

January 12, 2010

Present : Ken Hier and Bill Kriesel

Also Present: Jerry McNeary, Kris Rehfeld and Jeff Goldade

Absent: Kathy Wahl

Call to Order: Meeting was called to order by Ken Hier at 6:00 PM.

Reading of minutes: Ken read minutes dated December 3rd and December 17th.

Bill made a motion to approve the December 3rd minutes as read. Ken seconded the motion. All present Trustees voted aye.

December 17th minutes were amended to reflect the following changes:

“Ken made motion to terminate the use of Sewer Duck, Inc. as per discussion with Jeff Goldade” and “Jerry will talk to Scott Madsen about firming up district boundaries”.

Bill made motion to approve the December 17th minutes as adjusted. Ken seconded motion. Trustees voted aye.

Discussion took place with Jeff Goldade about feasibility of future relationship with Sewer Duck. Richmond Lake Sewer District will continue as is until this spring at which time we may bid a new contract. District will consider using Sewer Duck at present on a per need basis. Jeff also offered to pump septic tanks if requested.

Ken shared with us about his meeting with Melissa Neville from the insurance company regarding Roger Gray's pending claim. Jerry will review compensation possibilities to Trustees in case the claim goes to trial.

Board was reminded of the special meeting on January 28th to review district boundaries. The January 21st District meeting is canceled due to the weather related delay of this weeks meeting.

Bills were reviewed.

Motion was made to pay bills as presented by Ken. Bill seconded the motion.

All Trustees present voted aye.

Having no further business to come before the board, motion was made to adjourn by Ken. Bill seconded and all voted aye.

Meeting was adjourned at 8:50 PM.

January 28, 2010

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary

Call to order: Meeting was called to order at 6:05 p.m. by Ken Hier

No reading of minutes took place since Kathy was absent for January 7, 2010 meeting and Kris Rehfeld is absent this meeting.

Discussion of getting a credit card for the ^{Dist. Superintendant} ~~Maintenance Manager~~ to purchase parts when needed and with a \$500.00 limit was discussed. Kathy will check with Dacotah bank for a card.

Full discussion of the Richmond Lake sanitary sewer boundaries took place. Trustees went over properties and defined and updated current and new properties to be placed into the District. Jerry McNeary will discuss these boundaries with Scott Madsen to finalize the District.

There being no further business to come before the Board a motion by Ken to adjourn the meeting took place. Bill seconded the motion. All Trustees voted aye. Meeting was adjourned by 9:15 p.m.

RICHMOND LAKE SANITARY DISTRICT

OLD BUSINESS

1. Restoration of pit at 126641 East Shore Dr. (Heckenlaible residence)
2. Report on 379820 South Shore Dr. (Weisenburger) service line: plug line
3. Locate used equipment from Jeff Heupel.
4. Ordinance for abandonment process of septic tanks.
5. District boundaries
6. Quotes for panels
7. Maintenance contract
8. Review and update septic tank access cap ordinance.
9. Cory Biegler hook-up to code.
10. Wastewater pond plan for spring.

February 4, 2010

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary, Andy VanSteenwyk, Eric Brenner, and Kris Rehfeld

Call to order: Meeting was called to order by Ken Hier at 6:08 p.m.

Reading of minutes: Kathy read minutes of meeting dated January 28, 2010. Kathy made motion to approve minutes and Bill seconded motion. All Trustees voted aye.

Discussion with Eric Brenner took place.

Eric will be installing a new style of pump at Roger Gray's resident when Ken gives direction to do so.

Cory Biegler is up and running. Electricity wire is lying on top of ground for now – will be buried when ground is no longer frozen.

Pit restoration involving hauling in of dirt to the Swanson/Heckenlaible pit will take place in spring.

Don Eimers will keep track of inventory per needs from Eric.

A plan for the wastewater ponds will be developed for this spring.

Full discussion of the 2007/2008 audit took place. Kris reported the audit is done. Audit for 2009 will begin after tax season ending April 15, 2010 is done.

Ken made motion and Bill seconded motion for the Board to move into Executive session to discuss lawsuits.

Ken made motion and Bill seconded motion to move out of executive session. All Trustees voted aye.

Further discussion continued regarding cable to be buried at Cory Biegler residence. It was agreed by all Trustees that Mr. Biegler will take care of the problem himself and bare all expense because his system didn't meet code.

There being no further business to come before the Board, Kathy made motion and Bill seconded motion to adjourn meeting at 9:00 p.m. All Trustees voted aye.

February 18, 2010

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Kris Rehfeld and Don Eimers

Absent: Jerry McNeary

Call to order: Meeting was called to order at 6:05 p.m. by Ken Hier

Reading of minutes: Kathy read minutes dated 01/12/2010 and 02/04/2010. Ken made motion to approve all minutes as read and Bill seconded motion. All Trustees voted aye.

Don reported he repaired the latch on Roger Gray's control panel. Don also reported he talked with Tom Aman and Tom agreed to allow Don to pull the slats from the fencing around the South Shore lift station.

Discussion was held regarding signs for the lift stations. Don will order signs.

Discussion took place regarding the conversation Bill and Kris had with the auditor from Ketel/Thorstenson. It is no longer necessary to have the Revenue and Bond account due to the loan being paid off. The auditor stated that the board is free to make a decision to close the account if it so desires. Since the Depreciation savings account pays a better interest rate, the motion was made by Ken to transfer the amount of \$34,334.64 from the Revenue and Bond account into the Depreciation account thus closing the R&B account. Bill seconded motion. All Trustees voted aye.

Discussion was held regarding the 2007/2008 audit. Ken made motion to sign the letter of acceptance of audit. Bill seconded motion. All Trustees voted aye.

Bills were reviewed. Motion was made by Bill to pay all as presented. Ken seconded motion. All Trustees voted aye.

Discussion took place regarding district boundaries. The Board made the decision not to take in lot 1 or Thornton's subdivision and lots 1 & 2 of Biegler's second addition.

There being no further business to come before the Board Ken made motion to adjourn the meeting at 8:30 p.m. and Bill seconded the motion. All Trustees voted aye.

March 4, 2010

Present: Ken Hier and Kathy Wahl

Also present: Jerry McNeary, Don Eimers, Andy VanSteenwyk and Tom VanSteenwyk

Absent: Bill Kriesel and Kris Rehfeld

Call to order: Meeting was called to order by Ken at 6:00 p.m.

Reading of minutes: Kathy read minutes dated February 18, 2010. Ken made motion to approve minutes as read. Kathy seconded motion. All Trustees voted aye.

Don reported on various maintenance jobs performed in the District. He reported that Roger Gray's septic tank was pumped on February 26, 2010.

Discussion continued regarding the sewer cells. Andy will start the initial work to pump the ponds. He will do sampling. Weed spraying was also discussed. The District will check with Brown County to do the spraying.

Ken requested that all vendors working in the District provide proof of liability insurance. Kathy will notify vendors to show proof.

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

Ken made motion to move into executive session at 8:25 p.m. for purpose of discussing legal issues concerning lawsuits. Board moved out of executive session at 8:50 p.m.

There being no further business to come before the Board, Ken made motion to adjourn meeting at 8:55 p.m. Kathy seconded motion. All Trustees voted aye. Meeting was adjourned.

March 18, 2010

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary, Don Eimers, Eric Brenner, and Lucas Hoover of Helms Engineering

Call to order: Meeting was called to order at 6:00 p.m. by Ken Hier

Reading of minutes: Kathy read minutes dated March 4, 2010. Bill made motion to approve minutes as read. Kathy seconded motion. All Trustees voted aye.

Discussion of Dakota Pump annual inspection contract took place. Motion to approve was tabled. Eric will get a bid from K&P for inspection.

Kathy reported we now have a SD sales tax license and an exemption certificate.

Ken made a motion to request/authorize water system specialists to discharge from artificial wetlands according to permit under emergency conditions. Bill seconded motion. All Trustees voted aye.

Ken made a motion to send a postcard to all RLSD customers to inform them of new phone number to call for maintenance problems or questions. Kathy seconded motion. All Trustees voted aye.

Bill made motion to pay Gary Sperle \$55.65 for electricity charges due to pump running excessively. (Kathy presented bills from Gary showing charges for 5 months and an average was determined to be \$84.80. Excess charges amounted to \$45.65 in January and \$10.00 in February.) Ken seconded motion. All Trustees voted aye.

Discussion of bills presented took place. Ken made motion to pay all bills as presented. Bill seconded motion. All Trustees voted aye.

Kathy presented System Failure letter due to consumer non-compliance. Letter was discussed and updated. Letter will be sent to all new customers with their payment coupons.

Trustees discussed Old Business list with Don Eimers and Eric Brenner.

There being no further business to come before the Board, Bill made motion to adjourn meeting at 9:07 p.m. Kathy seconded motion. All Trustees voted aye. Meeting was adjourned.

April 1, 2010

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary, Kris Rehfeld, Don Eimers, and Eric Brenner

Reading of Minutes: Kathy read minutes dated March 18, 2010. Bill made motion to approve minutes and Kathy seconded motion. All Trustees voted aye.

Discussion was held with Don Eimers regarding start-up of pumping household septic tanks. Pumping will start when load limits are off.

Don alerted District that Larry Wampler needs to expose his septic tank lid cover. Dirt needs to be excavated and pipe needs to be reset. Kathy will send letter to homeowner.

Inspection contract from Dakota Pump was discussed. Bill made motion to accept the bid of \$1,000.00 for inspection. Ken seconded motion. All Trustees voted aye.

Discussion took place regarding a letter to be sent to all residents/homeowners regarding actively locating their tanks and caps to make an effort to bring them up to ground level or above for ease in maintenance. Kathy will draft a letter.

Opening accounts at A.Y. McDonalds, Runnings, and Fastenal was discussed. Ken made motion to do so. Kathy seconded motion. All Trustees voted aye. Don Eimers, Eric Brenner and Tom Van Steenwyk names will be on these accounts for purpose to charge items to district for repair. Kathy will open accounts.

Discussion was held with Eric regarding maintenance. Ken asked Eric to monitor air in holes before going into. Ken also gave Eric permission to use mini excavator on emergency digs.

Discussion was held regarding proof of certificate of liability insurance from vendors. Jerry will get more information.

A new pump for Roger Gray and electrical cord was discussed. Jerry will speak w/Melissa regarding work to be done.

Discussion of all bills took place. Ken made motion to pay all bills as presented. Bill seconded motion. All bills were paid.

There being no further business to come before the Board motion for adjournment was made by Ken at 9:35p.m. Bill seconded motion. All Trustees voted aye. Meeting was adjourned.

April 15, 2010

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary and Don Eimers

Call to order: Ken Hier called meeting to order at 6:05 p.m.

Reading of minutes: Kathy read minutes dated April 1, 2010. Bill made motion to approve minutes as read. Ken seconded motion. All Trustees voted aye.

Discussion was held regarding Larry Wampler construction. The contractor will take care of problem regarding location of sewer items.

Don reported the ponds are done siphoning. Discharging from wastewater ponds was finished April 14, 2010. Fencing is 95% done.

Jerry discussed a Certificate of Insurance from all major contractors with the District. This includes B&B, Muth Electric, Brenner Electric and Dakota Pump. A procedure will be established to secure a certificate of insurance from the contractors.

Discussion was led by Don regarding mowing of the sewer cell. Kathy made motion to have Joe Drobney mow ponds at \$70.00 per hour. Bill seconded motion. All Trustees voted aye.

Discussion of old business took place. Included on list will be addition of location of tank/caps, an ordinance to include monthly fees when a lien is placed and finalization of district boundaries.

Discussion and payment of bills took place. Kathy made motion and Ken seconded motion to receive bills by the 31st of the month; approval of said bills on the 1st Thursday of the month meeting and payment of all approved bills at meeting on the 3rd Thursday of each month. All Trustees voted aye. Ken made motion and Bill seconded motion to pay all approved bills. All Trustees voted aye.

Since there was no further business to come before the Board, Ken made motion to adjourn the meeting at 8:50 p.m. Bill seconded motion. All Trustees voted aye. Meeting was adjourned.

MAY 6, 2010

Present: Ken Hier, Kathy Wahl, Bill Kriesel

Also present: Jerry McNeary, Don Eimers, Kris Rehfeld, Cory Biegler, and Jamey Weisenburger

Meeting was called to order at 6:05 p.m. by Ken Hier.

Reading of minutes: Kathy read minutes of meeting dated April 15, 2010. Bill made motion to accept minutes as read. Ken seconded motion. All Trustees voted aye.

Full discussion was held with Corey Biegler regarding repairs needed to bring system to standard. Further discussion was tabled to next meeting so Cory can meet with Dana Ringgenberg of Ringgenberg Electric.

Full discussion was held with Jamey Weisenburger regarding abandonment of his 2nd septic tank. Bids from Brenner Electric and Wally Albrecht were discussed. No further action was taken for further exploration. Ken said decision and action for abandonment will be taken by end of summer 2010.

Don discussed a missing pump from inventory. Don will research.

Kris discussed delinquent accounts with the Board. Due to bookkeeping delays, the Board agreed to forgive \$94.00 in late fees for Don and Vickie Mitzel if account is brought current. Further collection action will be taken on other accounts and those more than 90 days delinquent will have a lien placed against property. A collection letter to Wayne and Nancy Johnson will be written for collection of February fees.

Full discussion of all bills took place. Ken made motion to pay all bills with modification. Bill 2nd motion. All Trustees voted aye.

Repair of septic tank cap and Larry Wampler residence will be placed on old business list.

Jerry McNeary reported on letter from Steve Benning's attorney.

Ken Hier reported the Lighthouse is opening soon and we need to determine if debt service and hook up fees are paid.

There being no further business to come before the Board, Ken made motion to adjourn meeting at 9:00 p.m. Bill seconded motion. All Trustees voted aye. Meeting was adjourned.

MAY 20, 2010

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary

Call to order: Meeting was called to order at 6:05 p.m. by Ken Hier.

Reading of minutes: Kathy Wahl read minutes of meeting dated May 6, 2010. Bill made motion to approve minutes. Ken seconded motion. All Trustees voted aye.

Kathy reported to Trustees that the Richmond Lake Pavilion is connected to the sewer system and supposedly non-operational. Hook-up fees and Debt Service have not been paid. (Owner Bill Welk agreed to do so when Pavilion became operational.) Kathy also reported the Lighthouse is delinquent on Debt Service fees and Monthly Maintenance fees.

Further discussion was held regarding the Cory Biegler hook-up. Ken reported on discussion with Dana Ringgenberg (original electrician who installed electricity) and concluded Mr. Ringgenberg believes work is okay. Ken made motion to have Eric Brenner of Brenner Electric fix hook-up to code and District will bear the cost. Bill seconded motion. Kathy asked for further discussion with Cory Biegler. No vote taken.

Kathy discussed conversation and agreement with Roland Erhardt for hook-up to sewer district. Jerry discussed legal options for payment. Kathy made motion to accept agreement upon Mr. Erhardt's acceptance of written and signed agreement. Ken seconded motion. All Trustees voted aye. Kathy will present agreement to the Erhardts.

Maintenance and personnel issued were discussed. Ken made motion to give Kris Rehfeld \$1.00/hour raise on anniversary date of July 1, 2010. Kathy seconded motion. All Trustees voted aye.

Discussion was held regarding engagement letter from Ketel Thorstenson, LLP for 2009 audit. Letter was signed and will be sent so they can proceed with audit.

Jerry McNeary discussed boundary issues and revisions. He reported new boundary design should be ready by July 2010.

Discussion of old business list took place. No new updates were noted. Items are still being reviewed and reworked.

There being no further business to come before the Board, Ken made motion to adjourn meeting at 8:30 p.m. Bill seconded motion. All Trustees voted aye. Meeting was adjourned.

June 3, 2010

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary, Don Eimers, and Eric Brenner

Call to order: Meeting was called to order by Ken Hier at 6:10 p.m.

Reading of minutes: Minutes were read by Kathy Wahl. Ken made motion to approve minutes as is. Bill seconded motion. All Trustees voted aye. Minutes were approved.

Discussion was held with Eric Brenner regarding the Cory Biegler repair. Mr. Brenner will give bids to fix his station and to move his panel to lift station site.

Discussion was held regarding the Weisenburger tank abandonment. Work will hopefully begin next week. Eric will ~~cut pipe and close off.~~ plug pipe from septic tank.

Per Jerry, Melissa has given her okay to replace the pump and disconnect 110v electrical wire at Roger Gray's residence. Don and Brenner will do necessary work.

Kathy reported she gave Roland Erhardt paperwork for connection with instructions to sign and date paperwork at Jerry's office for proper notarization.

Discussion to place for Dakota Pump's quote for repair of the South Shore lift station. Ken made motion to accept bid. Bill 2nd motion. All Trustees voted aye.

Kathy presented letter from DENR indicating grant for study has expired for lack of completed study. Ken will get more info, since study has now been completed and sent to DENR.

Discussion of spraying for weeds in pond took place. Brown County Weed will be called for estimates for spraying.

Discussion of payment of bills took place. Kathy made motion to pay all bills with exception of DSG. Bill 2nd motion. All Trustees voted aye.

Since there was no further business to come before the Board, Bill made motion to adjourn meeting at 8:30 p.m. Kathy seconded motion. All Trustees voted aye. Meeting was adjourned.

June 17, 2010

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary, Don Eimers, and Kris Rehfeld

Call to order: Ken called meeting to order at 6:00 p.m.

Reading of minutes: Kathy read minutes of previous meeting dated June 3, 2010. Bill made motion to approve minutes with correction of Brenner Electric will plug pipe and close off at the Weisenburger residence in order to abandon the 2nd septic tank. Ken seconded motion. All Trustees voted aye.

Ken discussed hiring Steve Mauk to help Don inspect sewer systems. Bill made motion to hire Steve with a rate of pay at \$17.00 per hour. Kathy seconded motion. All Trustees voted aye.

Ken informed the Board that a 110v electric wire at Roger Gray's residence has been removed from the electric service panel in his house and a new pump was installed. Ken will inform Roger of work.

The Small Community Planning Grant Application Form was discussed. Kathy made motion for Ken to sign application. Bill seconded motion. All Trustees voted aye.

Full discussion took place of all bills. Kathy made motion to approve all bills. Bill seconded motion. All bills were paid.

There being no further business to come before the Board, Bill made motion to adjourn meeting at 7:44 p.m. Ken seconded motion. All Trustees voted aye. Meeting was adjourned.

July 1, 2010

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary, Kris Rehfeld, and Don Eimers

Call to order: Meeting was called to order by Ken Hier at 6:03 p.m.

Reading of minutes: Kathy Wahl read minutes of meeting dated June 17, 2010. Ken made motion to approve minutes. Bill seconded motion. All Trustees voted aye.

Don Eimers discussed routine maintenance with the Board. He reported on several maintenance repairs that have been made.

Full discussion of Old Business took place.

1. Larry Wampler's septic tank cap has been repaired.
2. Further inspection of Debra Wolf's septic tank will be done for possible replacement.
3. Still waiting for hook-up at Roland Erhardt's residence.

Full discussion took place regarding customers who are late in paying their fees for 30 and more than 90 days. Collection will continue for 30-day late payments and liens will be placed on all customers more than 90 days late.

Full discussion took place regarding all bills presented for payment. There were questions regarding some of the billing in Brenner Electric's bill. Since Eric was absent from the meeting, Ken will discuss those items with Eric and report to the Board at July 15 meeting. Kathy made motion to pay all bills presented with the exception of Brenner Electric. Bill seconded motion. All Trustees voted aye.

Since there was no further business to come before the Board, Kathy made motion to adjourn the meeting at 8:30 p.m. Bill seconded motion. All Trustees voted aye. Meeting was adjourned.

July 15, 2010

Present: Kathy Wahl, Bill Kriesel, and Ken Hier

Also present: Don Eimers, Jerry McNeary, Kris Rehfeld, Eric Brenner, and Andy Van Steenwyk

Call to order: Meeting was called to order by Ken Hier at 6:03 p.m.

Reading of Minutes: Kathy Wahl read minutes of meeting dated July 1, 2010. Ken made motion and Bill seconded motion to accept minutes as is. All Trustees voted aye.

Discussion was held regarding spraying of weeds. Ken gave Eric Brenner permission to spray sewer cells. RLSD will be charged for chemical plus \$65/hr. to spray the top of berms to 12 foot out. Kathy will contact Brown County to spray thistle and noxious weeds.

Discussion was held regarding confined-space charges. The Board has authorized payment of fees for confined space charges.

Small Community Planning Grant was discussed. Kathy made motion and Bill seconded motion for Ken to sign grant form and forward to Ted Dickey.

Jerry reviewed the boundaries with the Trustees. He will discuss the proposed resolution with Maxine, Sheila, and Scott.

Don reported hook-up to Roland Erhardt has been completed. Deb Wolf maintenance has also been completed.

Don discussed inventory with Board and Eric Brenner.

Jerry McNeary will contact Jay Koch of Helms Engineering for further discussion of system facilities plan and possible meeting with Trustees on July 29.

There being no further business to come before the Board, Kathy made motion to adjourn meeting at 8:45 p.m. Bill seconded motion. All Trustees voted aye. Meeting was adjourned.

July 29, 2010

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Kris Rehfeld, Eric Brenner, and Andy Van Steenwyck

Discussion was held regarding funding for future system maintenance work. Trustees will consider any and all funding proposals.

Ken reported he has signed the State Water Plan Application Form for Ted Dickey of NECOG.

Kris reported audit with Ketel/Thorstenson is progressing well. Kathy will contact EideBailly regarding 2010 audit.

Andy and Eric reported upgrade at Cory Biegler residence is complete. Discussion regarding routine maintenance took place with Andy and Eric. Andy will present a work list of regular maintenance to be preformed in preparation of a contract bid.

Discussion of bills presented for payment took place. Ken made motion to approve all bills as presented. 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 7:30 p.m. Bill seconded motion. All Trustees voted aye. Meeting was adjourned.

August 5, 2010

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Jerry McNeary and Kris Rehfeld

Call to order: Meeting was called to order at 6:05 p.m. by Ken Hier

Reading of minutes: Kathy read minutes dated July 15, 2010. Ken made motion and Bill seconded motion to accept minutes as read. All Trustees voted aye. Kathy read minutes dated July 29, 2010. Bill made motion and Ken seconded motion to accept minutes as read. All Trustees voted aye.

Full discussion was held regarding payment of bills presented. Bill made motion to approve and pay all bills presented. Ken seconded motion. All Trustees voted aye. All bills were paid.

Full discussion and first reading of Ordinance 10-1 was held. Yearly expenses and receipts were discussed. Ken made motion for first reading of Ordinance 10-1. Bill seconded motion. All Trustees voted aye.

Since there was 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.

August 19, 2010

Present: Kathy Wahl and Bill Kriesel

Also present: Jerry McNeary, Kris Rehfeld, and Andy VanSteenwyk

Absent: Ken Hier

Call to order: Kathy called meeting to order at 6:02 p.m.

Reading of minutes: Kathy read minutes of meeting dated August 5, 2010. Bill made motion to accept minutes as read. Kathy seconded motion. All Trustees voted aye.

Second reading of Ordinance 10-1 took place. Bill made motion to pass Ordinance 10-1. Kathy seconded motion. All Trustees voted aye.

First reading of Resolution 10-1 took place. Kathy made motion to pass first reading. Bill seconded motion. All Trustees voted aye. Publication of Resolution 10-1 will be made and 2nd reading to take place September 16, 2010.

Andy presented a base list of maintenance to be performed for contract consideration.

Discussion took place regarding liens to be placed against property owners for non-payment of debt service and maintenance fees. Due to non-collection of previous liens placed against Bill Welk, Brad Grieben and David Murray for the year 2008, those liens will be re-filed in addition to any others for year 2009. (Auditors office misinterpreted liens as being a special assessment, therefore didn't collect. – Mistake has been rectified.)

There being no further business to come before the Board, Bill made motion to adjourn meeting at 7:07 p.m. Kathy seconded motion. All Trustees voted aye. Meeting was adjourned.

September 2, 2010

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Kris Rehfeld

Call to order: Ken called meeting to order at 6:05 p.m.

Reading of minutes: Kathy read minutes of previous meeting dated August 19, 2010. Ken made motion to accept minutes as read. Bill seconded motion. All Trustees voted aye.

The Board discussed the passing of council Jerald McNeary. It was decided to send a \$50.00 donation from the Sanitary District to the Roncalli Foundation per Jerry's wishes as a condolence from the District.

Discussion was held with Kris regarding her abilities to track depreciation and inventory. Kathy made motion to purchase the Access Program for bookkeeping. Ken seconded motion. All Trustees voted aye.

Discussion of old business list took place. Brenner Electric will plug line at Weisenburger residence in the next two weeks. A riser ring was discussed for the Arnold Matthews residence. The Board will ask Mr. Matthews to pay for the ring and Brenner Electric will do the installation of the ring.

Discussion of bills took place. Kathy made motion and Bill seconded motion to pay all bills presented. All Trustees voted aye.

Discussion of election of Trustee took place. Kathy will get election dates and post all notices.

Full discussion took place of Profit/Loss Statements. Ken made motion to accept statements. Bill seconded motion. All Trustees voted aye.

There being no further business to come before the Board, Ken made motion to adjourn meeting at 7:40 p.m. Bill seconded motion. All Trustees voted aye. Meeting was adjourned.

September 16, 2010

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Kris Rehfeld, Don Eimers, Paul and Rhonda Sigaty, Steve Benning, Jim Ronning, Joe Hodney, and Jordan Smith

Call to order: Meeting was brought to order at 6:02 p.m. by Ken Hier

Reading of minutes: Kathy Wahl read minutes of previous meeting dated September 2, 2010. Ken made motion and Bill seconded motion to approve minutes as read.

Second reading of Resolution 10-1 took place. A suggestion to take in additional property on Biegler road (East Shore Drive) was discussed by Jordan Smith. Bill made motion and Ken seconded motion to approve Resolution 10-1 as is and will add additional property on Biegler road at a later date. All Trustees voted aye.

Full discussion of all bills took place. Ken made motion to approve payment to all bills presented. Bill seconded motion. All Trustees voted aye.

There being no further business to come before the Board, Ken made motion and Kathy seconded motion to adjourn meeting at 8:30 p.m. All Trustees voted aye. Meeting was adjourned.

September 30, 2010

Present: Ken Hier, Kathy Wahl, Bill Kriesel

Also present: Don Eimers, Steve Heckenlaible, Sally Swanson, Ted Dickey, and Galen Sylvester

Call to order: Ken called the meeting to order at 6:03 p.m.

Reading of minutes: Kathy Wahl read minutes of meeting dated September 16, 2010. Bill made motion to accept minutes as corrected. Ken seconded motion. All Trustees voted aye. Minutes will reflect that correction will state a suggestion to consider additional property on Biegler road (East Shore Drive) was discussed by Jordan Smith. Bill made motion and Ken seconded motion to approve Resolution 10-1 as is and will consider adding additional property on Biegler road at a later date. All Trustees voted aye.

Full discussion of the application to SD DENR for financial assistance up to the amount of \$711,200 with an interest rate of up to 3.25% for a term of up to 30 years for a proposal to make wastewater system improvements to include the repairing of the lagoon, lift station and installing a SCADA system was discussed. Ken made motion to approve resolution and Bill seconded motion for said resolution. All Trustees voted aye. (See resolution attached)

Kathy made motion and Bill seconded motion to authorize Ken Hier to sign all financial assistance related documents including the application and pay requests. All Trustees voted aye.

Full discussion took place for approval of all bills presented for payment. Kathy made motion to approve all bills. Bill seconded motion. All Trustees voted aye.

There being no further business to come before the Board, Ken made motion and Kathy seconded motion to adjourn meeting at 7:30 p.m. All Trustees voted aye. Meeting was adjourned.

- The need for the project; The project is needed to provide adequate wastewater service to the Richmond Lake Sanitary District.
- All alternatives that were evaluated, including the cost of each; All alternatives were looked at by the city and the engineer.
- A description of the project; The Richmond Lake Sanitary District is proposing to rehab their lagoon and add a berm and bypass piping to the wetland. They are also upgrading all of the lift stations to Duplex Systems and improving the lift station controls and installing a SCADA system.
- The proposed financing for the project; The Richmond Lake Sanitary District is in the process of applying for funding from the South Dakota Department of Environment and Natural Resources for a Clean Water State Revolving Fund grant and loan package.
- The amount of SRF loan expected to be borrowed; Up to \$711,200
- The revenue source pledged for repayment; Wastewater Revenue Bonds.
- The interest rate and term of the loan; The note will be for up to 3.25% at a term no greater than 30 years.
- The effect of the proposed financing on user rates. If the proposed project financing is borrowed at the full amount, rate and term, the wastewater rates would increase from \$40.00 to \$54.00. This is an increase of \$14.00.

October 7, 2010

Present: Bill Kriesel and Kathy Wahl

Also present: Kris Rehfeld, Eric Brenner and Andy VanSteenwyk

Call to order: Meeting was called to order by Kathy Wahl at 6:05 p.m.

Reading of minutes: Minutes of the meeting dated September 30, 2010 were read by Kathy. Bill made motion to accept minutes as read. Kathy seconded motion. All Trustees voted aye.

Andy VanSteenwyk gave maintenance report. Brenner Electric installed an outdoor alarm with a buzzer and light at the Roger Gray residence.

Discussion of all bills payable took place. Bill made motion and Kathy seconded motion to pay bills as presented. All Trustees voted aye. Bills were paid.

Kris presented Board with her updated inventory list and discussion took place of said list.

There being no further business to come before the Board, Bill made motion to adjourn meeting at 7:30 p.m. Kathy seconded motion. All Trustees voted aye. Meeting was adjourned.

November 4, 2010

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Kris Rehfeld, Eric Brenner, Don Eimers, Andy VanSteenwyk, Brent Kolding and Allen Dunlavy

Call to order: Meeting was called to order by Ken Hier and 6:09p.m.

Reading of Minutes: Minutes of meeting dated October 21, 2010 were read by Kathy. Bill made motion to accept minutes as read. Ken seconded motion. All Trustees voted aye.

