Northern Electric ..\$2,708.33

Merkel seconded the motion which was unanimously carried.

Trustee Merkel brought to the boards attention that Ann Vetch has recently inquired about repairs to her driveway. Apparently her driveway was torn up so that repairs could be made to the District's sewer line. Jeff Goldade offered to contact the appropriate contractor and have the necessary repairs made.

Andy Van Steenwyk from Sewer Duck reported that the erosion along the lagoon continued to worsen. Following a full discussion, Andy was to get a project estimate on how to fix the erosion problem.

There being no further business to come before the meeting, Maldoon made a motion to adjourn at 1:17 p.m. Merkel seconded the motion. All trustees voted aye. Meeting was adjourned.

Minutes of the  
Richmond Lake Sanitary District Meeting  
June 2, 2005

Present: Lynn Maldoon, Al Merkel

Also Present: Jeff Moench, Andy Van Steenwyk, and Attorney Jerry McNeary

Call to Order: Lynn Maldoon called the Richmond Lake Sanitary District monthly meeting to order at 12:11 pm.

Approval of Minutes: The proposed minutes of the May 5, 2005 Richmond Lake Sanitary District monthly meeting were reviewed by the trustees. Merkel made a motion to wave a reading of the minutes of the previous meeting and to approve the minutes. Maldoon seconded the motion. All trustees present voted aye. Motion carried.

Jeff Moench presented a Profit and Loss for the month of May and also year-to-date. He advised that Eide Bailly had recommended using the same amount of monthly depreciation as we used last year. The report was reviewed by the trustees. Al Merkel made a motion to accept the Profit and Loss statement as written. That motion was seconded by Maldoon and passed unanimously.

Andy Van Steenwyk from Sewer Duck reported that the developer of the new residential area on the west side of the lake reported difficulty in moving the waste water through the sewer lines. Following an inspection, it was determined that a valve had been closed. Apparently the problem was resolved by opening the valve.

Mr. Van Steenwyk presented an inventory report and stated that he had the following items on hand:

- two rebuilt one horsepower pumps
- two one horsepower pumps
- two one-half horsepower pumps
- three small control panels
- one large control panel.

Lynn Maldoon commented that the north shore drive lift station light globe was broken. Andy agreed to fix the globe.

Further discussion was had concerning the Ann Vetch driveway. Andy agreed that he would arrange to have the driveway fixed.

Jeff Moench presented the following bills for consideration and payment:

- Northern Electric.....\$2,708.33
- Sewer Duck.....\$1,875.00
- McDonald's Supply ....\$ 714.64
- Moench Accounting.....\$1,960.00
- Muth Electric .....\$ 245.26

- Wright & Sudlow .....\$ 45.00
- Northern Electric charges for two months

Following consideration of the bills, Maldoon made a motion to pay the bills as presented. That motion was seconded by Merkel and passed unanimously.

Lynn Maldoon reported that the district currently collected a total of 182 user fees, and that 34 of those members had signed up for auto-pay.

There being no further business to come before the meeting, Maldoon made a motion to adjourn at 12:40 p.m. Merkel seconded the motion. All trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT MEETING

JULY 7, 2005

WARD HOTEL – CONFERENCE ROOM

12:00 NOON

*All in Sept  
All main meeting  
to adjourn 12:00 PM*

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion and approval of Jeff Moench as signatory on bank accounts and auto-pay
- 4) Discussion of questions/concerns of Trustees, Attorney, and Sewer Duck
- 5) Discussion of late payments
- 6) Discussion of bills for July
- 7) Adjournment of meeting

JULY 7, 2005

Present: Tom Aman, Lynn Maldoon, and Al Merkel

Also present: Clerk Kathy Wahl, Atty. Jerry McNeary, and Jeff Goldade

Call to Order: Tom called meeting to order at 12:10p.m.

Approval of Minutes: Minutes of previous meeting of June 2, 2005 were read. Al made motion and Lynn seconded motion to accept minutes.

Full discussion took place regarding hiring an assistant Clerk for the District in absence of Clerk Kathy Wahl. Lynn made motion and Al seconded motion to hire Jeff Moench as assistant Clerk. All Trustees voted aye. Motion carried.

Trustee Al discussed Ann Vetch driveway repair. Lynn made motion, Tom seconded motion for Al to take care of situation to satisfaction of Mrs. Vetch. All Trustees voted aye; motion carried.

Discussion of late payments took place. Clerk Kathy Wahl informed Trustees she will continue collection action on these accounts.

Full discussion took place regarding payment of bills. Lynn made motion, Al seconded motion to pay all bills presented. All Trustees voted aye. Motion carried. All bills were paid.

Tom discussed a letter to the District regarding an update of current events and happenings within the District. Further discussion was continued to next meeting.

Al made motion to adjourn meeting at 1:15 p.m. Lynn seconded motion. All Trustees voted aye. Meeting was adjourned.



RICHMOND LAKE SANITARY DISTRICT MEETING

AUGUST 11, 2005

WARD HOTEL – CONFERENCE ROOM

12:00 NOON

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion regarding Charlie Rea refund
- 4) Discussion of construction practices of B&B with Jeff Goldade
- 5) Discussion of late payments
- 6) Discussion of bills for August
- 7) Adjournment of meeting

August 11, 2005

Present: Tom Aman and Lynn Maldoon

Also present: Kathy Wahl, Jeff Goldade and Craig Harrison of Helms Engineering

Absent: Jerry McNeary and Al Merkel

Call to Order: Tom called meeting to order at 12:10 p.m.

Approval of Minutes: Minutes of previous meeting of July 7, 2005 were read. Lynn made motion and Tom seconded motion to accept minutes.

Full discussion took place regarding a refund of monthly service fees for Charlie Rea. It has been discovered that Mr. Rea was paying fees for two (2) hookups when in fact he only has one hookup. Sewer Duck will contact Mr. Rea and set a time so they may inspect premises and document number of hookups for a refund of fees.

Full discussion of construction practices of B&B Construction regarding a new hookup took place with Jeff Goldade. Craig Harrison advised District it would be a good policy for all construction agents to submit a plan for approval to the District before installation. It was agreed to have a meeting with contractors and developers on August 15 at 4:00 p.m. at the Merkel development to inform all agents of new plan of installation.

Tom discussed insurance liability for Trustees. Clerk Kathy Wahl will check with Squire Lussem for coverage.

Discussion of late payments took place. Clerk was told to continue collection action.

Full discussion of bills took place. Lynn made motion and Tom seconded motion to pay all bills.

Tom discussed the Profit/Loss statement. He noted the District is in the black!

Lynn made motion to adjourn the meeting at 1:27 p.m. Tom seconded motion. Meeting was adjourned.

August 15, 2005

Present: Tom Aman, Lynn Maldoon

Also present: Kathy Wahl, Jeff Goldade, Jerry McNeary, Jay Koch, Gordy Sr. & Gordy Schmidt, Jr. and Darryl Belikka.

Full discussion took place with Jay Koch leading discussion regarding the hook up of septic systems for new construction. Mr. Koch informed the construction agents the District will now require a plan of installation for the District's approval before construction may begin for hook up. Representatives of Schmidt Construction and B&B Construction agreed and will follow practice.

Jay also discussed lot easements. Jay Koch will inform the Developers that before hook up can take place they will have to provide the District with an easement.

For ease of maintenance it was decided the District would show the construction agents where we would like the hook up placed.

Meeting was dismissed at 5:15 p.m.

**RICHMOND LAKE SANITARY DISTRICT MEETING**

**SEPTEMBER 1, 2005**

**WARD HOTEL – CONFERENCE ROOM**

**12:00 NOON**

**AGENDA:**

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion of letter to residents and landowners
- 4) Discussion and first reading of Ordinance 05-1
- 5) Discussion of late payments
- 6) Discussion of bills for September
- 7) Adjournment of meeting

September 1, 2005

Present: Tom Aman, Lynn Maldoon, and Al Merkel

Also present: Jerry McNeary, Kathy Wahl, Jeff Goldade and Jeff Moench

Absent: No one

Call to Order: Tom called meeting to order at 12:11 p.m.

Approval of Minutes: Minutes of previous meeting dated August 11, 2005 were read. Lynn made motion to accept minutes as read, Al seconded motion. All Trustees voted aye.

Full discussion of a progress letter to all customers was discussed. Lynn made motion to send letter and Al seconded motion. All Trustees voted aye. Letter will be sent by September 9, 2005.

Full discussion and first reading of Ordinance 05-1 (Annual Appropriation for 2005) took place. All numbers will be finalized for second reading, which will take place on September 22, 2005.

Full discussion of hook-up and information packet for homeowners was discussed. Jeff Goldade will meet with Jay Koch of Helms Engineering to finalize an ordinance and information.

Full discussion of a title and exemption for Kathy Wahl was discussed. Jerry McNeary will meet with Laurie Liedholt of EideBailly for more information.

Jeff Moench reported on 2004 audit. All info is at EideBailly. We are waiting for them to finalize the audit.

Full discussion for change of meeting date was discussed. Al made motion and Lynn seconded motion to meet on the second Thursday of each month beginning October 2005. All Trustees voted aye.

Full discussion of late payments took place. Clerk will continue collection action – no liens will be placed.

Full discussion of all bills took place. Al made motion and Lynn seconded motion to pay all bills. All Trustees voted aye.

Al made motion to adjourn meeting at 1:23 p.m. Lynn seconded motion. All Trustees voted aye. Meeting was adjourned.

September 22, 2005

Present: Tom Aman, Lynn Maldoon, and Al Merkel

Also present: Jerry McNeary and Kathy Wahl

Call to Order: Tom called meeting to order at 12:10 p.m.

Full discussion and second reading of Ordinance 05-1 was discussed. Al made motion and Lynn seconded motion to add a reserve depreciation account to ordinance. All Trustees voted aye.

Lynn made motion to approve second reading of Ordinance 05-1. Al seconded motion. All Trustees voted aye.

Full discussion of taking off satisfied lien from Tom Walsh's credit report was discussed. Attorney Jerry McNeary will send a document for Mr. Walsh's signature that will hold the Board harmless for any actions. When received, Attorney will proceed to have judgment voided.

Lynn made motion to adjourn meeting at 12:42 p.m. Al seconded motion. All Trustees voted aye. Meeting was adjourned.

**RICHMOND LAKE SANITARY DISTRICT**

**MEETING**

**OCTOBER 13, 2005**

**CONFERENCE ROOM – WARD HOTEL**

**AGENDA:**

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion of letter from Helms & Associates
- 4) Discussion with Sewer Duck
- 5) Discussion of late payments/ P&L statement
- 6) Discussion of bills
- 7) Adjournment of meeting

October 13, 2005

Present: Tom Aman, Lynn Maldoon, and Al Merkel

Also present: Jerry McNeary, Kathy Wahl, and Andy

Call to order: Tom called meeting to order at 12:10 p.m.

Approval of Minutes: Minutes of previous meeting dated September 1, 2005 and September 22, 2005 were read. Al made motion to accept minutes as read. Lynn seconded motion. All Trustees voted aye.

Full discussion was held regarding new criteria of sewer installation for future developments at Richmond Lake. Lynn made a motion and Al seconded motion to accept the letter as policy and statement of Richmond Sanitary District. All Trustees voted aye.

Andy of Sewer Duck discussed taking and sending water samples to DENR regarding possible water seepage at the lagoon. Tom asked Andy to have GF&P prove it's the District's problem before going further with sampling and testing. Andy will talk to DENR and GF&P regarding problem.

Full discussion was held with Andy regarding a work order book with copies so a better system of repairs and installations will be monitored. Clerk Kathy Wahl was instructed to get a book for work orders.

Full discussion of maintenance to all lift stations was discussed. Lynn and Andy will monitor this so that problems can be caught before they get out-of-hand.

Tom discussed odor from South Shore lift station. A plan to dispense the odor will be brought to the attention of Jay Koch of Helms Engineering.

Jerry McNeary discussed the upcoming election for the Trustee position of Tom Aman. Petitions may be taken from November 4, 2005 to November 24, 2005. Al made motion and Lynn seconded motion for election to be held December 13, 2005 at the Richmond Lake Youth Camp. All Trustees voted aye.

Full discussion was held regarding the Tom Walsh case. The Board authorized Jerry McNeary to represent Tom Walsh and accept the recommendation provided Mr. Walsh signs the release and hold harmless agreement.

Lynn discussed having auxiliary power for the South Shore lift station in the event of a power outage. Further discussion was tabled to next meeting so Andy can get more information.



Full discussion of late payments and P&L statement was discussed. Kathy Wahl reported no liens were made against any property. Collection of late payments will continue.

Full discussion of all bills took place. Lynn made motion and Al seconded motion to pay all bills. All Trustees voted aye.

Lynn made motion and Al seconded motion to adjourn meeting at 1:38 p.m. All Trustees voted aye. Meeting was adjourned.

RICHMOND LAKE SANITARY DISTRICT

MEETING

NOVEMBER 10, 2005

WARD HOTEL – CONFERENCE ROOM

AGENDA:

- 1) Call to order of meeting
- 2) Reading of minutes
- 3) Discussion of lagoon testing
- 4) Questions/suggestions from Trustees, attorney, and Sewer Duck
- 5) Discussion of late payments
- 6) Discussion of bills for November
- 7) Adjournment of meeting

Jan 10 06 02:10p

McNeary &amp; Anderson LLP

(605) 225-8113

p. 2

Minutes of the  
Richmond Lake Sanitary District Meeting  
December 8, 2005

Present: Tom Aman, Lynn Maldoon, and Al Merkel

Also Present: Jeff Moench, Andy Van Steenwyk, and Attorney Jerry McNeary

Absent: Clerk Kathy Wahl had contacted Trustee Merkel by telephone and advised that she was ill and unable to attend the December meeting.

Call to Order: The December meeting of the Richmond Sanitary District was called to order by Chairman Tom Aman at 12:08 p.m.

Approval of Minutes: A motion was made to defer the reading of the minutes of the last meeting until the next meeting. The motion passed unanimously.

Attorney Jerry McNeary reported that the time for filing nominating petitions at the District Office for a vacant trustee position had expired and that the only nominating petition received was filed by Tom Aman. South Dakota law provides that when there are no opposing candidates for office, there is no need for an election to be held. Hence, Tom Aman was duly elected to the office of Trustee for a term of three (3) years commencing in November, 2005. A motion was made by Maldoon and seconded by Merkel to approve the Certificate of Election signed by Kathy Wahl. The motion passed unanimously.

Andy Van Steenwyk of Sewer Duck reported that he had had a meeting with Jay Koch who works with Helms & Associates. The meeting concerned continuing odor problems with the lift station on South Shore Drive. Koch suggested that gas samples be taken and tested and that other options are available. Andy Van Steenwyk will meet again with Koch to discuss options.

Andy Van Steenwyk also stated that he would add more charcoal to the existing filter on the South Shore Drive filter system.

Andy Van Steenwyk further reported that all lift stations are equipped and ready to be operated by a backup generator. They would require a 100 amp generator.

Discussion was had that a cautionary memo should be sent to the customers advising not to flush their toilets or use their sewer if the District is experiencing a power outage.

Andy Van Steenwyk will obtain estimates and explore the feasibility of purchasing one or more backup generators. Estimates will be presented to the Board.

Andy Van Steenwyk will also obtain an estimate for the construction of a fence around the North Shore lift station and present it to the Board for their consideration.

A motion was made by Maldoon and seconded by Merkel to increase the Clerk's hourly pay to \$12.00 per hour commencing January 1, 2006. The motion passed unanimously.

A discussion was held in regard to Kathy Wahl's general health and whether she would be able to continue to act as the District's Clerk. Jeff Moench has been assisting Kathy Wahl in the past and stated that he would meet with her to inquire if she felt up to continuing at this time or

Jan 10 06 02:10p

McNeary &amp; Anderson LLP

(605)225-8113

p. 3

whether she would like some assistance from Sara Goldade who is starting an accounting business. Jeff Moench will also prepare a job description and report back to the Board.

Given Kathy Wahl's illness, the monthly bills were not available for review by the Trustees. However, it was moved by Maldoon and seconded by Merkel that all bills be approved following a review by Jeff Moench and signing of checks by two (2) Trustees. Motion passed unanimously.

There being no further business to come before the Board, motion was made by Maldoon and seconded by Merkel to adjourn at 1:18 p.m. Motion passed unanimously.

Minutes of the  
Richmond Lake Sanitary District Meeting  
January 12, 2006

Present: Tom Aman, Lynn Maldoon and Al Merkel

Also Present: Jeff Moench, Andy Van Steenwyk and Anne Maldoon

Absent: Clerk Kathy Wahl had contacted Jeff Moench by telephone and advised that she was ill and unable to attend the January Meeting.

Call to Order: The January meeting of the Richmond Lake Sanitary District was called to order by Chairman Tom Aman at 12:04 p.m.

Approval of Minutes: A motion was made to waive reading of the minutes of the December 8, 2005 meeting and accept them as written. The motion passed unanimously.

Andy Van Steenwyk of Sewer Duck reported that he and Jay Koch of Helms & Associates were still investigating the cause of the odor problems with the lift station on South Shore Drive. Andy noticed that a new lock at that site had turned yellowish with corrosion in a very short time period and both he and Jay theorized that the cause of the corrosion is likely linked to the cause of the odor problems. They will continue to investigate the problem and seek solutions.