Eric Brenner and Andy VanSteenwyk reported septic tank pumping on North Shore Drive and Spillway Drive has been completed. There are 6 tanks left to be located and then will be pumped. Eric and Andy also reported that the pump station inspections are half completed. They will be completing inspections as soon as possible. Ken requested they install new bulbs on panels whose bulb is currently out.

Brent Kolding and Allen Dunlavy met briefly with the Board to discuss the maintenance qualifications of the District. They are seeking employment. No action was taken and further discussion was deferred to an upcoming meeting.

Full discussion took place regarding the raising of monthly maintenance fees and septic tank replacement fees. Ken made motion to raise monthly fees \$7.00 per month and septic tank replacement fees \$3.00 per month. Bill seconded motion. Ken and Bill voted aye to raise fees. Kathy Wahl voted nay.

Ken moved for the Board to go into executive session at 8:30 p.m. Ken reported on the Roger Gray lawsuit. Discussion took place regarding the District reimbursing wages of the Trustees for compensation should they be called to testify at court proceedings. Bill made motion to pay Trustees wages for attending court proceedings. Ken seconded motion. All Trustees voted aye. The Board came out of Executive session at 8:45 p.m.

Discussion of the West Shore lift station took place. Ken made a motion and Bill seconded motion to fix the panel and West Shore Drive. All Trustees voted aye. Bids will be forthcoming.

Bill made motion and Ken seconded motion to adjourn meeting at 9:00 p.m. All Trustees voted aye. Meeting was adjourned.

November 18, 2010

Present: Ken Hier and Kathy Wahl

Also present: Kris Rehfeld, Carrie Weisenburger, Joe Brewer, Steve Heckenlaible, Sally Swanson, Joe Hodney, Don Eimers, and Perry Carlson

Absent: Bill Kriesel

Call to Order: Ken called meeting to order at 6:00 p.m.

Reading of Minutes: Kathy read minutes of meeting dated November 4, 2010. Ken made motion to approve minutes as read. Kathy seconded motion. All Trustees voted aye.

Discussion took place with Eric Brenner regarding Weisenburger septic tank. Brenner will crush tank and fill. Eric also reported Witte residential pump station is fixed. Eric discussed the West Shore lift station and repairs needed to fix it. Ken discussed the bids received to fix the west shore station. Ken made motion to replace the panel. Kathy seconded motion. All Trustees voted aye.

First reading of Ordinance 10-2 amending the rate schedule for an increase took place. Joe Hodney suggested a raise in hook-up fees and Joe Brewer suggested giving the septic tanks back to the residents. Sally discussed the possibility of a public meeting in the future to discuss other possibilities for raising monies needed to operate the District.

Full discussion of bills took place. Ken made motion and Kathy seconded motion to approve and pay all bills as presented. All Trustees voted aye.

Kathy reported she received only one nominating petition for the position of Trustee on the Board. Petition was received from Don Eimers. Kathy checked all signatures and found all 18 signatures to be valid. (Per Auditor, 13 signatures are needed) Since only one (1) petition was submitted, there is no need for an election. Kathy made motion to accept Don Eimers' petition for the position of Trustee. Ken seconded motion. All Trustees voted aye. Don will be installed as Trustee for the District at the first Thursday meeting in January 2011.

There being no further discussion to come before the Board, Ken made motion to adjourn meeting at 8:25 p.m. Kathy seconded motion. All Trustees voted aye. Meeting was adjourned.

December 2, 2010

Present: Ken Hier, Kathy Wahl, Bill Kriesel

Also present: Don Eimers, Kris Rehfeld, and Eric Brenner

Call to order: Meeting was called to order at 6:00 p.m. by Ken Hier

Reading of minutes: Kathy Wahl read the minutes of the meeting dated November 18, 2010. Bill made motion to accept minutes as read. Kathy seconded motion. All trustees voted aye.

Eric Brenner discussed maintenance work performed. He stated work done at Witte residence at 379665 N. Shore Drive is completed and household is up and running, but lift station should be replaced. This will be placed on the old business list for spring work to be done. Ken instructed Brenner Electric to install a 6" riser at the Arnie Matthew residence as soon as payment for part is received. This will also be on the old business list.

Full discussion of all bills presented for payment took place. Ken made motion to approve all bills and Bill seconded motion. All Trustees voted aye. All bills were paid.

Second reading of Ordinance 10-2 took place. Ken made motion to accept Ordinance 10-2 as written. Bill seconded motion. Ken and Bill voted aye, Kathy voted nay. Kathy will have ordinance published. Ordinance will take effect January 1, 2011.

Discussion was held regarding Kris' need for internet service to do District business. Bill made motion to pay Kris \$30.00 month for District's share of billing to do the District's business. Ken seconded motion. All Trustees voted aye. District will begin payment January 2011.

There being no further business to come before the Board, Ken made motion to adjourn meeting at 8:00 p.m. Kathy seconded motion. All Trustees voted aye. Meeting was adjourned.

December 16, 2010

Present: Ken Hier, Kathy Wahl, and Bill Kriesel

Also present: Don Eimers, Kris Rehfeld, Rhonda and Paul Sigaty, Tom Badger, and Steve Benning

Call to order: Ken called meeting to order at 6:03 p.m.

Reading of minutes: Kathy read minutes dated December 2, 2010. Bill made motion to approve minutes as read. Ken seconded motion. All Trustees voted aye.

Discussion was held regarding meeting with Greg Peterson, Attorney, on December 29 at 2:00 p.m. for purpose of interviewing for legal council

Ken discussed working with Perry Carlson as a possible employee with the District for purpose of troubleshooting and advising district of system operations. Further discussion was tabled to next meeting.

Full discussion of all bills took place. Bill made motion to pay all bills as presented. Kathy seconded motion. All Trustees voted aye.

Discussion of snow removal was held. Kathy made motion to have Wally Albrecht do snow removal. Bill Kriesel seconded motion. All Trustees voted aye. Tom Badger volunteered to do the snow removal at the North Shore station location by his home. Trustees approved.

Discussion of advertising a job opening for maintenance superintendent took place. Ken made motion and Kathy seconded motion. All Trustees voted aye. The Board will work on a job description to be placed with Job Service the first of the New Year 2011.

There being no further business to come before the Board, Ken made motion to adjourn meeting at 8:30 p.m. Bill seconded motion. All Trustees voted aye. Meeting was adjourned.

January 6, 2011

Present: Ken Hier, Bill Kriesel, Don Eimers and Kathy Wahl

Also present: Kris Rehfeld, Sally Swanson and Steve Heckenlaible, Brent Kolding, Allen Dunlavy, and Andy Van Steenwyck

Call to order: Ken called meeting to order at 6:03p.m.

Reading of minutes: Kathy read minutes dated December 16, 2010. Bill made motion to approve minutes as read. Ken seconded motion. All Trustees voted aye.

Election of officers was held. Bill nominated Ken Hier for position of President of Board. No other nominations were made – Bill moved nominations cease. Ken and Don voted aye. All Trustees voted aye – Ken Hier will be president for year 2011.

Discussion was held regarding change of location for Board meetings. Don made motion to hold board meetings at Anchors Away at 12821 382nd Ave. Abdn., SD Ken seconded motion. All Trustees voted aye. Board meetings will now be held at 6:00 p.m. at Anchors Away beginning with the January 20, 2011 meeting.

Discussion was held with Andy VanSteenwyk of Brenner Electric concerning maintenance matters. Ken made motion to have Brenner Electric remove snow at lift stations. Bill seconded motion. All Trustees voted aye. Brenner Electric will remove snow due to inability of Wally Albrecht at this time. A postcard will be sent to residents asking them to remove snow from their residential pump stations and panels and to mark location of same for maintenance purposes.

Discussion of bills took place. Bill made motion to pay bills as presented. Don seconded motion to pay all bills with the exception of a question on the Brenner bill. Kris will research the Brenner Electric bill. All Trustees voted aye.

Discussion of a meeting with representative of Ketel/Thorstenson for purpose of reporting on the audit was held. Meeting will be held at the residence of Kris Rehfeld at 7:00 p.m. January 14, 2011.

Discussion of hiring of System Operations Technician was held. Ken has been working with Perry Carlson regarding maintenance problems and is very pleased with his knowledge and workmanship. Don made motion to hire Perry for technical support. Bill seconded motion. A wage of \$40.00/hr. will be paid to Perry Carlson.

An Interview for Maintenance Superintendent was held with Brent Kolding and Allen Dunlavy. Mr. Kolding and Mr. Dunlavy discussed their qualifications and expectations for the job description. Mr. Kolding will work separately and Mr. Dunlavy and Jeff Goldade will be working with Mr. Kolding when job requires more than one operator. Discussion was also held regarding the possibility of applicant Russ Metzger.

Don made motion to place a job opening with Job Service of South Dakota for two (2) weeks. Salary will be DOE. Bill seconded motion. All Trustees voted aye. Ken invited Mr. Kolding and Mr. Dunlavy to apply for the position.

Don discussed expanding the panel of Board members to five (5). Further discussion was tabled to next meeting.

Discussion of hiring legal council for the Board took place. Kathy reported receiving notice from Greg Peterson of Bantz, Gosch, and Cremer regarding fees charged for various members of their team. Ken made motion to hire Greg Peterson and his firm. Bill seconded motion. All Trustees voted aye. Kathy will send letter notifying Mr. Peterson of the Boards' wishes to be represented by him.

Discussion of 2011 goals for District was tabled to next meeting.

There being no further discussion to come before the Board Ken made motion to adjourn meeting at 9:45 p.m. Don seconded motion. All Trustees voted aye. Meeting was adjourned.

January 20, 2011

Present: Ken Hier, Bill Kriesel, Don Eimers, and Kathy Wahl

Also present: Kris Rehfeld, Jay Koch, Perry and Bonnie Carlson, and Steve Benning

Call to order: Meeting was called to order by Ken Hier at 6:02 p.m.

Reading of minutes: Minutes dated January 6, 2011 were read by Kathy Wahl. Don made motion to accept minutes with change. Bill seconded motion. All Trustees voted aye.

Jay Koch of Helms Engineering led discussion concerning facility plan for funding. Further discussion was tabled to future meeting for more information and concerns.

Kris presented bills for approval and payment. Billing from K&P was questioned. Kris will get further info. Brenner Electric bill was okayed and paid. Bill reviewed account statements and okayed them. Ken made motion to pay bills as approved with exception of K&P. Bill seconded motion. All Trustees voted aye.

Don discussed the possibility of a 5-member Board. Ken tabled discussion to further meeting.

Bill announced his resignation from the Board of Trustees effective January 20, 2011. Ken made motion to accept resignation as of January 20, 2011. Don seconded motion. All Trustees voted aye.

Ken made motion to appoint Pat Keatts to fill remainder time of Bill's position. Don seconded motion. All Trustees voted aye. Pat Keatts joined Board of Trustees.

Perry Carlson reported on maintenance work performed and work to be performed.

Kathy reported on Job posting filed with SD Job Service for maintenance supervisor position. She also reported on delinquent status of those customers who are 30-90 days late with their payment and a special letter to Mark and Diane Johnson regarding their account.

Kathy discussed sending a letter to residents regarding the wastewater facilities plan and costs thereof. Pat Keatts made motion to send letter to residents and Don seconded motion. Pat and Don voted aye. Ken voted nay. Kathy will draft a letter to be discussed at next meeting.

There being no further business to come before the Board Ken made motion to adjourn meeting at 9:25 p.m. Don seconded motion. All Trustees voted aye. Meeting was adjourned.

February 3, 2011

Present: Ken Hier, Don Eimers, and Kathy Wahl

Also present: Kris Rehfeld, Eric Brenner, Troy Dinger, Perry Carlson, and Tom Badger

Call to order: Ken called meeting to order at 6:00 p.m.

Reading of minutes: Kathy read minutes of meeting dated January 20, 2011. Don made motion to accept minutes as is. Ken seconded motion. All Trustees voted aye.

Troy Dinger discussed his septic tank replacement with the Board. He will fax a copy of the bill to the Clerk for Board to consider a possible reimbursement.

Eric discussed the North Shore lift station. Perry Carlson offered some ideas and possible repair information. Eric agreed and will replace the floats. Eric will order the floats from McFarland's.

Perry Carlson discussed the repairs, upgrades, and cost of repairs needed for each District lift station. He also discussed the labor for the work needed to be done. Ken made a motion to have Perry do the work to the South Shore and North Shore lift stations. Don seconded the motion. All Trustees voted aye. Perry will begin repairs as soon as weather permits.

Kathy presented Board with Dakota Pump Inspection Contract. Discussion was tabled to next meeting.

Kathy read letter to Board from DENR stating proposed loan request from the Clean Water Revolving fund will be addressed at DENR's March meeting in Pierre. The Board will be represented by Helms Engineering and Ted Dickey.

A letter to residents/landowners for a public information meeting to further discuss the CRF loan was presented to the Board by Kathy. Discussion concluded a public meeting will be held February 24, 2011 at the Anchor's Away at 7:00 p.m.

Kathy reported she has received one resume for the position of maintenance superintendent and will continue to accept applications until February 10, 2011.

Full discussion was held regarding all bills presented for payment. Ken made motion to accept all bills for payment. Don seconded motion. All Trustees voted aye.

There being no further business to come before the Board, Ken made motion to adjourn meeting at 8:25 p.m. Don seconded motion. All Trustees voted aye. Meeting was adjourned.

February 17, 2011

Present: Ken Hier and Kathy Wahl

Also present: Kris Rehfeld and Eric Brenner

Call to order: Meeting was called to order by Ken at 6:00 p.m.

Reading of minutes: Kathy read minutes of meeting dated February 3, 2011. Ken approved minutes as read.

Eric Brenner reported sewer lines at residences belonging to Bill and Amy Beach and Mark Hanson in the Richmond Lane development are frozen. He has been pumping the septic tanks as needed for the residents until weather permits to unfreeze the lines. Ken will notify Rusty Merkel (developer & owner of district) and determine a "fix" for the problem of frozen pipes with his contractor and financial recovery of current maintenance costs for the District.

Kathy presented the septic tank repair bill from Troy Dinger to Ken. Further discussion for reimbursement was tabled to next meeting.

Kathy presented resumes from three applicants to Ken for the position of maintenance supervisor. Further discussion was tabled to next meeting.

Payment of bills took place. Ken and Kathy signed checks for all bills previously okayed for payment.

Since there was no further business to come before the Board Ken adjourned meeting at 7:20 p.m.

February 24, 2011

Present: Ken Hier, Don Eimers, Pat Keatts, and Kathy Wahl

Also present: Jay Koch of Helms Engineering, Blake and Kris Rehfeld, Mel & Rowena Diers, Robert & Janice Patterson, Dorothy O'Keefe, Carla and Jim Burns, Galen & Marcia Sylvester, Joh & Jennifer Bame, Dan & Cindy Thayer, Sally Swanson, Steve Heckenlaible, Cheryl and Paul Sivertsen, Kathy & Marvin Fandrich, Cliff Ingerson, Rhonda and Paul Sigaty, Eric Duven, Kara Lamport, Russ Metzger, Lee and Jennifer Thompson, Donn & Cheryl Cutler, Lorie Ringgenberg, Danielle and Tom Aman, Don & Sandy Quenzer, Lanny Wahl, Gary Sperle, Dan Kolb, Marlys Brick, Ron Eisenbeisz, Joe Hodny, and Gary Deibert

Meeting was called to order at 7:00 p.m. by Ken Hier. Discussion led by Jay Koch included the application to SD DENR for a Clean Water State Revolving fund loan requesting \$711,200.00 from the Clean Water State Revolving Fund to rehab the lagoon and add a berm and bypass piping to the wetland. A proposed upgrading of all the lift stations to a duplex system and improving the lift station controls and installing a SCADA system was also discussed.

Questions asked by members of the District include:

- 1) Are all of the repairs and upgrades needed?
- 2) When will we know if loan was approved and for how much?
- 3) Will there be any loan forgiveness?
- 4) When will construction begin and be completed?
- 5) Who will do the work?
- 6) How will members repay the loan?

All questions were answered to the best of their knowledge by Engineer Jay Koch and Ken Hier.

There being no further business to come before the Board, Ken made a motion and it was seconded by Don Eimers to adjourn the meeting at 8:30 p.m. All Trustees voted aye. Meeting was adjourned.

Feb. 24, 2011

7:10 pm.

Melvin Diers

Rosena Diers

Robert & Janice Patten

Joseph O'Keefe

Carla + Jim Burns

Galen + Marcia Sylvestre

John + Jennifer Burns

Dan + Cindy Thayer

Blake + Kris Rokas

Sally Swan

Joe Heckenlöh

Cheryl & Paul Sivertsen

Kathy + Marvin Sandrich

Cliff Ingerson

Aronda Sigaty

ERIC DUVEN

KARA LAMPORT

Russ METZGER

John AND

Lee and Jewel Thompson

Don & Cheryl Patten

Lerie Ruggenberg

Annelle Rose Aman

Don & Sandy Penzer

Fanny Wall

Tom Aman

Gary Sperle

Don Koll

Ron Eisenbeisz

Paul Sigaty

Joe Hedberg

Gary Deibert

Marlip Buch

44 in attendance

March 3, 2011

Present: Ken Hier, Don Eimers, Pat Keatts, and Kathy Wahl

Also present: Kris Rehfeld, Andy VanSteenwyk, Perry Carlson, and Donna Keatts

Call to order: Ken called meeting to order at 6:00 p.m.

Reading of minutes: Kathy read minutes of meeting dated February 17, 2011. Ken made motion and Don seconded motion to approve minutes as read. All Trustees voted aye.

Andy discussed maintenance problems. He reported the homes in Richmond Lake belonging to Bruce Johnson, Mark Hanson, and Bill and Amy Beach have frozen sewer lines. Ken reported he talked with Rusty Merkel regarding the problem and Rusty indicated he will have B&B work with the District to correct the problem. Ken also stated that Rusty ^{should} ~~will~~ be responsible to pay expenses to the District for pumping the tank of Hanson's 2 times weekly, Bill and Amy Beach 1 time weekly and Bruce Johnson as needed until problem is rectified. Brenner's will check septic tanks for possible thaw weekly.

Andy reported need for renovation to top of lift station and relocation of control panel by Paul Sivertson. Work will be done as soon as winter thaw takes place and is possible to do.

Discussion of reimbursement to Troy Dinger for Septic tank replacement took place. Ken made motion to pay \$1,500.00. Don Eimers seconded motion. All Trustees voted aye. (\$3,000.00 reimbursement was not warranted since tank was relocated and included extra excavation and dirt work)

Payment of bills previously okayed for payment took place. Don made motion to approve all bills presented for payment with exception to the Brenner Electric bill. Brenner will separate billing of pumping septic tanks for Richmond Lane. Pat seconded motion. All Trustees voted aye.

Board went into executive session at 7:25 p.m. Discussion took place regarding resumes received from Ryan Scepaniak, Brent Kolding, and Steve Mauk for Maintenance Supervisor position. Pat made motion to not hire at this time so that Board can clarify a job description, duties, and a maintenance contract. Don seconded motion. All Trustees voted aye. Board came out of executive session at 7:55 p.m.

There being no further business to come before the Board, Ken made motion to adjourn meeting at 8:20 p.m. Pat seconded motion. All Trustees voted aye. Meeting was adjourned.

March 17, 2011

Present: Ken Hier, Don Eimers, Pat Keatts, and Kathy Wahl

Also present: Kris Rehfeld, Blake Rehfeld, and Eric Brenner

Reading of the minutes: Clerk Kathy Wahl read minutes of the meeting dated March 3, 2011 and February 24, 2011. Pat made motion to accept minutes from February 24, 2011 and March 3, 2011 with changes. Don seconded motion. All Trustees voted aye.

Eric Brenner reported on frozen lines in Richmond Lane. Ken Dulik's lines are now frozen. Ken Hier asked Erik to look into problem to see if main line is frozen by Hanson and Beaches. Eric left the meeting, went to Richmond Lane and was not able to circulate water at pump stations between Hanson & Beaches. Eric reported back to the Board on March 17, 2011.

Kris presented bills for payment. Full discussion was held regarding all bills. Ken made motion to pay bills as presented. Don seconded motion. All Trustees voted aye.

Kathy presented letter to Trustees from Dept. of Legislative Audit. They have accepted the 2009 audit.

Discussion was held regarding the purchase of more pumps. Ken made motion to advertise for bids for up to 25 pumps. Don seconded motion. All Trustees voted aye.

There being no further business to come before the Board, Ken made motion and Don seconded motion to adjourn meeting at 8:38 p.m. All Trustees voted aye. Meeting was adjourned.

April 6, 2011

Present: Ken Hier, Don Eimers, Pat Keatts, and Kathy Wahl

Meeting was called to order at 7:00 p.m. by President Ken Hier. Discussion ensued regarding the facility plan for the wastewater system.

Discussion of the telemetry system and project cost estimate of \$128,900.00 for system took place. Pat made motion and Don seconded motion to forego SCADA system. That portion of the loan monies will be turned down. All Trustees voted aye.

Discussion of Option 2: Lagoon Pond Rehabilitation and Table 4.3.2.1 Wastewater Treatment Alternative 2 took place. Don made motion to accept Op. #2, Alternative #2 for \$298,200.00 estimate. Pat seconded motion. All Trustees voted aye.

Discussion of 4.3.4 Option #4: Add Berm and Bypass Piping to Wetland and table 4.3.4.1 – Wastewater Treatment Alternative #4 took place. Pat made motion and Don seconded motion to accept Op. #4, Alternative #4 with project estimate of \$41,600.00. All Trustees voted aye.

Discussion of 4.4.2 Option #2: Lift Station Upgrades took place. Pat made motion and Don seconded motion to accept 4.4.2 Op. #2 and table 4.4.2.1 Wastewater Collection Alternative #2 with revisions after design consultation. (Project estimate of \$242,500.00 costs will be diminished with advised revisions)

Discussion of inspection agreement from Dakota Pump & Control was tabled to next meeting for further discussion.

There being no further business to come before the Board, Ken made motion to adjourn meeting at 10:00 p.m. Don seconded motion. All Trustees voted aye. Meeting was adjourned.

April 7, 2011

Present: Ken Hier, Don Eimers, Pat Keatts, and Kathy Wahl

Also present: Kris Rehfeld, Eric Brenner, Steve Heckenlaible, Sally Swanson, Rusty Merkel, Donna Keatts, Perry Carlson, Denise Dulik, and Brent Klipfel

Call to order: Ken Hier called meeting to order at 6:00 p.m.

Reading of minutes: Tabled until later in the meeting

Discussion began with Eric Brenner regarding the maintenance to the West Shore lift station. Eric will do maintenance ASAP. Eric reported Andy will begin working on transferring water in ponds to wetlands.

Discussion with Rusty Merkel regarding the frozen lines for the households of Bruce Johnson, Ken Dulik, Mark Hanson and Bill Beach in Richmond Lane took place. Rusty told Board he has provided the as-built plans and utility easements to the Board as requested and feels he has no other obligations to satisfy since the Board accepted the sewer lines in Richmond Lane upon completion by B&B Construction. Rusty also stated he had talked with Neil Belikka of B&B Construction and Neil feels lines are past any warranty for possible re-construction. Rusty stated that Neil Belikka said he may have an idea where line could be plugged and/or frozen and would be willing to repair the line for \$1200-\$1500 fee. Ken stated he felt Rusty and B&B should be responsible to repair line because there may not be a statute of limitations. After a much heated discussion and debate between Ken Hier, Rusty Merkel, Denise Dulik, and Brent Klipfel Don made a motion and Pat seconded motion to have B&B Construction dig up, locate, and repair problem. Don and Pat voted aye. Ken voted nay. Clerk Kathy Wahl was instructed by Don and Pat to call B&B Construction and make arrangements for repair.

Discussion regarding the residence of Mark and Patricia Black took place. Water may be high enough to begin seeping into home and RLSD would like permission to properly plug their drain to avoid back-up. Don made motion and Pat seconded motion. All Trustees voted aye. Kathy will call.

Kathy presented lease on Storage Shed from Richmond Lake Storage. After discussion, Don made motion to continue lease for 1 year. Ken seconded motion. (Pat Keatts abstained from voting) All Trustees voted aye.

Discussion took place regarding all bills presented by Kris. Don made motion to approve all bills as presented. Pat seconded motion. All Trustees voted aye.

Kathy presented audit letter from Eide Bailly. Pat made motion to accept audit letter and Don seconded motion. All Trustees voted aye. Letter will be signed by President Ken Hier and bookkeeper Kris Rehfeld and returned for audit to begin.

Minutes of meeting dated March 17, 2011 were read. Don made motion and Pat seconded motion to accept the minutes as changed. All Trustees voted aye.

Discussion of letter from Water System Specialists regarding rate increases was tabled to next meeting so Eric can have more information for Trustees.

Discussion of Dakota Pump & Control inspection contract was tabled to next meeting for a possible proposal from K&P for inspection.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn the meeting at 8:55 p.m. All Trustees voted aye. Meeting was adjourned.

April 21, 2011

Present: Ken Hier, Don Eimers, Pat Keatts, and Kathy Wahl

Also present: Kris Rehfeld, Donna Keatts, and Mr. & Mrs. Cory Biegler, Jamey Weisenburger, Eric Brenner, and Andy VanSteenwyk

Call to order: Ken called meeting to order at 6:00 p.m.

Eric Brenner presented maintenance report. Will resume and finish household inspections when possible. Richmond Lane was repaired by B&B Contracting. Lines were found to be 5'5" to 3'6" deep in various spots, instead of usual 6 foot depth. B&B repaired lines for now – will be back when frost is out of the ground and redig and rebury lines to acceptable depth. Andy stated they are currently pumping down the ponds and dumping water into wetlands.

Discussion of bills was held. Don made motion and Pat seconded motion to pay all bills presented. All Trustees voted aye.

Kris gave report on late payments. She and Kathy will continue collection of accounts. Kris also discussed the audit of 2010 which is set to begin in June with EideBailly.

Reading of minutes: Minutes of meeting dated April 7, 2011 were read. Pat made motion and Don seconded motion to approve and accept the minutes as read. All Trustees voted aye.

Discussion continued with Eric Brenner regarding a maintenance contract. Andy and Eric will provide their suggestions for a contract to do all maintenance work and a contract for on-call work only. Ken suggested the Board move forward with Helms previous contract for maintenance with revisions. Further discussion was tabled to next meeting.

Discussion was held regarding bids for mowing from Joe Drobny and Brock Fischer. Pat made motion to hire Joe Drobny, Ken seconded motion. Trustees voted aye. Don abstained from voting.

Inspection contract from K&P and Dakota Pump was discussed. Pat made motion and Don seconded motion to accept inspection contract from K&P for cost of \$500.00. All Trustees voted aye.

Discussion was held regarding hiring a maintenance supervisor. Further discussion was tabled to next meeting.

Discussion was held with Ken Hier regarding his resignation from the Board of Trustees of the Sanitary District. Ken agreed to resign from his position as of April 21, 2011. Pat made motion to accept his resignation. Don seconded motion. All Trustees voted aye.

Don made motion to appoint Kathy Wahl to fill remainder of Ken's term. Pat seconded motion. All Trustees voted aye.

Don nominated Kathy Wahl for President of Board of sanitary district. Pat seconded nomination and made motion for nominations to cease. Don seconded nominations to cease. All Trustees voted aye. Kathy Wahl will be President of Board of Trustees.

Don discussed meeting time and place. Don made motion for meetings to continue at Anchors Away Lodge and Resort and starting time of meetings to be changed to 7:00 p.m. on the first and third Thursdays of each month. Pat seconded motion. All Trustees voted aye.

There being no further business to come before the board, Pat made motion to adjourn meeting at 9:25 p.m. Don seconded motion. All Trustees voted aye. Meeting was adjourned.

May 5, 2011

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Eric Brenner

Call to order: Meeting was called to order by Kathy Wahl and 7:00 p.m.

Discussion was held with Eric Brenner regarding maintenance. Eric informed the Board they have begun household inspections. He has also ordered a new lid for the Beaches. Patricia Jett will be installing a new tank, pump, and lift station and discontinuing use of her grinder pump. Eric will be doing the installation. Kathy informed him cost of a new pump and panel will be \$2,200.00.

Discussion was held with Blake Rehfeld regarding the position of Maintenance Supervisor. The Board has offered the position to Blake at an hourly starting rate of \$15.00 per hour and mileage (with rate to be specified at a later date after research). Blake will observe Eric's crew making rounds and reports to get an idea of job specs and route needs.

Kris presented the financial reports. Kathy, Don, and Pat reviewed bank statements and reports. Pat made motion to accept all statements. Don seconded motion. All Trustees voted aye.

Minutes of meeting dated April 21, 2011 were read. Don made motion to accept minutes as read. Pat seconded motion. All Trustees voted aye.

Discussion was held regarding a quote for pumps from McFarland Supply Co., Inc. Don made motion to order 10 pumps at a cost of \$6,434.60. Pat seconded motion. All Trustees voted aye.

Discussion was held regarding mowing of lagoon. Kathy and Pat will keep an eye on growth and notify Joe Drobny when mowing is needed.

There being no further business to come before the Board, Pat made motion to adjourn meeting at 8:00 p.m. Don seconded motion. All Trustees voted aye. Meeting was adjourned.

May 19, 2011

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris Rehfeld and Tom VanSteenwyk

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Discussion with Tom from Brenner Electric took place regarding maintenance for the District. Pumping was discontinued at the lagoons on May 12. Grant Oleson's sewer problems should be up and running now – Tom will check if further maintenance is needed on the District's pipes. There have been no problems reported on the South Shore Lift station. Aggregate gravel is needed on the approach at the lagoon and maintenance rock and stone is needed on the dumping pad at the lagoon. Don made motion and Pat seconded motion to have Wally Albrecht haul gravel to the approach and to let Brenner employees perform maintenance needed on the dumping pad. All Trustees voted aye.

Discussion continued with Tom regarding the District's account at Dakota Supply Group. Don made motion and Pat seconded motion to allow Eric, Andy, and Tom to charge up to \$500.00 on account in maintenance parts without prior approval for more efficient repair time. All Trustees voted aye.

Discussion took place with Kris regarding bookkeeping reports. All bills were paid as presented and okayed at prior meeting. Michelle Johnson will be billed on her present ACH account for lack of her response to prior contacts for new ACH okay for new rates. Bank statements, P&L statement, cash flow and balance sheets were reviewed by the Trustees. Pat made motion and Don seconded motion to accept all statements as is. All Trustees voted aye.

Reading of minutes from meeting dated May 5, 2011 took place. Pat made motion and Don seconded motion to accept minutes as is. All Trustees voted aye.

Discussion took place regarding payment of \$4,000.00 to NECOG for administration of water plan and study. Pat made motion and Don seconded motion for payment. All Trustees voted aye.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:07 p.m. All Trustees voted aye. Meeting was adjourned.

June 2, 2011

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris Rehfeld and Eric Brenner

Call to order: Kathy Wahl called meeting to order at 7:00 p.m.

Discussion with Eric Brenner took place. Eric has okayed the Brad Herther hook-up. Tom started household inspections. Amy Haselhorst is Eric's new secretary.

Discussion continued with Eric regarding the maintenance contract. Don, Pat, and Kathy modified the contract as presented per the wants and needs of the District, for work to be performed by Brenner Electric. Eric will re-calculate costs.

Discussion with Kris Rehfeld took place. Kris presented bills for approval. Pat made motion and Don seconded motion to approve all bills as presented. Kris reported a balance due on the Todd Lechner property which has been sold through bank repossession. Pat made motion and Don seconded motion to write off \$57.00 balance due on user fees. All trustees voted aye.

Reading of minutes took place. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Discussion of old business list took place. All items on list were addressed and work will be performed asap.

There being no further business to come before the Board, Don made motion and Pat seconded motion to adjourn meeting at 8:15 p.m. All Trustees voted aye. Meeting was adjourned.

June 17, 2011

Present: Kathy Wahl and Don Eimers

Also present: Kris Rehfeld and Eric Brenner

Call to order: Kathy called meeting to order at 7:10 p.m.

Eric reported having to pump lift stations due to heavy rainfall. No major problems with pumps or residential lift stations. Andy is continuing household inspections.

Eric discussed new hook-up for Bruce Frink. Mr. Frink is building a new residence and current lift station needs to be moved. (Lift station was located in present location due to home being seasonal and the Pelzls not wanting lift station located in their yard.) Eric will discuss further with Mr. Frink when building specs are more specific.

Trustees discussed maintenance contract with Eric. Trustees will be prepared for vote on contract next meeting.

Kris presented approved bills and checks to Trustees for signatures. All checks were signed and bills paid as approved.

Reading of minutes: Kathy read minutes of meeting dated June 2, 2011. Don made motion to accept minutes as written. Kathy seconded motion. All Trustees voted aye.

Discussion took place regarding the start date of Blake Rehfeld for maintenance supervisor. Blake will begin duties ASAP beginning July 2011. Don will be doing rounds with Blake for purpose of instruction and duties expected to perform. Don will be compensated at rate of \$15.00 per hour for time spent with Blake for training. Don and Pat will also be compensated at rate of \$15.00 per hour for time spent working with Blake when a second man and/or help is needed.

Since there was no further business to come before the Board, Don made motion and Kathy seconded motion to adjourn meeting at 8:15 p.m. All Trustees voted aye. Meeting was adjourned.

July 7, 2011

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris Rehfeld, Eric Brenner, Andy VanSteenwyk Bruce and Joel Frink and Tom Black

Bruce Frink presented tentative plans for his new home and discussed options for his septic system which will need to be moved. Eric suggested separating Frink and Jean Pelzl and Nick Berbos and Jeff Sahli. A separate lift station and pump and control box for Frink and Pelzl and a separate lift station, pump and control box for Sahli/Berbos. No extra equipment will be needed for the Frink/Pelzl connection. A lift station will be needed for the Berbos/Sahli connection. Bruce Frink offered to pay \$500.00 towards the lift station for Berbos/Sahli. Pat made motion and Don seconded motion to accept \$500.00 payment for lift station for Sahli/Berbos from Frink. All Trustees voted aye. Discussion was tabled for further research and design.

Andy reported an overflow at South Shore lift station. All paperwork was handled. Eric reported Patricia Jett purchased a new grinder pump for her residence. Eric discussed 3-phase wiring service for S. Shore station; presently it is single phase. Kathy will check with Northern Electric.

Eric reported capacitors and relay switch is needed for S. Shore lift station and bulbs for inventory. A bid of \$555.27 from DSG was received. Don made motion and Pat seconded motion to order capacitors and relay switch. All Trustees voted aye. Blake will check pricing on bulbs and various other inventory needed and purchase replacement parts.

Perry discussed repair work for lift stations on South shore and west shore. Perry will check on rotary add-a-phase system for S. Shore station.

Kris presented bills for payment. Pat made motion and Don seconded to approve bills for payment as presented. Don made motion and Pat seconded motion to approve employee 941 tax statement and payment.

Kris discussed a debit card for the District. Pat made motion and Don seconded motion to get a debit card from Dakota Bank. All Trustees voted aye.

Don discussed varmint damage at lagoon. Don made motion and Pat seconded motion to hire Wally Albrecht to bring fill in and pat holes where needed. All Trustees voted aye.

Since there was no other business to come before the Board, Pat made motion and Don seconded motion to adjourn meeting at 9:55 p.m. All Trustees voted aye. Meeting adjourned.

July 21, 2011

Present: Kathy Wahl and Don Eimers

Also present: Eric Brenner, Kris and Blake Rehfeld

Call to order: Kathy called meeting to order at 7:00 p.m.

Eric discussed Bruce Frink hook-up. He has approved the plan to hook Frink and Pelzl together and Nick Berbos and Jeff Sahli together. A separate lift station will be installed for Berbos and Sahli. Kathy reported Frink, Berbos and Sahli will share the cost for the lift station.

Eric discussed security for the North Shore lift station. Don made motion and Kathy seconded motion for chain link fencing to be installed around lift station. Blake will get estimates from Mohr's and Vosika for fencing.

Blake discussed inventory. Several parts are needed. Don made motion and Kathy seconded motion to allow Blake to order parts. A parts bin will be purchased and installed in the shed for inventory.

Kris presented checks for bills previously approved for payment. Kathy and Don signed checks. Financial statements were reviewed by Kathy and Don. Kris gave report on delinquent payments and audit for 2010.

Reading of minutes: Minutes of meeting dated July 7, 2011 were read. Don made motion to accept minutes as written. Kathy seconded motion.

Discussion of budget for fiscal year 2012 and Brenner maintenance contract was tabled to next meeting.

There being no further business to come before the Board, Don made motion and Kathy seconded motion to adjourn meeting at 8:20 p.m. All Trustees voted aye. Meeting was adjourned.

July 26, 2011

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Perry Carlson

Kathy called meeting to order at 7:00 p.m. for purpose of discussion of interviewing Brent Kolden for maintenance position. Mr. Kolden was unable to appear for interview and rescheduled to July 27, 2011.

Perry discussed recent repairs and maintenance to main lift stations.

There being no further business to come before the Board Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

July 27, 2011

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyck and Brent Kolden

Kathy called meeting to order at 7:00 p.m. Contract for maintenance with Brenner Electric was discussed with Andy. Andy answered all questions from Trustees.

Discussion continued with Brent Kolden for maintenance position. Brent answered all interview questions from Trustees and will call Kathy with a bid for wages after reviewing maintenance needs and specs. Further discussion was tabled to next meeting in anticipation of bid.

There being no further business to come before the Board, Pat made motion to adjourn meeting at 9:00 p.m. Don seconded motion. Meeting as adjourned.

August 4, 2011

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Eric Brenner

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Discussion took place with Eric Brenner regarding maintenance contract. Pat made motion to accept contract as presented with the exception of pumping 55 septic tanks at a cost of \$100.00 per tank. Don seconded motion. Eric Brenner agreed. All Trustees voted aye. Contract will begin August 1, 2011 and run through December 31, 2011.

Eric reported on manhole on N. Shore Drive. Air release valve was exercised.

Blake reported on estimates for fencing of N. Shore lift station from Vosika and Mohr. He will check on prices for stainless steel paddle locks before decision is made for fencing or locks. Blake also reported capacitors are needed for the add-a-phase on S. Shore. Pat made motion and Don seconded motion to order 18 capacitors. All Trustees voted aye.

Kris presented checks for payment of all approved bills. Checks were signed. Kris discussed the financial reports, bank statements, and delinquent payers. Further collection efforts will continue with Kris and Kathy.

Reading of previous minutes dated July 21, 2011, July 26, 2011, and July 27, 2011 took place. Don made motion to accept minutes as read. Pat seconded motion. All Trustees voted aye.

Discussion and 1st reading of Ordinance 11-01 took place. Pat made motion and Don seconded motion to accept first reading of Ordinance 11-01. All Trustees voted aye.

There being no further business to come before the Board, Don made motion and Pat seconded motion to adjourn meeting at 8:50 p.m. All Trustees voted aye. Meeting was adjourned.

August 18, 2011

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present Kris and Blake Rehfeld and Andy VanSteenwyk

Meeting was called to order by Kathy Wahl at 7:00 p.m.

Blake presented his maintenance report to Trustees. All is well. Replacement or rebuild of pump #2 was discussed. Don made motion and Pat seconded motion to rebuild pump #2 from S. Shore Station. K&P Pump will rebuild. Inventory was discussed. Don made motion and Pat seconded motion to order up to six (6) control panels. (depending on price break) Blake will check on pricing and place the order.

Andy reported per Brenner 2011 contract, there will be no charges for pumping 55 tanks. The cost has been included in the contract price. Brenner Electric will repair leaks in the lagoon beginning August 19, 2011.

Kris presented checks for signing of approved bills. All checks were approved and signed. Kris discussed profit and loss statement, bank account statements and late payments. Trustees reviewed all statements. Pat made motion to accept statements as presented. Don seconded motion. All Trustees voted aye.

Minutes of meeting dated August 4, 2011 were read. Don made motion and Pat seconded motion to accept minutes as read. All Trustees voted aye.

Kathy presented Trustees with list of liens to be placed for non-payment of debt service fees and monthly fees. Pat made motion to accept list and place liens. Don seconded motion. All Trustees voted aye. Liens will be placed by September 1, 2011.

Second reading of Ordinance 11-1 was read and discussed. No further changes were made. Pat made motion and Don seconded motion to accept Ordinance 11-1. All Trustees voted aye. Kathy will send to American News for publication.

Blake and Kris Rehfeld will be out of town August 24 – September 10, 2011. Don will assume Blake's duties and Kathy will do bank deposit in Kris' absence.

There being no further business to come before the Board, Don made motion and Pat seconded motion to adjourn meeting at 8:15 p.m. All Trustees voted aye. Meeting was adjourned.

September 1, 2011

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Eric Brenner

Absent: Kris and Blake Rehfeld

Meeting was called to order by Kathy Wahl at 7:00 p.m.

Maintenance was discussed with Eric Brenner. No problems or fixes were reported.

Trustees discussed collections of delinquent accounts. Roland Erhardt's account was discussed. Trustees have decided not to place a lien against the property at this time because of prior knowledge of his business problems relating to his personal problems. Collection efforts will continue until such time as account is deemed uncollectible and then action will be taken to place a lien.

Discussion of the pavilion hook-up took place. Kathy will contact Kim Dorsett to discuss possible solutions.

Kathy presented checks to be signed for pre-approved bills. All checks were signed and Kathy will distribute them.

Reading of minutes dated August 18, 2011 was read. Don made motion and Pat seconded motion to approve the minutes as written. All Trustees voted aye.

Since there was no further business to come before the Board, Don made motion and Pat seconded motion to adjourn the meeting at 7:45 p.m. All Trustees voted aye. Meeting was adjourned.

September 15, 2011

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Eric Brenner, Andy, Blake and Kris Rehfeld, Jeff and Tammy Sahli, and Jason Pelzl

Discussion was held with Jeff and Tammy Sahli and Jason Pelzl regarding the Bruce Frink construction project. Mr. and Mrs. Sahli and Jason Pelzl stated they will not share in any costs associated with Mr. Frink's re-construction of the sewer system on his property. Their concern conveys they paid all costs of initial construction for hook-up to the system (which is working great) and they are not the party who needs to modify the system to accommodate construction of a new residence. Mr. Pelzl also stated that per Frink's construction plan, he will not agree to have the control panel on his property for the Frink/Pelzl hook-up as he turns his electricity off during the winter months because his cabin is seasonal and Mr. Frink plans on having a full time residence. The Board noted these comments from both customers and tabled further discussion so that Kathy can discuss these matters with Mr. Frink.

Discussion was held with Eric Brenner. Maintenance was as usual; no problems to report. Residential septic tank pumping will begin next week.

Discussion was held with Blake Rehfeld. Blake reported the West Shore lift station has been repaired and is up-to-date and fully operational. Much work had to be done to update the station but everything seems to be working great! No major problems to report – usual maintenance took place.

Kris presented approved checks for payment for signatures. All checks were signed. All approved bills will be paid. Kris presented the financial reports to the Trustees. Discussion of reports took place. Pat made motion and Don seconded motion to approve financial reports presented. All Trustees voted aye.

Reading of the minutes dated September 1, 2011 took place. Pat made motion and Don seconded motion to approve minutes as is. All Trustees voted aye.

Kathy reported William and Patricia Reed will be new customers on South Shore Drive. They purchased Mr. Kadrmas residence.

There being no further business to come before the Board, Don made motion and Pat seconded motion to adjourn the meeting at 8:45 p.m. All Trustees voted aye. Meeting was adjourned.

October 6, 2011

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld, Eric Brenner, Bruce and Joel Frink, Tom Black, and Steve Benning

Call to order: Kathy called meeting to order at 7:00 p.m.

Discussion was held with Bruce and Joel Frink and Tom Black regarding the hook-up of Frink's septic system. Bruce agreed to pay total cost of \$1,000.00 for lift station to be installed for Jeff & Tammy Sahli and Nick Berbos. RLSD will furnish pump and panel for Sahli/Berbos (cost of pump and panel was paid with original hook-up fees paid in 1998 by both households - at that time, Sahli and Berbos were connected to Frink/Pelzl and no pump or panel was needed.) RLSD will pay for installation of lines and boring by Brenner Electric at Frink household connection as part of hook-up costs previously paid to District by Frink in 1998. Existing pump in use at current Frink connection will be disconnected and installed at Sahli/Berbos connection. Upon hook-up for Frink/Pelzl, RLSD will deliver new pump to Frink. Frink will maintain electric panel for his and Pelzl household. Kathy accepted check #2446 for \$1,000.00 from Bruce Frink for cost of lift station.

Discussion was held with Brenner Electric regarding system maintenance. No problems are being reported – septic tank pumping has begun at south end of East Shore Drive. Eric checked line at TJ Serr residence and will repair when he brings equipment out to do Frink's installation.

Blake Rehfeld and Perry Carlson discussed maintenance system. Perry will wire light to stay on at West Shore Station when system is working.

Minutes of meeting dated September 15, 2011 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Discussion was held regarding Pavillion hook-up to system. Pat made motion and Don seconded motion to rescind any legal action to service Pavillion for remaining rental contract of two (2) years. All Trustees voted aye.

Kris presented checks for signatures for payment of bills previously approved. All checks were signed. Kris presented financial reports for September 2011 and year-to-date. Full discussion was held regarding reports presented. Don made motion and Pat seconded motion to accept reports as presented. All Trustees voted aye.

Don made motion and Pat seconded motion to adjourn meeting at 9:00 p.m. All Trustees voted aye. Meeting was adjourned.

October 19, 2011

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld, Andy & Tom VanSteenwyk, Jay Koch, Ted Dickey, and Susan Hoffman

Call to order: Kathy called meeting to order at 7:00 p.m.

Discussion was held with Susan Hoffman concerning construction and installation of septic system on lots on North Shore Drive owned by Susan and Bryan Granville. It is noted there will 2 lots, possibly 3 which will need to be serviced. Preliminary plans for septic piping and appurtenances will be presented to Board for approval when finalized by their contractor.

Discussion was held with Ted Dickey of NECOG and Jay Koch of Helms Engineering regarding loan package for wastewater facilities. Ted reported to the Board we have one (1) year to accept DENR proposal. Discussion ensued upon revisions to be made to loan package. Jay Koch discussed possibility of a trial SCADA system from a company looking to do business in the area and will provide system at no cost to District but for monthly fee to use system. Further discussion was tabled so that Board may discuss these matters with the business.

Discussion with Brenner Electric regarding maintenance took place. No problems were reported. They are continuing with pumping of residential septic tanks.

Blake Rehfeld reported heavy usage on pump at North Shore lift station. He will continue to monitor for possible problems.

Kathy reported B&B will begin re-burial of pipe at Richmond Lane next week. Blake and Don will be on hand to oversee work site for proper depth burial of existing pipe. Brenner Electric will supervise work.

Kris presented list of delinquent accounts for discussion. Board instructed Kris and Kathy to continue collection activity on delinquent accounts. Discussion of David Murray account resulted in possible partial lien amount removal when proof of no usage of septic system is proven. Blake will meet with Mr. Murray for home inspection. Kris submitted payments received to Board for approval. Discussion was held on all payments received. Don made motion and Pat seconded motion to approval all submitted payments.

Reading of minutes dated October 6, 2011 took place. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn meeting at 9:22 p.m. All Trustees voted aye. Meeting was adjourned.

November 3, 2011

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Eric Brenner, Kris and Blake Rehfeld

Kathy called meeting to order at 7:00 p.m.

Discussion was held with Blake Rehfeld concerning maintenance. Blake reported on North Shore Drive lift station. He is tracking run time and will check with K&P if further maintenance is needed. Blake also discussed maintenance contract and cleaning of lift stations from K&P. Don made motion and Pat seconded motion to have K&P continue with maintenance contract and sign contract for pumping of all lift stations at a cost of \$400.00 per year. All Trustees voted aye.

Eric discussed replacing air release valves. Cost is \$1,260 per valve. Blake will research further for possible better pricing at which time valves will be purchased and replaced. Discussion took place regarding 2012 maintenance contract. Eric presented contract for 2012 to be signed and returned. Andy will include contract work being performed along with daily work orders. A list of materials for standard installation of sewer system and lift station will be prepared by Andy for new installs so it may be included with letter to all new customers for hook-up.

Mike Frohling lift station was discussed. Ben Hofer will be advised by Jay Koch of Helms Engineering of the proper fix to the lift station before lift station is buried and accepted by the District.

Blake advised Trustees the repair at the Jacobson/Serr site has been made and everything is in good working order. Blake reported burial of line in Richmond Lane took place. Previous lines that froze were dug up and buried at the proper 6 feet depth as specs call for until it reached a level of 5'8". Kathy reported line buried at 5'8" depth will be reburied if it fails and freezes as agreed with B&B for no charge for labor.

Kris presented checks for approved payments for signatures of Trustees. All checks were signed. Discussion took place regarding financial reports, late payments, and payment coupons for year 2012. Kris will prepare payment coupons and mail in December.

Reading of previous meeting dated October 19, 2011 took place. Don made motion and Pat seconded motion to accept minutes as presented. All Trustees voted aye.

There being no further business to come before the Board, Don made motion and Pat seconded motion to adjourn meeting at 8:30 p.m. All Trustees voted aye. Meeting was adjourned.

November 17, 2011

Present: Kathy Wahl and Don Eimers

Absent: Pat Keatts, Kris and Blake Rehfeld, and Eric Brenner

Call to order: Meeting was called to order by Kathy at 7:00 p.m.

Kathy reported Pat Keatts's absence was because of being out of town and Kris and Blake will not be present because of the passing of Blake's father. Our deepest condolences are extended to Kris and Blake and family.

No maintenance problems were known or discussed because of absence of Eric Brenner. Kathy reported Jay Koch advised Ben Hofer of the proper fix to Mike Frohling's lift station and repair was properly made.

Kathy reported she and Kris signed all checks for bills which were approved because of Kris' known absence from the meeting so no late payments to vendors would take place.

Minutes from the previous meeting dated November 3, 2011 took place. Don made motion and Kathy seconded motion to accept minutes as written.

There being no further business to come before the Board, Don made motion and Kathy seconded motion to adjourn meeting at 7:30 p.m. All Trustees voted aye. Meeting was adjourned.

December 1, 2011

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Andy VanSteenwyk

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Discussion was held with Greg Lingor concerning balance due of debt service on his lot on South Shore Drive. Balance has been in dispute because lot contains a public road and right-of-way that Mr. Lingor was charged debt service for. Upon deliberation, Pat made motion to write off \$1,490.65 balance of debt service due. Don seconded motion. All Trustees voted aye.

Discussion of hook-up bill for Bruce Frink took place. Locates were off which caused more digging to connect lines, hence more expense for more digging. Updated map is now correct. Discussion of ordinance change to reflect that further hook up changes that take place on any property currently hooked up will be responsibility of landowner and all charges will be paid by landowner will be forthcoming.

Discussion with Andy VanSteenwyk took place regarding maintenance. No problems were reported. Blake concurred business as usual – everything running smoothly.

Discussion took place of all bills presented for payment. Don made motion and Pat seconded motion to pay all bills as presented. All Trustees voted aye. Discussion of financial status and late payments took place. Collection action will continue to bring accounts current.

Minutes of the meeting dated November 17, 2011 took place. Don made motion to accept the minutes as read. Pat seconded motion. All Trustees voted aye.

Kathy reported Trustee vacancy for her position. Nominating petitions will be open from December 1, 2011 to December 15, 2011.

Kathy presented annual letter to customers for approval by Board. Pat made motion and Don seconded motion to accept letter. All Trustees voted aye. Letter will be prepared and sent to customers along with payment booklets for year 2012.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn meeting at 9:30 p.m. All Trustees voted aye. Meeting was adjourned.

December 15, 2011

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld, Andy VanSteenwyk, Jay Koch, Angelo Polsinelli and Darren Waldner

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Discussion with Andy VanSteenwyk included report on air release valve pricing and ordering information. Andy expects to change approximately 6 valves to start – will have more info forthcoming. Andy reported maintenance business as usual. Andy presented wastewater operator contract. Full discussion took place. Pat made motion to accept contract for year 2012. Don seconded motion. All Trustees voted aye.

Blake reported business as usual for maintenance route.

Jay Koch introduced Angelo Polsinelli and Darren Waldner of Dakota Pump and Control. They presented information regarding a scada system. Further discussion was tabled – a bid was requested but no further action was taken.

Kris presented checks for payment of bills approved. Checks were signed by Trustees and all bills were paid as presented. Kris reported payment booklets for year 2012 were sent to customers.

Kathy presented her nominating petition for 3- year position opening on Board of Trustees for the District. Don made motion to accept petition. Pat seconded motion. Since no other petitions were received, Kathy Wahl will be seated on the Board. Election of Officers for year 2012 took place. Don nominated Kathy for President. Pat seconded motion. All Trustees voted aye. Kathy Wahl will be President. Pat made motion to nominate Don Eimers for Vice President. Kathy seconded motion. All Trustees voted aye. Don Eimers will be Vice President. Pat made motion to nominate Kathy Wahl to position of Clerk. Don seconded motion. All Trustees voted aye. Kathy Wahl will remain Clerk for the District.

Minutes of previous meeting dated December 1, 2011 were read. Don made motion to accept minutes as read. Pat seconded motion. All Trustees voted aye.

Since there was no further business to come before the Board, Pat made motion to adjourn meeting at 9:25 p.m. Don seconded motion. All Trustees voted aye. Meeting was adjourned and a Merry Christmas to All was wished to everyone in attendance. See you in 2012!!!

January 5, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyck, Kris and Blake Rehfeld

Call to order: Kathy called meeting to order at 7:00 p.m.

Discussion was held with Andy VanSteenwyck concerning maintenance. Andy reported no major problems – everything running smooth and uneventful.

Discussion continued with Blake Rehfeld. Blake reported K&P will be doing inspection contract work – they will correct any problems found.

Discussion was held regarding bill from Muth Electric for Pat Witte. Pat made motion and Don seconded to have Muth Electric continue with collection as billing should be customer's responsibility. All Trustees voted aye.

Discussion was held concerning lien against David Murray. Blake determined a toilet has never been installed on the property. Since monthly maintenance fees of \$2,524 have been charged and paid by Mr. Murray \$2,524.00 in credit was issued to debt service lien fee balance due. Pat made motion and Don seconded motion for Mr. Murray to pay remaining balance due of \$130.20 and lien will be cancelled against property. All Trustees voted aye. Kathy will inform Mr. Murray and remove lien when fee is paid.

Kris reported a credit of \$171.00 on Bruce Frink's account for payment in full of maintenance fees. Pat made motion and Don seconded motion to apply credit to cost of new lift station installed at Jeff Sahli's. Total cost was \$1200.00 - \$1,000.00 which has already been paid by Mr. Frink. All Trustees voted aye.

Kris presented checks for signatures previously approved by Board. All checks were signed – bills were paid.

Minutes of previous meeting dated December 15, 2011 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board Don made motion and Pat seconded motion to adjourn meeting at 8:25 p.m. All Trustees voted aye. Meeting was adjourned.

January 19, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld, Andy VanSteenwyk

Call to order: Meeting was called to order by Kathy at 7:00 p.m.

Discussion with Andy VanSteenwyk resulted in reports of no problems with system; everything is functioning well. Mike Frohling has been hooked up to sewer district. Electrical work was performed by Burdette Electric. Andy okayed hook-up.

Blake Rehfeld reported no maintenance problems. Route as usual – untangled floats at Matt Piehl's residence. Blake reported there is no price break per amount of air release valves purchased. Don made motion and Pat seconded motion for Blake to order three (3) air release valves so Andy can begin replacing valves. All Trustees voted aye.

Minutes of meeting dated January 5, 2012 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Discussion took place regarding date for annual meeting of District. Don made motion to move regular March 1, 2012 meeting to March 8, 2012 because of known absence of a Trustee on March 1 and to hold annual District meeting on March 22, 2012 at 7:00 p.m. with Trustees meeting at 6:00 p.m. Pat seconded motion. All Trustees voted aye. Meeting will be held at Anchor's Away Lodge and Resort with approval of management.

There being no further business to come before the Board Pat made motion and Don seconded motion to adjourn meeting at 7:50 p.m. All Trustees voted aye. Meeting was adjourned.

February 2, 2012

Present: Kathy Wahl and Don Eimers

Also present: Kris and Blake Rehfeld and Andy VanSteenwyck

Call to order: Meeting was called to order at 7:05 p.m. by Kathy Wahl

Discussion was held with Andy regarding maintenance of system. System is running as designed with no glitches to report. Andy will be present at annual meeting to discuss and answer questions from homeowners/landowners.

Discussion was held with Blake regarding routine maintenance. Everything is running per expectations. Blake ordered three (3) air release valves. Andy will install them where needed when he begins inspections.

Kris presented bills for approval. Don made motion to approve all bills for payment as presented. Kathy seconded motion. All Trustees voted aye.

Kris gave report on delinquent accounts. Kathy will make collection calls and continue collection of same. Payment of amount due for ring at Marlys Brick and Danny Kolb residence was discussed. Kathy will discuss payment of bill with Ms. Brick and Mr. Kolb.

Kris alerted Board of a longstanding \$40.00 credit on the account of Dr. Jeffrey Parker. After discussion, Don made motion and Kathy seconded motion to apply credit to the account of Tom Badger since he is now the property owner and the whereabouts of Dr. Parker are unknown.

Minutes of meeting dated February 2, 2012 were read. Don made motion and Kathy seconded motion to accept minutes as written.

Since no further business came before the Board, Don made motion and Kathy seconded motion to adjourn meeting at 8:30 p.m. All Trustees voted aye. Meeting was adjourned.

February 16, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Blake Rehfeld and Andy VanSteenwyck

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Discussion was held with Andy concerning maintenance. Andy reported he installed air release valves on South Shore Drive that were bad. He will continue to inspect valves and make notes of valves which will be replaced at a future time. Andy presented the Board with his signed maintenance contract for work to be performed for the District for the year 2012

Blake reported maintenance for the District is as usual and no great upsets to system were reported.

Due to the absence of Kris, Blake presented checks for signatures to pay all approved bills for the month. Don and Pat signed checks and bills were paid.

Minutes of previous meeting dated February 2, 2012 were read. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Discussion and first reading of Ordinance 12-01 (an ordinance amending section IV of Ordinance 96-4 to require property owners to pay all costs incurred resulting from connection or change in connection to the sewer district) was read. Don made motion and Pat seconded motion to accept first reading with changes made. All Trustees voted aye.

There being no further business to come before the Board Pat made motion and Don seconded motion to adjourn meeting at 7:50 p.m. All Trustees voted aye. Meeting was adjourned.

March 8, 2012

Present: Don Eimers and Pat Keatts

Also present: Blake and Kris Rehfeld, Donna Keatts and Andy VanSteenwyck

Absent: Kathy Wahl

Call to order: Meeting was called to order at 7:00 p.m. by Pat Keatts

Discussion was held with Andy regarding maintenance of system. Andy reported being called to Anchors Away because the system was alarming. A piece of wood was found to be partially blocking the pump intake. The pump was lifted, the wood removed and the pump was restored to its original position. It was then tested and found to be running properly. Andy also reported installing two air release valves on South Shore Dike. These replaced two faulty valves. Air release valves throughout the system will be inspected and replaced as needed.

Discussion took place with Blake regarding routine maintenance. Blake requested gravel for the West Shore main lift station due to soft and soggy conditions. Don made motion and Pat seconded motion to have gravel delivered to WSLs site. All Trustees voted aye. Delivery is subject to the lifting of current road restrictions.

Discussion was held regarding the RLSD annual meeting. Kris will call American News for the public service notice and will have Professional Mailing mail post cards to all lake property owners.

Don brought up the possibility of revising the current rate of reimbursement for gas used driving the maintenance route. Topic was tabled until Kathy's return.

Discussion also took place about the different wiring of the lights on residential panels. Some are designed to be on all the time and others only when alarming. Pat suggested that all be consistent and wired to be on. Board will speak with Perry Carlson about the possibility and cost of rewiring those needing to be changed. Blake estimated 15-20 of the approximate 200 in the system will need changing.