Andy Van Steenwyk also submitted an estimate for a wireless remote monitoring system for the lift stations. Discussion was held and it was decided that a new estimate should be obtained to include a demonstration of the system and a detail of all related installation and maintenance fees. The Board also inquired as to whether the remote monitoring system would result in a savings to the District in terms of monitoring fees. Andy will report back to the Board prior to or at its next meeting.

Jeff Moench informed the Board that payment coupons for 2006 were printed and would be distributed by Kathy Wahl. He also reported that a copy of the Clerk's Operations Manual had been given to Sara Goldade so that she could prepare a proposal for taking over Kathy Wahl's duties at least until such time as Kathy will be physically able to resume performing some or all of her duties as the District's Clerk. Andy Van Steenwyk confirmed that Sara is preparing a proposal and would submit it to the Board prior to or at its next meeting.

Jeff Moench distributed Financial Statements as of Dec 31, 2005 to the Trustees. A discussion of said Financial Statements ensued. Tom Aman noted that he would like the Balance Sheet to display the last 4 digits of each of the 4 bank account numbers and that transfers between said accounts should be reported to the Board along with the Financial Statements at its future meetings. Tom also inquired as to whether the Income Statement included any new Debt Service from the construction of new homes. Jeff Moench stated that he would discuss this issue with Kathy Wahl and report back to the Board

Jeff Moench submitted the monthly bills for review by the Trustees. The bills were reviewed and a motion was made by Maldoon and seconded by Merkel that all bills be approved and checks signed by two (2) Trustees. Motion passed unanimously.

There being no further business to come before the Board, motion was made by Maldoon and seconded by Merkel to adjourn at 1:00 p.m. Motion passed unanimously.

Minutes of the  
Richmond Lake Sanitary District Meeting  
February 9, 2006

Present: Lynn Maldoon and Al Merkel

Also Present: Ann Maldoon, Sara Goldade, Jeff Goldade, Jeff Moench and Jerry McNeary

Absent: Tom Aman and Kathy Wahl

Call to Order: The meeting of the Richmond Lake Sanitary District was called to order by Lynn Maldoon at 12:12 p.m.

Approval of Minutes: A motion was made by Al Merkel to waive the reading of the minutes of the January 12, 2006 meeting and accept them as written. The motion was seconded by Lynn Maldoon and passed unanimously.

Jeff Goldade reported that he had been in contact with suppliers of wireless remote monitoring systems. He advised that we would need four wireless remotes and did not think that the Sewer Duck charges to the District would be reduced on account of the remote monitors. Jeff will obtain a written bid and fax same to Jeff Moench.

Jeff Goldade further reported that he was waiting for estimates from Swanson Electric for backup electric generators. Also, Jeff is waiting for parts to arrive so as to complete the repairs of the north lift station. Sewer Duck was also waiting for an estimate for the cost of building a fence around the north lift station.

Jeff Goldade further reported that he expected a report from Helms & Associates in regard to the South Shore pumping station by the time of next month's meeting. They were investigating the cause of the gas and odor problem. Jeff further reported that locate faxes are now being sent directly to Sewer Duck. He also stated that they may be changed to e-mails.

Finally, Jeff Goldade presented a letter to the Richmond Lake Sanitary District wherein he requested a \$575.00 per month increase in compensation to Sewer Duck, Inc. in exchange for its services. The total Sewer Duck fee would be \$2,450.00 commencing April 1, 2006.

The Trustees stated they would take the proposal under consideration.

Sara Goldade presented a proposal on behalf of Sewer Duck, Inc. to provide billing and accounting services for the District. Their offer was \$1,800.00 per month to start on March 1, 2006 and to be reconsidered in one year. The Trustees indicated that they would take the proposal under consideration.

Jeff Moench reported that payment coupons had been mailed to the sewer district customers. Upon further discussion, it was determined that an additional letter should be sent to those customers on auto-pay explaining to them that an increase in fees has occurred.

The Trustees reviewed the Profit and Loss and Balance Sheet presented by Jeff Moench. Following review, it was accepted as written.

Lynn Maldoon moved and Al Merkel seconded a motion to pay the monthly bills. Motion passed unanimously.

Lynn Maldoon moved and Al Merkel seconded a motion authorizing Tom Aman to enter into a stipulation with Thomas and Suzanne Walsh whereby a judgment previously entered against them could be vacated by the Court. Following discussion, the motion passed unanimously.

There being no further business to come before the Board, motion was made by Maldoon and seconded by Merkel to adjourn at 1:15 p.m. Motion passed unanimously



Minutes of the  
Richmond Lake Sanitary District Meeting  
March 9, 2006

Present: Tom Aman, Lynn Maldoon and Al Merkel

Also Present: Jeff Moench, Jerry McNeary, Andy Van Steenwyk, Vern Preszler and Carol Preszler

Absent: Clerk Kathy Wahl had contacted Jeff Moench by telephone and advised that she was ill and unable to attend the March Meeting.

Call to Order: The March meeting of the Richmond Lake Sanitary District was called to order by Chairman Tom Aman at 12:05 p.m.

Approval of Minutes: Minutes from the February 9, 2006 meeting were read and a motion was made by Tom Aman and seconded by Al Merkel to accept them as written. The motion passed unanimously.

Vern Preszler expressed concerns regarding an ongoing problem with his septic tank. He stated that Sewer Duck had cleaned the lines twice in a 3 to 4 week period but that the problem persists. He also stated that Dahme Construction had put a hole in the tank during installation and he theorized that there may have been excessive excavation that was not back-filled properly after construction causing the tank to settle and creating a bow in the line. Andy Van Steenwyk of Sewer Duck confirmed that there was a problem in the flow from the house to the tank and agreed that the line may be bowed or the lip of the tank may be restricting flow. Andy stated that he could run a camera through the line to investigate. A motion was made by Al Merkel and seconded by Lynn Maldoon to authorize Sewer Duck to remedy the problem by whatever means deemed necessary and using an excavator from the approved list. A motion was also made by Merkel and seconded by Maldoon that the District would bear the costs of the line cleaning services that had been performed by Sewer Duck. Both motions passed unanimously.

A motion was made by Tom Aman and seconded by Lynn Maldoon to table the discussion of the remote monitoring system until a later date. Motion passed unanimously.

Andy Van Steenwyk reported that he was still waiting for estimates from Swanson Electric for backup electric generators. Andy also submitted two estimates to the Board for the cost of building a fence around the north lift station. The Trustees indicated that they would take the estimates under consideration. Andy stated that there may be grant money available from the Department of Homeland Security to pay for the cost of the fence. Jerry McNeary added that there may also be state grant money available for shore stabilization and suggested that an inquiry be made to NECOG. A motion was made by Al Merkel and seconded by Lynn Maldoon authorizing Jeff Moench and Andy Van Steenwyk to investigate these funding possibilities further. Motion passed unanimously.

Andy Van Steenwyk of Sewer Duck reported that he and Jay Koch of Helms & Associates had discussed the odor problem at the South Shore pumping station. It was determined that due to the size of the system the lift stations may require aeration. Andy suggested the installation of 90-degree "down tubes" that would direct the flow downward and eliminate turbulence. He also noted that another possible solution would include the use of "air scrubbers". A motion was made by Tom Aman and seconded by Al Merkel to authorize Sewer Duck to install a "down tube" at one location to determine its effectiveness. Motion passed unanimously.

A discussion took place regarding the proposed Sewer Duck maintenance fee increase. Andy explained that state compliance requirements were a factor in the proposed increase. He also noted that the new fee structure would include the pumping of each septic tank approximately every 4 years, which had been previously billed separately. A motion was made by Al Merkel and seconded by Lynn Maldoon to accept the proposed increase with an effective date of April 1, 2006. Motion passed unanimously.

A motion was made by Tom Aman and seconded by Al Merkel to table the bookkeeping proposal presented by Sara Goldade until further notice. Motion passed unanimously.

Jeff Moench submitted the monthly bills for review by the Trustees. The bills were reviewed and a motion was made by Lynn Maldoon and seconded by Al Merkel that all bills be approved and checks signed by two (2) Trustees. Motion passed unanimously.

Jeff Moench distributed Financial Statements as of Feb 28, 2006 to the Trustees. A discussion of said Financial Statements ensued. Jeff stated that the Profit & Loss statement did not include depreciation expense and that he would obtain an estimated monthly amount from Eide Bailly. A motion was made by Tom Aman and seconded by Al Merkel to accept the Financial Statements as presented with the exception of the missing depreciation amount. Motion passed unanimously.

Jeff Moench distributed the Preliminary Audit results for the year 2004. The results were discussed and a motion was made by Tom Aman and seconded by Al Merkel requesting that Jeff make a recommendation to the Board by the next meeting, if possible, regarding findings 2004-1 & 2004-2 as well as a Disaster Recovery Plan. Motion passed unanimously. It was further moved by Aman and seconded by Merkel that the Preliminary Audit results be accepted as presented. Motion passed unanimously.

There being no further business to come before the Board, a motion was made by Al Merkel and seconded by Tom Aman to adjourn at 1:30 p.m. Motion passed unanimously.

Minutes of the  
Richmond Lake Sanitary District Meeting  
April 13, 2006

Present: Tom Aman and Al Merkel

Also Present: Jerry McNeary, Jeff Moench, Andy Van Steenwyk and Robert Heintzman

Absent: Lynn Maldoon & Kathy Wahl.

Call to Order: The April Meeting of the Richmond Lake Sanitary District was called to order by Chairman Tom Aman at 12:05 p.m.

Approval of Minutes: Minutes from the March 9, 2006 Meeting were read and a motion was made by Al Merkel and seconded by Tom Aman to accept them as written. The motion passed unanimously.

Robert Heintzman presented his findings to the Board regarding the land issue. It was determined that the District does not hold deed to any land but that it had purchased easements. The legal details of said transaction were submitted to Jerry McNeary. Jerry stated that he would communicate the findings to Holly Lien at Eide Bailly.

Andy Van Steenwyk of Sewer Duck reported that the Vern Preszler issue had been resolved to the customer's satisfaction and that the problem was not a result of the septic tank settling but rather the existence of a "ledge" created by concrete overflow during construction.

Andy Van Steenwyk stated that he was still waiting for estimates from Swanson Electric for backup electric generators. He also suggested that the "wall stubs" may need replacement during the course of the "down tube" project and that Helms & Associates should be involved to ensure that all work was performed according to code. A motion was made by Al Merkel and seconded by Tom Aman authorizing Sewer Duck to obtain estimates for this project. Motion passed unanimously.

Andy Van Steenwyk reported that he had made inquiries regarding the availability of grant money for the fence project at the north lift station as well as shore stabilization at the lagoon. Jeff Moench added that he had contacted Eric Saenger at NECOG regarding the same. A motion was made by Tom Aman and seconded by Al Merkel authorizing Jeff Moench, acting as interim Clerk, and Andy Van Steenwyk of Sewer Duck to work together and with NECOG and Helms and Associates to determine and take the proper steps in applying for said funding. Motion passed unanimously.

Andy Van Steenwyk reported that Sewer Duck will be receiving locate faxes via email rather than by fax and that the District's fax line would be disconnected.

Jeff Moench submitted the monthly bills for review by the Trustees. The bills were reviewed and a motion was made by Al Merkel and seconded by Tom Aman that all bills be approved and checks signed by two (2) Trustees. Motion passed unanimously.

Jeff Moench distributed Financial Statements as of March 31, 2006 to the Trustees. A discussion of said Financial Statements ensued. A motion was made by Al Merkel and seconded by Tom Aman to accept the Financial Statements as presented. Motion passed unanimously.

Tom Aman presented an Engagement Letter from Eide Bailly to the Board. A motion was made by Tom Aman and seconded by Al Merkel that Eide Bailly should be engaged to perform an independent audit of the District's Financial Statements for the year ended December 31, 2005. Motion passed unanimously.

There being no further business to come before the Board, a motion was made by Tom Aman and seconded by Al Merkel to adjourn at 1:25 p.m. Motion passed unanimously.

Minutes of the  
Richmond Lake Sanitary District Meeting  
May 18, 2006

Present: Tom Aman, Al Merkel and Kathy Wahl

Also Present: Jeff Moench and Jeff Goldade

Absent: Lynn Maldoon

Call to Order: The May Meeting of the Richmond Lake Sanitary District was called to order by Chairman Tom Aman at 12:05 p.m.

Approval of Minutes: Minutes from the April 13, 2006 Meeting were presented and a motion was made by Al Merkel and seconded by Tom Aman to waive reading of said minutes and accept them as written with the clarification that the fax line at the District Office will be retained and that the fax line being disconnected was in reference to the line at the Sewer Duck office which had been used to receive locate faxes. The motion passed unanimously.

Jeff Goldade of Sewer Duck reported that, at a cost of approximately \$20,000 or more for each location, it was his contention that the considerable investment in backup generators would likely not be cost effective for the District. He stated that he believes that it would be more economical for Sewer Duck to respond to emergency power outages as they may arise. Kathy Wahl added that there is an emergency notification system in place, with emergency calls being dispatched both to her and to Jeff Goldade. Tom Aman mentioned that the emergency plan should be fully documented. Jeff also added that estimates for the entire South Shore lift station project including "wall stub" repair and "down tube" installation are forthcoming.

Jeff Goldade stated that Sewer Duck would be purchasing GPS mapping equipment and inquired as to whether or not the District would be interested in this type of service. Tom Aman noted that the District should have access to proposed plans drawn up by the developers but that the Board may entertain a proposal for said service. A motion was made by Tom Aman and seconded by Al Merkel that Sewer Duck should submit a proposal for sewer facility mapping. Motion passed unanimously.

Jeff Goldade reported that there have been cases of substandard work performed during system hookups and suggested to the Board that all new construction be standardized in terms of pumps, lift stations and control panels and also electricians and excavators used. Jeff also mentioned that Sewer Duck could save the District money by purchasing the pumps themselves in large quantities and selling them to the District. A motion was made by Tom Aman and seconded by Al Merkel authorizing Sewer Duck to submit a proposal to the District regarding their coordinating future sewer facility construction. Motion passed unanimously.

Jeff Goldade stated that Sewer Duck is currently storing 4 pumps for the District and that he would like to free up that storage space. A motion was made by Tom Aman and seconded by Al Merkel that the District should obtain estimates for construction of a storage shed. Motion passed unanimously.

Jeff Moench submitted the monthly bills for review by the Trustees. The bills were reviewed and a motion was made by Al Merkel and seconded by Tom Aman that all bills be approved and checks signed by two (2) Trustees. Motion passed unanimously.

Jeff Moench distributed Financial Statements as of April 30, 2006 to the Trustees. A discussion of said Financial Statements ensued. A motion was made by Tom Aman and seconded by Al Merkel to accept the Financial Statements as presented. Motion passed unanimously.

Jeff Moench distributed copies of the final 2004 Audit Report to the Trustees. A motion was made by Al Merkel and seconded by Tom Aman to accept the final audit report as written. Motion passed unanimously.

There being no further business to come before the Board, a motion was made by Tom Aman and seconded by Al Merkel to adjourn at 1:30 p.m. Motion passed unanimously.

Minutes of the  
Richmond Lake Sanitary District Meeting  
June 8, 2006

Present: Tom Aman, Al Merkel and Lynn Maldoon

Also Present: Kathy Wahl, Jeff Moench, Jerry McNeary, Andy Van Steenwyk and John Schumacher

Call to Order: The June Meeting of the Richmond Lake Sanitary District was called to order by Chairman Tom Aman at 12:10 p.m.

Approval of Minutes: Minutes from the May 18, 2006 Meeting were read and a motion was made by Lynn Maldoon and seconded by Al Merkel to accept them as written. All Trustees voted aye.

Andy Van Steenwyk of Sewer Duck reported that he is still working on estimates for the South Shore lift station project and that he has been attempting to contact Jay Koch of Helms and Associates regarding projected cost of shore stabilization at the lagoon.

Andy Van Steenwyk presented a proposed standard pricing structure for future sewer facility installation. A full discussion of said proposal followed. Tom Aman noted that it may be in the best interest of the sewer system and its customers for the District to hire a certified General Contractor who would be responsible for the hiring of subcontractors and oversight of all future installation work performed. The advantages of such a system would include standardized construction practices and costs – including materials used and depths of facilities – and also greater control over the quality of work performed. Payment for installation charges would be made at each property's closing. Jerry McNeary suggested that the Board take the proposal under consideration until such time as the legalities of the matter can be sorted out and new policies adopted if necessary. Lynn Maldoon made a motion to direct Jerry McNeary to draft a resolution – or ordinance, if necessary – to broaden the authority of the current system to include a General Contracting of all installations whereupon it would be expected that the General Contractor would provide the best and most economical service available with the District bearing the responsibility for collections. Request for proposals would be made to qualified General Contractors on a 3-year basis. Motion was seconded by Al Merkel. All Trustees voted aye.

Andy Van Steenwyk presented a proposal for updating all unmapped portions of the sanitary District with GPS locating equipment for an initial fee of \$2,500.00. Lynn Maldoon made a motion to accept the proposal as written. Motion was seconded by Al Merkel. All Trustees voted aye.

Jeff Moench submitted the monthly bills for review by the Trustees. The bills were reviewed and a motion was made by Tom Aman and seconded by Al Merkel that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed Financial Statements as of May 31, 2006 to the Trustees. A discussion of said Financial Statements ensued. Tom Aman requested that future Financial Statements include a year-to-date P&L budget vs. actual comparison. A motion was made by Lynn Maldoon and seconded by Al Merkel to accept the May Financial Statements as presented. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Tom Aman and seconded by Lynn Maldoon to adjourn at 1:35 p.m. All Trustees voted aye.



Minutes of the  
Richmond Lake Sanitary District Meeting  
July 13, 2006

Present: Tom Aman, Al Merkel and Lynn Maldoon

Also Present: Jeff Moench and Jerry McNeary

Call to Order: The July Meeting of the Richmond Lake Sanitary District was called to order by Chairman Tom Aman at 12:10 p.m.

Approval of Minutes: Minutes from the June 8, 2006 Meeting were read and a motion was made by Lynn Maldoon and seconded by Al Merkel to accept them as written. All Trustees voted aye.

Tom Aman noted that the District would need more detailed specs from vendors for (1) Maintenance of the current system and (2) Installation of septic sewer tanks. A motion was made by Lynn Maldoon and seconded by Al Merkel to table the bid discussion while seeking information from vendors and engineers for the development of bid specs. All Trustees voted aye.

Jerry McNeary reported that Nancy Vining was planning to rezone lots for sale and inquired as to whether the system could accommodate said lots. Tom Aman explained that the current system had capacity for 400 lots and added that anyone contemplating new development should come before the Board.

Jeff Moench submitted the monthly bills for review by the Trustees. The bills were reviewed and a motion was made by Al Merkel and seconded by Lynn Maldoon that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed Financial Statements as of June 30, 2006 to the Trustees. A discussion of said Financial Statements ensued. A motion was made by Al Merkel and seconded by Lynn Maldoon to accept the June Financial Statements as presented. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Lynn Maldoon and seconded by Al Merkel to adjourn at 1:25 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
August 10, 2006

Present: Tom Aman, Al Merkel and Lynn Maldoon

Also Present: Jeff Moench and Andy Van Steenwyk

Call to Order: The August Meeting of the Richmond Lake Sanitary District was called to order by Chairman Tom Aman at 12:06 p.m.

Approval of Minutes: Minutes from the July 13, 2006 Meeting were read and a motion was made by Lynn Maldoon and seconded by Al Merkel to accept them as written. All Trustees voted aye.

A discussion took place regarding future development of lake property. Tom Aman suggested and Lynn Maldoon moved that a representative of Helms and Associates attend the next scheduled Board meeting, if possible, to discuss capacity for developing the lake shore. Motion was seconded by Al Merkel. All Trustees voted aye.

Andy Van Steenwyk of Sewer Duck reported that the repair work had been completed on the South Shore pumping station. Sewer Duck will continue to monitor the odor problem and propose possible solutions.

A full discussion of bid specs for new installations as well as projected cost of shore stabilization received from Helms and Associates took place.

Jeff Moench submitted the monthly bills for review by the Trustees. The bills were reviewed and a motion was made by Lynn Maldoon and seconded by Al Merkel that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed Financial Statements as of July 31, 2006 to the Trustees. A discussion of said Financial Statements ensued. A motion was made by Al Merkel and seconded by Lynn Maldoon to accept the July Financial Statements as presented. All Trustees voted aye.

A first reading and discussion of Ordinance 06-1 (Annual Appropriation for 2007) took place. All numbers will be finalized for a second reading, which will take place on September 14, 2006.

There being no further business to come before the Board, a motion was made by Al Merkel and seconded by Lynn Maldoon to adjourn at 1:25 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
September 14, 2006

Present: Tom Aman, Al Merkel and Lynn Maldoon

Also Present: Kathy Wahl, Jeff Moench and Bob Babcock

Call to Order: The September Meeting of the Richmond Lake Sanitary District was called to order by Chairman Tom Aman at 12:09 p.m.

Approval of Minutes: Minutes from the August 10, 2006 Meeting were read and a motion was made by Lynn Maldoon and seconded by Al Merkel to accept them as written. All Trustees voted aye.

A discussion took place regarding the capacity of the sewer system for future development of lakefront property. Bob Babcock of Helms and Associates stated that he would gather information regarding total retention, depth of the lagoon and wetland cells and pump hours and report back to the Board at the next scheduled Meeting.

A second reading and discussion of Ordinance 06-1 (Annual Appropriation for 2007) took place. A motion was made by Lynn Maldoon and seconded by Al Merkel to accept the ordinance as written. All Trustees voted aye.

Jeff Moench submitted the monthly bills for review by the Trustees. The bills were reviewed and a motion was made by Lynn Maldoon and seconded by Al Merkel that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed Financial Statements as of August 31, 2006 to the Trustees. A discussion of said Financial Statements ensued. A motion was made by Lynn Maldoon and seconded by Al Merkel to accept the August Financial Statements as presented. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Lynn Maldoon and seconded by Al Merkel to adjourn at 1:25 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
October 12, 2006

Present: Tom Aman, Al Merkel and Lynn Maldoon

Also Present: Jerry McNeary, Jeff Moench, Andy Van Steenwyk, Bob Babcock and Ann Maldoon

Call to Order: The October Meeting of the Richmond Lake Sanitary District was called to order by Chairman Tom Aman at 12:02 p.m.

Approval of Minutes: Minutes from the September 14, 2006 Meeting were read and a motion was made by Lynn Maldoon and seconded by Al Merkel to accept them as written. All Trustees voted aye.

Bob Babcock of Helms and Associates presented a Wastewater Capacity Worksheet to the Board and a full discussion of said document ensued. Bob stated that the estimates contained in the worksheet could be more accurately approximated with more current information including pond inspection reports, lift station hours, water usage and the number of full-time and part-time homes currently using the system. Sewer Duck and the District Clerk will compile all relevant information and forward to Helms and Associates.

A Request for Proposal document completed by Helms and Associates was presented to the Board and a full discussion of said document ensued. A motion was made by Lynn Maldoon to authorize advertisement for Contract Operator services in the Aberdeen American News on October 18 and 25 and for a bid opening to take place at a special meeting of the District Board at 5:00 pm on October 30 at the offices of Helms and Associates. Motion was seconded by Al Merkel. All Trustees voted aye.

Jeff Moench submitted the monthly bills for review by the Trustees. The bills were reviewed and a motion was made by Al Merkel and seconded by Lynn Maldoon that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed Financial Statements as of September 30, 2006 to the Trustees. A discussion of said Financial Statements ensued. A motion was made by Al Merkel and seconded by Lynn Maldoon to accept the September Financial Statements as presented. All Trustees voted aye.

Lynn Maldoon notified the Board that he would be selling his home in the District and vacating his Trustee position in November. The Board thanked him for his time and dedicated service. Chairman Aman added that potential candidates for the vacant position should attend the next scheduled regular Board meeting on November 9.

There being no further business to come before the Board, a motion was made by Lynn Maldoon and seconded by Al Merkel to adjourn at 1:11 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
November 9, 2006

Present: Tom Aman, Al Merkel and Lynn Maldoon

Also Present: Jerry McNeary, Jeff Moench and Andy Van Steenwyk

Call to Order: The November Meeting of the Richmond Lake Sanitary District was called to order by Chairman Tom Aman at 12:06 p.m.

Approval of Minutes: Minutes from the October 12, 2006 Meeting were read and a motion was made by Tom Aman and seconded by Al Merkel to accept them as written. All Trustees voted aye.

A discussion took place regarding the Trustee position to be vacated by Lynn Maldoon. Potential candidates for the position will be contacted by Kathy Wahl.

A proposal for Contract Operator services was submitted to the Board by Andy Van Steenwyk of Sewer Duck. A discussion of said document ensued. A motion was made by Lynn Maldoon that the Board accept said proposal on the condition that the monthly fee be amended to \$4,000.00 and that a 3 year contract including a 6 month review be drafted by legal counsel Jerry McNeary. Maldoon also moved that the Board authorize Tom Aman to sign said contract on its behalf upon its completion. Motions seconded by Al Merkel. All Trustees voted aye.

A discussion took place regarding user fees for the upcoming year. Lynn Maldoon moved that the monthly user fees be increased by \$2.00 per customer beginning with the January 2007 billing and that a notice to that effect be sent to all customers. Motion seconded by Al Merkel. All Trustees voted aye.

Jeff Moench submitted the monthly bills for review by the Trustees. The bills were reviewed and a motion was made by Al Merkel and seconded by Tom Aman that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed Financial Statements as of October 31, 2006 to the Trustees. A discussion of said Financial Statements ensued. A motion was made by Al Merkel and seconded by Tom Aman to accept the October Financial Statements as presented. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Al Merkel and seconded by Tom Aman to adjourn at 1:18 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
December 14, 2006

Present: Tom Aman and Al Merkel

Also Present: Jerry McNeary, Jeff Moench, Kathy Wahl and Andy Van Steenwyk

Call to Order: The December Meeting of the Richmond Lake Sanitary District was called to order by Chairman Tom Aman at 12:05 p.m.

Approval of Minutes: Minutes from the October 30, 2006 Special Meeting and from the November 9, 2006 regular meeting were read and a motion was made by Al Merkel and seconded by Tom Aman to accept them as written. All Trustees voted aye.

Attorney Jerry McNeary declared Al Merkel winner of the Trustee position election. Mr. Merkel was the only party to present a nominating petition on his own behalf therefore a formal election was not necessary. Mr. Merkel was presented a Certificate of Election for the next three (3) years to the position of Trustee.

A discussion took place regarding the District's rising audit costs and Kathy Wahl offered to contact the Office of Legislative Audit to inquire as to whether or not it was mandatory that the District continue to undergo the extensive "yellow book" audits. Kathy will report her findings to the Board.

The final draft of the District's 2005 audit report prepared by Eide Bailly, LLP was presented to the Board and a full discussion ensued. A motion was made by Al Merkel and seconded by Tom Aman to accept the report as written. All Trustees voted aye.

Andy Van Steenwyk of Sewer Duck presented a detailed report of District maintenance activity performed during the month of November to the Board. A full discussion of said document ensued.

A proposal for bookkeeping services was submitted to the Board by Moench Bookkeeping & Consulting. The matter was discussed and a motion was made by Tom Aman and seconded by Al Merkel to accept said proposal for a period of 2 years. All Trustees voted aye.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Al Merkel and seconded by Tom Aman that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed Financial Statements as of November 30, 2006 to the Trustees. A discussion of said Financial Statements ensued. A motion was made by Al Merkel and seconded by Tom Aman to accept the November Financial Statements as presented. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Tom Aman and seconded by Al Merkel to adjourn at 1:25 p.m. All Trustees voted aye.

space within the District for file storage  
A motion was made by Al  
at the residence of  
\$450 per

Minutes of the  
Richmond Lake Sanitary District Meeting  
January 11, 2007

Present: Tom Aman and Al Merkel

Also Present: Jeff Moench, Kathy Wahl and Andy Van Steenwyk

Call to Order: The January Meeting of the Richmond Lake Sanitary District was called to order by Chairman Tom Aman at 12:07 p.m.

Approval of Minutes: Minutes from the December 14, 2006 Meeting were read and a motion was made by Tom Aman and seconded by Al Merkel to accept them as written. All Trustees voted aye.

Kathy Wahl reported that she had been in contact with the Department of Legislative Audit regarding the need for the District to undergo the "yellow book" audits. The DLA is looking into the matter.

Andy Van Steenwyk of Sewer Duck presented a detailed report of District maintenance activity performed during the month of December and comparative monthly analysis by bid item category to the Board. A full discussion of said document ensued.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Al Merkel and seconded by Tom Aman that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed Financial Statements as of December 31, 2006 to the Trustees. A discussion of said Financial Statements ensued. A motion was made by Al Merkel and seconded by Tom Aman to accept the December Financial Statements as presented. All Trustees voted aye.

A discussion of Sewer Duck invoice for video inspection and main line cleaning at Eric Hanson residence took place. The Board concluded that the determining factor of liability would be whether the septic tank was installed by the District or by the property owner. A motion was made by Tom Aman and seconded by Al Merkel to withhold payment of said invoice until the matter is investigated further. All Trustees voted aye.

A discussion of cash management took place. A motion was made by Tom Aman to transfer \$40,000 from Operations and Maintenance account #9215 into Depreciation account #3960. Motion was seconded by Al Merkel. All Trustees voted aye.

A discussion of the Revenue and Bond account #9914 took place. A motion was made by Tom Aman to purchase a 13-month certificate of deposit in the amount of \$94,000. Motion was seconded by Al Merkel. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
February 8, 2007

Present: Tom Aman, Al Merkel and Kathy Wahl

Also present: Jerry McNeary, Andy Van Steenwyk, Ken Hier, Paul and Rhonda Sigaty, Arvilla and Cliff Ingerson.

Tom Aman called meeting to order at 7:09 p.m.

Kathy Wahl read minutes of previous meeting dated January 11, 2007. Al made motion to accept minutes as read; Tom seconded motion. All Trustees voted aye.

New Business: Paul Sigaty reported a sewer smell emitting into his home when his wife uses machine to wash clothes; also reported vent seems to be freezing up. Andy will check line from house to tank for possible obstructions.

Full discussion of monthly work report from Sewer Duck took place. Trustees accepted report.

Full discussion took place regarding monthly bill payments and financial statements. In absence of Jeff Moench, Kathy Wahl presented bills to Trustees. Kathy Wahl also reported on annual pre-paid payments and auto-pay authorizations from customers. Tom made motion for payment of all bills as presented; Al seconded motion. All Trustees voted aye. All bills presented were paid; financial statements were accepted.

Kathy reported she is still awaiting answer from Legislative Audit Division in Pierre regarding need of a "yellow book" audit for 2006 audit.

Full discussion took place regarding 2007 season of new home construction. Tom asked that a letter be sent to all contractors before season opens highlighting what contractors and homeowners need to report to District for full compliance. Kathy Wahl will send letters to Dahme Construction, Schmidt Construction and B&B Contracting.

Full discussion of new bank signature cards took place. No action was taken.

Tom Aman announced his resignation from Board effective February 8, 2007. Ken Hier was suggested as replacement for balance of Tom's term. Al made motion to accept Ken Hier as Trustee; Kathy Wahl seconded motion. All Trustees voted aye. Ken Hier will be new Trustee. Kathy Wahl and Al Merkel thanked Tom Aman for his excellent leadership of the District. Tom indicated he would make himself available for comment should any future questions and/or problems arise of which his expertise could be beneficial.

Tom made motion to adjourn meeting at 8:09 p.m. All Trustees voted aye. Meeting was adjourned.



Minutes of the  
Richmond Lake Sanitary District Meeting  
March 8, 2007

Present: Kathy Wahl, Al Merkel and Ken Hier

Also present: Jeff Moench, Jerry McNeary, Andy Van Steenwyk and Derrick Herther

Call to Order: The March Board Meeting of the Richmond Lake Sanitary District was called to order at 7:00 p.m.

Approval of Minutes: Minutes from the February 28, 2007 Meeting were read and a motion was made by Kathy Wahl and seconded by Ken Hier to accept them as written. All Trustees voted aye.

A discussion of the Board President vacancy took place and a motion was made by Al Merkel to appoint Kathy Wahl to fill the vacancy. Motion was seconded by Ken Hier. All Trustees voted aye. Effective immediately Kathy Wahl will be President of the Richmond Lake Sanitary District Board of Trustees.

A full discussion of the monthly work report from Sewer Duck took place. A motion was made by Ken Hier and seconded by Kathy Wahl to accept the report as written. All Trustees voted aye.

Andy Van Steenwyk reported that Sewer Duck had inspected the sewer facilities at the Paul Sigaty residence and found everything to be in working order. No further action was taken.

Kathy Wahl reported that she had contacted the Department of Legislative Audit and was informed that upon completion of the 2006 examination the District would no longer be required to undergo the extensive "yellow book" audits.

A full discussion of the District's need for storage space for pump and control panel inventory took place. No action was taken.

A discussion regarding the need for lagoon shore stabilization took place. Jeff Moench will check with NECOG regarding further documentation needed in order to proceed with grant applications.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Al Merkel and seconded by Kathy Wahl that all bills be approved & checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed Financial Statements as of February 28, 2007 to the Trustees. A Discussion of said Financial Statements ensued. A motion was made by Kathy Wahl and seconded by Ken Hier to accept the February Financial Statements as presented. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Kathy Wahl and seconded by Al Merkel to adjourn at 8:30 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
April 12, 2007

Present: Trustees Kathy Wahl, Al Merkel and Ken Hier

Also present: Jeff Moench, Jerry McNeary and Jeff Goldade

Call to Order: The April Board Meeting of the Richmond Lake Sanitary District was called to order at 7:00 p.m by Kathy Wahl.

Approval of Minutes: Minutes from the March 8, 2007 Meeting were read and a motion was made by Al Merkel and seconded by Ken Hier to accept them as written. All Trustees voted aye.