Kris presented bills for approval. Pat made motion and Don seconded motion to approve all bills as presented. All Trustees voted aye.

Minutes from previous meeting were not available for reading due to Kathy's emergency absence.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn the meeting at 7:50 p.m. All Trustees voted aye. Meeting was adjourned.

March 22, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris Rehfeld, Andy Van Steenwyk and attendance sheet of customers present

Call to order: Meeting was called to order by Kathy Wahl at 6:00 p.m.

Discussion was held by Trustees regarding reimbursement for mileage increase. Kathy will check with Dept. of Revenue regarding this and payment will be made based on their opinion beginning 04/01/2012.

Blake presented bid from Wally for gravel at the West Shore lift station for \$265.00. Don made motion and Pat seconded motion to have Wally deliver the gravel to WSLs as soon as possible. All Trustees voted aye. Blake will order the gravel.

Second reading of Ordinance 12-01 took place. Don made motion and Pat seconded motion to accept Ordinance as written. All Trustees voted aye. Kathy will have Ordinance published as soon as possible.

Minutes of meetings dated February 16, 2012 and March 8, 2012 were read. Don made motion to accept minutes from both meetings as written. Pat seconded motion. All Trustees voted aye.

Discussion was held with all in attendance regarding the ripwrapping of the sewer cells. Kathy reported suggested cost and discussed the financing of the project. Questions from audience included homeowner financing package and when will it begin. All questions were answered.

Andy Van Steenwyk spoke to those in attendance and gave report on maintenance work being done in the District and reminded all customers of their responsibility to take care of their system. Andy answered all questions from the audience.

Door prizes furnished by McFarland's were awarded to the names drawn. Congratulations winners!

There being no further business to come before the Board, Don made motion and Pat seconded motion to adjourn meeting at 8:30 p.m. All Trustees voted aye. Meeting was adjourned.

March 22, 2012

1. Lanny Wahl
2. Carla Burns + Jim
3. Mel + Rowena Diers
4. Kris Belfeld
5. Don + Vicki Eimes
6. Kathy Wahl
7. Pat + Donna Keatts
8. Kusty Merke
9. Clif + Aru Ingenson
10. Rhonda Sogdy
11. Phil + BRANDA MITZER
12. Madyp Buck - Van Kolb
13. Dean + Lorie Augsberry
14. Paula + Scott Hier
15. Galen Sylvester
16. Danielle + Tom Aman
17. Kelly Smith
18. Amy Suter
19. Steve Benning
20. Doug Perry
21. John Bame
22. Mrs + Mrs Michael Ahn
23. Bonny + Betty Carlson
24. Michele Johnson
25. Jaeger Smith
26. Charlie Reo
- 27
- 28

April 5, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyck

Absent: Kris and Blake Rehfeld

Call to order: Kathy called meeting to order at 7:00 p.m.

Discussion was held with Andy regarding system maintenance. Andy reported a total of eight (8) bad air release valves on South Shore Drive to the sewer cell. Don made motion for Andy to order three (3) valves for replacement at this time. Pat seconded motion. All Trustees voted aye.

Discussion of a raise in payment of the gas mileage took place. Don made motion and Pat seconded motion to pay 55 cents per mile beginning April 1, 2012. All Trustees voted aye.

Kathy presented payments for wages to employees. Pat made motion to pay all wages as reported. All Trustees voted aye. Checks were signed and distributed.

Discussion of ripwrapping of sewer cells took place. Kathy reported the Northern Beef Packers Plant has offered rock for sale for the ripwrapping. Kathy will discuss with Jay Koch.

There being no further business to come before the Board, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

April 19, 2012

Present: Don Eimers and Kathy Wahl

Also present: Kris and Blake Rehfeld

Absent: Pat Keatts and Andy VanSteenwyck

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Blake gave maintenance report. All is well – no upsets in the operations. Blake asked for permission to purchase a bolt cutter for use when paddlelocks are too rusty to open. Don made motion and Kathy seconded motion for Blake to purchase a bolt cutter.

Kathy discussed air release valve inspection by Andy. Don made motion and Kathy seconded motion for Andy to purchase 3 more air release valves for replacement.

Kris presented checks for signatures to pay all approved bills. Checks were signed and bills were paid. Financials and discussion of late payments took place. Collection will continue.

Discussion of engagement letter from Eide/Bailly took place for purpose of accepting audit confirmation for year 2011. Don made motion and Kathy seconded motion to accept audit confirmation.

Reading of minutes from meeting dated April 5, 2012 took place. Don made motion to accept minutes as written. Kathy seconded motion.

Discussion took place for continuance of contract for storage rental from Richmond Lake Storage. Don made motion and Kathy seconded motion to continue storage rental with Richmond Lake Storage.

There being no further business to come before the Board, Don made motion and Kathy seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

May 5, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld

Meeting was called to order by Kathy Wahl at 7:00 p.m.

Discussion of district maintenance was held. Kathy reported Andy and team had no problems; continuing to locate and check air release valves and do scheduled maintenance.

Blake reported no unusual maintenance problems. Inventory of household pumps is getting low. Don made motion and Pat seconded motion to order 5-10 additional pumps (wherever best price break is). All Trustees voted aye. Blake will order pumps. Blake also reported K&P and Wally Albrecht will be working on the East Shore Lift Station maintenance.

Discussion of mowing at the sewer cells took place. Pat made motion and Kathy seconded motion to hire Joe Drobny for maintenance mowing at rate of \$70/hour. All Trustees voted aye.

Kris presented Trustees with checks for payment of wages previously approved. All checks were signed and distributed. Discussion continued with financial reports of District. Don made motion to accept financial reports. Pat seconded motion. All Trustees voted aye.

Minutes of meeting dated April 19, 2012 were read. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Since there was no further business to come before the Board, Don made motion and Pat seconded motion to adjourn meeting at 8:31 p.m. All Trustees voted aye. Meeting was adjourned.

May 17, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld

Call to order of meeting: Kathy Wahl called meeting to order at 7:00 p.m.

Discussion with Blake included notification to Board that he installed LED bulbs at the main lift stations with the exception of the West Shore station. Maintenance at East Shore lift station has been completed. Routine maintenance was performed. Water District Maintenance continues to inspect air release valves. Don made motion and Pat seconded motion to replace 3 more valves located on South Shore Drive to the sewer cells. All Trustees voted aye. Maintenance pumping of the residential septic tanks continues.

Kris led discussion concerning financial reports. Kathy made motion and Don seconded motion to send 90-day collection letters to two (2) customers via certified mail for payment-in- full of their account. All bills previously approved for payment were paid. Kris reported she has been preparing files for audit by EideBailly. She continues to prepare further information. Kathy received back-up tapes of T-Value and Quick Books.

Minutes of meeting dated May 5, 2012 were read. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board, Don made motion and Pat seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned.

June 7, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Donna Keatts

Call to order of meeting: Kathy called meeting to order at 7:00 p.m.

Discussion with Blake regarding maintenance took place. Blake reported LED bulbs installed 02/24/12 at Carlson, Rehfeld, Cihak, and Cartney homeowner lift stations are still OK. No failures to date. Blake and Perry Carlson investigated converting homeowner panels in inventory from light normally on or off. Blake will check with SJE Rhombus for cost to convert.

Amperage limiter on pump at WSLs is oversized per K&P and confirmed by Perry. Don made motion and Pat seconded motion to purchase a smaller limiter from DSG and have Perry install it. All Trustees voted aye.

Blake and Perry discussed getting an estimate from K&P panel rebuilders on a new panel at NSLS and ESLs. Perry suggest that \$'s can be saved by not using the current system. Further discussion will take place before proceeding.

Kris presented all bills received for approval for payment. Discussion of bills presented took place and Pat made motion and Don seconded motion to approve all bills as presented. All Trustees voted aye. Kris reported on collected late payments. Kris gave Kathy back-ups for system.

Kris presented Board with financial statements which were discussed. Pat made motion and Don seconded motion to accept all statements. All Trustees voted aye.

Reading of minutes dated May 17, 2012 took place. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Kathy reported to Board that RLSD is not eligible to apply for current water grants being given by DENR. Discussion also took place regarding an E-mail received by Kathy from Jay Koch regarding pump tanks from DSG. Jay states the Jackel FWRP Basins would be acceptable to be used at Richmond Lake. A base place would be required on all basins and instructions for pipe penetrations would need to accompany all basins. Further discussion with Andy will take place.

Since no further business came before the Board, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

June 21, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld

Call to order of meeting: Kathy called meeting to order at 7:00 p.m.

Discussion was held with Blake regarding maintenance. Dakota Pump will repair WSLs due to K&P inability to service station at this time. Blake continued with regular route inspections and routine maintenance – no significant inefficiencies to report.

Discussion was held regarding the power line to the lift station from Jeff Sahli to Bruce Frink. It is reportedly buried 4-5" deep. Since Muth installed this line, they will be contacted to rebury line to a deeper depth.

Kris presented checks for signatures for payment of approved bills. All checks were signed. Discussion was held regarding financial reports. Kris also reported delinquent payments. Kathy will make collection phone calls.

Kris gave Kathy an updated back-up jump drive and DVD of TValue and Quick Books.

Reading of minutes dated June 7, 2012 took place. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since there was no further business brought before the Board, Don made motion and Pat seconded motion to adjourn meeting at 8:15 p.m. All Trustees voted aye. Meeting was adjourned.

July 5, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Donna Keatts

Call to order: Kathy called meeting to order at 7:00 p.m.

Discussion was held with Blake concerning routine system maintenance. Blake reported he received a call from Don Quenzer regarding his control panel. Mr. Quenzer admitted he ran into it. It was determined by Blake and Andy that box needed to be replaced. A rebuilt panel was used in the replacement and Muth Electric will be doing the electrical. Don made motion and Pat seconded motion to bill Don Quenzer for panel and Muth service call. All Trustees voted aye.

Blake reported Andy has installed three (3) more air release valves.

Kathy received notice of Basic Waste Water Treatment class to be held August 21-23, 2012. After discussion with Blake, Pat made motion and Don seconded motion for Blake to attend class and RLSD will pay expenses incurred. All Trustees voted aye.

Don made motion and Pat seconded motion for Blake to purchase an amp clamp. All Trustees voted aye.

Kris presented financial report. Don made motion and Pat seconded motion to approve payment of wages to all concerned as presented. Checks were signed and wages were paid. Kris reported progress is being made for collection of delinquent accounts. Collection efforts will continue by her and Kathy. Kathy received updated back-up jump drive and DVD of TValue and Quick Books from Kris.

Minutes of previous meeting dated June 21, 2012 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Kathy reported she received draft of audit for 2011 from EideBailly. We are waiting for audit approval from Legislative Audit to conclude.

Discussion of pumps and air release valves in inventory took place. Don made motion and Pat seconded motion for Blake to order 11 pumps and Andy will order 3 air release valves. All Trustees voted aye.

Since no further business was brought before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:15 p.m. All Trustees voted aye. Meeting was adjourned.

July 19, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld, and Donna Keatts

Call to order of meeting: Kathy called meeting to order at 7:00 p.m.

Discussion was held with Blake concerning the panel at Arlen Heupel residence. The Board will look into a panel and proper hook-up at his residence.

Discussion continued regarding the purchase of check valves. Pat made motion and Don seconded motion to purchase two (2) 4" check valves without arms. All Trustees voted aye. Blake reported a need for more control panels in inventory. Don made motion and Pat seconded motion to order 3-6 panels (depending on price break). All Trustees voted aye. Blake reported route work as usual – no significant repairs or incidents to report.

Discussion with Kris took place. Kris presented checks for signatures for previously approved bills. All bills were paid. Discussion took place regarding financial reports. Pat made motion and Don seconded motion to approve all financial reports. All Trustees voted aye.

Minutes of meeting dated July 5, were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

August 2, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld, Jeff Sahli, and Donna Keatts

Call to order of meeting: Kathy called meeting to order at 7:00 p.m.

Discussion was held with Jeff Sahli concerning installation of a riser ring for his lift station and grading the dirt. Pat made motion and Don seconded motion for Andy to purchase 12" ring and install same. Dirt will be graded with dirt from Bruce Frink's project. Sahli will do lawn seeding at his expense. Bruce Frink will be billed for parts and electricity installation at Jean Pelzl's. All Trustees voted aye.

Discussion continued with Andy regarding more air release valves. Kathy checked pricing with WinWater – District cost will be \$1,025.00 each for a purchase order of 20 total valves. WinWater will accept a minimum of 10 per order. Don made motion and Pat seconded motion to order 10 valves. All Trustees voted aye.

Andy reported DENR will be here to check the cells, lift stations, and operations. Tentative date set for inspection is August 15, 2012.

Discussion was held with Kris regarding financials. Don made motion and Pat seconded motion to accept all bills presented for payment. All Trustees voted aye. Checks for payment of wages were signed and distributed.

Further discussion continued with Kris regarding purchase of a new laptop as current laptop is showing signs of a possible crash. Pat made motion and Don seconded motion of purchase of a new laptop. All Trustees voted aye. Kathy and Kris will make purchase.

Discussion and first reading of Ordinance 12-02 took place. Pat made motion and Don seconded motion to accept first reading. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:55 p.m. All Trustees voted aye. Meeting was adjourned.

August 16, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld

Call to order: Meeting was called to order at 7:15 p.m.

Minutes of the previous meeting dated August 2, 2013 were read. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Discussion was held with Blake Rehfeld regarding maintenance. Blake reported on comments from Tina Piroutek of DENR regarding treatment facility inspection. Ms. Piroulek noted cell in need of rip wrapping improvement and no copy of current water district discharge permit. It was noted during discussion with Ms. Piroulek that permit was not yet received due to changes being made by DENR and District is currently working with Helms Engineering for construction and design of rip wrapping mad DENR for loan for project. Ms. Piroulek left copy of permit at RLSD District office and noted current project in design for improvements. No other infractions were found and District was given good marks for current system.

Routine maintenance was performed. No major maintenance repairs were made. Air release valves were received – Andy and Tom will install during their inspections.

Kris presented checks to Trustees to be signed for all bills presented and okayed for payment. All checks were signed. Discussion of financial report for July 2013 took place. Trustees discussed accounts over 90 days late. Pat made motion and Don seconded motion to place a lien against accounts over 90 days of non-payment. All Trustees voted aye. Kathy will prepare list and certify amounts to auditor for lien to be placed against their real estate taxes.

Discussion was held regarding payment of repairs made to Don and Sandy Quenzer's control panel. Pat made motion and Don seconded motion to allow payments from the Quenzers for a period of one (1) year at 5.75% interest. Kris will set up account for payments to repay total amount due of \$666.69.

Discussion and second reading of Ordinance no. 12-02 took place. Don made motion and Pat seconded motion to pass Ordinance 12-02. All Trustees voted aye.

Discussion was held regarding Agreement between Owner and Engineer for Professional Service from Helms Engineering. Don made motion and Pat seconded motion to accept agreement. All Trustees voted aye.

Since no further business came before the Board, Don made motion and Pat seconded motion to adjourn meeting at 9:00 p.m. All Trustees voted aye. Meeting adjourned.

September 6, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Perry Carlson

Discussion was held with Perry Carlson regarding the North Shore Lift Station. Perry reported control panel needs maintenance and updating due to corrosion of wires, etc. Don made motion and Pat seconded motion to repair box and move box within same location for ease of maintenance and operation. All Trustees voted aye. Blake and Perry will coordinate repairs.

Discussion with Blake regarding sludge removal, maintenance, and pumping of each lift station by K&P took place. Pat made motion and Don seconded motion to do maintenance and pumping. All Trustees voted aye. Blake will contact K&P.

Reading of minutes dated August 16, 2012 took place. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Discussion with Kris regarding financial reports and bookkeeping took place. Kris presented bills submitted for approval. Pat made motion and Don seconded motion to approve and pay all bills as presented. All Trustees voted aye. Kris gave CD and jump drive back-ups to Kathy.

Discussion of Resolution No. 12-01 took place. This resolution gives approval to certain clean water facilities improvements and the approval of issuance and sale of a revenue bond to finance. Don made motion and Pat seconded motion to accept the resolution. All Trustees voted aye.

Discussion of election for position of Trustee for a 3-year term took place. Pat Keatts position is expiring. Petitions for nominations may be filed at the District Office no earlier than October 1, 2012 and no later than October 15, 2012.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:30 p.m. All Trustees voted aye. Meeting was adjourned.

September 20, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld, Andy VanSteenwyck, and Bruce and Joel Frink

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Discussion was held with Bruce and Joel Frink regarding the temporary electricity hook-up to the Pelzl cabin and the riser ring for Sahli pit. Kathy explained to Mr. Bruce Frink the District Trustees felt it his responsibility to pay Muth Electric bill of \$401.56 for temporary electricity hook-up for Pelzls. Mr. Frink did not provide electricity for their pump as he had agreed, due to his construction. The District Trustees also asked Mr. Bruce Frink to pay Win-Water bill of \$237.90 for the riser ring added to Jeff Sahli's pit due to landscaping problems because of construction at Frinks. Bruce Frink disagreed with paying total amount of charges. Don made motion and Pat seconded motion that entire bill owing to Muth Electric and Win-Water be paid in full by Bruce Frink. All Trustees voted aye. Mr. Frink still disagreed. Kathy informed him unpaid charges would result in a lien against his property. Mr. Frink left the meeting but returned shortly thereafter agreeing to pay only the Muth Electric bill in full. Trustees Don and Pat disagreed. Pat offered a counter offer to pay all of Muth Electric charges and half of Win-Water bill. Mr. Frink turned down the offer. Don reinstated original motion for payment in full of both Muth Electric and Win-Water bill. All Trustees voted aye.

Discussion continued with Andy VanSteenwyck regarding maintenance. Annual inspections will be completed in next couple of months. Andy will install 2 of the remaining 3 air release valves. The third valve will remain in inventory for emergency situation. Andy will check the Jim Latteral property for hook-up inventory of equipment on property site. Andy and Kris will adjust hours in contract for sludge removal, etc.

Blake reported good hours at all stations except NSLS. K&P will do maintenance and clean-outs.

Kris presented checks for payment of bills. All checks were signed and bills were paid as presented. Kris gave Kathy back-up jump drive for Quick Books and CD for TValue.

Minutes of meeting dated September 6, 2012 were read. Don made motion and Pat seconded motion to accept minutes as read. All Trustees voted aye.

There being no further business to come before the Board, Don made motion and Pat seconded motion to adjourn meeting at 9:00 p.m. All Trustees voted aye. Meeting was adjourned.

October 4, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyck and Marshall Lovrien

Call to order: Kathy called meeting to order at 7:00 p.m.

Discussion took place with Marshall Lovrien regarding paperwork for securement of Clean Water State Revolving Fund Loan. All paperwork was signed by Kathy and Don Eimers. Mr. Lovrien will copy documents and forward to Meierhenry's office for procurement.

Andy discussed system maintenance. He will be contacting K&P regarding NSLS maintenance.

Minutes of meeting dated September 20, 2012 were read. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Kathy reminded Board that nominating petitions for open seat of Trustee Pat Keatts are now being accepted and will be accepted until October 15, 2012.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn the meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

October 18, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Andy VanSteenwyck

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Andy and Blake discussed routine maintenance. Andy reported Lee Leuning pump, panel and floats need replacements. Pump not pumping; mice gained access and chewed float cables and wiring. Blake found no power to panels at Charles Duel and Joseph Moslander homes. Kathy phoned customers; Duel residence was serviced by Northern Electric; Northern Electric cut power to Moslander home for failure of payment. After discussion with Andy and Nick Berbos, it was decided to have Muth Electric install permanent wiring to panel at Nick Berbos residence in lieu of power at Moslander home to run both residences. Andy reported new pumps installed at Arvilla Ernst and Tom Badger residences.

Kathy questioned inventory – Blake purchased parts from Runnings and will make hose assemblies. Blake also purchased check valves, nipples, and wet guards. Pump inventory is low. Don made motion and Pat seconded motion to purchase six (6) pumps. All Trustees voted aye. Blake will order pumps.

Discussion took place regarding owners who have concrete lift stations. Andy reported the disintegration of these stations may degrade to a point that it could cause failure to our pump and equipment. Trustees discussed notification to customers who have concrete lift stations of a possible failure of the lift station and will advise customer it will be their responsibility to provide a proper station.

Kris presented checks for signatures of all approved bills. Checks were signed. Financial reports and late payments were discussed. Kathy will continue collection of accounts.

Reading of minutes dated October 4, 2012 was held. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Kathy received a petition for Trustee vacancy from Pat Keatts. No other petitions were received or filed. All signatures on his petition were valid – Maxine Fisher, Br. Co. Auditor, declared Pat “winning candidate” for position. No election need be held.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:10 p.m. All Trustees voted aye. Meeting was adjourned.

November 1, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Andy VanSteenwyk

Call to order: Kathy called meeting to order at 7:00 p.m.

Andy and Blake gave maintenance reports. Andy continues to do household inspections; Blake is doing routine route maintenance. Inventory was discussed. Don made motion to order four (4) control panels. Pat seconded motion. All Trustees voted aye. Blake is waiting for quotes on pumps from Win Water. Purchasing account has been set up at Macs for supplies.

Kris presented bills submitted for payment for approval. Pat made motion to accept and pay all bills as submitted. Don seconded motion. All Trustees voted aye. Checks for payment of employee wages were approved, signed, and distributed.

Kathy presented a letter to the Board for approval regarding lift stations that are in danger of failing because of disintegration of the concrete. Letter and list of owners were discussed. Pat made motion and Don seconded motion to approve said letter and send it via registered mail to said RLSD customers. All Trustees voted aye.

Reading of minutes dated October 18, 2012 took place. Don made motion and Pat seconded motion to accept minutes. All Trustees voted aye.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:20 p.m. All Trustees voted aye. Meeting was adjourned.

November 15, 2012

Present: Kathy Wahl, Don Eimers, Pat Keatts

Also present: Kris and Blake Rehfeld and Andy Van Steenwyk

Call to Order: Meeting was called to order by Kathy at 7:00 p.m.

Discussion was held with Andy and Blake concerning maintenance. Andy reported on various lift stations and septic tanks being pumped for pump maintenance issues. He also dealt with panel and float issues. Andy presented Board with wastewater operator contract for year 2013 for discussion. Further discussion was tabled to December 6 meeting. Blake reported he ordered 6 pumps and 4 control panels from McFarland. Blake also reported James and McFarland's will keep one or two pumps in stock for us in case of emergency. Blake continued through remainder of month with normal routine maintenance and surveillance.

Kris presented approved bills for signature on checks for payment. All checks were signed as approved.

Reading of minutes dated November 1, 2012 took place. Pat made motion and Don seconded motion to accepted minutes as written. All Trustees voted aye.

Kathy reported to the Board that construction specs and contract documents for the wastewater improvements at the cells have been approved by SD DENR. She will contact Helms Engineering for further info for the project.

Since no further business was brought before the Board Don made motion and Pat seconded motion to adjourn meeting at 8:11 p.m. All Trustees voted aye. Meeting was adjourned.

December 6, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk and Lanny Wahl

Absent: Kris and Blake Rehfeld

Call to order: Kathy Wahl called meeting to order at 7:00 p.m.

Discussion was held with Andy and Lanny regarding maintenance. Lanny reported North Shore lift station hours are excessive. (Andy will call K&P for service ASAP) Andy and Lanny reported routine maintenance for the District.

Andy discussed the 2013 Wastewater Operator Contract. Pat made motion and Don seconded motion to accept the 2013 contract. All Trustees voted aye.

Discussion of bills presented for payment took place. Don made motion and Pat seconded motion to pay all bills as presented. Checks for payment of November wages were signed and distributed.

Profit/Loss statements were distributed and discussed. Don made motion and Pat seconded motion to accept statements as reported.

Kathy gave the Board an update on wastewater improvements. Advertisement for bids will be placed in the Aberdeen American News. Bids will be opened January 17, 2013.

Reading of minutes dated November 15, 2012 took place. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

December 20, 2012

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld, Lanny Wahl, and Andy Van Steenwyk

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Discussion was held with Blake and Andy regarding maintenance. Blake reported pumps and panels from McFarland's have been received. Next order of panels from SJE Rhombus will cost more as they undercharged for flasher modification to panels. Blake also reported K&P replaced both check valves at NSLS and pumped sludge from all four lift stations and did PM's to the control panels at each lift station on December 5, 2012. Normal route maintenance was performed for the month by Blake and Andy.

Kris gave update on total balance of debt service fees owed. (14 accounts w/\$17,300.11 to be collected) Kris also gave Kathy file of all customer accounts and monthly fees owed. Kris presented checks to Trustees for signatures to pay all approved bills. Checks were signed. Kris discussed delinquent accounts. Collection of delinquent accounts by Kathy and Kris will continue.

Discussion of Muth bill for Bruce Frink hook-up took place. Don made motion and Pat seconded motion to pay bill of \$533.29 and file lien against Frink. All Trustees voted aye.

Minutes of previous meeting dated December 6, 2012 took place. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Election of officers for Board of Trustees for year 2013 took place. Officers are as follows:

President: Kathy Wahl
Vice-President: Don Eimers
Clerk: Kathy Wahl
Bookkeeper/Treasurer: Kris Rehfeld

There being no further business to come before the Board, Don made motion and Pat seconded motion to adjourn meeting at 8:20 p.m. All Trustees voted aye. Meeting was adjourned.

January 3, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Blake and Kris Rehfeld

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Blake gave an update on maintenance. K&P did temp fix at WSLS due to failure of check valve spring arm. K&P will be back to install a check valve with internal style flap. Blake is also monitoring hours at SSLS on pump 1. K&P will be providing Blake with info regarding the check valves they install for a possible local purchase. K&P will also give a bid to install a second set of stainless steel locating pipes at WSLS.

Discussion was held regarding pumps. Kathy presented bid from Win-Water. Prices are same on individual pumps; McFarland's has better pricing for quantity of 5 or more.

Kris presented checks for signatures for wages paid for December 2012. All checks were signed. Kris reported inventory is short 1 panel and 2 pumps. She will be discussing shortage with Andy to determine where inventory is.

Minutes of meeting dated December 20, 2012 were read. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

There being no further business to come before the board, Pat made motion and Don seconded motion to adjourn the meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

January 17, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Jay Koch and Blake Rehfeld

Call to order: Kathy Wahl called meeting to order at 6:00 p.m.

Jay Koch presented Wastewater Systems Improvements bids to Board to be opened for approval and authorization of same. Bids are as follows:

B&B Contracting - \$279,803.00
Lien Construction - \$304,055.10
Ronglien - \$276,412.66
Webster Scale - \$354,274.00
Rounds - \$316,522.75
LRC Inc. - \$296,319.90
Kriech Construction - \$222,523.00

Don Eimers made motion and Pat Keatts seconded motion for the Board to award the bid to Kriech Construction for \$222,523 pending funding agency approval and Authorization. Board President Kathy Wahl shall sign the contract document. All Trustees voted aye.

Discussion was held with Blake regarding maintenance operation. Blake reported check valves for the main lift stations have arrived. Muth ran a new power line to the panel at NSLS. Caution tape to protect above ground wire was installed – wire will be buried when ground is no longer frozen. K&P was called to change oil and seal sensor card at NSLS and change oil and fix float at SSSL P1. Blake reported he will be meeting with Win Water for a bid on new controls for panel at NSLS. Routine route maintenance was performed.

Bills for payment were presented for review. Pat made motion and Don seconded motion to pay all bills as presented. All Trustees voted aye. Kris reported inventory has not yet been reconciled and is still working on it with Andy.

Minutes from meeting dated January 3, 2013 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn the meeting. All Trustees voted aye. Meeting was adjourned at 7:40 p.m.

February 7, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld

Call to order: Meeting was called to order by Kathy at 7:00 p.m.

Discussion with Blake regarding maintenance took place. Blake reported bid for upgrade/rebuild of panel for NSLS from WinWater is \$3,276.00. Don made motion and Pat seconded motion to accept WinWater bid. All Trustees voted aye. Rebuild will be ordered April 2013. Blake reported pump failures at R. Eisenbeis and F. Landes residences. Both pumps were replaced along with floats at Landes residence. Muth Electric will add a junction box below control panel at Landes. Usual route maintenance was performed for the month and snow was cleared from the four main lift stations.

Discussion with Kris included discussion of the P&L Budget VS. Actual for year 2012. Depreciation figures are not yet available. Kris presented checks for approval and signatures for wages paid for January 2013. Pat made motion to accept all amounts to be paid; Don seconded motion. All Trustees voted aye. Checks were approved and signed.

Kathy led discussion regarding wastewater improvement bids. Kathy reported Kriech Construction withdrew their bid of \$222,523.00. Upon discussion with Engineer Jay Koch, reason given for withdrawal of bid was valid and in timely manner so as to accept the withdrawal. Discussion of return of bid bond also took place. Pat made motion and Don seconded motion to allow Kriech Construction to withdraw bid and return 100% of bid bond. All Trustees voted aye.

Discussion continued regarding award of bid to Ronglien Construction for \$276,412.66. Don made motion and Pat Keatts seconded motion for the Board to award the bid to Ronglien Construction for \$276,412.66 pending funding agency approval and Authorization. Board President Kathy Wahl shall sign the contract document. All Trustees voted aye.

The minutes from meeting dated February 7, 2013 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:10 p.m. All Trustees voted aye. Meeting was adjourned.

February 21, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Blake and Kris Rehfeld, Andy Van Steenwyk, and Lanny Wahl

Call to order: Meeting was called to order by Kathy at 7:00 p.m.

Minutes of previous meeting dated February 7, 2013 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Discussion with Blake and Andy regarding district maintenance took place. All is well on the route. Maintenance was routine.

Discussion with Kris regarding financials took place. Kris presented checks to Trustees for signatures to pay approved bills. All checks were signed. Kris presented profit & Loss statement and balance sheet for all accounts. Discussion of all reports took place. Pat made motion and Don seconded motion to accept accounting. All Trustees voted aye. Kris also reported on inventory. She and Andy are still accounting for one pump; all other inventory balances. Kris gave back-up tape to Kathy.