Kathy Wahl reported on the deteriorated condition of the fence surrounding the south cell. Jeff Goldade informed the Board that Sewer Duck would be performing the necessary repairs. Ken Hier expressed concern about the consistently high water levels in the ditches surrounding the cells. Jeff Goldade explained that Sewer Duck had monitored the situation in the past and that they would continue to do so.

Jeff Goldade informed the Board that Andy Van Steenwyk would not be present at the meeting and that the monthly work report would be delivered to the District at a later date. Kathy Wahl suggested that future monthly reports from Sewer Duck include a physical count of pumps and control panels and also mentioned that prior approval by two (2) Trustees is required for all expenditures in excess of \$500.00.

Al Merkel reported that an 8' X 28' storage space was available for rent from Pat Keatts at a cost of \$45.00 per month. A motion was made by Ken Hier and seconded by Al Merkel to enter into a rental agreement for said storage space. All Trustees voted aye. Jerry McNeary raised the issue of insurance coverage for inventoried items stored in said space. Jerry will contact Squire-Lussem Agency regarding whether or not changes or additions to the current policy will be required.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Ken Hier and seconded by Al Merkel that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed Financial Statements as of March 31, 2007 to the Trustees. A discussion of said Financial Statements ensued. A motion was made by Kathy Wahl and seconded by Ken Hier to accept the March Financial Statements as presented. All Trustees voted aye.

Kathy Wahl reported on the rental of 3 mobile homes located on Steven Gauer's property. The property is located outside of the District boundaries but she expressed concern about how the sewage was being disposed of. Jerry McNeary suggested that an inquiry be made as to how the property is zoned. Kathy Wahl will follow up.

There being no further business to come before the Board, a motion was made by Ken Hier and seconded by Al Merkel to adjourn at 8:25 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
May 10, 2007

Present: Trustees Kathy Wahl, Al Merkel and Ken Hier

Also present: Jeff Moench, Jerry McNeary, Andy Van Steenwyk, Jay Koch, Jennifer O'Doan and Ted Dickey

Call to Order: The May Board Meeting of the Richmond Lake Sanitary District was called to order at 7:05 p.m by Kathy Wahl.

Approval of Minutes: Minutes from the April 12, 2007 Meeting were read and a motion was made by Al Merkel and seconded by Kathy Wahl to accept them as written. All Trustees voted aye.

A full discussion of available funding options for lagoon shore stabilization took place. A motion was made by Ken Hier to make application for a small community planning grant and to authorize Kathy Wahl to sign said grant application upon its completion. Motion was seconded by Al Merkel. All Trustees voted aye.

Ken Hier reported that customers Marvin Fandrich and John Gibbs were experiencing sewage backup problems and may require new system design. Andy Van Steenwyk of Sewer Duck will investigate.

A discussion took place regarding the issue of insurance coverage for inventoried items stored in the newly rented storage space. Jerry McNeary will contact Squire-Lussem Agency.

Al Merkel made a motion to disconnect internet services in the office space located at the Kathy Wahl residence. Motion was seconded by Ken Hier. All Trustees voted aye.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Ken Hier and seconded by Al Merkel that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed Financial Statements as of April 30, 2007 to the Trustees. A discussion of said Financial Statements ensued. A motion was made by Kathy Wahl and seconded by Ken Hier to accept the April Financial Statements as presented. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Ken Hier and seconded by Al Merkel to adjourn at 9:20 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
June 14, 2007

Present: Trustees Kathy Wahl, Al Merkel and Ken Hier

Also present: Jeff Moench, Jerry McNeary, Andy Van Steenwyk and Steven Heckenlaible.

Call to Order: The June Board Meeting of the Richmond Lake Sanitary District was called to order at 7:05 p.m by Kathy Wahl.

Approval of Minutes: Minutes from the May 10, 2007 Meeting were read. Ken Hier noted that Marvin Fandrich did not have sewage backup problems as stated in the minutes. A motion was made by Ken Hier and seconded by Al Merkel to accept the minutes with said correction. All Trustees voted aye.

Andy Van Steenwyk of Sewer Duck discussed repair options for the damaged lift station on East Shore Drive with the Board. He also reported that Sewer Duck had installed check valves to prevent backup at the John Gibbs and Jamie Weisenberger residences. Ken Hier stated that in the future the Board would prefer that this type of work not take place without a consultation with Helms Engineering. Andy will obtain cost estimates for the East Shore lift station repairs and report to the Board at the next meeting.

Kathy Wahl stated that the Board would like Steven Gauer to take care of all future mowing at the cells. Andy will inform one of the Trustees when mowing is needed.

Andy reported that the pump and control panel inventories are low. Ken Hier moved that Sewer Duck order 2 pumps and 2 control panels for the District. Motion was seconded by Kathy Wahl. All Trustees voted aye.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Ken Hier and seconded by Al Merkel that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed Financial Statements as of May 31, 2007 to the Trustees. A discussion of said Financial Statements ensued. A motion was made by Kathy Wahl and seconded by Ken Hier to accept the May Financial Statements as presented. All Trustees voted aye.

Kathy Wahl reported that K Squire would visit the District's storage unit on Saturday, June 16 so that an insurance policy can be written.

There being no further business to come before the Board, a motion was made by Ken Hier and seconded by Al Merkel to adjourn at 8:20 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
July 12, 2007

Present: Trustees Kathy Wahl, Al Merkel and Ken Hier

Also present: Jeff Moench, Jerry McNeary and Jeff Goldade

Call to Order: The July Board Meeting of the Richmond Lake Sanitary District was called to order at 7:05 p.m. by Kathy Wahl.

Approval of Minutes: Minutes from the June 14, 2007 Meeting were read. A motion was made by Ken Hier and seconded by Al Merkel to accept the minutes as written. All Trustees voted aye.

A full discussion of the monthly work report from Sewer Duck took place. A motion was made by Ken Hier and seconded by Kathy Wahl to accept the report as written. All Trustees voted aye.

Kathy Wahl stated that Ron Hopkins, not Steven Gauer, would be taking care of all future mowing at the cells.

A discussion of invoices received from Sewer Duck for mowing and weed spraying took place. After consulting with counsel Jerry McNeary, the Trustees are of the shared opinion that these services are to be provided by Sewer Duck at no additional charge as per their signed contract with the District. Jerry suggested that the Board table the discussion until the issue can be further reviewed. A motion was made by Ken Hier and seconded by Al Merkel to withhold payment for said invoices from Sewer Duck until further notice. All Trustees voted aye.

Kathy Wahl reported to the Board that Bill Welk had sold the resort and pavillion and that his account was currently in arrears. The District will implement its normal past due collection procedures.

A motion was made by Ken Hier and seconded by Kathy Wahl to move the monthly Board meeting to the lunchroom located in the basement of the Brown County Courthouse. Future meetings will begin at 6:00 p.m. and will be held on the second Thursday of every month. All Trustees voted aye.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Ken Hier and seconded by Al Merkel that all bills be approved except for those from Sewer Duck for mowing and weed spraying and that the checks be signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed a P&L and Balance Sheet as of June 30, 2007 to the Trustees. A discussion of said documents ensued. A motion was made by Kathy Wahl and seconded by Ken Hier to accept the June P&L and Balance Sheet as presented. All Trustees voted aye.

A motion was made by Kathy Wahl and seconded by Al Merkel to purchase insurance coverage from Squire-Lussem Agency for the District's storage unit at an estimated cost of \$600.00 per year. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Kathy Wahl and seconded by Ken Hier to adjourn at 8:55 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
August 9, 2007

Present: Trustees Al Merkel and Ken Hier

Also present: Jeff Moench, Jerry McNeary, Andy Van Steenwyk, Mark Zimmerman, Steve Heckenliable and Perry & Bonnie Carlson

Absent: Trustee Kathy Wahl

Call to Order: The August Board Meeting of the Richmond Lake Sanitary District was called to order at 6:06 p.m. by Al Merkel.

Approval of Minutes: Minutes from the July 12, 2007 Meeting were read. A motion was made by Al Merkel and seconded by Ken Hier to accept the minutes as written. All Trustees voted aye.

Customer Mark Zimmerman inquired as to whether there had been any preventative work done in his lift station. He stated that he would be willing to pay for the installation of check valves on all customer lines entering the pit. Customer Steve Heckenliable inquired as to what type of repair was being contemplated for the bulge in his fiberglass pit and also suggested the installation of a swinging flap check valve. Ken Hier stated that he was not in favor of removal and replacement of the entire pit and preferred an attempt to patch the fiberglass from inside of the pit. The Board suggested that Andy Van Steenwyk of Sewer Duck look into these matters and report back to them.

Customers Perry & Bonnie Carlson stated that they are currently living in a seasonal cabin and that they would like to tie a newly constructed cabin into their existing septic tank for a couple of months. The Trustees were not opposed to this as long as there is a physical disconnection of the old cabin at the end of that period.

A full discussion of the monthly work report from Sewer Duck took place. A motion was made by Ken Hier and seconded by Al Merkel to accept the report as written. All Trustees voted aye.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Al Merkel and seconded by Ken Hier that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed a P&L and Balance Sheet as of July 31, 2007 to the Trustees. A discussion of said documents ensued. A motion was made by Al Merkel and seconded by Ken Hier to accept the July P&L and Balance Sheet as presented. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Ken Hier and seconded by Al Merkel to adjourn at 7:50 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
September 13, 2007

Present: Trustees Kathy Wahl, Al Merkel and Ken Hier

Also present: Jeff Moench, Jerry McNeary and Andy Van Steenwyk

Call to Order: The September Board Meeting of the Richmond Lake Sanitary District was called to order at 6:04 p.m. by Kathy Wahl.

Approval of Minutes: Minutes from the August 9, 2007 Meeting were read. A motion was made by Ken Hier and seconded by Al Merkel to accept the minutes as written. All Trustees voted aye.

Andy Van Steenwyk of Sewer Duck reported that the cost of installing two check valves in the lift station at the Mark Zimmerman property would be \$48.00 each. A motion was made by Ken Hier and seconded by Al Merkel authorizing Sewer Duck to install the check valves and to bill the homeowners. All Trustees voted aye.

Ken Hier expressed concern regarding whether or not the District had easement on the Bill Welk property as well as whether or not the pavilion is currently hooked up to and using the system. Andy Van Steenwyk will investigate and report back to the Board.

Andy Van Steenwyk stated that the damage to the pit at the Steve Heckenliable residence is too deep to hand dig. He added that he had contacted the manufacturer of the fiberglass pit to inquire as to whether or not it could be repaired. He is waiting for a return call.

Kathy Wahl reported that Jamie and Carrie Weisenburger would like to abandon one of the two septic tanks located on their property. Andy will check the map to determine how they are connected to the system and report back to the Board.

Ken Hier suggested that backup pumps be installed in each lift station that has the capacity. Andy will determine the cost of doing so and report back to the Board.

A full discussion of the monthly work report from Sewer Duck took place. A motion was made by Ken Hier and seconded by Al Merkel to accept the report as written. All Trustees voted aye.

A discussion of the bills received from Sewer Duck for mowing and weed spraying took place. A motion was made by Ken Hier and seconded by Al Merkel to accept a rate of \$30.00 per hour for mower rental on all previous and future mowing invoices. All Trustees voted aye. Andy stated that all previous bills would be adjusted to reflect this rate. Jerry McNeary stated that he would check the operator contract to determine whether or not the chemicals used in weed spraying are included in the contract. All invoices for weed spraying will be held until this determination is made.



The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Ken Hier and seconded by Al Merkel that all bills with the exception of invoice #4965 from Sewer Duck be approved and checks signed by two (2) Trustees. All Trustees voted aye.

A motion was made by Ken Hier and seconded by Al Merkel to pay invoice #4965 from Sewer Duck minus the cost of one pump and one control panel until such time as Sewer Duck's inventory can be reconciled. All Trustees voted aye.

A first reading of Ordinance 07-1: 2008 Annual Appropriation took place. The 2<sup>nd</sup> reading is scheduled for September 24 at 6:00 p.m.

Jeff Moench distributed a P&L and Balance Sheet as of August 31, 2007 to the Trustees. A discussion of said documents ensued. A motion was made by Al Merkel and seconded by Ken Hier to accept the August P&L and Balance Sheet as presented. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Ken Hier and seconded by Al Merkel to adjourn at 9:07 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Special Meeting  
September 27, 2007

Present: Trustees Al Merkel and Ken Hier

Also present: Jeff Moench and Jerry McNeary

Absent: Trustee Kathy Wahl

Call to Order: The September 27 Special Board Meeting of the Richmond Lake Sanitary District was called to order at 5:57 p.m. by Al Merkel.

A second reading of Ordinance 07-1: 2008 Annual Appropriation took place. A motion was made by Ken Hier and seconded by Al Merkel to accept Ordinance 07-1 as written. All Trustees voted aye. Jerry McNeary will submit for publication in the Aberdeen American News and also deliver to Brown County Treasurer's office.

Two bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Ken Hier and seconded by Al Merkel that the bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Al Merkel and seconded by Ken Hier to adjourn at 6:35 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
October 18, 2007

Present: Trustees Kathy Wahl, Al Merkel and Ken Hier

Also present: Jeff Moench, Andy Van Steenwyk, Jamie Weisenburger & Jon Schumacher.

Absent: Jerry McNeary

Call to Order: The October Board Meeting of the Richmond Lake Sanitary District was called to order at 6:02 p.m. by Kathy Wahl.

Approval of Minutes: Minutes from the September 13, 2007 Meeting were read. A motion was made by Ken Hier and seconded by Al Merkel to accept the minutes as written. All Trustees voted aye. Minutes from the September 27, 2007 Special Meeting were read. A motion was made by Al Merkel and seconded by Ken Hier to accept the minutes as written. All Trustees voted aye.

Jamie Weisenburger discussed abandoning a septic tank with the Board. The residence currently has 2 tanks and he would like to disconnect the line to the tank connected to his basement bathroom only and fill the line with concrete or some other similar substance. Ken recommended that the District cap the line at the main, but there is uncertainty as to where the two tie together. A motion was made by Kathy Wahl and seconded by Ken Hier to have Sewer Duck run a camera and locator through the line to determine the proper course of action. All Trustees voted aye.

Jon Schumacher of Terra Works, Inc. was present to discuss an attempted repair of a sewage leak at 379531 North Shore Drive. The repair could not be completed due to safety concerns and also due to improper original installation. Ken Hier expressed concern regarding the fact that the excavated area was left partially open and no safety fence had been utilized to secure the site until such time as the work could be completed. A motion was made by Ken Hier and seconded by Kathy Wahl to have Sewer Duck install safety fence at the site and also to contact Dahme regarding completing the repair. All Trustees voted aye.

Andy Van Steenwyk submitted the monthly work report from Sewer Duck. A motion was made by Ken Hier and seconded by Kath Wahl to accept the report as written. All Trustees voted aye. Ken Hier inquired as to whether or not the abandoned pump and control panel had been recovered from the Badger property. Andy stated that the power would need to be disconnected in order to safely remove the equipment. Ken also inquired about the cost of installing backup pumps in each of the main lift stations that have the capacity. Andy is checking and will report back to the Board.

Jeff Moench distributed a P&L and Balance Sheet as of September 30, 2007 to the Trustees. A discussion of said documents ensued. A motion was made by Kathy Wahl and seconded by Ken Hier to accept the September P&L and Balance Sheet as presented. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Kathy Wahl and seconded by Al Merkel to adjourn at 7:30 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
November 8, 2007

Present: Trustees Kathy Wahl, Al Merkel and Ken Hier

Also present: Jeff Moench and Jerry McNeary

Absent: Andy Van Steenwyk

Call to Order: The November Board Meeting of the Richmond Lake Sanitary District was called to order at 6:03 p.m. by Kathy Wahl.

Approval of Minutes: Minutes from the October 18, 2007 Meeting were read. A motion was made by Ken Hier and seconded by Al Merkel to accept the minutes as written. All Trustees voted aye.

A discussion of potential new hookups in the West Bridge area took place. Kathy Wahl noted that 2 of the recently constructed homes were both outside of the District boundaries and over 200' from any main sewer line. Ken Hier suggested that the prospect of annexation be investigated. Jerry McNeary will check the statutes and report back to the Board.

The upcoming Trustee vacancy due to the expiration of the term of Trustee Kathy Wahl was discussed. A motion was made by Ken Hier and seconded by Al Merkel instructing Deputy Clerk Jeff Moench to give Notice of Trustee Vacancy to be published in the legal notices section of the American News. All Trustees voted aye. Petitions may be filed no earlier than November 30, 2007 and no later than December 19, 2007. The election, if necessary, will be held on January 8, 2008.

Jeff Moench distributed a P&L and Balance Sheet as of October 31, 2007 to the Trustees. A discussion of said documents ensued. A motion was made by Kathy Wahl and seconded by Ken Hier to accept the October P&L and Balance Sheet as presented. All Trustees voted aye.