Discussion took place regarding inventory. Don made motion and Pat seconded motion to declare the Estate Trimmer surplus property. Item will be valued and placed for sale. All Trustees voted aye,

Discussion was held regarding pond re-construction. Kathy will talk to Jay Koch regarding pre-construction drainage of ponds.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

March 7, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris Rehfeld and Lanny Wahl

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Kris gave maintenance report for Blake – routine maintenance was performed; Perry is looking after East Shore Drive lift station alarm.

Kris presented verbal financial report. Payroll checks were presented for Trustee approval and signatures. Don made motion and Pat seconded motion to accept and sign all checks. All Trustees voted aye. Checks were signed and distributed. Kris gave Kathy a back-up CD of bookkeeping files.

Discussion was held regarding placing the Estate Trimmer into surplus property. Per Al Hettich of Al's Specialties a value of \$125.00 was given if in perfect running condition. Some maintenance and clean-up must be done to trimmer to get it to that condition. Don made motion and Pat seconded motion to accept a minimum bid of \$25.00 for Trimmer and it will be sold as is. All Trustees voted aye.

Kathy reported Ronglien Construction has accepted contract and DENR has approved their bid for construction work to the cells. A contractor's meeting will be scheduled and held for purpose of discussion of start-up date.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

March 21, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Blake Rehfeld and Andy Van Steenwyk

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Discussion was held with Blake and Andy regarding system maintenance. No major problems were reported – system is running smoothly.

Checks were presented (by Blake in Kris' absence) for signatures for bills that had been approved. All checks were signed and will be mailed to respective vendors.

Discussion was held with Trustees regarding Bruce Frink remaining bill. Don made motion and Pat seconded motion that bill be paid in full by Mr. Frink. Pat seconded motion. All Trustees voted aye.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:01 p.m. All Trustees voted aye. Meeting was adjourned.

April 4, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld, Andy Van Steenwyk, and Lanny Wahl

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Discussion was held with Blake and Andy regarding maintenance. System is working well. Routine service was performed. Andy discussed maintenance to Gary Deibert residence. Problems with piping from the house to the septic tank still plague his system. Andy will send letter to Deibert concerning future maintenance on that portion of the line will be at Gary Deibert's expense and he will be billed as such by Water District Maintenance.

Kris presented bills for approval to be paid. Don made motion and Pat seconded motion to approve payment in full of all bills presented. All Trustees voted aye. Payroll checks were presented – checks were approved and signed.

Kris reported on inventory. All pumps have been accounted for – inventory number on pump was out of order which accounts for “missing” pump.

Minutes of previous meeting dated March 21, 2013 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Cell maintenance was discussed. Kathy reported still waiting for weather to be clear so DENR can schedule a pre-construction meeting. Mowing was discussed – Pat made motion and Kathy seconded motion to hire Joe Drobny for mowing of cell in 2013 at \$70.00/hour. All Trustees voted aye. Blake and Don will fix barbed wire fencing when possible.

There being no further business to come before the Board Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

April 18, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld, Lanny Wahl, Andy Van Steenwyk, and Bruce Johnson

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Discussion was held with Bruce Johnson regarding backup of his sewer system into his home. Backup occurred because system is hooked to main force main and has no check valve to prevent backup. Preliminary discussion with Jay Koch, Engineer for Helms, by Andy and Bruce Johnson revealed hook-up should not be to the force main. Hook-up needs to be rectified. Andy stabilized hook-up for interim to prevent future backup. Andy will discuss repair with B&B. Andy will discuss Mark Bain lift station replacement with Gordy Schmidt.

Discussion continued with Blake and Andy regarding maintenance service to District. Routine service for the month has been performed without incidence.

Checks for signatures representing approved bills were presented by Kris. All checks were signed. Discussion continued with Kris regarding delinquent accounts and financial reports. Don made motion and Pat seconded motion to accept financial reports and continue collection of delinquent accounts. All Trustees voted aye. Kris gave updated backup accounting CD to Kathy.

Minutes of meeting dated April 4, 2013 took place. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Kathy reported a preconstruction meeting has been scheduled for Tuesday April 23, 2013 at 11:00 a.m. at Helms Engineering office. Trustees and Andy were invited to attend meeting.

Since no further business was brought before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:15 p.m. All Trustees voted aye. Meeting was adjourned.

May 2, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Blake presented maintenance report – normal maintenance was performed to the system; glitch at NSLS – Perry will repair the wire. Pump was replaced at Tofflemeier lift station by Andy due to no pumping down and no circulation – lift was full. All other maintenance performed as usual without incidence.

Discussion was held regarding monthly approved working hours for the bookkeeping position. Don made motion and Pat seconded motion to approve a maximum of 50 hours per month performing regular business for the District and up to 70 hours per month when performing regular business and reports for audit. Payment of wages will be approved and made when “time card” of actual hours worked is presented at first meeting of the month. Clerk’s position will be approved for 1-35 hours per month for payment of wages upon approval of hours worked. Maximum hours may be adjusted with approval if circumstances warrant. All Trustees voted aye.

Kris presented checks for signatures and payment of approved bills. All checks were signed. Financial reports were discussed. Pat made motion and Don seconded motion to accept reports. All Trustees voted aye. Kathy presented a partial payment check of \$190.00 from Anchor’s Away. A side-bar with manager Brett indicated they will remit balance due ASAP. Pat made motion and Don seconded motion to accept partial payment for fees. All Trustees voted aye.

Discussion was held regarding location of Randy Scherbenske’s septic tank. It was decided to have Helms Engineering locate all unlocated tanks at their expense since they are not indicated on maps of the District. Kathy will talk with Jay Koch.

Minutes of meeting dated April 18, 2013 were read. Don made motion and Pat seconded motion to approve minutes as written. All Trustees voted aye.

Since no further business was brought before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:07 p.m. All Trustees voted aye. Meeting was adjourned.

May 16, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Andy VanSteenwyk

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Discussion was held with Andy and Blake regarding maintenance. Andy reported he started draining Pond #1 in anticipation of system improvement start-up. Temporary fix at Bruce Johnson residence is still working; no scheduled date from B&B for repair as of yet. Blake reported routine maintenance on system was conducted without incidence. Andy reported lift station at Toffelmier residence is bad. Kathy will notify the bank/realtor in charge of repossession.

Minutes of meeting dated May 2, 2013 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Kris presented checks for signatures on all approved bills. Checks were signed. Discussion took place regarding the April 2013 bank account statements and financial reports. Pat made motion and Don seconded motion to accept bank statements and financial report. All trustees voted aye.

Kathy reported received payment of \$533.29 payment from Bruce Frink in payment of Muth Electric bill. Don made motion and Pat seconded motion to accept payment for balance due in full. Late fees will be written off. All trustees voted aye.

Since no further business came before the Board, Don made motion and Pat seconded motion to adjourn meeting at 8:20 p.m. All Trustees voted aye. Meeting was adjourned.

June 6, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Andy Van Steenwyk

Discussion was held with Andy and Blake regarding maintenance. It was reported that lift station at Mike Carlsens will need a 12" ring to prevent possible damage from seepage. Kathy will talk to Carlsen and Charlie Rea regarding repair since they share this station. Problems regarding the panel at Tom Badgers was reported. Pat made motion and Don seconded motion to rework panel. All Trustees voted aye. Andy reported a total of 23 additional air release valves will need to be repaired. The 7 valves in inventory will be installed on previously identified valves needing replacement. Blake reported a need for panels in inventory. Don made motion and Pat seconded motion to order six (6) new panels. All Trustees voted aye. Blake concluded with report on routine system maintenance. Residential problems were resolved; possible/feasible hook up of various electric meters to nearby homeowners meters was discussed. Further discussion was tabled for additional research. Andy reported he will be gone June 27 and 28, 2013.

Kris presented checks to Trustees for approval and signatures for employee wages. Pat made motion and Don seconded motion to accept hourly reports. All Trustees voted aye. Kris gave reports of T-Value and cd back-up to Kathy. Kris reported getting ready for audit. Discussion was held regarding bills presented for approval of payment. Pat made motion and Don seconded motion for pay all bills as requested. Pat made motion and Don seconded motion to pay Bryan German \$2,474.04 for septic tank replacement, All Trustees voted aye.

Minutes of meeting dated May 16, 2013 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Discussion of 1st meeting in July took place. It was decided to meet July 2, 2013 at 7:00 p.m. because normal Thursday meeting would have been on July 4, 2013.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:30 p.m. All Trustees voted aye. Meeting was adjourned.

June 20, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld

Discussion with Blake regarding maintenance concludes routine work was performed with no major problems. Inventory was discussed. Pumps are needed. Don made motion and Pat seconded motion to order 6-11 pumps, depending on price break for amount ordered. All Trustees voted aye. Blake will place an order with McFarland's.

Kris presented checks for signatures for all approved bills. Checks were signed. Discussion was held regarding financial report. Pat made motion and Don seconded motion to accept reports regarding balance sheets and statement of cash flows. All Trustees voted aye.

Kathy reported Ronglien Construction expects to conclude cell system improvements within next 2-3 days. District electricity meters were discussed. Households will be identified and additional exploration of usage will be discussed in an effort to save costs. Discussion with Jay Koch of Helms Engineering regarding this matter and location of approximately six (6) septic tanks will be reviewed at a future meeting.

Minutes of meeting dated June 6, 2013 were read. Don made motion and Pat seconded motion to accept minutes as read. All Trustees voted aye

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:15 p.m. All Trustees voted aye. Meeting was adjourned.

July 2, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld, Andy VanSteenwyk, and Jay Koch

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Discussion with Jay Koch involved the signing of the Certification of Substantial Completion of the Wastewater System Improvements to the cells. Completion date is June 26, 2013. Warranty is for one (1) year. Jay also presented change order no. 1 for approval and signatures. Change in contract price included a decrease of \$32,434.52. Total contract price is \$243,978.15.

Discussion continued with Andy and Blake. Andy asked for help in finding unlocateable residential septic tanks. Jay Koch with advice Cory Biegler of Helms Engineering to help in the search. Andy reported he and his team is doing summer maintenance. Blake reported no significant maintenance problems. Everything has been routine. Blake reported vehicles blocking SSLs entry. Don made motion and Pat seconded motion to order a no parking sign for SSLs. All Trustees voted aye. Blake will order sign.

Discussion of low-meter usage ensued with the outcome of discontinuing meter at West Bridge Road and connecting meters on South Shore and Spillway Drive to Burns and Sivertsen residences. Don made motion and Pat seconded motion to give Perry Carlsen permission to disconnect meter at West Bridge. All Trustees voted aye. Kathy will talk to Burns and Sivertsen for permission to connect meters to their residences.

Kris presented checks for signatures on approved bills and payment of wages. All checks were signed. Late payment accounts were discussed – collection will continue. Kathy advised Board Joseph Moslander property has been sold – a lien still exists on property - 1st half has been paid by new owner. Pat advised a call to state's attorney for advice to proceed with collection. Kathy will talk to state's attorney.

Reading of minutes dated June 20, 2013 took place. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:20 p.m. All Trustees voted aye. Meeting was adjourned.

July 18, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld

Call to order: Kathy Wahl called meeting to order at 7:00 p.m.

Discussion was held with Blake regarding maintenance. He reported eleven (11) pumps ordered from McFarland's have been delivered to storage shed. Blake performed normal routine maintenance in the District, correcting all problems as encountered.

Discussion was held with Kris concerning financial report. Kris presented checks for signatures on all bills Okayed for payment. Checks were signed – bills were paid. Kris reviewed late payments with Trustees, collection action will take place. Kris reported she received a check for payment in full from Donnie and Sandy Quenzer however a balance due of 68 cents remains on the account. Pat made motion and Don seconded motion to write-off balance due of 68 cents. All Trustees voted aye. Kris presented a bill from Gary Deibert for septic tank replacement with balance due of \$3,194.69. Don made motion and Pat seconded motion to okay payment of \$3,000.00 to Gary Deibert for septic tank replacement. All Trustees voted aye. Kris gave Kathy a jump drive of Quick Books and a T Value CD to date.

Discussion with Trustees continued regarding contractors. It was decided to ask Gordy Schmidt of Schmidt Construction to be our preferred contractor for septic tank replacement. Kathy will contact Gordy. Discussion also continued with progress of loan paperwork with DENR for cell construction and payment to vendors. Kathy reported everything should be finalized soon. She will be working with Ted Dickey of NECOG and Meierhenry of 1st Bank in Sioux Falls to finalize paperwork.

Kathy will speak with Jay Koch of Helms Engineering regarding Joe Drobny's report of ruts at cell site. Ruts were supposedly made by Ronglien Construction during construction.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

August 1, 2013

Present: Kathy Wahl and Don Eimers

Absent: Pat Keatts

Also present: Kris and Blake Rehfeld and Andy VanSteenwyk

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Discussion with Blake regarding maintenance included his current inventory report of 15 household pumps and 7 control panels. Normal maintenance took place with no major incidents to report. Andy reported needs of 23 air release valves to be replaced. Andy and crew are pumping contract septic tanks – finished South Shore and doing Spillway Drive and North Shore tanks. Don made motion and Kathy seconded motion to order air release valves from WinWater in Milbank. Kathy will order 12 valves now and follow up with balance of valves in 1-2 months. Kathy reported talking to Gordy Schmidt of Schmidt Construction. He has agreed to do septic tank replacements and installations for the District.

Discussion with Kris regarding electricity meter charges from Northern Electric for facility fees concluded with a motion from Don and seconded by Kathy to disconnect meter at West Bridge Road; connect meter on South Shore Drive to Jim and Carla Burns household; leave meter on Spillway Drive and Anchors Away as is. All Trustees voted aye. Kris will inform Russell Ulmer at Northern Electric and Perry Carlson to do as instructed to remove and re-wire said meters.

Kris presented checks for Trustee signatures for wages for month of July. All checks were signed and distributed.

Kathy presented Board with final report of 2012 audit from Eide Bailly. Further discussion was tabled until next meeting.

Discussion was held regarding 1st reading of Ordinance 13-01. Don made motion and Kathy seconded motion to accept first reading with addition of mileage into budget. All Trustees voted aye.

Kathy reported she received a check in the amount of \$275,149.00 for SRF loan. An account called Systems Upgrade was established at Dacotah Bank for servicing this loan. A check for \$243,978.15 was written to Ronglien and Sons for payment in full to upgrade cells. Payment for balance due to Helms Engineering will be forthcoming.

Since no further business came before the Board for discussion, Don made motion and Kathy seconded motion to adjourn meeting at 9:05 p.m. All Trustees voted aye. Meeting was adjourned.

August 22, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Andy VanSteenwyk

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Discussion took place with Blake and Andy regarding district maintenance. Andy reported he is done with pumping 55 contract septic tanks. He is working on replacement of air release valves. Andy is awaiting B&B schedule to open so they can perform work on Bruce Johnson system. Blake reported routine maintenance was performed.

Kris presented checks for signatures of Trustees for approved payments. All checks were signed. Discussion of late payments was held. Collection statements will be sent. Kris gave Kathy a flash drive and CD backup of T-Value and Quickbooks. Statement of cashflow, profit & loss statement and balance sheet was presented and discussed. Pat made motion to accept all statements. Don seconded motion. All Trustees voted aye.

Discussion and second reading of Ordinance 13-01 was held. Pat made motion and Don seconded motion to pass Ordinance 13-01. All Trustees voted aye.

Discussion and second reading of Ordinance 13-02 was held. Don made motion and Pat seconded motion to pass Ordinance 13-02. All Trustees voted aye.

Kathy presented Trustees with certification of liens to be placed for unpaid customer balances to the District. Discussion was held. Don made motion and Pat seconded motion to place liens against customers for unpaid balances for year 2012. All Trustees voted aye.

Kathy presented Trustees with letter to customers for system upgrade construction costs and payment options. Discussion was held. Pat made motion and Don seconded motion to send letter to all customers and landowners for their individual decision as to how they will repay their portion of the debt service fee. All Trustees voted aye.

Discussion of 2012 audit was tabled to next meeting.

Discussion regarding electricity charges to Donnie and Sandy Quenzer was held. Pump caused an overage of \$135.00 in electricity fees to the homeowner. Pat made motion and Don seconded motion to refund \$135.00 to Donnie and Sandy Quenzer. All Trustees voted aye.

There being no further business to come before the Board, Don made motion and Pat seconded motion to adjourn meeting at 9:05 p.m. All Trustees voted aye. Meeting was adjourned.

September 5, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Andy VanSteenwyk

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Discussion was held with Blake and Andy regarding maintenance. Andy reported he is still waiting for B&B to do Bruce Johnson job – Don suggested he check with Gordy Schmidt to do the job. Andy reported needs of 2 manhole covers and riser rings for air release valves by the Youth Camp Headquarters and Gene Jerke residence. Pat made motion and Don seconded motion to replace manhole covers and use two 6" riser rings where needed. All Trustees voted aye. Blake reported routine maintenance. He is making preparations for NSLS panel install and monitoring SSLS. Pump at Tom Badger residence was replaced due to stuck float that burned out pump.

Andy discussed the purchase of a pipe/cable locator. Mina Sanitary District is willing to share ½ of cost of locator. Don made motion and Pat seconded motion to share cost of locator with Mina District. All Trustees voted aye. Andy will make purchase.

Minutes of meeting dated August 22, 2013 were read. Don made motion and Pat seconded motion to accept minutes as written with amount to Don Quenzer corrected to \$131.00. All Trustees voted aye.

Due to a conflict with Richmond Lake Association meeting on the third Thursday of the month in September, Don made motion and Pat seconded motion to hold next meeting of the sanitary district on September 18, 2013. All Trustees voted aye.

Discussion was held regarding the 2012 audit completed by Eide Bailly. Pat made motion and Don seconded to accept audit. All Trustees voted aye.

Kathy informed Trustees that position of Don Eimers will be expiring this year and a 3-year position will be vacant. Arrangements have been made for petitions to be taken September 16 through October 3, 2013. Pending election date will be October 24, 2013.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:10 p.m. All Trustees voted aye. Meeting was adjourned.

September 18, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Andy VanSteenwyk

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Discussion was held with Andy and Blake. Andy reported he bought and received the underground cable locator and has been working on locating septic tanks. A 6" ring was installed at the Carlsen/Rea lift station. Blake reported normal hours at all large lift stations. He ordered and received household pump float switches. Inventory currently has 13 household pumps and 7 control panels. Normal route maintenance was performed by Blake.

Kris presented checks for signatures to Trustees to pay all approved bills. Checks were signed; bills were paid. Kris gave Kathy an updated CD and flash drive. Kris reported having Stacie Johnson help with some computer problems she had been having. Don made motion and Pat seconded motion to pay Stacie \$50.00 for her continued help on these routine matters. Check was prepared and sent. Thanks Stacie!

Kathy gave report on system upgrade status of payment schedules being received. Many are choosing to pay in full and the District has received 32 checks for payment of \$1,478.00 to date.

Minutes of the meeting dated September 5, 2013 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:08 p.m. All Trustees voted aye. Meeting was adjourned.

October 3, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Andy VanSteenwyk

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Discussion was held with Andy and Blake regarding maintenance. Routine maintenance was performed; no incidents to report. Kathy reported she received notification from Rick Pleinis that he wants to discontinue service to adjacent home on his property formerly owned by Phil and Kay VanDover. Andy stated all homes in that Spillway Drive cul-de-sac are on one pump, so line will have to be cut and capped to discontinue service. Kathy will send a letter to Mr. Pleinis stating terms of termination of service.

Discussion of financial business took place with Kris. Kris presented checks for signatures of Trustees for payroll and mileage reimbursement. Don made motion and Pat seconded motion to accept payroll and reimbursements as reported. All Trustees voted aye. Checks were signed and distributed. Discussion of financial reports for profit and loss and bank reconciliation reports took place. Pat made motion and Don seconded motion to accept all reports. All Trustees voted aye.

Reading of minutes dated September 18, 2013 took place. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Don Eimers submitted a nominating petition for position of Trustee to Board. Maxine Fischer of the Brown County Auditor's office accepted petition with 19 valid signatures. Pat made motion and Kathy seconded motion to accept nominating petition. All Trustees voted aye. Since no other petitions were submitted Maxine declared Don Eimers only candidate and will fill position of Trustee for 3-year term. No election will be held.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:15 p.m. All Trustees voted aye. Meeting was adjourned.

October 17, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris Rehfeld and Andy VanSteenwyk

Call to order: Kathy called meeting to order at 7:00 p.m.

Discussion with Andy revealed routine maintenance is being done to District. No major incidences to report. Discussion regarding disconnection of Rick Pleinis 2nd home took place. Kathy reported Mr. Pleinis is not ready to tear down structure yet and to properly disconnect sewer he will have to crawl under home and dig to reveal pipes that need to be cut – very tedious job. Andy offered suggestion to allow him to temporarily disconnect for now by cutting one of two lines to disconnect from the main line. This should be done per our specs. He will then have an agreed upon 3-year timeline to properly disconnect. Kathy will discuss option with Mr. Pleinis.

Kris presented checks for signatures on approved bills for payment. All checks were signed. Report was given on payments and option choices received to date for the Systems upgrade payment choices. New customers and late payment accounts were discussed. Financial stats were discussed. Kris gave Kathy a current, updated CD and flashdrive.

Minutes of the meeting dated October 3, 2013 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:10 p.m. All Trustees voted aye. Meeting was adjourned.

November 7, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Andy VanSteenwyk

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Discussion with Blake and Andy regarding district maintenance took place. Blake reported maintenance as usual. Andy reported lift station at Brad Geyer residence was repaired by B&B and a report was sent to SD DENR regarding spillage. No liquids made it to the lake – all was contained.

Discussion regarding the exclusion of property now owned by Lyle Biegler and Joel and Travis Bindenagel took place. Upon review of a resolution to exclude territory from the District dated April 18, 1997, the portion of unplatted property lying 300 feet south of Richmond Lake that is west of and contiguous to Lutgen's South Shore Addition and is between said addition and the South Dakota State Park in the NW ¼ of 25-124-65 and that portion of the NE ¼ of 25-124-65 owned by Helen M. Schaeffer and is now known as lot 2 Bindenagel 3rd Richmond Lake Subdivision and Lots 1, 2, and 3 of Bindenagel Richmond Lake Subdivision NW ¼ section 25 T124N Range 65W of the 5th PM Brown Co. will be excluded from the Richmond Lake Sanitary District. Pat made motion and Don seconded motion. All Trustees voted aye. Don made motion and Pat seconded motion to retain Lot 1 of Helen Schaeffer plat belonging to Joel Bindenagel in District and add Lot 1 of Bindenagel Richmond Lake Subdivision in NW corner, Section 25 belonging to Travis Bindenagel into District. All Trustees voted aye.

Kris presented all bills received for approval. Don made motion and Pat seconded motion to approve bills for payment as presented. All Trustees voted aye. Kris presented checks for payment of wages for approval and signatures. Pat made motion to approve all payment of wages as presented. Don seconded motion. All Trustees voted aye. Checks were signed and distributed. Kris and Kathy gave report on progress of systems upgrade collection stats. Payment of fees are being processed for coupon booklets. Kathy reported receiving approval to make payment of \$75,149.00 plus accrued interest and handling charges on January 15, 2014 and then accruing interest of 3 ¼% on balance due of \$200,000.00 will begin.

Reading of minutes dated November 7, 2013 took place. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:15 p.m. All Trustees voted aye. Meeting was adjourned.

November 21, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Blake and Kris Rehfeld

Call to order: Kathy called meeting to order at 7:00 p.m.

Discussion was held with Blake concerning District maintenance. Blake reported Andy delivered a control panel to Pat Mehlhaff's on West Shore Drive, currently have 12 household pumps and 6 control panels in inventory. Normal maintenance took place; large lift station hours are normal at all lift stations. Wally Albright will deliver 2 loads of gravel to road east of Ken Dulik because of settling.

Discussion of financial reports with Kris yielded a report of statement of cash flows, balance sheet, and profit and loss statement. All items were discussed; Pat made motion to accept all statements, Don seconded motion. All Trustees voted aye. Kris reported she has sent the amortization schedules to the customers for the septic system upgrade. Kris gave Kathy a CD and flash drive as of 10/31/13. Kris presented bills received to Trustees for their acceptance. All bills presented were discussed. Don made motion to accept bills as is. Pat seconded motion. All Trustees voted aye.

Minutes of the meeting dated November 7, 2013 were read. Don made motion and Pat seconded motion to accept the minutes as written. All Trustees voted aye.

Since there was no further business to come before the Board, Don made motion and Pat seconded motion to adjourn the meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

December 5, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk and Lanny Wahl

Absent: Kris and Blake Rehfeld

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Discussion with Andy regarding maintenance took place. Routine maintenance was performed.

On behalf of absence of Kris, Kathy presented the payroll to Trustees for discussion and acceptance. Don made motion and Pat seconded motion to accept payroll. All Trustees voted aye. Checks were signed and distributed. Kathy presented bills to Trustees for approval and acceptance. Pat made motion and Don seconded motion to approve all bills as presented. All Trustees voted aye.

Minutes of meeting dated November 21, 2013 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Being no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

December 19, 2013

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Lanny Wahl

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Discussion with Blake regarding maintenance revealed several calls to P. Keatts residence for lift station problems. Muth installed a different panel "temporarily" and will come back in spring to install different panel with new RLSD modifications. (Weather conditions prevented installation at this time.) Control panel to be installed at Lawrence Barton residence was returned to inventory as Muth found bad part in the existing panel and replaced the part. Everything working well now – currently have 11 household pumps and 6 control panels in inventory. Blake reported normal route maintenance took place.

Kris gave financial report. Balance sheet, cash flows, profit and loss sheet as of November 30, 2013 was discussed. Kris presented checks for approved payment for signatures. All checks were signed; bills will be paid. Kris gave a CD and Flash drive to Kathy.

Minutes of previous meeting dated December 5, 2013 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned and everyone was wished a Merry Christmas!

January 2, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld, Lanny Wahl, Andy VanSteenwyk, Vern Preszler, and Anne King

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl.

Discussion was held with Vern Preszler regarding the systems upgrade fee to property he reportedly still owns due to the lot on West Bridge Road being sold to Scott Rivers on a contract for deed basis. Vern advised the Board that Mr. Rivers pays the taxes on the property. Mr. Preszler felt the fee should not be assessed to "his" property since he is deriving no benefits from the system or the upgrade. Kathy advised Mr. Preszler that per Ordinance 13-02 construction costs for the upgrade was levied on all property owners in the District. This includes all property regardless if it has been improved or not. Mr. Preszler continued to disagree that the levy should have been based on footage amount of property owned by each landowner as opposed to property being a contiguous lot as was done in Ordinance 96-2 for precedence in amount owing from each landowner. Kathy explained in this instance upgrade was to the ponds, not the individual property, therefore the Trustees determined that each of the 230 landowners will be asked to pay their fair share of total cost of \$339,800.00 for lagoon upgrade. It was also explained to Mr. Preszler that if a landowner had more than one (1) lot he was assessed the fee on each lot if that lot was for sale; all other land contiguous to the improved lot would be considered one lot and fee assessed to the landowner would be for total amount of plat. Mr. Preszler raised the issue of non-payment of fee; Kathy assured him per Ordinance 13-02 non-payment would result in delinquency and will be certified to the County Auditor in accordance with SDCL 34A-5-40 which will result in a lien against said property. Mr. Preszler became very agitated and said "This Board is an illegal Board and should be declared such and should be abandoned. I want to speak to the Board's Attorney and get this straightened out." Trustees Wahl, Eimers, and Keatts tried to assure Mr. Preszler that process had been approved by the Board's Attorney, Helms Engineering, NECOG, DENR, Board of Legislative Audit, and SD Attorney General Meierhenry. Don Eimers made motion and Pat Keatts seconded motion to deny Mr. Preszler's request to speak to the Board's attorney. All Trustees voted aye to deny the request. Trustee Wahl explained the three (3) payment options to Mr. Preszler and asked for a motion giving Mr. Preszler additional time to select an option. Pat Keatts made motion to give Mr. Preszler additional time until February 2, 2014 to choose a payment option. Don seconded motion. All Trustees voted aye. At this time, the Board was made aware of the presence of Anne King from the Aberdeen American News for the purpose of a "possible story." Scott Waltman of the American News had asked her to attend the meeting upon concluding his visit with Mr. Preszler. No further business regarding this matter was discussed.

Blake and Andy discussed maintenance. Blake conducted routine business on his route. Andy reported circuit board problem in some panels. He will schedule replacements as needed. Andy also reported Pat Mehlhaff's has pump and panel now connected but no electricity hooked up as of yet.

Kris presented payroll and bills presented for payment for discussion. Don made motion and Pat seconded motion to accept payroll and bills as presented. All Trustees voted aye. Payroll checks were signed and distributed. Kris reported system upgrade payments being received as billed.

Minutes of the previous meeting dated December 19, 2013 were read. Don made motion and Pat seconded motion to accept minutes as written.

Being no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:30 p.m. All Trustees voted aye. Meeting was adjourned.

January 17, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Lanny Wahl

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Blake gave maintenance report – WSLs hours are 4X higher than normal; K&P will look into check valve and/or pump and then perform PM's requested in early fall. Blake requested Wally Albright to clear snow from lift stations. Blake reported Andy made service call to 127171 West Bridge Road – will have to have Muth investigate panel. Regular route maintenance was performed

Kris presented checks for signatures for payments of bills previously Okayed. All checks were signed, bills will be paid. Kris gave Kathy updated flash drive and CD. She gave report on financial status of accounts.

Kathy gave report on collections for systems upgrade payments. Very few remaining customers yet to pay; will continue collection actions. First payment to SD for SRF loan has been made.

Minutes of meeting dated January 2, 2014 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business was brought before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

February 6, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk, Lanny Wahl, Donna Keatts, Vicki Eimers, and Kelli VanSteenwyk

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl.

Minutes of previous meeting dated January 17, 2014 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Kathy distributed Blake's maintenance report. Discussion was held with Andy regarding maintenance. Discussion included damage to lift station control panel at 126933 East Shore Drive. Upon Andy's inspection, Muth Electric was called to rewire panel. Muth Electric concurred that control panel will have to be replaced when weather permits due to irreparable damage of physical box. Pictures of damage were reviewed by Trustees and damage was ruled to be homeowners' fault. Don made motion and Pat seconded motion for homeowner to be responsible for replacement expenses. All Trustees voted aye. Joel Hardin will be notified.