A discussion of current monthly user fees and rising overhead and operating costs took place. A motion was made by Kathy Wahl and seconded by Ken Hier to increase the monthly user fee rate by \$7 effective January 1, 2008. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Kathy Wahl and seconded by Al Merkel to adjourn at 7:51 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
December 13, 2007

Present: Trustees Kathy Wahl, Al Merkel and Ken Hier

Also present: Jeff Moench and Jerry McNeary

Absent: Andy Van Steenwyk

Call to Order: The December Board Meeting of the Richmond Lake Sanitary District was called to order at 6:13 p.m. by Kathy Wahl.

Approval of Minutes: Minutes from the November 8, 2007 Meeting were read. A motion was made by Ken Hier and seconded by Al Merkel to accept the minutes as written. All Trustees voted aye.

Ken Hier reported that he had been informed by Hugh Dahme of Dahme Construction that the work area near 379937 North Shore drive had been covered up and that the necessary repair work would take place in the spring.

Kathy Wahl read a proposal for legal representation received from attorney Jerry McNeary. The new proposed rate would be \$135.00 per hour plus all out of pocket costs and expenses. The District would be billed for all time spent on its business including the monthly meetings. A motion was made by Kathy Wahl and seconded by Ken Hier to accept said proposal as presented. All Trustees voted aye.

Jerry McNeary informed the Board that a Resolution would be required in order for the District to annex adjacent property. Kathy Wahl stated that Maxine at the Brown County Treasurer's office would provide the District with an updated list of current properties, property owners and District Boundaries in January or February.

A first reading and discussion of Ordinance 07-2 took place. A second reading will take place after the required timeframe has elapsed.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Ken Hier and seconded by Al Merkel that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed a P&L and Balance Sheet as of November 30, 2007 to the Trustees. A discussion of said documents ensued. A motion was made by Kathy Wahl and seconded by Ken Hier to accept the November P&L and Balance Sheet as presented. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Ken Hier and seconded by Kathy Wahl to adjourn at 8:19 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Special Meeting  
December 19, 2007

Present: Trustees Kathy Wahl, Al Merkel and Ken Hier

Also present: Jeff Moench and Jerry McNeary

Call to Order: The December 19 Special Meeting of the Richmond Lake Sanitary District was called to order at 6:00 p.m. by Kathy Wahl.

A second reading of Ordinance 07-2 took place. A motion was made by Kathy Wahl and seconded by Ken Hier to accept the ordinance as written. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Ken Hier and seconded by Kathy Wahl to adjourn at 6:15 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
January 9, 2008

Present: Trustees Al Merkel and Ken Hier

Also present: Jeff Moench and Jerry McNeary

Absent: Kathy Wahl and Andy Van Steenwyk

Call to Order: The January Board Meeting of the Richmond Lake Sanitary District was called to order at 6:10 p.m. by Al Merkel.

Approval of Minutes: Minutes from the December 13, 2007 Meeting were read. A motion was made by Ken Hier and seconded by Al Merkel to accept the minutes as written. All Trustees voted aye. Minutes from the December 19, 2007 Special Meeting were read. A motion was made by Ken Hier and seconded by Al Merkel to accept the minutes as written. All Trustees voted aye.

A letter was presented to the Board by Jerry McNeary regarding annexation of property adjacent to the District boundaries. A discussion took place regarding property recently developed and/or connected to the sewer system. Jerry will investigate the annexation process further and report back to the Board.

Jeff Moench informed the board that he had accepted a full time position with Eide Bailly, LLP and would begin employment with the firm on January 14, 2008. He stated that he would no longer be able to offer the District accounting services as an independent contractor but suggested the possibility of offering similar accounting services through Eide Bailly. No action was taken by the Board.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Ken Hier and seconded by Al Merkel that all bills with the exception of invoice #0014-2368272 from Running's Supply, Inc be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed a P&L and Balance Sheet as of December 31, 2007 to the Trustees. A discussion of said documents ensued. A motion was made by Ken Hier and seconded by Al Merkel to accept the December P&L and Balance Sheet as presented. All Trustees voted aye.

Kathy Wahl was the only party to present a nominating petition on her own behalf, therefore a formal election was not necessary and she was declared winner of the Trustee position election. A Motion was made by Ken Hier and seconded by Al Merkel authorizing Deputy Clerk Jeff Moench to certify Kathy's election. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Ken Hier and seconded by Al Merkel to adjourn at 7:10 p.m. All Trustees voted aye.



February 14, 2008

Present: Kathy Wahl, Al Merkel, and Ken Hier

Also present; Jerry McNeary, Andy Van Steenwyk, and Holly Engelhart

Call to Order: Kathy Wahl called The February Board Meeting of the Richmond Lake Sanitary District to order at 6:05 p.m.

Approval of minutes: Minutes from the January 9, 2008 meeting were read. A motion was made by Ken Hier and seconded by Al Merkel to accept the minutes as written. All Trustees voted aye.

Holly Engelhart presented a proposal from EideBailly regarding accounting and audit work. It was dully noted that as Jeff Moench is now a full-time employee of Eide Bailly he no longer would be working independently for the District. Jeff may continue to work for the District, as an employee of EideBailly to do the accounting and certain precautions will be taken to maintain an independent standing for further audits. The year 2007 & 2008 audit however, will have to be done by another firm. (Holly is researching to find another firm to perform the audit.) EideBailly will perform all current accounting and bookkeeping for the District at a cost of \$1,500.00 per month. Ken Hier made a motion to hire Eide Bailly through March 31, 2008 and thereafter on a monthly basis for purpose of interviewing a possible bookkeeper for the District. Al Merkel seconded motion. All Trustees voted aye.

Full discussion took place with Andy Van Steenwyk of Sewer Duck regarding the Tracy Lieberman property. It was noted that an electrical problem with the control box was causing a problem within the household wiring and the electricity bill was very high as many extra kilowatts were being consumed. Andy Van Steenwyk was given permission to hire Muth Electric to check the electrical wiring and change the control panel if necessary.

Andy Van Steenwyk discussed information regarding auxiliary pump installation at the main lift stations. Information and costs were presented. Info was tabled for further discussion and action.

Kathy Wahl presented discussion to the Board for renewal of CDs. Ken made motion to buy new CD from institution with highest interest rates with maximum 13-month renewal. Kathy will research. Al Merkel seconded motion. All Trustees voted aye.

Septic Tank Replacement Fees for customers with 2 user fee accounts was discussed. Talks were tabled for further discussion after Jerry McNeary researches ordinance.

Full discussion of P&L and Balance Sheets took place. Ken Hier made motion and motion was seconded by Al Merkel to accept statements. All Trustees voted aye.

Trustees reviewed monthly bills presented. Ken Hier made motion to approve all bills. Kathy Wahl seconded motion. Two (2) Trustees will sign all checks. All Trustees voted aye.

Discussion took place regarding the resignation of Al Merkel effective May 1, 2008. A replacement for Trustee will be conducted, approved, and appointed.

There being no further business to come before the Board, a motion was made by Ken Hier and seconded by Al Merkel to adjourn at 8:35 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
March 13, 2008

Present: Trustees Kathy Wahl and Al Merkel

Also present: Jeff Moench, Jerry McNearly and Andy Van Steenwyk

Absent: Ken Hier

Call to Order: The March Board Meeting of the Richmond Lake Sanitary District was called to order at 6:05 p.m. by Kathy Wahl.

Approval of Minutes: Minutes from the February 14, 2008 Meeting were read. Jeff Moench noted that the monthly fee charged by Eide Bailly for accounting services is \$1,700.00 rather than \$1,500.00. A motion was made by Al Merkel and seconded by Kathy Wahl to accept the minutes as so corrected. All Trustees voted aye.

Andy Van Steenwyk submitted the monthly work report from Sewer Duck. Andy informed the Board that Sewer Duck had recently replaced a pump at the Hanson property on Richmond Lane and it was subsequently determined that a blockage exists somewhere in one of the lines that is affecting not only the Hanson residence but also the two adjacent properties. Sewer Duck is monitoring the situation. He added that the electrical issue at the Tracy Leberman property had been resolved. Andy also reported on the status of several issues listed on the Old Business report. Kathy Wahl inquired about the removal of the pump and control panel on the vacant lot south of the Tom Badger property. Andy will look into it.

Kathy Wahl reported that the District's application for a new discharge permit had been acknowledged and is being processed. She also reported that the District had received notification from the Department of Environment and Natural Resources regarding its being an award winner for excellence in wastewater management. Jerry McNearly will submit to the American News for publication.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Kathy Wahl and seconded by Al Merkel that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed a Statement of Net Assets and YTD and Monthly Statements of Revenues, Expenses and Changes in Net Assets as of February 29, 2008 to the Trustees. A discussion of said documents ensued. A motion was made by Kathy Wahl and seconded by Al Merkel to accept the statements as presented. All Trustees voted aye.

Kathy Wahl reported that customer Bill Welk had informed her that he would not be settling his past due debt service and user fee balances until such time as his attorney instructs him to do so, due to the District's inability to produce a signed contract between himself and the District for said fees. Jerry McNearly informed the Board that no formal contract exists between the District and any of its customers. The state statutes authorize the formation of sanitary districts and give such districts the authority to charge fees to customers within its boundaries for its maintenance. Further collection action will be taken.

There being no further business to come before the Board, a motion was made by Kathy Wahl and seconded by Al Merkel to adjourn at 6:55 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
April 10, 2008

Present: Trustees Kathy Wahl, Al Merkel & Ken Hier

Also present: Jeff Moench, Jerry McNeary, Andy Van Steenwyk and Lanny Wahl

Call to Order: The April Board Meeting of the Richmond Lake Sanitary District was called to order at 6:05 p.m. by Kathy Wahl.

Approval of Minutes: Minutes from the March 13, 2008 Meeting were read. A motion was made by Ken Hier and seconded by Al Merkel to accept the minutes as written. All Trustees voted aye.

Andy Van Steenwyk submitted the monthly work report from Sewer Duck. Andy reported that the blockage problem at the Eric Hanson and adjacent properties on Richmond Lane persists. Sewer Duck is pumping the affected septic tanks as needed. Ken Hier requested that Andy obtain a copy of the proposed construction plan for the area. No further action was taken.

Kathy Wahl presented a solicitation from the Department of Environment and Natural Resources regarding joining the newly formed South Dakota Water/Wastewater Agency Response Network. The Board requested that legal counsel Jerry McNeary look over the documents. No further action was taken.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Kathy Wahl and seconded by Al Merkel that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed a Statement of Net Assets and YTD and Monthly Statements of Revenues, Expenses and Changes in Net Assets as of March 31, 2008 to the Trustees. A discussion of said documents ensued. A motion was made by Kathy Wahl and seconded by Ken Hier to accept the statements as presented. All Trustees voted aye.

A discussion of the District's cash surplus took place. A motion was made by Ken Hier and seconded by Al Merkel authorizing Jeff Moench to move \$50,000.00 from the Dacotah Bank Depreciation Account #3960 into a 19-month Certificate of Deposit at same bank. All Trustees voted aye.

A full discussion of the District's Old Business list took place. Several items were updated, added and/or deleted. Jerry McNeary will investigate the possible drafting of an ordinance to clarify the District's position regarding customers with two User Fee accounts who are also paying two Septic Tank Replacement Fees. No further action was taken.

A discussion of the District's Small Community Planning Grant study took place. Ken will inquire with Jay at Helms Engineering regarding its status.

Andy informed the Board that Sandra Heupel had inquired about the possibility of using one of the 2 recently abandoned septic tanks located on their property on East Shore Drive to service a newly constructed home at that same location. Ken Hier noted that the Board would want to ascertain the condition of said tanks before a determination could be made regarding their usability. No further action was taken.

There being no further business to come before the Board, a motion was made by Ken Hier and seconded by Kathy Wahl to adjourn at 7:45 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
May 8, 2008

Present: Trustees Kathy Wahl & Ken Hier

Also present: Bill Kriesel, Jeff Moench, Jerry McNeary, Andy Van Steenwyk and Bill Welk

Call to Order: The May Board Meeting of the Richmond Lake Sanitary District was called to order at 6:00 p.m. by Kathy Wahl.

Approval of Minutes: Minutes from the April 10, 2008 Meeting were read. A motion was made by Ken Hier and seconded by Kathy Wahl to accept the minutes as written. All Trustees voted aye.

Customer Bill Welk requested that the Board consider making an adjustment to his User Fee account for a period between 1999 and 2004 during which he was charged the commercial rate but was zoned as "residential non-conforming" and, according to Bill, was not operating a business on his property. Bill also claimed that the tanks on his property have never been pumped by the District. Andy Van Steenwyk of Sewer Duck noted that the tanks would have been periodically pumped by Sewer Duck had Bill shown them their exact location, per their request, as they are buried under a gravel parking lot and are not readily accessible. Bill also raised other issues including his displeasure with being assessed a Septic Tank Replacement Fee as well as the increased User Fee rates. No action was taken at this time regarding adjusting his account.

Jerry McNeary noted that according to District resolution either one of two qualifications would make the commercial User Fee rate applicable: (1) customer is operating an establishment such as a bar, restaurant, etc on the property, or (2) the customer's water usage is at least 7,000 gallons per month.

Kathy Wahl made a motion to appoint Bill Kriesel as Trustee for the balance of Al Merkel's term. Motion was seconded by Ken Hier. All Trustees voted aye.

A discussion of the Board Presidency took place. A motion was made by Kathy Wahl to appoint Ken Hier as acting President. Motion was seconded by Bill Kriesel. All Trustees voted aye. Effective immediately Ken Hier will be the President of the Richmond Lake Sanitary District Board of Trustees.

Andy Van Steenwyk submitted the monthly work report from Sewer Duck. Andy reported that there was no longer a blockage problem at the Eric Hanson and adjacent properties on Richmond Lane. A discussion also took place regarding deviations from the approved construction plans for the Rusty Merkel Subdivision. No further action was taken.

Kathy Wahl reported that the District had received a lien waiver request from Home Federal Bank for the fees charged by the District related to the hookup at the Ken & Diane Cartney residence. Jeff Moench informed the Board that the Cartneys had paid said charges in full. A motion was made by Ken Hier and seconded by Kathy Wahl that said lien waiver be signed by a Trustee. All Trustees voted aye.

Jerry McNeary reported on the solicitation received from the Department of Environment and Natural Resources regarding joining the newly formed South Dakota Water/Wastewater Agency Response Network. Jerry was concerned with insurance requirements outlined in the document and recommended that the matter be discussed with the District's insurance carrier. No further action was taken.

A discussion took place regarding the installation of backup pumps in the main lift stations as well as the rip-rap project at the lagoons. Ken reported that he had received no new information from Helms Engineering regarding the status of the District's Small Community Planning Grant study. No further action was taken.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Ken Hier and seconded by Kathy Wahl that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed a Statement of Net Assets and YTD and Monthly Statements of Revenues, Expenses and Changes in Net Assets as of April 30, 2008 to the Trustees. A discussion of said documents ensued. A motion was made by Ken Hier and seconded by Bill Kriesel to accept the statements as presented. All Trustees voted aye.

Jeff Moench inquired as to whether the Board was intending to undergo an audit of its 2007 financial statements. The Board requested that Jeff report back to them regarding requirements and estimated costs. No further action was taken.

There being no further business to come before the Board, a motion was made by Bill Kriesel and seconded by Ken Hier to adjourn at 8:30 p.m. All Trustees voted aye.



Minutes of the  
Richmond Lake Sanitary District Meeting  
June 12, 2008

Present: Trustees Ken Hier, Kathy Wahl & Bill Kriesel

Also present: Jeff Moench, Jerry McNeary, Andy Van Steenwyk, Sally Swanson, Don Eimers and Bill Welk

Call to Order: The June Board Meeting of the Richmond Lake Sanitary District was called to order at 6:05 p.m. by Ken Hier.

Approval of Minutes: Minutes from the May 8, 2008 Meeting were read. A motion was made by Ken Hier and seconded by Kathy Wahl to accept the minutes as written. All Trustees voted aye.

Andy Van Steenwyk submitted the monthly work report from Sewer Duck. Andy suggested that in the future Sewer Duck leave some sort of evidence on the premises to alert customers to the fact that their septic tank had been recently pumped. A motion was made by Kathy Wahl and seconded by Ken Hier authorizing Sewer Duck to leave printed notification - at the District's cost - at each residence upon completion of septic tank pumping. All Trustees voted aye. Ken Hier expressed concern that waste not originating in the District was being disposed of into the District sewer cells. Andy assured the Board that he would communicate to all Sewer Duck employees that this practice should be discontinued.

Kathy Wahl reported that customer Bob Hilgemann, who on February 29, 2008 closed on the property formerly owned by Vaughn Kary, was requesting that the District pay a portion of a bill that he had received from Sewer Duck for septic tank pumping and raising sewer cleanouts at his request. A motion was made by Kathy Wahl and seconded by Ken Hier that the District would refrain from paying any portion of said bill at this time. All Trustees voted aye.

Customer Sally Swanson inquired as to the status of the proposed repair of the leaking fiberglass pump pit at 126641 East Shore Dr. Sewer Duck will follow up and report back to the Board.

Customer Bill Welk informed the Board that several Richmond Lake residents had expressed to him a desire to have the Richmond Lake Sanitary District Board meetings moved back to the Richmond Lake Oasis and possibly held in conjunction with the Richmond Lake Association meetings. Ken Hier expressed concern regarding the noise factor at the Oasis and his feeling that the atmosphere is not conducive to conducting the District's business. No action was taken.

A motion was made by Kathy Wahl and seconded by Bill Kriesel to accept the quote received from Dakota Pump and Control for installation of secondary pumps at the West Shore, East Shore and Spillway Drive main lift stations. All Trustees voted aye. A motion was made by Bill Kriesel and seconded by Kathy Wahl to accept the annual inspection agreement received from Dakota Pump and Control for the four main lift stations at a total cost of \$850.00. All Trustees voted aye.

Jerry McNeary informed the Board that in order to proceed with an expansion of the District boundaries the accuracy of the current maps would need to be verified. Maxine Taylor with the Brown County auditor's office requested that the District form a committee to assist in the process. No further action was taken.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Kathy Wahl and seconded by Bill Kriesel that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed a Statement of Net Assets and YTD and Monthly Statements of Revenues, Expenses and Changes in Net Assets as of May 31, 2008 to the Trustees. A discussion of said documents ensued. A motion was made by Ken Hier and seconded by Bill Kriesel to accept the statements as presented. All Trustees voted aye. Jeff also informed the Board that if the District was to undergo an audit of its 2007 financial statements a "Yellow Book" audit would be required, i.e., an audit performed in accordance with Governmental Auditing Standards. A motion was made by Kathy Wahl and seconded by Bill Kriesel that the District would proceed with an audit of its 2007 financial statements to be performed by Ketel Thorstensen of Rapid City, SD with assistance from Eide Bailly of Aberdeen. All Trustees voted aye.

A full discussion of the District's old business list took place. Kathy will contact Dahme Construction regarding item numbers 1 and 8 from the list. No further action was taken.

There being no further business to come before the Board, a motion was made by Kathy Wahl and seconded by Bill Kriesel to adjourn at 9:25 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
July 10, 2008

Present: Trustees Ken Hier, Kathy Wahl & Bill Kriesel

Also present: Jeff Moench, Jerry McNeary, Jeff Goldade, Jeanne Campbell & Todd Campbell.

Call to Order: The July Board Meeting of the Richmond Lake Sanitary District was called to order at 6:00 p.m. by Ken Hier.

Approval of Minutes: Minutes from the June 12, 2008 Meeting were read. A motion was made by Bill Kriesel and seconded by Kathy Wahl to accept the minutes as written. All Trustees voted aye.

Customer Jeanne Campbell and her son Todd were present to discuss the Campbell property being assessed two full monthly user fees. Todd proposed a 50% reduction in the 2nd set of fees due to the fact that the 2nd residence is used only seasonally. Todd also requested clarification regarding whether or not the septic tank fees being charged are tied to the number of tanks on the property or whether they are tied to the number of residences on the property. Ken suggested that Todd be forwarded a copy of the septic tank fee ordinance. No further action was taken.

Jeff Goldade submitted the monthly work report from Sewer Duck. Jeff reported that he was working to rectify the discrepancy in the control panel inventory. He also stated that in order to perform the air release valve inspection and maintenance requested by the board he would need to purchase parts. Ken noted that he would like to investigate changing to a different system. No further action was taken.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Ken Hier and seconded by Bill Kriesel that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed a Statement of Net Assets and YTD and Monthly Statements of Revenues, Expenses and Changes in Net Assets as of June 30, 2008 to the Trustees. A discussion of said documents ensued. A motion was made by Ken Hier and seconded by Kathy Wahl to accept the statements as presented. All Trustees voted aye.

After a full discussion regarding the district's audit requirements, a motion was made by Ken Hier and seconded by Bill Kriesel to rescind the June 12 vote to proceed with an audit of the district's 2007 financial statements. All Trustees voted aye.

A discussion of the District's old business list took place. Several items were removed from the list. Jerry noted that prior to demanding hookup fee payment on the Erhardt property the district would need to annex the property or otherwise formally request to provide service to the residence. No further action was taken.

There being no further business to come before the Board, a motion was made by Ken Hier and seconded by Bill Kriesel to adjourn at 9:10 p.m. All Trustees voted aye.

August 14, 2008

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Don Eimers, Marvin Fandrich, and Bob Babcock

Absent: Jerry McNeary

Ken brought meeting to order at 6:05 p.m. Minutes of July 28, 2008 were read. Bill made motion to accept minutes and Ken 2<sup>nd</sup> motion. All Trustees voted aye.

Trustee Kathy Wahl discussed a letter from Alan Kinder with the Board. Mr. Kinder felt he should not have to pay for a line cleaning from his house to the tank. Jeff Goldade will discuss with Mr. Kinder, as this is not the District's property.

Jeff Goldade asked that the District appoint an electrician to do installation of power to control panel so all installations are done correctly. The District has to have power re-worked because of mistakes. Discussion ensued and Ken made motion to give exclusive installation to Muth Electric as they do much of the installation and re-work. Bill seconded motion. All Trustees voted aye. Jeff will get a bid from Muth Electric for a price for installation to include pump, panel and electrician fee for hook-up.

Hook-up of Erhart property was discussed. Trustees agreed that as soon as the property is brought into the District, Mr. Erhart would have to hook up. He will be given 30 days ~~for~~ balance due in full and hook-up fees after installation.

Discussion of new maps for locates was discussed with Bob Babcock of Helms Engineering. Helms staff and Jeff will work on this. Jeff will give the District a bid for using the GPS locator to do this. Work will take place later in year when construction season is over.

Discussion with Bob Babcock of Helms Engineering included the need for an agreement to do study and an outline of items to go into study. Bob will need the hours on the lift stations for the last three years – do not need to calibrate stations, the number of hook-ups since initial construction in 1998 and 1999, and the current rate structure.

Discussion and first reading of Ordinance 08-01 took place. Ken made motion for a 1<sup>st</sup> reading of Ordinance 08-01. Bill seconded motion. All Trustees voted aye.

Kathy made motion to place a lien against all property owners who are more than 90 days past due. Bill seconded motion. All Trustees voted aye.

Discussion of bills took place. Ken made motion to pay all bills as approved. Bill seconded motion. All bills presented were paid.

Ken made motion to adjourn meeting at 9:20 p.m. Bill seconded motion. All trustees voted aye. Meeting was adjourned.

August 25, 2008

Present; Ken Hier, Kathy Wahl, and Bill Kriesel

Ken brought meeting to order at 6:00 p.m.

Full discussion for second reading of Ordinance 08-01 was discussed. Ken Hier made motion to accept Ordinance 08-01. Bill Kriesel seconded motion. All Trustees voted aye. Kathy will give Ordinance 08-01 to Attorney Jerry McNeary for publication and a copy to Maxine Taylor at Assessor's Office in Brown County.

Full discussion of placing a tax lien against the following people were discussed. Bill Welk, Dana and Robin Mohr, and David & Lidwina Murray. Ken made motion to place a lien on the said properties. Bill Kriesel seconded motion. All Trustees voted aye. Liens will be placed to Maxine Taylor in Brown County Assessor's office.

Ken made motion to adjourn meeting at 6:30 p.m. Kathy Wahl seconded motion. All Trustees voted aye. Meeting was adjourned at 6:30 p.m.

Minutes of the  
Richmond Lake Sanitary District Meeting  
September 10, 2008

Present: Trustees Ken Hier, Kathy Wahl & Bill Kriesel

Also present: Jeff Moench & Jerry McNeary

Call to Order: The September Board Meeting of the Richmond Lake Sanitary District was called to order at 6:00 p.m. by Ken Hier.

Approval of Minutes: Minutes from the August 14, 2008 Meeting were read. A motion was made by Bill Kriesel and seconded by Kathy Wahl to accept the minutes as written. All Trustees voted aye. Minutes from the August 25, 2008 Special Meeting were read. A motion was made by Kathy Wahl and seconded by Bill Kriesel to accept the minutes as written. All Trustees voted aye.

Jeff Moench distributed a Statement of Net Assets and YTD and Monthly Statements of Revenues, Expenses and Changes in Net Assets as of July 31, 2008 to the Trustees. A discussion of said documents ensued. A motion was made by Ken Hier and seconded by Kathy Wahl to accept the statements as presented. All Trustees voted aye.

A full discussion of future hookups at Mid-states Developers properties took place. Ken Hier suggested that Jerry McNeary send a letter to Mid-states Developers that would outline all applicable costs related to connecting to the sewer system and containing language stipulating that all design plans be drawn by an engineer and approved by the District's engineer. Costs to be billed to the homeowner by the District would include a flat \$2,500.00 hookup fee and an additional flat \$3,000.00 maintenance fee. The homeowner would also provide a pump pit and septic tank at its own cost. Jerry will draft a new ordinance to this effect to be presented at a future Board meeting.

A discussion of future services to be provided by Eide Bailly took place. The Board determined that Clerk Kathy Wahl would take the meeting minutes and prepare them for presentation to the Board beginning in October. Kathy will also prepare the 2009 customer payment coupons and deliver them to a mailing service for distribution. A motion was made by Kathy Wahl and seconded by Bill Kriesel to convert from monthly to quarterly financial statements. All trustees voted aye. Jeff Moench will present an Engagement Letter for the calendar year 2009 at the October Board meeting.

Kathy Wahl informed the Board that Jeff Goldade had contacted her regarding his concern that Sewer Duck is consistently spending approximately 30 hours per month more than the total monthly "contracted hours" on the District's maintenance. Jerry McNeary will refer to the contract to determine how the parties are to proceed under these circumstances and report back to the Board.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Ken Hier and seconded by Bill Kriesel that all bills be approved and checks signed by two (2) Trustees. All Trustees voted aye.

A discussion of the District's upcoming elections took place. Jerry stated that he would make the necessary preparations.

A discussion of the District's old business list took place. Ken requested that Jerry prepare an amendment to the ordinance authorizing the collection of septic tank replacement fees. Said fees should be tied to the number of septic tanks on a property as opposed to the number of residences. The Board is also considering a reduced monthly service fee for secondary residences. No further action was taken.

There being no further business to come before the Board, a motion was made by Ken Hier and seconded by Bill Kriesel to adjourn at 9:10 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
October 9, 2008

Present: Trustees Ken Hier, Kathy Wahl & Bill Kriesel

Also present: Jeff Moench, Jerry McNeary, Jeff Goldade, Steve Mauk, Lanny Wahl, Dan Kolb, Marlys Brick, Don Quenzer, Sandy Quenzer and Steve Benning.

Call to Order: The October Board Meeting of the Richmond Lake Sanitary District was called to order at 6:00 p.m. by Ken Hier.

Approval of Minutes: Minutes from the September 10, 2008 Meeting were read. A motion was made by Bill Kriesel and seconded by Ken Hier to accept the minutes as written. All Trustees voted aye.

Customers Dan Kolb, Marlys Brick, Don Quenzer and Sandy Quenzer inquired as to when their debt service obligations would be fulfilled. Customers did not recall being informed of the additional debt service assessment related to Phase II of the sewer system construction. Kathy Wahl stated that a letter was mailed to all customers detailing the increase of \$1,092.00 to their indebtedness. Kathy will distribute a copy of the letter to interested parties. No further action was taken.

Customers Don and Sandy Quenzer inquired as to the records related to septic tank pumping. Their understanding was that their tank would be pumped every 3 years. Jeff Goldade explained that the current standard procedure is that tanks are to be pumped once every 4 years by Sewer Duck.

Customer Steve Benning stated that sewage had backed up into his residence on two separate occasions within approximately one week of moving into the home. He stated that the tank was subsequently pumped and that he has had no problems in the following two week period. Jeff Goldade reported that Sewer Duck had determined that there is a sag in the sewer line between the house and the tank. Jeff also noted that the inside plumbing at the residence was constructed incorrectly. Ken Hier stated that the District's insurance company would make a determination of liability after they are provided with all of the relevant documentation. No further action was taken.

Customer Dan Kolb expressed concern that the lift station located at his residence is located in a low area where water tends to accumulate. Jeff Goldade stated that he would look into installing a grade ring to the top of the tank.

A full discussion of Sewer Duck's tank pumping procedures took place. Jeff Goldade stated that Sewer Duck would be pumping approximately 40 septic tanks on East Shore Drive in the coming months.

Jeff Moench distributed a Statement of Net Assets and YTD and Monthly Statements of Revenues, Expenses and Changes in Net Assets as of August 31, 2008 to the Trustees. A discussion of said documents ensued. A motion was made by Kathy Wahl and seconded by Bill Kriesel to accept the statements as presented. All Trustees voted aye.



The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Bill Kriesel and seconded by Kathy Wahl that all bills be approved with the exception of invoice #9115 from Sewer Duck and checks be prepared by Eide Bailly and mailed to the District office for signature. All Trustees voted aye.

A discussion of the District's upcoming elections took place. Jerry stated that the elections would take place on December 9, 2008 and that nominating petitions could be submitted during the period beginning on October 30, 2008 and ending on November 19, 2008. A motion was made by Bill Kriesel and seconded by Kathy Wahl instructing legal counsel to draft and have published a Notice of Trustee Vacancy. All Trustees voted aye.

A discussion of the District's old business list took place. Jerry stated that it is questionable whether or not an ordinance exists that clearly authorizes the imposition of an additional user fee for certain secondary structures at a particular address. A motion was made by Kathy Wahl and seconded by Bill Kriesel that a resolution be drafted to abolish all user fee assessments on secondary structures located at an address where user fees are already being assessed on the primary residence. All Trustees voted aye. Two items were added to the list to be carried out by Sewer Duck: (1) calibrate lift stations, and (2) order door tags to serve the purpose of alerting customers to recent maintenance performed at their residence. No further action was taken.

There being no further business to come before the Board, a motion was made by Ken Hier and seconded by Bill Kriesel to adjourn at 9:20 p.m. All Trustees voted aye.

November 13, 2008

Present: Trustees Ken Hier, Kathy Wahl, & Bill Kriesel

Also present: Jerry McNeary and Jeff Goldade

Absent: Jeff Moench

Call to Order: The November Board Meeting of the Richmond Lake Sanitary District was called to order at 6:05 p.m. by Ken Hier.

Approval of Minutes: Minutes from the October 9, 2008 meeting were read. A motion was made by Bill Kriesel and seconded by Ken Hier to accept the minutes as written. All Trustees voted aye.

Jeff Goldade of Sewer Duck advised Trustees of a change of plans to pump West Shore Drive, not East Shore Drive

Ken advised Jeff Goldade of plan for Midstates Homes development area. Trustees discussed plan. No action was taken at this time because of plan revisions.

Discussed sewer smell reported by Craig McFarland. Jeff suggested putting an activated charcoal cap on sewer vent. Problems can also result in winter if vent freezes up.

Jeff Goldade and Steve Moch will work with Jeff Moench regarding end-of-year inventory counts.

Trustees discussed Steve Banning bill that he submitted for repair and replacement. Bill made motion to send bill to insurance company. Ken seconded motion. All Trustees voted aye.

Kathy presented Board with letter of Confirmation of Services from EideBailly. Kathy made motion to accept letter. Bill seconded motion. All Trustees voted aye.

Jerry McNeary presented Trustees with proposed ordinance 08-02 and a letter to customers. Trustees discussed ordinance and letter. First reading was tabled to December meeting.

Jerry McNeary presented Trustees letter to Brad Hoffman of Mid-State Homes. Trustees discussed letter which includes hook-up fees, proposed plan for sewer facilities and an easement. Letter will be sent to Mr. Hoffman for his consideration and action.

Kathy Wahl presented Trustees with notice of maturity of CD at Dakota Bank. Jerry McNeary will shop for better rates than what is currently being offered.

Full discussion of monthly bills took place. Ken made motion to hold payment of bill for Beckler Construction and MMI for further clarification. Bill made motion and Ken seconded motion for approval of payment of all other bills. All Trustees voted aye.

Full discussion took place regarding the Richmond Lane easements. Jerry McNeary will send a letter to Rusty Merkel stating no more sewer hook-ups will be granted in that development until easements are received for current residents.

Full discussion of Accountant's Report took place. Ken made motion to accept report. Kathy seconded motion. All Trustees voted aye.

Full discussion of old business took place (see attached list). Jeff Goldade and Steve Moch are working on list of work yet to be finished.

There being no further business to come before the Board, Bill Kriesel made motion to adjourn at 9:35 p.m. Kathy seconded motion. All Trustees voted aye.

December 11, 2008

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary, Jay Koch, Steve Much, and Gordon & Jean Campbell

Call to order: Meeting was called to order at 6:02 p.m.

Approval of Minutes: Kathy read minutes of meeting dated November 13, 2008. Ken made change to minutes – Craig McFarland suggested installing a sewer vent. Bill made motion to accept minutes with change. Ken seconded motion. All Trustees voted aye.

Steve Mauk reported B&B can repair leak by Kriesel in about one month. Steve also distributed a list of calibrated lift stations.

Bill from Beckler Construction was discussed. Steve Mauk reported they were not cleared to dig and therefore advised the Board not to pay the bill. Ken made motion to not pay bill from Beckler Construction. Bill seconded motion. All Trustees voted aye.

Jay Koch reported he is looking for money for rep-wrap project from Economic Stimulus package. He will also get RLSD on state water plan. He will talk to Ted at Necog.