Discussion of Dakota Pump and Control annual inspection agreement contract took place. Don made motion and Pat seconded motion to sign contract with DPC, Inc. All Trustees voted aye. Andy/Blake will make sure K&P completes 2013 annual inspection contract agreement ASAP.

Andy presented Board with Wastewater Operator Contract. Discussion was held. Further discussion was tabled to next meeting.

Discussion was held regarding inventory. Kathy discussed purchase of inventory to replenish stock for upcoming season. Pat and Don agreed to have Blake prepare list of needed inventory for purchase.

Kathy presented financial report in absence of Kris. Kathy discussed bills presented for payment. Don made motion and Pat seconded motion to pay all bills as presented. All Trustees voted aye.

Kathy discussed CD which has reached maturity. Upon checking with Dacotah Bank, best interest rate which can be obtained for the CD is .85% for 36 months. Pat made motion and Don seconded motion to renew CD at current stated rate. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

February 20, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Andy VanSteenwyk

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Blake discussed inventory. Don made motion and Pat seconded motion to order 11 pumps and 10 panels. All Trustees voted aye. Blake will order inventory. Blake reported routine maintenance was performed.

Trustees discussed bill from Sewer Duck to District for septic tank/lift station pumping. Andy will negotiate bill with Sewer Duck and report back to Trustees.

Discussion was held with Kris regarding financials. Kris gave Trustees balance sheet, profit and loss statement and statement of cash flow. All statements were discussed. Don made motion to accept statements. Pat seconded motion. All Trustees voted aye. Kris reported check from Sharlene Hoffman Anderson for Sewer upgrade was returned to her because amount was wrong. Kathy will contact Ms. Anderson regarding return of check. Interest of \$5.21 on sewer upgrade account of Eric Hoffman was discussed. Mr. Hoffman sent remaining balance due in full. Don made motion to write-off balance of \$5.21. Pat seconded motion. All Trustees voted aye. Kris presented checks to Trustees for signatures on all authorized payments. Checks were signed. Bills will be paid. Kris gave Kathy a current back-up CD and jump drive for all accounts

Maintenance Contract for Wastewater Operator was discussed. Don made motion and Pat seconded motion to accept the new contract. All Trustees voted aye. Contract will begin March 31, 2014 at 12:00 a.m. CST and end at 11:59 p.m. CST on March 31, 2015.

Minutes of meeting dated February 6, 2014 were read. Pat made motion and Don seconded motion to accept minutes. All Trustees voted aye.

Kathy discussed phone call from Maxine Fischer of Brown County Auditor's office. Maxine reported several residents living near Richmond Lake had been paying an assessment to the District even though their property wasn't in the district. Abatements will be awarded to those charged. The District will reimburse the Auditor. A statement will be sent.

Since no further business was brought before the Board for discussion, Pat made motion and Don seconded motion to adjourn the meeting at 8:40 p.m. All Trustees voted aye. Meeting was adjourned.

March 6, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld, Andy VanSteenwyk and Alex Schaeffer

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Discussion was held with Alex Schaeffer regarding an abatement of \$764.81 for property taxes paid to the District for which his property is not a part of. Brown County commissioners refunded taxes for four of the past ten years per their statutes and Mr. Schaeffer asked for the balance of the ten year period to be reimbursed by the District. Further discussion was tabled for consultation with legal council for reimbursement.

Discussion with Blake regarding maintenance revealed routine maintenance on route took place. NSLS pump was repaired and returned by K&P and previous pump was repaired, ~~and returned from K&P~~. Approved items for inventory have been ordered.

Andy reported problem of sewer back up at the Joseph Manuel residence and problems at the Chris Allen residence. Sewer Duck is pumping tanks because of Andy's inoperable tank truck at this time. Andy is still awaiting replacement. Andy provided service maintenance where needed. Andy also reported he has a new employee: Carl Burgess.

Kris presented bills for approval for payment. Full discussion of bills took place. Don made motion and Pat seconded motion to pay all bills as presented. All Trustees voted aye. Kris presented checks for signatures for wages. Checks were discussed and signed. Kris informed Trustees a notice for reimbursement of \$55.00 to Amy Beach for overpayment of monthly fees has been received. Don made motion and Pat seconded motion to make payment. All Trustees voted aye.

Reading of previous meeting minutes dated February 20, 2014 took place. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:10 p.m. All Trustees voted aye. Meeting was adjourned.

March 20, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld, Andy VanSteenwyk, and Paul Sigaty

Call to order: Kathy called meeting to order at 7:00 p.m.

Discussion was held with Paul Sigaty who reported to the Trustees that his septic tank had caved in. Preliminary instincts are that top of tank may have caved in; no backup in house as of yet. Mr. Sigaty would prefer that tank not be moved; just replace top if that is the case. Per location of tank being less than ten (10) feet from north side of house and east side of garage, Andy specified tank is no longer in code and any work done by a contractor to improve the tank stipulates it must be brought up to code thus having to relocate and replace present tank. Mr. Sigaty would like to do as little relocation as possible because of cost involved. Kathy asked Paul to check with Jay Koch of Helms Engineering for his opinion. Kathy also stipulated that Paul use one of the three approved contractors to do the work that will be needed to bring his tank up to code. Pat made motion and Don seconded motion that upon Jay Koch's recommendation for task to be performed, work will be done by an approved contractor and the District will pay up to \$3,000.00 for work performed. All Trustees voted aye.

Blake reported on maintenance work performed for March 7 – March 20, 2014. Possible frozen lines on Richmond Lane at Walsh, Kastner, Allen, Hanson, and Beach. Kathy will talk to B&B regarding new installation of lines. Other routine maintenance was reported to Andy and involved Sewer Duck pumping some lift stations and septic tanks because of float issues, a broken bushing, and a broken/cracked open check valve. All maintenance was performed at these residences and system was up and running again. Andy suspects that the weather and the frost level have got a lot to do with the unusual amount of maintenance having to be performed.

Kris presented Trustees with checks for signatures to pay all approved bills. Checks were signed. Updated CD and flash drive were received by Kathy from Kris. Discussion took place regarding sales tax license. Because of the new laws, Don made motion and Pat seconded motion to begin paying sales tax on items purchased for the District to make bookkeeping easier. All Trustees voted aye. Kris gave a list of delinquent customers to Trustees. Further effort for collection will be pursued and Kathy will file liens against those more than 90 days late. Kris distributed balance sheet, statement of cash flow, and profit and loss sheets. Discussion took place. Pat made motion and Don seconded motion to accept sheets. All Trustees voted aye.

Minutes of the meeting dated March 6, 2014 were read. Don made motion and Pat seconded motion to accept minutes with the correction. All Trustees voted aye.

Since no further business came before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:30 p.m. All Trustees voted aye. Meeting was adjourned.

April 3, 2014

Present: Kathy Wahl, Don Eimers, Pat Keatts

Also present: Kris and Blake Rehfeld

Absent: Andy VanSteenwyk

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Discussion was held with Blake regarding District maintenance. Routine maintenance was performed on the route – few freeze-ups were encountered once again because of frost levels; Sewer Duck pumped those residences to keep maintenance at a minimum. Blake is awaiting delivery of inventory that was ordered to replace stock. Andy is patiently awaiting delivery of a new tank for his pump truck so that he can do all needed pumping!

Kris presented bills received for approval for payment. Bills were reviewed. Don made motion and Pat seconded motion to approve all bills as presented for payment in full. All Trustees voted aye. Kris presented checks for approval and signatures for wages of employees. Pat made motion and Don seconded motion to approve all payments of wages. All Trustees voted aye. Checks were signed and distributed.

Discussion was held regarding audit for year ending December 31, 2013 to be performed by EideBailly. Pat made motion and Don seconded motion to approve EideBailly for audit services per GASB standards. All Trustees voted aye.

Kathy reported speaking with Andy at B&B regarding frozen lines on Richmond Lane. Because of present frost levels, it is not yet possible to dig up those lines but B&B will do so as soon as weather permits.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

April 17, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld and Andy VanSteenwyk

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Minutes of previous meeting dated April 3, 2014 were read. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Discussion with Blake and Andy regarding district maintenance took place. Blake reported control panel at Pete Melhoff residence appears to have exploded. Andy and Perry Carlson assessed damages. Vandalism does not seem to be apparent. Perry Carlson deduced damages due to the fact that a build-up and concentration of methane gas in the panel due to non-use of equipment by homeowner through fall and winter months likely caused panel to explode. Muth Electric was called to replace panel. Blake reminded Trustees replacement of panels at Pat Keatts, Chris Anderson, Joel Hardin, Pete Mehlhoff and rising of control panel at Dulik's will be taking place this spring. Blake also reported Dakota Pump & Control performed inspections at lift stations and did maintenance of same. Inventory shows 21 household pumps and 16 control panels currently in stock.

Kris presented checks to Trustees for signatures for bills that were approved for payment. All checks were signed. Discussion continued regarding financial reports for balance sheets, cash flow, and profit and loss statements. Pat made motion and Don seconded motion to accept reports. All Trustees voted aye. Kris gave Kathy a current back up CD and flash drive of District business.

Discussion regarding the purchase of a security coded lock box to hold a spare key for shed and lagoon was discussed. Don made motion and Pat seconded motion to purchase and install the lock box. All Trustees voted aye. Box will be used by vendors needing access to lagoon and/or shed during or after hours for deliveries and/or maintenance.

There being no further business to come before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:15 p.m.

May 1, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld

Call to order: Kathy called meeting to order at 7:00 p.m.

Blake discussed maintenance in the District. Still having septic tank problems with residences whose pipes were frozen during winter, Andy continues to pump tanks... frost should be out of ground soon! Blake reported vandalism damage to lift station panel on Spillway Drive. Don made motion and Pat seconded motion to have Muth repair and move panel to new location for better protection. All Trustees voted aye. Further routine maintenance was performed by Blake and Andy. Blake installed a lock box at the pond fence and shed door frame for purpose of keeping a key for locks for vendors to have access when needed. Lock boxes have key code which will be given to vendors on an as-needed basis and security code may be changed at any time at the District's discretion.

Kris presented bills for approval of payment to the Trustees. Bills were discussed. Don made motion and Pat seconded motion to approve and pay all bills as presented. All Trustees voted aye. Kris gave Kathy an updated CD and flash drive.

Kathy reported to Trustees that with approval of DENR and David Ruhnke, a payoff of the systems upgrade loan will be possible. Customer payment response has netted a balance in this account that would allow the District to pay loan in full at this time. Balance due as of 06/01/14 is \$199,811.20. Pat made motion and Don seconded motion to get permission from DENR for payoff. All Trustees voted aye. Kathy will seek permission.

Minutes of previous meeting dated April 17, 2014 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

May 15, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Absent: Kris and Blake Rehfeld and Andy VanSteenwyk

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Kathy presented checks to Trustees for signatures of all approved bills for payment. Checks were signed.

Discussion was held regarding a quote from K&P to install guide rails. Trustees have asked for an additional quote from Dakota Pump and Control.

Kathy reported to Trustees final payment of SRF water loan #4 was approved by David Ruhnke in the amount of \$199,811.20. Payment will be made June 2, 2014 via ACH by 1st National Bank of Sioux Falls. (Kristie L. Wiederrich will handle payment)

Minutes of previous meeting dated May 1, 2014 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Discussion was held regarding conducting RLSD meetings at Anchors Away. Don made motion and Pat seconded motion to have further meetings at Anchors Away during their "open season" and revert back to the RLSD office for meetings when Anchors Away is closed. All Trustees voted aye. Meetings will begin at Anchors Away with June 5, 2014 meeting.

Since no further business was brought before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

June 5, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris and Blake Rehfeld, Andy VanSteenwyk, and Lanny Wahl

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Blake and Andy discussed maintenance work being done in the District. Blake noted that Muth Electric has been replacing panels which had been damaged and was currently moving panel on Spillway Drive to a "safer" location to prevent further vandalism. (It was noted that Mark Johnson was not happy with location of panel on Spillway Drive as he said it impedes his ability to park his camper and snowmobile, and will be tough to mow around. Kathy reminded him that we have an easement for location on that property and the equipment is well within the right-of-way.) Blake also reported that Northern Electric has connected meter for lift station pump to Jim and Carla Burns residence and disconnected District meter.

Andy and crew continue to perform regular maintenance to District. They have been pumping an unusual amount of lift stations and tanks – no one reason – each household has a different problem. Don made motion and Pat seconded motion to bill customer for pumping if it is determined the household is at fault for failure. All Trustees voted aye.

Kris presented financial report. All bills presented for payment were discussed. Don made motion and Pat seconded motion to approve all bills presented. All Trustees voted aye. Trustees reviewed and signed checks for wages for employees for month of May 2014. Checks were distributed. Kris reported discussion with Dacotah bank regarding finance charges on our accounts. Through a bank review, it was found a credit was due for overcharging the District. Bank will credit the District.

Kathy discussed with the Board the reinstatement of monthly fees for the Rick Pleinis property at 382059 Spillway Drive. It was noted that the sewer line wasn't cut and capped as directed for disconnection and now property is for sale. Pat made motion and Don seconded motion to rescind agreement with Mr. Pleinis for non-payment of fees due to non- disconnection and reinstate System Upgrade fee of \$1,478.00 and monthly user fees due from October 2013 to present. All Trustees voted aye.

Reading of minutes dated May 15, 2014 took place. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Discussion of dates for July meetings was held due to the holiday and vacation schedules. Pat made motion and Don seconded motion to change meeting dates to July 10 and July 24. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:20 p.m. All Trustees voted aye. Meeting was adjourned.

June 19, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Kris Rehfeld and Lanny Wahl

Absent: Blake Rehfeld and Andy VanSteenwyk

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Kris presented review of maintenance by Blake Rehfeld. Perry Carlson found a faulty shut-off float at NSLS. Muth was called for maintenance and they replaced the float. Normal route maintenance was performed throughout the month with the exception of Blake authorizing Sewer Duck to pump tank at Ernst. Andy's small pump truck couldn't keep up with volume and having Sewer Duck truck allowed enough volume to be removed to allow for replacement and re-gluing of ball valve. Blake authorized truck. Maintenance took place. Andy's crew performed normal maintenance.

Kris presented checks for signatures of all approved bills to be paid. Trustees reviewed and signed checks. Kris presented a letter from Marvin Fandrich requesting reimbursement of a \$30.00 fee his bank charged him for insufficient funds for his ACH SU payment. Discussion by Trustees concluded that SU payment of \$246.33 was due on June 1, 2014; Marvin signed debt service agreement agreeing to that payment date and money should have been in customer's account for the ACH payment. Board reached a decision that it was customer error. Pat made motion and Don seconded motion that reimbursement would not be made. All Trustees voted aye.

Kris presented Board with Balance sheet, Profit & Loss statement and Cash Flow statement. All accounts were discussed. Don made motion and Pat seconded motion to accept reports.

Kris gave verbal notice to the Board of her resignation effective September 1, 2014. Board discussion ensued; Kris was thanked for her dutiful service of employment to the Board and the District. Pat made motion and Don seconded motion accepting Kris' resignation. All Trustees voted aye. Kathy was instructed to notify SD Job Service to list job opening and take applications June 23, 2014 thru June 30, 2014. Wages will DOE, allotment for mileage and internet service will be paid; job will consist of 30-40 hours monthly with the exception for audit and end-of-year work to be done.

Minutes of previous meeting dated June 5, 2014 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

July 10, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Blake and Kris Rehfeld, and Andy VanSteenwyk

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Discussion was held with Blake and Andy regarding district maintenance. Blake reported Muth Electric has completed new panel installations at Hardin and Heckenlaible households. All other customer homes needing updated panels have been completed as previously reported. Regular routine maintenance was performed by Blake. Andy reported they have begun air release and lift station inspections. Fence line wire at the cell was discussed. Don and Blake will restring the line this fall.

Kris presented Trustees with bills presented for payment. Full discussion took place. Don made motion and Pat seconded motion to approve payment in full of all bills and wages for employees as presented. Checks were signed and distributed for employee wages. Kris discussed her final employment date with the District as being August 1, 2014. She will be available for questions and help to the new bookkeeper as needed. Kris reported she has begun training Carrie Weisenburger as a back-up until her replacement has been hired.

Minutes of previous meeting dated June 19, 2014 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Kathy presented Trustees with resumes from job applicants. All applications were discussed. The Board chose to interview two (2) applicants for bookkeeping position. Kathy will arrange interview with the Trustees.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn the meeting at 8:30 p.m. All Trustees voted aye. Meeting was adjourned.

July 11, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Juliann Orman and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m. for the purpose of interviewing Juliann Orman and Carrie Weisenburger for the position of RLSD bookkeeper.

Discussion was held with Juliann Orman and Carrie Weisenburger separately to interview and review their skills and the requirements of the job. Both candidates were well qualified and knowledgeable of the job and job requirements.

Don made motion and Pat seconded motion to hire Carrie Weisenburger at a beginning salary of \$13.00 per hour. All Trustees voted aye. Don notified Carrie of the decision and she accepted the position and the salary. Since she is already in training with Kris she will continue training and take over the responsibilities of the job as of August 1, 2014. Don made motion and Pat seconded motion to pay Carrie \$13.00/hr for training. All Trustees voted aye.

Since there was no further business to come before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:30 p.m. All Trustees voted aye. Meeting was adjourned.

July 24, 2014

Present: Kathy Wahl and Don Eimers

Also present: Kris and Blake Rehfeld, Andy VanSteenwyk and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Reading of minutes: Minutes of previous meeting dated July 10, 2014 and July 11, 2014 were read. Don made motion and Kathy seconded motion to accept minutes as written. All Trustees voted aye.

Blake gave maintenance report – regular maintenance was performed. Andy reported possible remedy to problem at Heckenlaible residence. Problem should be resolved. Andy's crew is continuing fall inspection schedule.

Kris presented her final financial report to the District. Bills received were presented for approval for payment. Wages for RLSD employees were presented, approved, and checks were signed and distributed for payment. Kris gave Kathy a back-up CD and jump drive. Kathy and Don thanked Kris for her service to RLSD and wished her well in her "retirement"! Carrie Weisenburger stated she has been training with Kris and is ready to take over full assignment of the bookkeeping for RLSD. Don made motion and Kathy seconded motion for Carrie to assume the duties of bookkeeper as of August 1, 2014. All Trustees voted aye.

There being no further business to come before the Board, Don made motion and Kathy seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

August 7, 2014

Present: Kathy Wahl, Don Eimers, Pat Keatts

Also present: Blake Rehfeld and Carrie Weisenburger

Absent: Andy VanSteenwyk

Call to order: Kathy called meeting to order at 7:00 p.m.

Discussion took place with Blake regarding district maintenance. Blake performed routine maintenance to the district, sprayed weeds around the ponds and did inventory. We currently have 20 household pumps and 7 control panels in stock. He ordered bulbs from DSG. Blake reported large lift station hours are normal at all lift stations.

Carrie presented financial report to Trustees. She reported she is current with all reports and accounts. Carrie presented bills received and wages for employees to be paid for Trustee approval. Pat made motion and Don seconded motion to approve all bills and wages presented for payment. All Trustees voted aye. Employee paychecks were signed and distributed.

Reading of minutes of previous meeting dated July 24, 2014 took place. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Kathy presented Ordinance No. 14-01 for discussion and first reading. Full discussion took place. Don made motion for .25 cent an hour increase in wages for Kathy and Blake. Pat seconded motion. Don and Pat voted aye. Kathy abstained from voting. Don made motion to pay Carrie \$25.00/month for internet reimbursement. Pat seconded motion. All Trustees voted aye. Future district expenses were discussed and appropriations were adjusted accordingly. Don made motion to accept first reading of Ordinance 14-01. Pat seconded motion. All Trustees voted aye.

Kathy presented list of liens to be placed for non-paying customers. Full discussion took place. Pat made motion and Don seconded motion to place liens against non-paying customers. All Trustees voted aye. Liens will be placed as of September 1, 2014

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn the meeting at 8:40 p.m. All Trustees voted aye. Meeting was adjourned.

August 21, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Blake Rehfeld, Andy VanSteenwyk, and Carrie Weisenburger

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Discussion of District maintenance took place with Blake and Andy. Blake reported routine maintenance was performed by him – large lift station hours are normal at all lift stations. Weeds were sprayed at all the lift stations using Rodeo. Bulbs on control panels were changed at various addresses. Inventory shows 20 household pumps and 7 control panels in stock.

Andy reported maintenance to lift station and pump at Roger Gray's household. He is awaiting a special- designed pump to install when received. Mr. Gray indicated he is willing to install a new lift station to bring his unit up to specs. Andy will keep the District informed on progress at the Gray's.

Kathy reported Mike Helm wishes to install a toilet into the Helm Marina business location. He would like to hook up to the Sanitary District. Since Mr. Helm's business is not within the District, but proximity is close enough to warrant being in the District, and installation for a septic tank and drain fields is cost prohibitive and not enough land is available for lawful drain field location, Don made motion and Pat seconded motion to accept his hook-up with an easement, hook-up fees, and commercial rates to be paid by Mr. Helms. No system update fee will apply to hook-up, but business will be added to the District at a later date along with more land owners who may want to install facilities to their additional structures. All Trustees voted aye.

Carrie presented Trustees with bills presented for payment. Full discussion took place of all invoices. Pat made motion and Don seconded motion to pay all bills as presented. All Trustees voted aye. Carrie reported an over-payment of \$246.33 from Darin Stange for his sewer update fees. (Darin has paid his portion in full) Don made motion and Pat seconded motion to refund \$246.33 to Mr. Stange. All Trustees voted aye. Carrie gave Kathy a back-up CD and jump drive as of August 20, 2014.

Full discussion and second reading of Ordinance No, 14-01 took place. Don made motion and Pat seconded motion to accept the second reading of Ordinance No. 14-01. All Trustees voted aye. Ordinance was accepted. Kathy will have ordinance published in the Aberdeen American News.

Since no further business came before the Board, Pat made motion and Don seconded motion to adjourn the meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

September 4, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Carrie Weisenburger

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Discussion with Blake included information from SSSLs having a possible "sticking float" which resulted in pump 1 continuously running. Blake had Muth Electric replace the floats and they also indicated a possible problem with the Pump Pak control board. Blake and Perry Carlson investigated the problem and Perry thinks the problem is more likely with the dip switch or a float hang-up situation. Pumps are now acting normally, so the control panel could not be diagnosed. Blake and Perry will continue to monitor the situation.

Blake reported normal routine route work. In Andy's absence, it was reported pump for Roger Gray has arrived and will be installed. Andy will continue to do fall "wrap-up work" and will begin pumping septic tanks when his new truck is delivered. We are still waiting for work to be performed by Schmidt Construction at Bruce Johnson's residence. Kathy reported B&B still has us on their list for construction rework on Richmond Drive.

Carrie presented invoices received for payment for discussion with Trustees. All bills were discussed. Don made motion and Pat seconded motion to pay all invoices as presented. All Trustees voted aye. Employee wages to be paid were presented for payment. Full discussion took place regarding wages to be paid and the possibility of changing the maintenance supervisor position to an IRS 1099 paid position. Further discussion was tabled to the next meeting to discuss with Blake. Pat made motion and Don seconded motion to accept and pay the hours worked, mileage, and reimbursements presented. All Trustees voted aye. Payroll checks were signed and distributed.

Minutes of meeting dated August 21, 2014 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

September 18, 2014

Present: Kathy Wahl, Don Eimers, Pat Keatts

Also present: Blake Rehfeld, Andy VanSteenwyk, and Carrie Weisenburger

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Routine maintenance was discussed with Blake and Andy. No extraordinary maintenance was required by either team. Andy reported he is expecting his new truck next week and will begin routine septic tank pumping. Inspections are being done and he will need to replace approximately 10 air release valves. (We have 6 valves in inventory.) Don made motion and Pat seconded motion to order 6-10 more air release valves depending on price break. All Trustees voted aye. Kathy will place order. Andy also reported Gordy Schmidt expects to do the Bruce Johnson repair in approximately 3 weeks.

Carrie presented checks for signatures for all approved bills. Trustees signed checks. Carrie gave updated report on financials. She gave Kathy a flash drive with updated account information.

Kathy presented her nominating petition for the 3-year position of Trustee. All signatures were validated by the Auditor's office as official registered voters in the District. A total of 15 signatures were posted. Pat made motion and Don seconded motion to accept the petition. Since no other nominating petitions were presented there will be no election. Kathy will continue on the Board of Trustees for the three-year period beginning January 01, 2015.

Kathy reported to Trustees she received a request from Joel Hardin for a copy of the District ordinances. This is in relation to the District's billing Mr. Hardin for the replacement of his control panel which was damaged during snow removal in 2013. Mr. Hardin contends he should be billed for ½ of the cost since the panel is shared with Wayne Krage, but moreover, he contends he should not have to pay anything since he says he is not at fault for the damage. (He cannot prove who is.) He has consulted his attorney and is awaiting his interpretation of the ordinance regarding owner replacement costs. Don made motion and Pat seconded motion to send copy of ordinances to Mr. Hardin for cost of printing. All Trustees voted aye.

Since no further business has come before the Board, Don made motion and Pat seconded motion to adjourn the meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

October 2, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Blake and Kris Rehfeld and Carrie Weisenburger

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Discussion with Blake regarding maintenance took place. The pump and panel at Mike Carlsen's residence was replaced. Normal routine route maintenance was performed.

Carrie presented all bills received to Trustees for discussion and approval for payment. Bills were discussed. Don made motion and Pat seconded motion to approve and pay all bills as presented. All Trustees voted aye. Carrie presented payroll and mileage from Blake for approval. Don made motion and Pat seconded motion to approve hours and mileage as reported. All Trustees voted aye. Payroll checks were presented for signatures. Employees were paid.

Minutes of meeting dated September 18, 2014 were read. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Kathy presented a letter received from Attorney Kimberly Dorsett to the Board regarding her clients, Joel and Nikki Hardin. Letter and attorney resolution was discussed. Don made motion and Pat seconded motion to table further discussion and invite Ms. Dorsett and her clients to the next meeting of the Board. Discussion will continue at that time for a possible resolution of the disputed bill of \$1,060.11 to Muth Electric for replacing the floats and the pump control panel on 06/20/14 and 06/23/14. All Trustees voted aye. Kathy will contact Ms. Dorsett.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn the meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

October 16, 2014

Present: Kathy Wahl, Pat Keatts, and Don Eimers

Also present: Andy VanSteenwyk, Blake Rehfeld, Carrie Weisenburger, Joel Hardin and Kim Dorsett

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Discussion was held with Joel Hardin and his attorney Kimberly Dorsett regarding reimbursement of \$1,060.11 for replacement of an electrical panel which was hit on or about 02/03/14. The District presented pictures to Ms. Dorsett verifying damage to the control panel and our assumption that said damage was done because of snow removal efforts by her client. Mr. Steenwyk reported seeing 4-wheeler type tire tracks going across the lift station cover, beside the panel, and on the driveway. Our conclusion, therefore, damage was done by her client, Joel Hardin. Mr. Hardin did not admit guilt, he insisted he was not at fault, and possibly the garbage truck caused the damage. The District cannot prove absolute fault by Mr. Hardin and his failure to mention the garbage truck possibly damaging the equipment was brought to our attention only recently when verifiable damage has been repaired and replaced and the tire tracks which could have proven guilt have since melted. Ms. Dorsett will examine evidence presented and advise her client and enlighten the Board when a decision on behalf of her client is reached.

Blake reported normal route maintenance took place. Perry Carlsen examined the North Shore lift station and has a plan to alleviate current problems and upgrade the station for better efficiency. Pat made motion and Don seconded motion to make all necessary repairs and re-dos. All Trustees voted aye.

Andy reported his crew is installing air release valves where needed and is currently pumping septic tanks. Steve Herther and Donn Cutler's tanks have been located; they are still looking for Dell's, Cihak's, and DeVoe's tank. Grieben tank is possibly collapsed.

Carrie presented checks to Board for signatures to pay bills which were previously approved for payment. All checks were signed. Carrie gave Kathy an updated jump drive of all accounts.

Minutes of meeting dated October 2, 2014 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:30 p.m. All Trustees voted aye. Meeting adjourned.

November 6, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Carrie Weisenburger and Andy VanSteenwyk

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Andy discussed the maintenance work his team has been performing. They have five (5) more air release valves to install and 23 septic tanks left to pump on North Shore and Spillway Drive. They will continue their inspections and remainder of contractual work until completed. In Blake's absence, Kathy presented his maintenance report. Normal maintenance took place on his route; Perry worked on the new panel install and relocate at NSLS. A new galvanized enclosure and controls were installed along with conduit trenched to the old control enclosure, and some wires were pulled. The old panel will continue to be in service for now. It was discovered that the electrical meter at 127165-378th Ave. (Sean Spencer residence) has been pulled. There is no power to the house or the lift.

Carrie presented bills from vendors for the Board's approval. Don made motion and Pat seconded motion to approve all bills presented for payment in full. All Trustees voted aye. Carrie presented checks for Trustees approval of wages to employees. Pat made motion and Don seconded motion to approve all wages to be paid. All Trustees voted aye. IRS reporting of expenses and mileage reimbursement rules were discussed by Kathy. Beginning January 2015, a daily log of miles driven to be reimbursed will be kept by Blake and all reimbursements to employees will be verified with a receipt.

Kathy discussed letter with offer of payment from Atty. Kimberly Dorsett on behalf of her client, Joel and Nikki Hardin. An offer to pay $\frac{1}{4}$ of total bill of \$1,060.11 from Muth Electric for new panel from Mr. and Mrs. Hardin and $\frac{1}{4}$ of total bill to be paid by Wayne Krage for settlement in full was made. RLSD would bear remaining $\frac{1}{2}$ of bill. In lieu of saving further lawyer and court fees, Pat made motion and Don seconded motion to accept the offer. All Trustees voted aye.

Minutes of meeting dated October 16, 2014 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:15 p.m. All Trustees voted aye. Meeting was adjourned.

November 20, 2014

Present: Kathy Wahl, Pat Keatts, and Don Eimers

Also present: Blake Rehfeld and Carrie Weisenburger

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Blake discussed maintenance tasks. Normal routine work was performed; Perry Carlson installed new control panel at NSLS November 9, 2014 and it is up and running. Kathy reported on behalf of Andy and his crew that they are done pumping the contract septic tanks and are locating customer tanks yet to be found and pumped.

Carrie gave an update of the financial reports. She presented checks for signatures to the Trustees for all approved bills. Checks were signed and will be distributed. Carrie reported the 2015 customer payment coupons are ready for printing. Kathy will help with addressing coupon books.

Minutes of the meeting dated November 6, 2014 were read. Don made motion and Pat seconded motion to accept the minutes as written. All Trustees voted aye.

Kathy led discussion for a way to identify Blake when he is doing the maintenance route. She has received many phone calls from customers wondering who is in their yard. Pat made motion for Blake to purchase a yellow blinking service light that will attach to his car while he is doing his route. Don seconded motion. All Trustees voted aye. Blake will purchase the light.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:05 p.m. All Trustees voted aye. Meeting was adjourned.

December 04, 2014

Present: Kathy Wahl, Pat Keatts, and Don Eimers

Also present: Andy VanSteenwyk, and Carrie Weisenburger

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Andy discussed routine maintenance work being performed in the District. Due to Blake's absence, Kathy discussed his routine maintenance performed. Blake noted confirmed panel serial numbers at the Spencers and Pullings on his agenda.

Kathy discussed gas mileage reimbursement. Because we are a state government entity, we will now be paying state rates for mileage. Don made motion and Pat seconded motion to change the gas reimbursement to 37 cents per mile. This will begin January 1, 2015. All Trustees voted aye.

Carrie discussed bookkeeping matters. She presented the Trustees with checks to sign for all approved bills and wages. All checks were signed. Additional bills were presented for approval of payment. Don made motion and Pat seconded motion to approve all bills as presented for payment in full. All Trustees voted aye. Bank account statements were presented and discussed. Pat made motion and Don seconded motion to accept statements. All Trustees voted aye. Carrie gave Kathy an updated flash drive of all accounts.

Don discussed Carrie's position with the District. Don made motion and Pat seconded motion to give Carrie a 75 cent an hour raise beginning January 1, 2015. (Her hourly wage will be \$13.75/hr.) Her training period has been successful and the Trustees are satisfied with her progress and workmanship. Good Job Carrie! All Trustees voted aye.

Kathy presented engagement letter from EideBailly for the 2014 audit. Discussion was held and Pat made motion and Don seconded motion to accept the engagement letter for audit to be performed by EideBailly. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

December 18, 2014

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk, Blake Rehfeld, and Carrie Weisenburger

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Blake reported on maintenance work he performed for the District. Regular maintenance was performed – a new pump was installed by Andy at Jeff Hill Sr. residence due to pump drawing 47 amps vs. normal and breaker tripping. Per Andy, pump checked out bad so pump and check valve were replaced. Blake also reported Perry Carlson checked out SSLs and all capacitors checked out OK.

Discussion with Andy noted he has been performing regular contract maintenance and has checked the lagoon. Everything looks okay.

Carrie presented checks for signatures to pay all bills previously approved for payment. Pat and Don signed checks. Carrie gave a financial report. Info was discussed. Don made motion and Pat seconded motion to accept financial information. Carrie gave Kathy a current jump drive of all financial files.

January 2015 meeting dates were discussed since first meeting of the month would fall on January 01, 2015. Pat made motion and Don seconded motion to hold meetings for January on the 8th and the 22nd of the month. All Trustees voted aye.

The fire at the home of Matt and Mary Ann Piehl was discussed. Since house is a total loss and no services are being used at this time, Don made motion and Pat seconded motion to cease charging monthly user fees until a new structure has been erected and hook-up has been made to receive services. All Trustees voted aye.

Minutes of previous meeting dated December 04, 2014 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned and a Merry Christmas to all was expressed.

January 08, 2015

Present: Kathy Wahl and Pat Keatts; Don Eimers via conference call

Also present: Donna Keatts and Lanny Wahl

Due to inclement weather, no further associates were present at meeting. Meeting was held at the home of Kathy Wahl due to closing of Anchor's Away.

Call to order: Kathy called meeting to order at 6:00 p.m.

Kathy and Pat received and discussed checks to be signed and distributed for employee wages and approved bills. All checks were signed. Kathy will distribute and mail payments. Bills presented for payment were discussed. Pat made motion and Kathy seconded motion to approve payment in full of all bills received. All Trustees voted aye.

Election of officers for year 2015 took place. Don made motion to elect Kathy Wahl to position of President. Pat seconded motion. All Trustees voted aye. Pat made motion to elect Don to position of Vice-President. Kathy seconded motion. All Trustees voted aye. Pat made motion and Don seconded motion to retain Carrie Weisenburger as bookkeeper and Kathy Wahl as Clerk. All Trustees voted aye.

Minutes of previous meeting dated December 18, 2014 were read. Pat made motion and Kathy seconded motion to accept minutes as written. All Trustees voted aye.

Since no more business came before the Board for discussion and the snow was getting deeper and the wind was getting stronger Pat made motion to adjourn meeting at 6:45 p.m. Kathy seconded motion. All Trustees voted aye. Meeting was adjourned

January 22, 2015

Present: Kathy Wahl and Pat Keatts

Also present: Andy VanSteenwyk, Blake Rehfeld, and Carrie Weisenburger

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Operations and Maintenance was discussed. Blake reported regular routine maintenance was performed by him. He stated all large lift stations hours are normal at all stations. A new panel was installed at the Ron Eisenbeisz residence due to the age of current panel and inability to repair broken and corroding wires during attempts to fix parts of current panel. Andy concurred findings and Muth Electric will be called to replace panel. Blake gave his resignation to Trustees effective March 31, 2015. Kathy and Pat reluctantly accepted his resignation and thanked him for a job well done. Blake agreed to "train" new operator before leaving his position.

Andy gave update on the maintenance his crew has been performing at the lake. Everything is going well and normal maintenance has been done. Andy presented the Trustees with a new operator contract to begin 12:00 a.m. CST March 31, 2015 and end at 11:59 p.m. CST on 3/31/2016. Further discussion of contract will take place at next meeting. Kathy presented maintenance contract from DPC and Andy led discussion regarding maintenance to be performed as outlined in contract by Dakota Pump. Pat made motion and Kathy seconded motion to accept maintenance contract from Dakota Pump for maintenance to all large lift stations and pumps. Both Trustees voted aye. Blake reminded Trustees that K&P still has our 7.5hp pump which has been rebuilt and paid in full. Blake will call K&P for delivery of pump and Andy will talk to K&P to resolve completion of lift station maintenance contract.

Carrie presented financial report. Pat made motion and Kathy seconded motion to accept financial stats as reviewed. Carrie presented checks for signatures of Trustees for bills that had been reviewed and accepted for payment. All checks were signed and will be distributed. Carrie gave Kathy a jump drive of current accounts.

Kathy and Pat discussed a letter received from EideBailly discussing additional information to be distributed to businesses. Offer was declined.

Kathy received and distributed W2's and 1099's to Trustees and employees.

Minutes of previous meeting dated January 08, 2015 were read. Pat made motion and Kathy seconded motion to accept minutes as written.

There being no further business to come before the Board for discussion, Pat made motion and Kathy seconded motion to adjourn meeting at 8:00 p.m. Meeting was adjourned.

February 5, 2015

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk, Blake Rehfeld, and Carrie Weisenburger

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Discussion with Blake included report of routine route maintenance. Maintenance performed by Andy at 12757 Richmond Lane and 126882 West Shore Drive. Problems were rectified. All large lift stations hours are normal and have adequate inventory for pumps and panels.

Andy reviewed Wastewater Operator contract. Don made motion and Pat seconded motion to accept the contract. All Trustees voted aye. Contract for year 2015 was signed and approved. The 2015 annual inspection agreement from Dakota Pump and Control was discussed with Andy. Pat made motion and Don seconded motion to accept agreement and pay contract fee of \$1,160.00. All Trustees voted aye.

Carrie presented checks for employee wages to Trustees to be approved and signed. Don made motion and Pat seconded motion to pay all wages as presented. All Trustees voted aye. Checks were signed and distributed. Carrie gave financial report. Discussion took place regarding all accounts and reports. Kathy discussed checking with other banks for better interest rates on money market accounts and monthly expenses. Don and Pat agreed for further investigation. Carrie presented bills for approval. Pat made motion and Don seconded motion to approve all bills for payment in full as presented. All Trustees voted aye. Carrie gave Kathy a current jump drive of all accounts

Minutes of previous meeting dated January 22, 2015 were read. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Replacement employee update for Blake's position was discussed. Trustees will continue to search for replacement.

Since no further business came before the Board for discussion Pat made motion and Don seconded motion to adjourn the meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

February 19, 2015

Present: Kathy Wahl, Pat Keatts, and Don Eimers

Also present: Blake Rehfeld, Andy VanSteenwyk, Carrie Weisenburger, and Dan Thayer

Call to order: Kathy Wahl called meeting to order at 7:00 p.m.

Blake reviewed his maintenance performance for the period of Feb 6 – 19, 2015. Normal route maintenance took place; will need to replace a contactor for the control panel at 12767 Richmond Lane (Ken Dulik residence) and replaced bulbs at Sigaty and Weigel residence. Blake also reported need for more panels to be placed in stock as there are 4 control panels currently in stock and 18 household pumps. Blake reported his resignation date will be March 20, 2015. He will train Dan Thayer. Thank you Blake for the superb job you've done for the District. We appreciate your willingness to serve and wish you the best of luck – now go get that elusive wall-hanger walleye!

Don made motion and Pat seconded motion to order 6 control panels. All Trustees voted aye. Blake will order the panels.

Andy reported normal maintenance with an exception to the line for Richard Walsh residence on Richmond Lane. Line is still freezing up – possibly from non-use. Andy is trying various methods to keep it unfrozen and will report best remedy to the Board. Questions were raised regarding the Michael Helm hook-up for his business. He is temporarily running a drain field/septic tank system (which was installed to flow away from our lines) since he needs service and hook-up to our system is not able to be performed by his contractor at this time. Andy was instructed to check with Wally Albrecht to make sure the line to our system has been capped and there is no flow.

Carrie presented checks for Trustee signatures for bills previously approved for payment. All checks were signed. Checks will be distributed. Carrie gave report on financial stats. Don made motion and Pat seconded motion to accept all reports. Carrie gave Kathy a current flash drive of all accounts. Discussion continued regarding a change in banks for the District accounts. Kathy reported First State Bank of Warner has been very cordial in agreeing to discounts and interest rates. She will explore further.

Dan Thayer was introduced by Kathy to the Board. A job description was discussed and Dan agreed to accept. Don made motion and Pat seconded motion to pay Dan \$15.00/hr and Dan will be an independent contractor and will receive a 1099 form from the District for his IRS reporting. Dan agreed. All Trustees voted aye.

Minutes of the previous meeting dated February 5, were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

March 5, 2015

Present: Kathy Wahl, Pat Keatts, and Don Eimers

Also present: Blake Rehfeld and Dan Thayer

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Discussion with Blake regarding maintenance operations revealed everything has been operating normally; changed a few light bulbs and ordered inventory. Blake will record maintenance duties for Dan to reference in preparation for assumption of Blake's position. Dan presented Board with a copy of his Commercial Applicator License and his email address and cell phone number.

In Carrie's absence, Kathy presented checks to Trustees for signatures for all approved bills and employee wages. Checks were signed and will be distributed. Bills for payment were presented to the Board for approval. All bills were discussed. Don made motion and Pat seconded motion to approve payment in full of all bills received. All Trustees voted aye.

Kathy discussed receiving notice from Maxine at Brown County Auditor's office regarding repayment to landowners for taxes previously collected because they had been mistakenly put into the District by the County. Per Maxine, the District has already received the funds; therefore the District must refund the monies. Pat made motion and Don seconded motion to refund the taxes to the landowners. All Trustees voted aye. Checks will be prepared for the Trustees signatures.

Kathy reported talks with First State Bank of Warner went very well. They are very cordial and receptive to wanting our business. Brad Seaman stated interest rates on money market accounts will remain the same as Dacotah Bank and will allow flexibility of the accounts for use. There will be no charges on ACH banking. All deposits can be made via internet service and directly at the Aberdeen and Warner branches. Don made motion and Pat seconded motion to change all banking accounts to First State Bank of Warner. All Trustees voted aye. Kathy will have paperwork prepared for accounts.

Minutes of the previous meeting dated February 19, 2015 were read. Pat made motion and Don seconded motion to accept minutes with change being made to the lift station of the household beside the Dulik residence being the line which is having trouble with freezing. All Trustees voted aye.

There being no further business brought before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

March 19, 2015

Present: Kathy Wahl, Pat Keatts, and Don Eimers

Also present: Blake Rehfeld, Dan Thayer, Carrie Weisenburger and Vicki Eimers

Blake discussed the district maintenance with the Trustees. Routine maintenance was performed, he and Dan were training. Blake's final day working for the District will be March 20, 2015.

Carrie discussed the financial and bookkeeping records. Carrie reported 3 customers who are 90+ days late with their payments. Kathy will have Andy deliver a disconnect service tag for non-payment to these customers. Don made motion and Pat seconded motion to give those 15 days to bring their account current. All Trustees voted aye. Kathy reported she set up new accounts with First State Bank of Warner and closed the money market accounts at Dacotah Bank. Those funds were deposited to the Warner Bank. She and Carrie will be working with Warner bank to set up the ACH customer accounts. Carrie gave Kathy a current flash drive of all accounts. Carrie presented checks to Trustees for their signature for payment of bills previously approved for payment. All checks were signed. Checks will be distributed.

Minutes of previous meeting dated March 5, 2015 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

April 2, 2015

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk and Carrie Weisenburger

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Andy reported on Dennis Chasteen repair of break at 379876 South Shore Drive. Emergency repair work was performed and completed by DeGroot Concrete & Construction with Andy's supervision. Andy also reported Gordy Schmidt repaired line at Craig Pulling residence. The District will not be charged for this work since it is in the warranty time frame of Schmidt's original installation.

Carrie presented checks for signatures of Trustees for payment of all approved bills. Checks were signed. Carrie presented checks for approval and signatures of Trustees for payment of wages for the month of March. Payment of wages was approved and checks were signed and distributed. Kathy and Carrie reported 90-day late customer payments were received and no disconnections had to take place. Kathy reported transition to First State Bank of Warner is progressing; presently setting up ACH accounts and internet service with the bank to begin in May. We expect to close checking account at Dacotah bank with May bank reconciliation.

Minutes of previous meeting dated March 19, 2015 were read. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

April 16, 2015

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer, Andy VanSteenwyk, and Carrie Weisenburger

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl.

Dan discussed district maintenance. Routine work was performed, still waiting for Dakota Pumps' arrival to do maintenance for main lift stations. Dan reported an existing "out house" on the property of Richard Krokell on North Bridge Rd. Per discussion Kathy will have attorney send letter to landowner for destruction of structure and disposal of contaminated soil per ordinance.

Andy reported regular routine maintenance was performed by his crew. No breakdowns or replacement fixtures to report.

Carrie discussed financial matters. Checks were presented for Trustee signatures that had been previously approved for payment in full. All checks were signed and will be distributed. Carrie reported ongoing transition of accounts to Warner State Bank. She is presently working on ACH account file. Financials were discussed. All account balances are in good shape. Collection of late payments continues.

Kathy discussed Ordinance 15-01. Full discussion with Trustees took place and first reading was held. Pat made motion and Don seconded to accept 1st reading. All Trustees voted aye.

Reading of minutes dated April 2, 2015 took place. Don made motion and Pat seconded motion to approve minutes as written. All Trustees voted aye.

There being no further business to come before the Board, Don made motion and Pat seconded motion to adjourn the meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

May 7, 2015

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk and Carrie Weisenburger

Call to order: Kathy Wahl called meeting to order at 7:00 p.m.

Maintenance for the District was discussed with Andy. He reported routine work was performed by his team and Dan Thayer. Minimum service calls were answered due to heavy rains. Andy reported construction work taking place on Lot 1 of Joel Bindenagel. Matt Piehl household is now hooked up.

Carrie presented bills for discussion and approval. Don made motion and Pat seconded motion to pay all bills as presented. All Trustees voted aye. Carrie presented checks for approval and signatures for wages of employees for April 2015. All wages were approved and checks were signed and distributed. Carrie gave Kathy a current Jump drive of financials.

Minutes of meeting dated April 16, 2015 were read. Pat made motion and Don seconded motion to approve minutes as written. All Trustees voted aye.

Kathy presented second reading of Ordinance 15-01. Ordinance was read and discussed. No changes were made. Pat made motion and Don seconded motion to approve Ordinance 15-01. All Trustees voted aye. Ordinance will be published.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

May 21, 2015

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk and Dan Thayer

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Dan discussed the maintenance of the District with the Trustees. He reported pumps are running as expected and minimal maintenance including changing bulbs in control panels was performed. Dan reported needing some fill-dirt added to the East Shore lift station as the ground has settled. Kathy will have Wally Albrecht deliver the dirt and fill the hole.

Andy reported routine maintenance. He also reported problems with Joe Huffman's hook-up. He will advise Mr. Huffman to re-dig his lines and fix/repair them to get them into proper working order. Don discussed with Andy that he and his team need to locate and pump the four tanks that have been listed as "tank not found" ASAP. Andy will work on this.

In Carrie's absence, Kathy gave the financial report. Checks were presented for signatures to pay vendors previously approved. Checks were signed and will be distributed. Kathy discussed the balance sheet, statement of cash flows and profit & loss statements. Pat made motion and Don seconded motion to accept all reports. All Trustees voted aye. Kathy reported all accounts have been successfully moved to 1st State Bank of Warner. ACH accounts will begin June 1, 2015.

Discussion was held regarding date of meeting for July. Because of holiday and Trustee absence, Pat made motion and Don seconded motion to hold 1st meeting of the month on July 1, 2015. All Trustees voted aye.

Meeting minutes dated May 7, 2015 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

June 4, 2015

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Carrie Weisenburger

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Kathy discussed Dan and Andy's maintenance report with Trustees due to both their absence. No maintenance problems were reported – Dan and Andy doing routine maintenance and locates.

Carrie gave financial report. Hourly time cards for employees were discussed. Pat made motion and Don seconded motion to accept hours as discussed. All Trustees voted aye. Carrie presented checks for payment of wages for employees and all were signed by Trustees and distributed. Carrie and Kathy discussed bank account totals. Kathy reported 1st State Bank of Warner is insured with FDIC and the State of SD for balance totals. Kathy reported one (1) CD remains at Dacotah Bank until it reaches maturity at which time it will be renewed per banking standards and interest rates.

Discussion was held regarding RLSD meeting dates. Don made motion and Pat seconded motion to change meeting dates to the first and third WEDNESDAY of the month beginning July 1, 2015. All Trustees voted aye.

Minutes of meeting dated May 21, 2015 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

There being no further business to come before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

June 18, 2015

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyck, Dan Thayer, and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported performing routine maintenance on the route, including mowing, tree trimming, and weed spraying.

Andy reported he is meeting with Randy Scherbenske and Dr. Cihak this week to locate their tanks for pumping. He will be locating Joel Hardin and Jarod Dells tanks also.

Carrie discussed the financial portion of the District's business. She presented checks to the Trustees for their signatures to pay all bills previously approved. Checks were signed. Carrie gave an update on the progress of the audit. She gave a current zip drive to Kathy containing the current financial files.

Kathy discussed the possibility of buying a CD with portion of one of the money market accounts. Interest rates will be researched and further discussion of amount to purchase was tabled to next meeting for further discussion.

Minutes of the previous meeting dated June 04, 2015 were read. Minutes will be corrected to reflect change of meeting date to the first and third Wednesday of the month for July and August 2015 only, beginning July 1, 2015. Don made motion and Pat seconded motion to accept minutes with change. All Trustees voted aye.

There being no further business to come before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

July 1, 2015

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer, Carrie Weisenburger, and Lanny Wahl

Call to order: Kathy called meeting to order at 7:00 p.m. in the meeting room at Anchor's Away.

Dan reported no major operating problems, just normal maintenance was performed. Due to Andy's absence, no report was received from him; Kathy reported Andy met with Randy Scherbenske and Dr. Cihak to locate their septic tanks.

Carrie discussed bookkeeping/financial reports and audit status. Carrie presented Trustees with employee hourly work sheets for their approval for payment. Don made motion and Pat seconded motion to accept time sheets and pay all employees per hours worked as presented on their time sheets. All Trustees voted aye. Paychecks were signed and distributed.

Carrie presented bills received for payment. Full discussion took place. Don made motion and Pat seconded motion to pay all bills as presented. All Trustees voted aye.

Kathy presented EideBailly draft of audit to Trustees. Discussion was held and significant findings were discussed. Don made motion and Pat seconded motion to accept the draft. All Trustees voted aye.

Kathy discussed the possible purchase of a CD using the monies in the Systems Upgrade account. Kathy will research rates and report such at next meeting.

Discussion was held by the Trustees for purpose of a possible reduction in septic tank fees to begin January 2016. Further discussion was tabled to next meeting to explore bank statement amounts in that category and depreciation.

Reading of minutes dated June 18 took place. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

July 15, 2015

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Discussion with Dan regarding maintenance was held. Dan reported Steve Herther's panel has dents, clips are gone, it is off of its post, and hanging on w/black zip tie. Per discussion with customer, he wants Dan to repair it for now, if replacement is necessary, okayed it after all else fails. Kathy informed him he will be responsible to pay for panel should replacement be necessary since this is not normal use and wear. Defects were caused by customer. Dan reported normal routine route work, 2 service calls from customers, and Dakota Pump began their inspection of main pumps. Dan gave new tech a tour of pumps and observed his inspection of south shore and north shore station. West shore station will be serviced at a later date due to lift ears on pump were broken off and he needs another tech for help. Lagoon cell berms were sprayed for weeds. Kathy will check with Wally regarding mowing of cells.

Carrie presented checks for signatures on bills previously okayed for payment. All checks were signed. Carrie gave a balance sheet of all accounts to Trustees and accounts were discussed. Carrie gave a current zip drive of all accounts to Kathy.

Kathy reported on current interest rates for CD's. Since there is a possibility of a government interest rate change in September, purchasing a CD will be explored then.

Kathy reported year 2014 audit has been completed. Audit report was discussed.

Minutes of previous meeting dated July 1, 2015 were read. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Trustees continued discussion regard septic tank payment decrease. Kathy closed discussion for purpose of further research. Discussion will continue at next meeting.

Since no further business was brought before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

August 5, 2015

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer, Andy VanSteenwyk and Carrie Weisenburger

Call to order: Meeting was called to order by Kathy at 7:00 p.m.

Discussion with Andy regarding maintenance revealed repair work at the homes of two (2) customers and location of the tank at Jerry McNeary residence. Andy reported he has spent minimal time to locate other "unfound" tanks and will require a more in-depth search for location. Don made motion and Pat seconded motion for Andy to use whatever means and time (including a camera) for location of these tanks. All Trustees voted aye. Andy will make a list of the tanks for reference.

Dan reported regular route maintenance was performed for the District. Dan also reported weed growth was pretty tall at sewer cells and mowing was needed. Pat Keatts agreed to mow the top of cell for natural maintenance to take place. Don made motion and Kathy seconded motion to pay Pat \$75.00/hr for use of his equipment and wages to mow. All Trustees voted aye.

Carrie presented time cards for employees to Trustees for their approval. Don made motion and Pat seconded motion to accept and approve time cards. Wages were paid for the month of July to Dan, Carrie, and Kathy. Carrie presented bills received for approval. Discussion was held. Pat made motion and Don seconded motion to approve payment in full of all bills as received. All Trustees voted aye.

Kathy led discussion of a possible reduction of septic tank fees as suggested by Pat and Don. After much research, Kathy presented facts relating to the creation of the account. Discussion concluded that since District will be 20 years old in three (3) years, the account does not have enough funds currently or by 2018 to support a reduction of fees for replacement of the number of tanks that will be depreciated and possibly need replacement. Therefore, no reduction of septic tank replacement fees should take place. Pat and Don are in full agreement at this time.

Discussion and first reading of Ordinance 15-02 (2016 Annual Appropriation Ordinance) took place. Kathy discussed receipts, expenses, tax levy and liens to be placed. Pat made motion to raise Trustees wages to \$45.00/meeting. Don seconded motion. All Trustees voted aye. Pat and Don discussed employee wages. Pat made motion to raise wages for all employees' fifty cents an hour. Don seconded motion. (Kathy abstained from discussion and voting.) Wages including raise will now be Dan: \$15.50/hr, Carrie: \$14.25/hr, Kathy: \$14.50/hr, and Lanny: \$15.50/hr. Don made motion to accept first reading of Ordinance 15-02. Pat seconded motion. All Trustees voted aye.

Reading of minutes dated July 15, 2015 was read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:45 p.m. All Trustees voted aye. Meeting was adjourned.

August 19, 2015

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk, Dan Thayer, and Carrie Weisenburger

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Dan reported normal maintenance was performed for the District. He will be spraying weeds again at the cell. He met with Dakota Pump and witnessed repairs to lift stations.

Andy reported he has four (4) septic tanks left to complete yearly contract. He is still searching for some residential tanks. Discussion involving time needed to be spent to locate the tanks – Don made motion and Pat seconded motion to have a back-hoe dig for tanks in supposed location to save time and materials. All Trustees voted aye. Andy will provide a list of tanks yet to be located. Kathy will notify homeowners we will be searching their sites for the tank. Minimum replacement of landscaping will be done – grass seeding and beautification of site will be at homeowner's expense and his/her labor. Kathy and Dan will talk to DeGroot Construction and Little Construction regarding costs and availability for back-hoe work.

Carrie presented checks for Trustee signatures on all approved bills for payment. Checks were signed and will be distributed. Financial accounts were discussed. Don made motion to accept financial reports. Pat seconded motion. All Trustees voted aye. Carrie gave Kathy a zip-drive of accounts.

Second reading of Ordinance 15-02 took place. Pat made motion and Don seconded motion to accept ordinance 15-02. All Trustees voted aye.

Reading of minutes dated August 5, 2015 took place. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Don made motion and Pat seconded motion to move District meetings back to the 1st and 3rd Thursday of each month beginning September 2015. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned.

September 2, 2015

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

In absence of Dan and Andy, Kathy gave their reports and discussion was held. Report from DPC regarding annual maintenance was discussed. Kathy reported normal maintenance was performed by Dan and Andy was on a service call to South Shore Drive.

Carrie presented Trustees with employee time cards. All work performed was reviewed. Don made motion and Pat seconded motion to accept time cards and pay employees. Checks for wages of employees were signed and distributed. Carrie presented bills presented for payment to Trustees. Discussion was held regarding bills. Don made motion and Pat seconded motion to pay all bills as presented. All Trustees voted aye. Carrie gave financial reports to Trustees and discussion was held. Pat made motion and Don seconded motion to accept all financial reports. All Trustees voted aye. Carrie gave Kathy an updated zip drive.

Kathy reported she received a list of 18 residences from Andy whose septic tanks have not been able to be located and pumped. She will prepare a letter for the okay from Trustees to send to owners regarding location and pumping of their tanks.

Kathy met with Maxine Fischer of Br. Co. Auditor's office. She reported Notice of Vacancy for Trustee Pat Keatts position will be advertised September 2 and 9, 2015; petitions may be filed September 18, 2015 and are due October 5, 2015 at 5:00 p.m. at the RLSD office or Auditor's office. Election, if needed will be held October 28, 2015.

Reading of minutes dated August 19, 2015 took place. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

RLSD meeting dates were brought up once again for discussion. It was decided that the board meetings will be held on the first Wednesday and third Wednesday of each month beginning September 2015. Pat made motion, Don seconded motion and all Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

September 16, 2015

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer, Andy VanSteenwyk, and Carrie Weisenburger

Call to order: Meeting was called to order by Kathy at 7:00 p.m.

Dan and Andy reported on maintenance to the District – Dan reported routine work was performed for the District and Andy reported they are continuing searches for septic tanks not found and pumped. Andy will present final customer residence addresses that need additional location of tank at next meeting.

Kathy discussed contact with Vern Little of Little Construction. He has 30 years experience in septic tank excavation and system installation. He would be interested in working with the District upon gaining his re-certification. Andy will discuss this further with Mr. Little.

Carrie presented checks for approved payment to Trustees for their signatures. All checks were signed. Carrie will distribute them. Carrie distributed monthly financial report to Trustees. Discussion of reports was held. Pat made motion and Don seconded motion to accept all reports. All Trustees voted aye. Carrie gave Kathy a current zip drive of financial files.

Minutes of the meeting dated September 2, 2015 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Kathy presented letter for approval from Marshall Lovrien to the Krokels regarding the outhouse on their property. Letter was reworked. Don made motion to approve letter with changes. Pat seconded motion. All Trustees voted aye. Letter will be sent back to Marshall Lovrien for his approval.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:05 p.m. All Trustees voted aye. Meeting was adjourned.

October 7, 2015

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer, Andy VanSteenwyk, Carrie Weisenburger, Lanny Wahl and Donna Keatts.

Call to order: Kathy called meeting to order at 6:00 p.m., due to a change of meeting time for a Richmond Association meeting at 7:00 p.m. at same venue.

Andy reported on district maintenance. He met with DENR for cell inspection, which went well. Growth of grasses around cell was noted, but since they have been sprayed for kill due to the inability to be mowed at this time, exception will be made and mowing will be done ASAP. No other inefficiencies were noted at this time. Andy also reported a list of CNF tanks that have not been pumped. Kathy will send certified letters to these 16 residents advising them the District will be locating their tank for pumping and enlisting the homeowner's help for location information.

Dan reported normal district maintenance was performed. He replaced lightbulbs on control panels. Dan discussed the need for an ordinance for prevention of disguising tank cleanouts and easier access for the location and pumping of said tanks. Discussion was tabled for a future meeting.