Helms Engineering will issue an engineering report. Bill made motion. Kathy seconded motion. All Trustees voted aye.

Kathy made motion to authorize Helms Engineering to draw up service installation bid package. Bill seconded motion. All Trustees voted aye.

Full discussion took place regarding bills. Bill made motion to approve bills with an except for bills from Sewer Duck to be discussed in full under separate motion. Ken seconded motion. All Trustees voted aye.

Ken made motion and Bill seconded motion to approve monthly service fee of \$4,000.00 to Sewer Duck. Invoices totaling \$1,025.00 will need to be revised and will then be paid when revisions are made.

Jerry advised Board that 2 nominating petitions were filed. Jarrett Smith and Ken Hier. Upon receiving, Brown County Auditor inspection and review of petitions and on advice of Secretary of State and our legal council be it resolved petition of Jarrett Smith is deemed to be invalid for lack of required voter signatures. Kathy made motion and Ken seconded motion to accept decision. All Trustees voted aye.

Jerry advised Board Ken Hier will be the Trustee for the next three years, beginning January 1, 2009. Bill nominated Ken for President. Kathy seconded nomination.

1<sup>st</sup> reading of Ordinance 08-02 took place. Ken made motion to approve ordinance. Bill seconded motion. All Trustees voted aye.

Jerry presented letter for new property owners. Discussion was tabled to next meeting.

Jerry will write a letter to Craig McFarland advising him the District will not be installing a sewer vent

There being no further business for discussion, Bill made motion to adjourn meeting at 9:40 p.m. Kathy seconded motion. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
January 8, 2009

Present: Trustees Ken Hier & Bill Kriesel

Also present: Jeff Moench, Jerry McNeary & Steve Mauk

Absent: Trustee Kathy Wahl

Call to Order: The January Board Meeting of the Richmond Lake Sanitary District was called to order at 6:00 p.m. by Ken Hier.

Approval of Minutes: Minutes from the December 11, 2008 Meeting were read. Several corrections were noted. A motion was made by Ken Hier and seconded by Bill Kriesel to accept the minutes as so corrected. All Trustees voted aye.

A full discussion of Sewer Duck's monthly report took place. Jerry McNeary requested copies of all reports for the calendar year 2008 and also requested that future reports contain the breakdown of the hour-per-month line items as per the 5 categories defined in the maintenance contract. Steve Mauk reported to the Board that the costs of purchasing 6" and 12" grade rings are \$198.00 and \$237.00 respectively. A motion was made by Ken Hier and seconded by Bill Kriesel authorizing Steve to purchase two 6" grade rings and one 12" grade ring on behalf of the District. All Trustees voted aye.

A 2<sup>nd</sup> reading of Ordinance 08-02 took place. A motion was made by Bill Kriesel and seconded by Ken Hier to approve Ordinance 08-02 as written. All Trustees voted aye.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Ken Hier and seconded by Bill Kriesel that all bills be approved to include #'s 71, 72, 9160 & 9522 from Sewer Duck (but not to include any related finance charges) and checks signed by two (2) Trustees. All Trustees voted aye.

Jeff Moench distributed a Statement of Net Assets and YTD and Monthly Statements of Revenues, Expenses and Changes in Net Assets as of November 30, 2008 to the Trustees. A discussion of said documents ensued. A motion was made by Ken Hier and seconded by Bill Kriesel to accept the statements as presented. All Trustees voted aye.

Ken Hier requested that Jeff forward a current proposal to the Board for audit of the District's 2007 and 2008 financial statements.

A discussion of property development inside of the District boundaries took place. A motion was made by Ken Hier and seconded by Bill Kriesel authorizing Jerry McNeary to employ personnel to perform title searches for all easements pertaining to Prairie Lake Subdivisions. All Trustees voted aye.

There being no further business to come before the Board, a motion was made by Ken Hier and seconded by Bill Kriesel to adjourn at 9:30 p.m. All Trustees voted aye.

The monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Bill Kriesel and seconded by Kathy Wahl that all bills be approved with the exception of invoice #9115 from Sewer Duck and checks be prepared by Eide Bailly and mailed to the District office for signature. All Trustees voted aye.

A discussion of the District's upcoming elections took place. Jerry stated that the elections would take place on December 9, 2008 and that nominating petitions could be submitted during the period beginning on October 30, 2008 and ending on November 19, 2008. A motion was made by Bill Kriesel and seconded by Kathy Wahl instructing legal counsel to draft and have published a Notice of Trustee Vacancy. All Trustees voted aye.

A discussion of the District's old business list took place. Jerry stated that it is questionable whether or not an ordinance exists that clearly authorizes the imposition of an additional user fee for certain secondary structures at a particular address. A motion was made by Kathy Wahl and seconded by Bill Kriesel that a resolution be drafted to abolish all user fee assessments on secondary structures located at an address where user fees are already being assessed on the primary residence. All Trustees voted aye. Two items were added to the list to be carried out by Sewer Duck: (1) calibrate lift stations, and (2) order door tags to serve the purpose of alerting customers to recent maintenance performed at their residence. No further action was taken.

There being no further business to come before the Board, a motion was made by Ken Hier and seconded by Bill Kriesel to adjourn at 9:20 p.m. All Trustees voted aye.

FEBRUARY 12, 2009

Present: Trustees Ken Hier, Kathy Wahl, & Bill Kriesel

Also present: Jerry McNeary, Jeff Moench, and Steve Mauk

Call to Order: The February Board Meeting of the Richmond Lake Sanitary District was called to order at 6:00 p.m. by Ken Hier.

Approval of Minutes: Minutes from the January 8, 2009 meeting were read. A motion was made by Bill Kriesel and seconded by Ken Hier to accept minutes as read. All Trustees voted aye.

A full discussion of Sewer Duck's monthly report took place. Steve Mauk answered questions by Trustees for maintenance performed.

Monthly bills were submitted for review by the Trustees. The bills were reviewed and a motion was made by Ken Hier and seconded by Bill Kriesel that all bills be approved and paid. All Trustees voted aye.

Kathy Wahl reported having received 25 applications for position of bookkeeper. Trustees reviewed all applications and chose top 5 applicants. Kathy will notify applicants for an interview with Trustees.

Discussion took place regarding upcoming cell work regarding spraying and mowing. Jerry will advertise for bids for mowing and Kathy will contact Brown County for spraying.

There being no further business to come before the Board, a motion was made by Ken Hier and seconded by Bill Kriesel to adjourn at 8:30 p.m. All Trustees voted aye.



FEBRUARY 19, 2009

Present: Trustees Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary

Call to Order: Meeting was called to order at 6:20 p.m. for the purpose of interviewing for the position of bookkeeper.

Trustees interviewed Kris Rehfeld.

Trustees interviewed Carol Kirchgesler.

Full discussion took place regarding candidates of bookkeeper position. Bill made motion to offer job to Kris Rehfeld. Ken Hier seconded motion. All Trustees voted aye. Kathy will contact Kris and offer her the position.

Discussion took place regarding leak on North Shore Drive. Work will begin in March to repair the leak.

There being no further business to come before the Board, a motion was made by Kathy and seconded by Bill to adjourn at 8:00 p.m. All Trustees voted aye.

March 16, 2009

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also Present: Jerry McNeary, Kris Rehfeld, Jeff Moench, and Steve Mauk

Call to Order: Meeting was called to order at 6:10p.m. Kathy read minutes of February 12, 2009 meeting. Ken made motion to accept minutes as read. Bill seconded motion. All Trustees voted aye.

Meeting of February 19, 2009 minutes were read. Ken made motion to accept minutes as read. Bill seconded motion. All Trustees voted aye.

Full discussion took place with Steve Mauk of Sewer Duck regarding the tripod for lift stations. Steve will get an estimate for cost of repair and/or replacement.

Discussion of office needs for Kris Rehfeld took place. Kathy made motion to buy a laptop and 4-drawer file cabinet for District office and Kris. Ken seconded motion. All Trustees voted aye. Kathy will get two (2) bids for a laptop and 4-drawer file cabinet.

Full discussion of Statement of Net Assets took place. Kathy made motion to accept statement from EideBailly. Bill seconded motion. All Trustees voted aye.

Kathy reported an extension has been granted for the Small Community Planning Grant to end December 31, 2009 for the engineering study to evaluate the district's wastewater system.

Discussion took place regarding the work bid for installs and a funding package for rip wrapping the cells. Kathy will check on these.

Full discussion took place regarding putting markers on the force main lines. Bill made motion to do so and Kathy seconded motion. All Trustees voted aye.

Full discussion took place regarding payment of bills. It was decided to hold a bill for further clarification of Invoice #155 to Sewer Duck for rings and clarification of invoice #622 from K&P Pump Repairs & Controls for \$708.37 for labor, mileage, freight & transport, and fuel surcharge. Bill made motion to pay all other bills as presented. Ken seconded motion. All Trustees voted aye.

There being no further business to come before the Board, a motion by Bill to adjourn the meeting at 9:05 p.m. Kathy seconded motion. All Trustees voted aye.

April 9, 2009

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Kris Rehfeld and Steve Mauk

Absent: Jerry McNeary and Jeff Moench

Call to Order: Meeting was called to order at 6:05 p.m.

Approval of Minutes: Kathy read minutes of meeting dated March 12, 2009. Bill made motion to accept minutes as is. All Trustees voted aye.

Discussion of tripod and tester took place with Steve Mauk. Steve will check for replacement parts and to use stainless steel.

Full discussion of the Old Business list took place. Most items will be repaired when the ground firms up enough to do digging.

Ken made motion to give direction to Randy Bacon to go through District Bounties with Scott Madson to put on GIS. Bill seconded motion. All Trustees voted aye.

Discussion of payment of bills took place. K&P bill made 3 trips for repairs so was okayed to pay. Bill for rings from Sewer Duck was discussed and okayed for payment. Kathy made motion to pay all other bills presented for the month of March. Bill seconded motion. All Trustees voted aye.

Full discussion took place regarding bidding of pumps for replacement. Discussion was tabled for further information.

There being no further new or old business to discuss, Ken made motion to adjourn meeting at 8:30 p.m. All Trustees voted aye.

Minutes of the  
Richmond Lake Sanitary District Meeting  
May 14, 2009

Present: Ken Hier, Kathy Wahl, and Bill Kriesel.

Also Present: Jerry McNeary, Steve Mauk, and Jeff Moench.

Absent: Kris Rehfeld.

Call to Order: The meeting of the Richmond Lake Sanitary District was called to order at 6:04 p.m. in the Employee Lounge in the basement of the Brown County Courthouse.

Approval of Minutes: Kathy read the minutes of the April 9, 2009 meeting. Bill made a motion to accept the minutes as read. All Trustees voted aye.

1. Rolland Erhardt appeared before the Board and reported that two or three years ago he was verbally quoted a fee of \$2,750.00 to become connected to the District. As of this time, he has not paid anything and is not connected. He would like to know what it will cost him to hook up to the system. Following discussion, the Board decided it would look into the matter and notify Mr. Erhardt.
2. The Board reviewed the monthly bills that were presented to the Board for payment. Following discussion Kathy motioned to approve and pay the bills which was seconded by Bill Kriesel. All Trustees voted aye.
3. Kathy Wahl reported that she had received a letter from the Department of Environment and Natural Resources which notified the Richmond Lake Sanitary District that it had been awarded the 2008 Excellent Operation and Maintenance Award for its wastewater treatment facility. With the letter was a press release which could be forwarded to the local newspaper. Following discussion, counsel was directed to send the press release to the Aberdeen American News for publication.
4. Kathy Wahl reported that Herman Storm contacted her in regard to haying the area surrounding the lagoons. Mr. Storm offered to cut the hay for free if he could take the hay. Following discussion, Kathy made a motion to accept Mr. Storm's offer which was seconded by Bill. All Trustees voted aye. Ken Hier commented that he and Herman should coordinate with Steve Mauk.
5. Discussion followed in regard to mowing the banks of the lagoon and spraying the area for weeds. Steve Mauk of Sewer Duck reported that they are charging \$35.00 per hour to rent mowers to the District and that Sewer Duck's labor is billed to the District under the contract. He further reported that Sewer Duck will spray for weeds and bill the labor under the contract and submit additional bills for the chemical. <sup>weeds</sup>
6. Steve Mauk of Sewer Duck presented an estimate of the cost for the purchase of a tripod, harness, lanyard and multi-gas detector. Full discussion of the estimate took place, discussion was tabled for further review and information.

7. The accountant's report and financial statements were presented to the Board by Jeff Moench. Following review and discussion Kathy made a motion to accept the reports, Bill made a second and all Trustees voted aye.

8. Sally Swanson inquired as to when and how the repairs would be made to their pump pit. Steve Mauk reported that Sewer Duck intended to dig around the pit by hand and fix the leak when the soil dried out.

9. Jerry McNeary reported that a signed Easement had been received from MHC Homes, LLC which had been reviewed by Ken. The Board directed counsel to file the Easement with the Brown County Register of Deeds.

There being no further new or old business to discuss, Ken made a motion to adjourn the meeting at 8:25 p.m. which was seconded by Bill. All Trustees voted aye.

JUNE 11, 2009

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary, Steve Mauk, and Jeff Moench

Call to order: Meeting was called to order at 6:05 p.m.

Reading of minutes: Kathy read minutes of previous meeting dated 05/14/09. Bill made motion to accept minutes as read. Ken seconded motion. All Trustees voted aye.

Discussion ensued regarding purchase of computer equipment. Bill made motion and Ken seconded motion to purchase a laptop from PC-Lan along with wireless printer and various office equipment needed. All Trustees voted aye. Kathy and Kris will get equipment.

Full discussion of all bills took place. Kathy made motion to pay all bills with the exception of invoices 248, 216, & 11346 from Sewer Duck for more investigation. Bill seconded motion. All Trustees voted aye.

Bill made motion to write off late fees for Jerome Haas (\$20.00), Fred Landes (\$17.00), and Sean Spencer (\$10.00). Ken seconded motion. All Trustees voted aye.

Discussion of audit status was tabled to next meeting for discussion of costs.

Discussion of John Kippley 2<sup>nd</sup> hookup was tabled for further investigation by Sewer Duck. Kathy will call Jeff Heupel for investigation of whereabouts of equipment from service disconnection.

Discussion of letter to Roland Erhart was read by Jerry McNeary. Ken made motion to send letter to request payment of \$4,700.00 for completion of hook-up. Kathy seconded motion. All Trustees voted aye.

Discussion of Brandon Sigaty hook-up took place. Jerry will send 2<sup>nd</sup> letter requesting hook-up fees and easement paperwork be completed.

Kathy reported Steve Benning's request for information showing septic tank pumping for year prior to and since his overflow to present date. Jerry McNeary requested information be given to him and he will forward info. to our insurance agent.

Discussion of possible leak in line at Brock Fischer residence took place. Steve Mauk will investigate and dig for possible break in line.

Discussion of Roger Gray backflow took place. Ken reported he call the insurance adjuster. Further discussion was tabled until adjuster renders his opinion.

Discussion took place regarding replacement of landscaping at the Wayne Johnson residence. Steve Mauk will get bid to replace landscaping.

Discussion of Trustees meeting twice monthly took place. Next meeting will be June 25, 2009 at 6:00 p.m. in basement lunchroom of courthouse.

Jerry presented new District boundary map to Trustees. A meeting will be set up with Maxine's office for further discussion.

Kathy made motion to approve Dakota Pump Service Contract. Bill seconded motion. All Trustees voted aye.

Steve Mauk reported work on repair at East Shore lift station will possibly be done by next week.

Kathy will contact Herman Storm for cutting of hay at sewer cell.

There being no further business to come before the Board, Bill made motion and Kathy seconded motion to adjourn meeting at 9:40 p.m. All Trustees voted aye.

June 25, 2009

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary, Kris Rehfeld, and Steve Mauk

Call to order: Meeting was called to order at 6:05 p.m.

Reading of minutes: Kathy read minutes of previous meeting dated June 11, 2009. Ken made motion to accept minutes as read. Bill seconded motion. All Trustees voted aye.

Discussion ensued regarding the Wayne Johnson property. Steve Mauk noted that Mr. Johnson repaired his landscaping himself.

Discussion took place regarding the Brandon Sigaty hook-up. Council will send a second letter outlining fees to be paid and instructions for hook-up.

Steve Mauk reported the East Shore lift station repairs are now complete as of 06/19/09. The replacement of dirt and the fence are forthcoming.

Discussion of Sewer Duck contract and hours used was discussed with Steve Mauk. Further discussion was tabled to next meeting for discussion with Jeff Goldade.

Discussion on 2007/2008 audit took place. Kathy made motion to go with audit services as outlined by Eide/Baily. Bill seconded motion. All Trustees voted aye.

Discussion of District map took place. Jerry will set date and advise Trustees of meeting to finalize map.

Discussion of letter from John Kippley regarding non-use of hook-up took place. Further discussion was tabled to next meeting for more information.

There being no further business to come before the Board, Kathy made motion to adjourn the meeting at 8:25 p.m. Bill seconded motion. All Trustees voted aye. Meeting was adjourned.



JULY 9, 2009

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary, Kris Rehfeld, Steve Mauk, and Roger Gray

Call to order: Meeting was called to order at 6:00 p.m.

Reading of minutes: Kathy read minutes of previous meeting dated June 25, 2009. Bill made motion to accept minutes as read; Ken seconded motion. All Trustees voted aye.

Discussion with Roger Gray concerning back-up into his basement and flooding took place. Roger will provide a list of repairs and replacements to Jerry McNeary. Jerry will contact the District's insurance company and provide this list.

Discussed the grade ring placed at the Dan Kolb residence. A bill for the 12: grade ring and two (2) hours of labor installation at \$35/hour will be sent.

Steve Mauk will have his employees put zip strips on the panel boxes to eliminate vandalism of panels.

Discussion took place with Steve concerning hours that were charged for maintenance during the years 2007 and 2008. Steve reported work receipts show hours for one person and two persons were actually present. Hours should be doubled on all work orders.

Discussion ensued regarding changing bulbs on panels. Steve reported that sometimes bulbs are not bad; the problem is with a resistor in the panel and is very expensive to replace. No decision was reached regarding maintenance to repair the resistor for further exploration of expenses.

Discussion of Troy Holty hook-up took place. Kathy Okayed delivery of pump and panel as Troy will pay expenses in full when hooked-up and bill is received. Kathy will get description of property for his easement.

Discussion of 2<sup>nd</sup> hook-up belonging to John Kippley took place. Mr. Kippley wants 2<sup>nd</sup> hook-up disconnected. Bill made motion to disconnect hook-up. Ken seconded motion. All Trustees voted aye. Steve will make decision after inspection to either collapse or fill septic tank.

Discussion of an ordinance for process of abandonment of a hook-up took place.  
Discussion was tabled to next meeting.

Full discussion of all bills took place. Ken and Jerry will further review the bills from Sewer Duck for payment of extra maintenance hours before payment. Kathy made motion to pay all bills with the exception of extra hours bills. Bill seconded motion. All Trustees voted aye.

There being no further business to come before the Board, Ken made motion to adjourn meeting at 8:50 p.m. Bill seconded motion. All Trustees voted aye. Meeting was adjourned.

July 23, 2009

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary and Kris Rehfeld

Call to order: Meeting was called to order by Ken Hier at 6:05 p.m.

Reading of minutes: Kathy read minutes of previous meeting dated July 9, 2009. Bill made motion to accept minutes. Ken seconded motion. All Trustees voted aye.

Full discussion of District boundaries took place. Properties to be considered to be added to the District include Biegler's Subdivision – East Shore Drive. (Lots are located on the east side of the road.) Keatts lots 1-6, and Fisher and MHC Homes, LLC.

There being no further business to come before the Board, Bill made motion to adjourn meeting at 8:25 p.m. Kathy seconded motion. All Trustees voted aye. Meeting was adjourned.

August 6, 2009

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary, Kris Rehfeld, and Steve Mauk

Call to order: Ken called meeting to order at 6:05 p.m.

Reading of the minutes: Kathy read minutes of meeting dated July 23, 2009. Ken made motion to accept minutes of meeting as amended. Bill seconded motion. All Trustees voted aye.

Full discussion regarding power to the South Shore lift station took place. Larry Mettler will be contacted for cost of evaluating amount of electricity going to pumps as alarms may be quitting due to a possible electricity surge.

Full discussion took place regarding overtime hours submitted by Sewer Duck. Kathy made motion to pay for hours. Bill seconded motion. Kathy and Bill voted aye, Ken voted no.

Full discussion and first reading of Ordinance 09-1 took place. Kathy made motion to pass first reading. Bill seconded motion. All Trustees voted aye.

Full discussion of all bills took place. Bill made motion to pay all bills. Ken seconded motion. All Trustees voted aye.

There being no further business to come before the Board, Ken made motion to adjourn meeting at 9:25 p.m. Bill seconded motion. All Trustees voted aye. Meeting was adjourned.

August 27, 2009

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary and Kris Rehfeld

Call to order: Meeting was called to order by Ken Hier at 6:00 p.m.

Reading of minutes: Kathy read minutes of meeting dated August 6, 2009. Bill made motion to approve minutes as is. Ken seconded motion. All Trustees voted aye.

Full discussion and second reading of Ordinance 09-01 took place. Bill made motion to change system operation & maintenance expense to \$55,000.00 and system maintenance replacement expense to \$34,229.50. Ken seconded motion. All Trustees voted aye. Kathy made motion for second reading of Ordinance 09-01. Ken seconded motion. All Trustees voted aye. Ordinance will be published and given to Auditor's office.

Kathy led full discussion regarding delinquent list of customers that are more than 90 days owing balance due. Kathy made motion to prepare liens for Bill Welk, Brad Grieben, and David Murray. Bill seconded motion. All Trustees voted aye.

Discussion of 2<sup>nd</sup> hook-up for Jerry Kippley (account #UF0349) took place. Mr. Kippley has demolished the home on that property and is not using the hook-up. Ken made motion to write-off balance of user fee owing. Bill seconded motion. All Trustees voted aye. Steve Mach will retrieve pump and panel and make recommendation for closing up system hook-up.

District insurance was discussed for upcoming year. Kathy was given info from South Dakota Public Assurance Alliance for inquiry.

There being no further business to come before the Board, Ken made motion to adjourn meeting at 8:25p.m. Kathy seconded motion. All Trustees voted aye.

September 10, 2009

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary, Kris Rehfeld, Jay Koch and Ted Dickey

Call to order: Meeting was called to order by Ken Hier at 6:05 p.m.

Reading of minutes: Kathy read minutes of meeting dated August 27, 2009. Bill made motion to approve minutes as is. Ken seconded motion. All Trustees voted aye.

Discussion took place with Jay Koch of Helms Engineering regarding the completion of the study for the stabilization of the sewer cells. Jay says study is to be completed by end of October 2009. If completed, Ted Dickey of NCOG stated it can be placed on the state water plan in January 2010.

Full discussion of all bills took place. Bill made motion to pay bills as designated. Kathy seconded motion. All Trustees voted aye.

Full discussion took place regarding the purchasing by the District for inventory of pumps and control panels. Ken made motion to buy our own inventory. Bill seconded motion. All Trustees voted aye. Ken will check with vendors and send letter for quotes for purchase of 20 pumps and control panels.

Full discussion and first reading of Ordinance 09-02 took place. This ordinance is for establishing a time for the payment of connection fees for property annexed to the District after January 1, 2010 and for property annexed to the District prior to January 1, 2010. Kathy made motion to adopt Ordinance 09-02. Ken seconded motion. All Trustees voted aye

The Board received a report that the leak on North Shore Drive was repaired as of 09/10/09.

There being no further business to come before the Board, Ken made motion to adjourn meeting at 9:20 p.m. Kathy seconded motion. All Trustees voted aye. Meeting was adjourned.

September 24, 2009

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary, Kris Rehfeld, and Steve Mauk

Call to order: Meeting was called to order by Ken Hier at 6:00 p.m.

Reading of minutes: Kathy read minutes of meeting dated September 10, 2009. Bill made motion to accept minutes as is. Ken seconded motion. All Trustees voted aye.

Ken led a discussion regarding the hook-up of Pat Mehlhaff's property on the east and west side of West Shore Drive. It was decided, per Ordinance rules, residences on east side of West Shore Drive shall connect to that existing sewer line on that side of the road and buildings and/or dwellings on the west side of the road must hook up to the existing line on the west side of the road. A hook-up fee, maintenance fee, and monthly fee will be charged to any hook-up on the west side of the road.

Discussion ensued regarding a question raised by Tyler Hearnden. Speculation continues regarding the hook-up of a twin home and or a dual residence home. Jerry will research the law and ordinances in the city to see what requirements are followed. Further discussion was tabled to next meeting.

Ken presented a quote request to the Board for the quote of pumps and panels. Quote will be revised per changes discussed and Kathy will then send them to prospective vendors.

Full discussion ensued regarding bills to Muth Electric. Kathy made motion to pay Invoice #508755 as billed. Bill seconded motion. All Trustees voted aye. Ken made motion to pay revised invoice #14323. Kathy seconded motion. All Trustees voted aye.

District inspection tours by Sewer Duck were discussed. Bill made motion and Ken seconded motion for Sewer Duck to do inspection tours of the entire route three (3) times weekly with system test to be included once (1 time) weekly. This shall begin Monday, September 28, 2009. All Trustees voted aye.

Election of Trustee for a 3-year term to fill the vacancy of Bill Kriesel's term which expires in 2009 was discussed. Jerry will set the dates for advertisement of vacancy and election to be held.

There being no further business to come before the Board, Kathy made motion to adjourn the meeting at 9:30 p.m. Bill seconded motion. All Trustees voted aye. Meeting was adjourned.

October 1, 2009

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary, Kris Rehfeld, and Travis Maag

Call to Order: Meeting was called to order by Ken Hier at 6:00 p.m.

Reading of minutes: Kathy read minutes dated September 24, 2009. Bill made motion to accept minutes as is. Ken seconded motion. All Trustees voted aye.

Discussion was held with Travis Maag of 1<sup>st</sup> Choice Sewer and Septic in Watertown, SD. Maintenance contract job duties were discussed.

Discussion of Ordinance 09-2 continued. Second reading was tabled and continued to next meeting for purpose of changes in ordinance.

Discussion of suit from Roger Gray took place. Suit served will be forwarded to the District insurance company.

Discussion of all bills took place. Bill made motion to pay bills as designated. Kathy seconded motion. All Trustees voted aye. Bills will be paid at the October 15<sup>th</sup> meeting.

Kris Rehfeld led discussion of late payment accounts. Further collection will take place by Kris and Kathy.

There being no further business to come before the Board, Kathy made motion and Bill seconded motion to adjourn the meeting at 8:15 p.m. All Trustees voted aye. Meeting was adjourned.



October 15, 2009

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary, Kris Rehfeld, Steve Mauk, and Jordan Ryckman

Call to order: Meeting was called to order by Ken Hier at 6:05 p.m. Kathy read minutes dated October 1, 2009. Bill made motion to accept minutes as is. Ken seconded motion. All Trustees voted aye.

Discussion was held with Jordan Rykman who purchased lot 38 in the Lutgen and Davis addition of South Shore Drive. Mr. Rykman was advised and will receive written instructions for hook-up to the septic system.

Ordinance 09-2 was read. Jerry proposed changes. Ken made motion to accept Ordinance as read for second reading. Bill seconded motion. All Trustees voted aye. Ordinance 09-2 was approved and will be published.

Jerry will review and write ordinance to expose septic tank access to cap for sewer line cleanout.

Bid letter for pumps was reviewed by Trustees. Ken made motion to send out bid letters for pumps. Bill seconded motion. All Trustees voted aye.

Discussion of trustee vacancy took place. Kathy made motion to publish vacancy. Ken seconded motion. All Trustees voted aye.

Discussion of bills took place. Kathy made motion to approve bills as designated. Bill seconded motion. All Trustees voted aye.

There being no further business to come before the Board, Ken made motion to adjourn the meeting at 9:35 p.m. Bill seconded motion. All Trustees voted aye. Meeting was adjourned.

November 5, 2009

Present: Ken Hier, Bill Kriesel

Also present: Jerry McNeary, Kris Rehfeld and Steve Mauk

Absent: Kathy Wahl

Call to order: Meeting was called to order by Ken Hier at 6:04 PM

No reading of minutes took place due to the absence of Kathy.

Ken led a discussion regarding waste water pond discharge due to overflow. Steve gave an explanation of how waste water would be discharged. We are discharging under an emergency situation and have followed the procedures under these circumstances. Jeff Goldade from Sewer Duck (MMI) is requesting the signing of an Indemnification Agreement which was presented by Steve. Jerry will review the agreement prior to the currently scheduled Monday discharge. Further discussion was tabled.

Discussion took place with regards to tank repair at Sally Swanson's. Extra repairs were found to be necessary and were made.

Future septic tank installations were discussed with Steve. He has notified new constructions regarding the necessary inspections. Bruce Johnson's project plan was presented. A motion was made by Ken to approve the plan. Bill seconded the motion. All present Trustees vote aye. Jerry will notify Bruce.

Jordan Ryckman's plans were reviewed and discussion took place concerning his request to install a grinder pump verses a septic tank. Our system is a Clear Effluent System and all RLSD ordinances are written to reflect this, thus the decision was made to require the septic tank and pump pit. A motion was made by Ken and seconded by Bill to require the tank and pit. All present Trustees voted aye.

Our contract bid with Sewer Duck was discussed along with inventory issues. Daily route inspection and other responsibilities will possibly be taken over by Richmond Lake Sanitary Sewer District with a weekly meeting with Sewer Duck. Issue was tabled for further discussion.

Bills were reviewed. Some were OK'd while others were denied or held for further review. A motion was made by Bill to pay OK'd bills. Ken seconded and all present Trustees voted aye.

Having reviewed the pump bids, a motion was made by Bill to purchase 25 pumps from McFarland. Ken seconded the motion and all present Trustees voted aye.

An employee job description was presented and reviewed regarding the possibility of hiring our own help for the daily route. An hourly rate and was discussed which would include the employee using his/her own vehicle. Discussion will continue at a later date with various possibilities being researched.

Having no further business to discuss a motion was made by Bill and seconded by Ken to adjourn the meeting. Meeting was adjourned at 9:45 PM.

December 3, 2009

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary, Kris Rehfeld, Steve Benning, and Don Eimers

Call to order: Meeting was called to order by Ken Hier at 6:00 p.m. Minutes of meeting dated November 5, 2009 were read. Bill made motion to accept minutes as is. Ken seconded motion. All Trustees voted aye.

Discussion was held with Steve Benning regarding his claim. Trustees were advised by Attorney Jerry McNeary not to speak as claim is pending with our insurance company.

Discussion of District boundaries was tabled to January 2010 meeting.

Discussion of election of Trustee took place. Bill Kriesel was only person to turn in nominating petition. Petition was checked for valid signatures and found to be within statutes for election. Kathy made motion to prepare Certificate of Election for Bill. Ken seconded motion. All Trustees voted aye.

Discussion was held with Don Eimers for the purpose of Don being hired for Waste Water Superintendent position for the District. Ken outlined employee job description. The Board will look into hiring other contractors to fill in the gap between what the superintended duties would be and on call duties. The Board will make a final decision regarding the hiring of the position upon taking all things into consideration. Hourly wage will be decided if the Board hires a Superintendent. Further discussion was tabled.

Bills were reviewed. Motion was made by Bill to pay bills as designated. Ken seconded motion. All Trustees voted aye.

There being no further discussion to come before the Board, Ken made motion and Bill seconded motion to adjourn meeting at 10:06 p.m. All Trustees voted aye. Meeting was adjourned.

December 10, 2009

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary and Kris Rehfeld

Call to order: Ken called meeting to order at 6:00 p.m.

Trustees met for the specific purpose of discussion of contract proposals for maintenance for the District. The District has received a proposal from Sewer Duck (MMI Inc.) and Brenner Electric.

Full discussion took place regarding the two proposals and was tabled to December 15 meeting for further discussion.

Kathy forwarded letter for maintenance problem from Roger Gray to Ken Hier. Ken will call Eric Brenner to fix problem since Sewer Duck informed the Trustees they are not able to make repairs because of pending lawsuit.

There being no further business regarding contract proposals to come before the Board, Ken made motion to adjourn meeting at 7:45 p.m. Kathy seconded motion. All Trustees voted aye. Meeting was adjourned.

December 17, 2009

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary and Kris Rehfeld

Call to order: Meeting was called to order at 6:00 p.m. by Ken Hier.

Reading of minutes: Minutes from December 3, 2009 were read. Kathy made motion and Bill seconded motion to accept minutes as read. All Trustees voted aye.

Minutes from December 10, 2009 were read. Ken made motion to accept minutes as read. Bill seconded motion. All Trustees voted aye.

Full discussion took place regarding hiring a maintenance worker for the District. Bill made motion and Ken seconded motion to hire Don Eimers at \$15.00/hr and .48 (cents) per mile – to be adjusted periodically. All Trustees voted aye. Mr. Eimers will begin employment December 21, 2009.

Full discussion regarding use of Sewer Duck, Inc. (MMI) as maintenance contractor took place. Ken made motion to terminate the use of Sewer Duck, Inc. (MMI) services as of Jan 1, 2010 unless specifically hired for individual projects as a RLSD contractor. Bill seconded motion. All Trustees voted aye.

Motion was made by Ken to utilize Brenner Electric for services as needed. Bill seconded motion. All Trustees voted aye.

Full discussion of all bills took place. Ken made motion to pay Sewer Duck bill with the exception of \$420. Ken also made motion to pay all other bills. Bill seconded motion. All Trustees voted aye.

Kris presented Board with two accounts which had a very small balance due on account because of late fees. Ken made motion to balance Wayne Johnson and Greg Aas accounts by writing off balance due. Kathy seconded motion. All Trustees voted aye.

District boundaries were discussed. It was decided to bring in Biegler's 2<sup>nd</sup> addition. Jerry will talk to Scott Madsen and will meet with him 01/28/10 to firm up boundaries.

There being no further business to come before the Board motion was made by Bill to adjourn meeting at 9:10 p.m. Ken seconded motion. All Trustees voted aye.