Carrie presented all bills received for approval for payment. Don made motion to accept and pay all bills as presented. Pat seconded motion. All Trustees voted aye. Carrie presented timecards for approval and payment for employees. Pat made motion and Don seconded motion to accept timecards and pay employees. Checks for wages were signed and distributed. Carrie presented financial report for September 2015 and bank statements. Discussion took place of financial reports and bank statements. Pat made motion and Don seconded motion to accept all reports and bank statements. All Trustees voted aye. Carrie gave Kathy an updated flash drive.

Minutes of meeting dated September 16, 2015 took place. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Kathy presented nominating petition to Board for Pat Keatts. Don made motion and Kathy seconded motion to accept verified and certified petition for the position of Trustee from Patrick Keatts. All Trustees voted aye. Since no other petition was received there will be no election held and Pat will be installed to Trustee position for a period of 3 years beginning January 1, 2016.

Kathy discussed monthly service fees for year 2016. Full discussion was held. Don made motion and Pat seconded motion for payment of \$47 monthly fee, \$2.00 electricity fee where applicable and \$8.00 septic tank replacement fee remain the same for year 2016. All Trustees voted aye. Carrie will prepare the payment booklets.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 7:00 p.m. All Trustees voted aye. Meeting was adjourned.

October 21, 2015

Present: Kathy Wahl and Pat Keatts (Don Eimers absent due to surgery)

Also present: Dan Thayer, Andy VanSteenwyk, and Carrie Weisenburger

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Dan and Andy discussed normal routine maintenance was performed. Bulbs were replaced, air release valve by Ken Hier was fixed, and a couple of septic tanks were located. Kathy gave Andy location info provided by customers thus far. Dan reported the lid and panel at Don Dennert's residence are quite damaged and need to be replaced. Pat made motion and Kathy seconded motion to change lid and panel. She will speak with Don regarding payment of equipment.

Carrie presented checks to Trustees for signatures for bills previously okayed for payment. All checks were signed. Carrie will distribute payments. Financial reports were discussed. Carrie gave Kathy a current flash drive of all accounts.

Reading of minutes dated October 7, 2015 took place. Pat made motion and Kathy seconded motion to accept minutes as written.

Since no further business came before the Board for discussion, Pat made motion and Kathy seconded motion to adjourn meeting at 8:00 p.m. Meeting was adjourned.

November 4, 2015

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk, Dan Thayer, and Carrie Weisenburger

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Andy and Dan discussed maintenance work being performed. Dan informed Trustees pumps are all running within specified times, a few light bulbs were changed and he reported on inventory. All is well with the route! Andy and crew are working on tank locates and pumping those that have been located. Andy had no major maintenance to report. Andy will be talking to a contractor for purpose of fixing Bruce Johnson's system and installing a new septic tank at Lanny and Kathy Wahl's residence.

Carrie presented financial reports for the month of October 2015. Discussion was held by Trustees. Pat made motion and Don seconded motion to accept financial reports. All Trustees voted aye. Carrie presented checks for all approved payments and payroll. Checks were signed and will be distributed. Carrie reported she is working on updates for the payment coupons for year 2016. When finished, she will give flash drive to Kathy to get coupons printed. Carrie gave Kathy an updated flash drive of current accounts.

Kathy discussed letter from Jim Burns regarding payment of locates. Don made motion and Pat seconded motion to collect amount of \$60.00 plus \$10.00 late fee billed because of excessive locates. All Trustees voted aye. Collection will continue. Kathy reported letter from attorney has been sent to the Krokels regarding hook-up. Kathy also reported to Trustees one (1) certified letter regarding tank location was returned undelivered. Letter was to Jared Dell.

Reading of minutes dated October 21, 2015 took place. Pat made motion and Kathy seconded motion to accept minutes with correction of time adjournment to 8:00 p.m. All Trustees voted aye.

Don discussed changing December 2015 meeting dates because of holiday and vacation scheduling. Don made motion and Pat seconded motion to change meeting dates to December 1 and December 16. All Trustees voted aye.

Since there was no further business to come before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

November 19, 2015

Present: Kathy Wahl, Pat Keatts, and Don Eimers

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Dan gave report on maintenance. Routine work was performed. He installed a new lid on lift station at Don Dennert's residence. Reported need for more stainless steel bolts. Don made motion and Pat seconded motion to order bolts and 2 lids for stock.

Minutes of meeting dated November 4, 2015 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Carrie presented checks to Trustees for signatures for all bills previously approved. All checks were signed and will be distributed.

Since no further business came before the Board for discussion Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

December 1, 2015

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer, Andy VanSteenwyk, and Carrie Weisenburger

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Dan did routine maintenance work. Dan is waiting to receive more bolts for lid covers. Andy reported they have located some of the tanks that were previously unlocateable. Those located have now been pumped. He will give us a formal report of all recently located tanks. Andy reported on DENR Inspection which took place on 09/24/15. RLSD administration personnel were commended for excellent operation, maintenance, and preventive maintenance programs they are carrying out. Special attention will be paid to the corrective action of the team to seek more wastewater training courses sponsored by the state to upgrade skills and share knowledge and to keep the cell gates locked at all times. Andy and team continue to do normal routine maintenance work.

Carrie presented all checks to Trustees for their signatures on all pre-approved bills and wages for employees. Checks were signed and will be distributed. Carrie presented Trustees financial statements for the month of November, 2015. Financial statements were discussed. Don made motion and Kathy seconded motion to accept statements.

Reading of previous minutes dated November 19, 2015 took place. Don made motion and Kathy seconded motion to accept minutes as written. All Trustees voted aye.

Since there was no further business to come before the Board, Don made motion and Kathy seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

December 16, 2015

Present: Kathy Wahl and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Dan reported maintenance work has been pretty routine, readings on pumps ok. Nothing substantial to report.

Carrie discussed financial happenings. She presented checks to Trustees to sign for all bills previously okayed for payment. Checks were signed and will be distributed. Carrie discussed new updated QuickBooks program for year 2016. Per Eide Bailly, our present program is now outdated and can no longer be used to perform our audits. Kathy will look into pricing and purchase of a new program. Carrie gave Kathy an updated flash drive.

Minutes of previous meeting dated December 1, 2015 were read and discussed. Pat made motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Kathy seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

January 6, 2016

Present: Kathy Wahl and Pat Keatts

Also present: Andy VanSteenwyk and Carrie Weisenburger

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Andy discussed maintenance matters. Still unable to locate a few tanks; will take up matter again in spring 2016. Andy also discussed site construction plans of Brian Granville and Susan Hoffman, North Shore Drive landowners. Kathy and Pat agreed that any changes must be okayed by our Engineer and all expenses are bared by the owners of the property. All other maintenance was performed per routine. Nothing to report.

Andy presented Board with operator contract for 2016. Discussion was held. Further discussion was tabled to next meeting.

Carrie discussed financial matters. She presented the Board with the maintenance contract from DPC for the four lift station. Discussion was held. Pat made motion and Kathy seconded motion to hire DPC for maintenance on 4 main lift stations. Discussion was held regarding the purchase of Premier 2 QuickBooks for bookkeeping and audit purposes. Pat made motion and Kathy seconded motion to purchase program from outside vendor since it can't be gotten with a discount through Brown County Auditor Government list. Carrie presented Trustees with bills presented for payment. Discussion took place. Pat made motion and Kathy seconded motion to pay bills in full as presented.

Kathy discussed the engagement letter from EideBailly relating to the RLSD 12/31/15 financial statements. Pat made motion and Kathy seconded motion to accept engagement letter. Letter was signed and copies mailed to the Dept. Legislative Audit for their review and to Eide Bailly.

Kathy discussed mileage rates. There has been a federal raise in the rate to 41 cents per mile. Pat made motion and Kathy seconded motion to raise mileage rate effective February 1, 2016 to 41 cents per mile.

Since no further business came be

January 20, 2016

Present: Kathy Wahl, Pat Keatts, and Don Eimers via conference call

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Discussion was held with Dan regarding maintenance. Dan reported he replaced panel bulbs at 3 locations within the District. He also reported K and P returned our rebuilt pump and he helped them unload it and put it in the storage building for future use. He installed a new key lock box on the storage unit and helped Kathy complete the information for the discharge permit for DENR. (Thanks Dan – your help was much appreciated!)

Wastewater contract with Water District Maintenance was discussed with Don Eimers via conference call and all Trustees. All Trustees were in full agreement with all aspects of the contract of work to be performed, hours needed to perform work and amount of compensation to complete contracted work. Pat made motion to accept contract, Don seconded motion and all Trustees voted aye.

Financial business was discussed. Carrie presented checks to Trustees for signatures on bills previously okayed for payment. All checks were signed and will be distributed. Carrie presented financial reports to Trustees. Reports were discussed. Pat made motion to accept all reports and bank statements as stated. Kathy seconded motion. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion to adjourn meeting at 8:00 p.m. Kathy seconded motion. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

February 3, 2016

Present: Kathy Wahl and Pat Keatts

Also present: Dan Thayer, Carrie Weisenburger, Brian Granville, and Clark Thares

The Board met with Brian Granville and Clark Thares for purpose of RLSD approval of septic tank and sewer piping and appurtenance plans to be installed on Mr. Granville and Susan Hoffman's property and Clark Thare's property located on North Shore Drive. Mr. Granville presented a plan previously approved by Helm Engineering. Mr. Granville and Mr. Thares accept all costs incurred for construction and installation expenses. Pat made motion and Kathy seconded motion to accept plan for construction as presented.

Dan discussed maintenance work performed. Routine work was performed; no extraordinary work was needed.

Carrie presented employee time sheets for approval and checks to be signed for previously approved payment of bills. Pat made motion to accept time sheets for payment of wages. Kathy seconded motion. Checks were signed and distributed.

Carrie presented financial balance sheets for approval. Discussion of balance sheets took place. Pat made motion to accept financial balance report. Kathy seconded motion.

Carrie gave Kathy a zip drive of all current accounts.

Minutes of previous meeting dated January 20, 2016 were read. Pat made motion to accept minutes as written. Kathy seconded motion.

Since no further business came before the Board for approval, Pat made motion to adjourn the meeting at 8:15 p.m. Kathy seconded motion. Meeting was adjourned.

February 17, 2016

Present: Pat Keatts, Don Eimers, and Kathy Wahl via phone

Also present: Carry Wahl, Andy VanSteehwyk and Dan Thayer

Call to order: Meeting was called to order by Pat Keatts,

Dan gave maintenance report. Bulbs were replaced at Deibert's and Matthew's. South Shore lift station having trouble. On route he noticed the alarms going off, reset everything and that didn't work so he called Dakota Pump to come on Wednesday. Float pac was bad and they had it on the truck so they replaced it.

Andy gave maintenance report of Dahme was going to start Johnson's but the snow came and held them up. Andy is going to call Bain and talk to him about replacing septic tank and lid.

Carrie discussed financial matters, She presented the Trustees with bills presented for payment. She also presented the Trustees with the Bank Statement. Discussion took place. Don made a motion and Pat seconded motion to pay bills in full as presented and accept the Reconciled Bank Statement.

Kathy Discussed her interview with Moser about digging and working on the system. He said that he works in the Eureka and Leola areas now but is looking to expand his business. He used to dig and work on sewer systems for Jacobs but that part of the business was discontinued so he went out on his own. He has all the equipment that is needed to do the work.

The Trustees would like for him to a meeting in the future to talk to him.

Don discussed verbiage on a letter to homeowners to get access to tanks that haven't been found. This will be tabled till the next meeting.

Pat motioned to accept minutes from last meeting. Don seconded

Don motion to adjourn at 8:00 and Pat seconded.

Meeting Minutes March 2, 2016

Anchor's Away

Present: Don Eimers, Pat Keatts, and Kathy via phone

Others present: Andy Van Steewyk, Carrie Weisenburger, and Dan Thayer

Pat motioned to start the meeting at 7:00

Dan gave report on S. Shore Lift station. Dakota Pump and Control had to come back a second time to fix it. Dan was watching it several times a day and would still find it alarming. It was determined that the panel needed fixing and Dakota Pump and Control rewired the panel. It is now working fine.

Andy discussed Dahme Construction on working at Johnsons and Wahl. Dahme would like to wait until frost is out on the Johnson's house as it would be too hard to fix as it is now. On the Wahl's house, Muth needs to cut power as it is going over the dig site and Andy will talk to Lanny as to when it is okay for him to cut the power. Also started to pump septic tanks on West Shore. 10 tanks have been pumped.

Don discussed hiring Moser and tabled the discussion to when Kathy gets back and he can come to the Meeting in person

Discussion took place about owner of the Grieben property and how they will take the responsibility of how the previous septic tank was in working order and they need to show the District that it is in new or good working order when they hook up to in the future. Andy will be on hand for any questions. Kathy will talk to the new owners about the septic tank.

Carrie presented payroll and bills for discussion and payment. She also gave out last month's reports of finances.

Don motions to accept and Pat seconded the meeting minutes

Don motioned to adjourn at 8:00 and Pat seconded.

March 16, 2016

Preent: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported DSG is discontinuing bulbs for panels; he found LED bulbs at Menards which will fit. He purchased one bulb to experiment compatibility and use. Dahme's installed septic tank at Wahl residence; waiting for bill for reimbursement to Wahls. Dan performed normal maintenance.

Digging for location of homeowner's septic tanks that have been unlocatable was discussed. Kathy will confirm homeowners with Andy and compose letter notifying homeowners work will commence at homeowner's expense.

Carrie presented checks for signatures on all previous approved bills. Checks were signed and will be distributed.

Minutes from meeting dated March 2, 2016 were read. Pat made motion to accept minutes as written; Dan seconded motion. All Trustees voted aye.

Kathy discussed need for alternate Trustee in case of absence of a present Trustee. Don made motion to appoint Dan Thayer as alternate. Pat seconded motion. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion to adjourn meeting at 8:15 p.m. Don seconded motion. Meeting was adjourned.

April 6, 2016

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk, Dan Thayer, Carrie Weisenburger, David, Tim, & Remy Hosley

Call to order: Kathy called meeting to order at 7:00 p.m.

David Hosley, owner of lot # 2 on Prairie Lake 2nd Subdivision informed the Trustees he is unable to hook up to the system due to piping that was to be installed by B&B is either non-existent or in the wrong place. (Per Dahme's approximately 300 feet needs to be installed.) Trustees discussed the matter with Mr. Hosley. Kathy called Rusty Merkel and informed him of Dahme's finding and asked that this problem be remedied by Mr. Merkel and B&B. Mr. Merkel will investigate the problem and get back to Kathy.

Andy and Dan discussed the maintenance work performed. Dan replaced some light bulbs and Andy and his team performed regular maintenance. Andy reported they got the overflow release valve unstuck.

Carrie presented time cards to Trustees for their approval and payment. Pat made motion and Don seconded motion to accept time cards and employee paychecks were signed and distributed. Balance sheets for the month of March were distributed and discussed. Don made motion to accept balance sheets; Pat seconded motion. All Trustees voted aye. Bills received for payment were presented to Trustees. Don made motion to pay all bills as received except for septic tank replacement bill for the Wahls' from Dahme's. \$3,000.00 refund will be given to Lanny and Kathy Wahl and they will be responsible to pay balance of bill. Don suggested sending copy of bill from Dahme's for Bruce Johnson to B&B for possible payment/refund because of failure of equipment. Kathy will do so.

An increase in septic tank replacement refund was discussed by the Trustees. Don and Pat suggested a raise in refund of \$3,750 to customers because of increased costs. Don made motion to increase refund and review cost of replacement for possible raise every five (5) years. Pat seconded motion. All Trustees voted aye. Kathy will prepare Ordinance for change.

Pat presented lease contract to Trustees for storage shed. Contract was discussed. Don made motion to accept contract. Kathy seconded motion. Pat abstained from voting.

Kathy presented letter to Trustees for their approval to be sent to customers whose septic tank has not yet been located advising them we will soon be digging for location of tank at the customer's expense. Pat made motion to accept letter, Don seconded motion; all Trustees voted aye.

Minutes of previous meeting dated March 16 were read. Don made motion to okay minutes as written. Pat seconded motion. All Trustees approved. Pat made motion to adjourn meeting at 8:35 p.m. Don seconded. All Trustees voted aye.

April 20, 2016

Present: Pat Keatts, Don Eimers, and Kathy Wahl via phone

Also present: Carrie Wahl, Andy VanSteehwyk and Dan Thayer

Call to order: Meeting was called to order by Pat Keatts,

Dan gave maintenance report. 2 bulbs were replaced. Otherwise it was a quiet couple of weeks

Andy gave maintenance report of Bain's is done, The panel was off At Herthers but the power needs to be turned off so he will get a hold of them and then the panel will be changed out. List for septic tans that are not found almost finalized.

Carrie discussed financial matters, She presented the Trustees with bills presented for payment. She also presented the Trustees with the Bank Statement. Discussion took place. Don made a motion and Pat seconded motion to pay bills in full as presented and accept the Reconciled Bank Statement.

Kathy let the board know that B and B and Mr. Merkel came to the district office to discuss the missing pipe that was not on the has built that was developed by Mr. Merkel. B and B claim that someone must have moved it. The pipe is around 300 ft that needs to be replaced.

Pat motioned to accept minutes from last meeting. Don seconded

Don motion to adjourn at 8:00 and Pat seconded.

>May 4, 2016

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwick, Dan Thayer, and Carrie Weisenburger

Call to order:

Kathy called meeting to order at 7:00 p.m.

Discussion was held with Andy and Dan regarding maintenance. Dan replaced some lightbulbs and Andy replaced the pump at Don Kirchgesler's residence.

Discussion with Carrie included Carrie presenting letter to Trustees for approval for purpose of collecting last payment +interest on all ACH accounts for pond reconstruction. Don made motion and Pat seconded motion to accept letter as written. All Trustees voted aye. Bills received for payment were presented for discussion and approval. Pat made motion and Don seconded motion to accept and pay all bills as presented. All Trustees voted aye. Carrie presented checks for wages earned to Trustees for approval and signatures. Pat made motion to accept all timecards and pay wages. Don seconded motion. All checks were approved and signed by Trustees and distributed. Carrie gave Kathy an updated flashdrive of financial reports.

Minutes of meeting dated April 6, 2016 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for consideration, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

May 18, 2016

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Kathy called the meeting to order at 7:00 p.m.

Discussion with Dan regarding maintenance included a motion made by Pat and seconded by Don to change the panel at the Don Dennert residence. Dan reported numerous trips to repair the panel and it still is not in trustworthy working order. Motion also included an okay to change the panel at Arvilla Ernst residence when new home is hooked back up to system. Regular maintenance was performed.

Carrie discussed financial report with Trustees. She presented checks for signatures on all approved bills. Checks were signed and will be distributed. Bank statements were presented and discussed. Pat made motion and Don seconded motion to accept all financial statements. All Trustees voted aye.

Meeting minutes dated May 4, were read. Don made motion and Pat seconded motion to accept minutes as written.

Kathy presented 1st reading of Ordinance 16-01. Discussion was held. Pat made motion and Don seconded motion to accept Ordinance 16-01 with changes as discussed.

Discussion was held and a motion by Don and second by Pat to write a letter to the Krokels for disposal of the outhouse on his property. The District will give him 30 days for disposal. If not completed in the 30-day time frame the District will dispose of the outhouse at Krokel's expense.

Since no more business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

June 1, 2016

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer, Andy VanSteenwyk, and Carrie Wahl

Call to order: Pat called meeting to order at 7:00 p.m.

Carrie presented financial report to Trustees. Payroll was discussed. Pat made motion and Don seconded motion to accept timecards. Checks were signed and distributed. All bills received for payment were discussed. Don made motion and Pat seconded motion to pay all bills as received. Carrie gave Kathy a zip drive of financial files.

Andy and Dan discussed maintenance report. Routine maintenance was discussed. No incidences were reported.

2nd reading of Ordinance 16-01 was led by Kathy. Don made motion and Pat seconded motion to accept Ordinance 16-01. All Trustees voted aye. Kathy will deliver ordinance to American News for publication.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

June 15, 2016

Present: Kathy Wahl, Don Eimers, and Dan Thayer for Pat Keatts

Also present: Andy VanSteenwyk and Carrie Weisenburger

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl.

Discussion with Andy and Dan regarding district maintenance revealed normal maintenance was performed; no incidences to report.

Carrie presented checks to be signed for approved bills. All checks were signed and will be distributed. Discussion of bank statements took place. Don made motion and Dan seconded motion to accept statements as presented. Carrie presented financial statements and discussion by Trustees followed. Don made motion and Dan seconded motion to accept financial statements as presented. Carrie gave Kathy a current jump drive.

Kathy reported discussion with Rob Haliburton who is planning on purchasing property on West Shore Drive but does not want to hook up to sewer system. Kathy will send him Ordinances regarding regulations for hook-up.

Minutes of meeting dated June 1, 2016 were read. Don made motion and Dan seconded motion to accept minutes with addition to minutes stating minutes were read and approved as is.

Since no further business came before the Board for discussion, Don made motion and Dan seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

July 6, 2016

Present: Kathy Wahl, Don Eimers, and Dan Thayer (for Pat)

Also present: Andy VanSteenwyk, Carrie Weisenburger, and Lanny Wahl

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan and Andy reported on district maintenance. Regular maintenance was performed by both teams as was weed spraying by Dan. Andy performed some normal maintenance household calls for customers. Kathy reported she answered some hook-up questions for possible new customers anticipating purchasing land and lots both within and out of the District's current boundaries (adjacent to West Shore Drive).

Carrie presented Trustees with her financial report. Bills received for payment and timecards for employees were presented to Trustees for approval. Don made motion and Dan seconded motion to accept bills and timecards to be paid as presented. All Trustees voted aye. Payroll checks were signed and distributed. Carrie presented financial statement for June 2016 which was followed by discussion with the Trustees. Dan made motion and Don seconded motion to accept financial statements. All Trustees voted aye. Carrie gave Kathy a zip drive of current financial records.

Minutes of the previous meeting dated June 15, 2016 were read. Dan made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Kathy reminded Trustees we will begin discussing the 2017 budget at the next meeting. She also told Trustees work on the 2015 audit is progressing very well. She and Carrie have been providing the auditors with reports and information needed for processing. They have also been providing interviews with the auditor to answer any and all questions required for auditing the books.

Since no further business came before the Board, Don made motion and Dan seconded motion to adjourn the meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

July 20, 2016

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Call to order; Kathy called meeting to order at 7:00 p.m.

Dan discussed maintenance for this period. Normal maintenance was performed. He reported #2 pump on South Shore lift station is still off – am waiting for Dakota Pump. Dan will spray weeds at sewer cell; Pat will mow top when ready. Carrie reported Andy attended maintenance conference and is checking on panels from a different manufacturer for better pricing and quality product.

Carrie presented checks for all approved bills to be signed by Trustees. Checks were signed and will be distributed. Carrie gave Kathy a current zip drive.

Kathy discussed the final draft of the 2015 audit with the Trustees. Don made motion; Pat seconded motion to accept the final draft. All Trustees voted aye.

Kathy presented Trustees with copy of 2016 budget and discussed the budget for 2017. First reading of 2017 budget will be held at next board meeting.

There being no further business brought before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

August 3, 2016

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk and Carrie Weisenburger

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Maintenance report: Dan reported Dakota pump was here today and did maintenance on lift stations – pump #2 on South Shore is doing okay. Andy will talk to Mike Russel re: finding his septic tank and will have Perry Carlson check add-a-phase. He will talk to him about VFD.

Board discussed construction at Arlen Heupel residence. He is building 2nd residence on current lot. Kathy will inform him a hook-up fee and pump & panel fee must be paid and he will now be charged 2 monthly user fees when construction is completed.

Carrie gave Board her financial report. Don made motion and Pat seconded motion to approve all bills to be paid in full as presented. All Trustees voted aye. Financial reports were presented and discussed. Pat made motion and Don seconded motion to accept financial report. Kathy presented letter from bank regarding savings/depreciation account. Bank intends to inactivate account because of inactivity. Pat made motion and Don seconded motion to use account once every six months to keep account active.

Minutes of previous meeting dated July 20, 2016 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Kathy discussed Ordinance 16-02. Discussion of same took place. Pat made motion and Don seconded motion to raise wages for Kathy and Carrie to \$15.00/per hour and wages for Dan to \$16.00/hour; mileage to 41 cents per mile. Pat and Don voted aye; Kathy abstained from voting. Don made motion and Pat seconded motion to accept first reading. All Trustees voted aye.

Being no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:20 p.m. All Trustees voted aye. Meeting was adjourned.

August 18, 2016

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk, Dan Thayer, Carrie Weisenburger and Rob Haliburton

Call to order: Meeting was called to order by Kathy Wahl at 6:00 p.m.

Discussion was held with Rob Haliburton regarding sewer hook-up for property he has purchased on West Shore Drive. It was determined that the property is not in the sanitary district, dwelling will be far enough from our sewer lines so as not to cause lake pollution, and it would be extremely costly to hook-up to the district sewer lines if he were to do so. His property consists of five (5) acres and lies on the west side of West Shore Drive. Discussion concluded with advising Mr. Haliburton that should more people purchase property in that same area, the property may all be annexed into the District at a later date and then would require hook-up to the District. All Trustees were in full agreement at this time to not require Mr. Haliburton to hook-up and we would like an as-built drawing of his sewer system and to have Andy inspect the hook-up before it is covered up. Mr. Haliburton agreed.

Dan and Andy gave their maintenance reports. Dan performed regular maintenance duties. Andy reported the Phil Mitzel tank will be located via camera.

Carrie presented checks for signatures for all bills presented for payment. Checks were signed and will be distributed. Carrie gave Kathy an updated zip drive.

Minutes of previous meeting dated August 3, 2016 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Kathy led discussion regarding 2nd reading of Ordinance 16-02. No changes were made. Pat made motion and Don seconded motion to accept and pass Ordinance 16-02. All Trustees voted aye.

Kathy presented list of liens to be placed for non-payment. Don made motion and Pat seconded motion to accept liens to be filed. All Trustees voted aye.

Kathy advised Trustees of notice of vacancy for Trustee Don Eimers position. Notice will be published in the American News. Nominating petitions will be accepted September 9, 2016 through 5:00 p.m. on September 26, 2016

There being no further business to come before the Board, Don made motion and Pat seconded motion to adjourn meeting at 7:25. All Trustees voted aye. Meeting was adjourned.

September 1, 2016

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer, Carrie Weisenburger, Phil Mitzel and Lanny Wahl

Call to order: Kathy Wahl called meeting to order at 7:00 p.m.

Discussion was held with Phil Mitzel regarding the successful location of his septic tank. Phil presented the Board with an itemized bill totaling \$370.27 for out-of-his-pocket expenses he incurred in the location of his tank. (His time and manual labor spent digging was not accounted for.) Phil asked for reimbursement of the expenses. Pat made motion to reimburse the expenses in full; Don seconded motion; all Trustees voted aye. A check for \$370.27 will be sent to Phil Mitzel.

Dan discussed maintenance. Regular maintenance was performed; Pat mowed sewer cell and weed spraying was done. Andy reported new control panels from WIN Water are priced at \$700.00 each but can be modified to fit our needs. Will check if that will lower prices. Andy and his crew also performed standard maintenance to the District. Kathy will contact Perry Carlsen to install an add-a-phase on south shore lift station and for a possible bill owed to Perry regarding work he performed last year.

Carrie presented bills to Trustees for approval for payment. Pat made motion to pay all bills in full as presented; Don seconded approval; All Trustees voted aye. Carrie presented employee time cards for approval. Don made motion and Pat seconded motion to pay all employees wages as time cards reported. All Trustees voted aye. Checks for wages for signed and distributed.

Carrie presented financial reports of profits and loss and the bank statements for the month of August 2016. Reports and statements were discussed. Pat made motion and Don seconded motion to accept reports and statements. All Trustees voted aye.

Minutes from meeting dated August 18, 2016 were read. Don made motion and Pat seconded motion to accept minutes as reported. All Trustees voted aye.

Since no further business was brought before the Board for discussion, Pat made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

September 21, 2016

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk and Carrie Weisenburger

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl.

Discussion was held with Andy with regards to maintenance performed for the District. Andy reported a new panel at Gary Sperle's residence will be installed. Routine maintenance was performed by his team and Dan Thayer.

Carrie presented checks for signatures for approved payment of bills. Checks were signed by Trustees. Financial reports were presented and discussed. Carrie gave Kathy a current zip drive.

Minutes of previous meeting dated September 1, 2016 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no questions or comments came before the Board from Trustees or customers, Don made motion to adjourn meeting at 8:00 p.m. Pat seconded motion. All Trustees voted aye. Meeting was adjourned.

October 6, 2016

Present: Kathy Wahl, Don Eimers, and Dan Thayer for Pat Keatts

Also present: Carrie Weisenburger and Matt Fonder

Call to order: Kathy called meeting to order at 7:00 p.m.

Matt Fonder discussed his sewer hook-up with the Trustees. Design was drafted, reviewed and approved by Helms Engineering. Kathy informed Mr. Fonder of hook-up fees and costs due for panel and pump at installation. Trustees approved hook-up plans, informed him that our Maintenance Supervisor must inspect hook-up, and welcomed Mr. Fonder to the lake. Mr. Fonder will Email as-built plan and easement to RLSD office.

Dan discussed maintenance violations he found with the Trustees.

1. Danny Wolfgram has 120v. plug-in added to his panel.
2. Roger Gray's panel has no guts in box and a "versa alarm" installed.
3. Arlen Heupel needs to update lift station, panel and pump; and to pay an additional hook-up fee for second residence.

Kathy will research alleged violations. A letter stating violations will be sent to the customers citing violation and corrections. Regular maintenance was performed by Dan with no other problems.

Carrie presented Trustees with timecards for employee's work performed in September 2016. Timecards were discussed. Don made motion and Dan seconded motion to approve and sign checks for payment. All Trustees voted aye. Checks were signed and distributed. Carrie also presented Trustees with bills submitted for payment. All bills were discussed. Don made motion and Dan seconded motion to pay all bills in full as presented for payment. All Trustees voted aye.

Minutes of previous meeting dated September 21, 2016 were read. Dan made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Dan seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

October 20, 2016

Present: Kathy Wahl, Pat Keatts, and Don Eimers

Also present: Carrie Weisenburger

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Due to the absence of Dan and Andy, Kathy discussed maintenance. No problems were reported. Kathy discussed response from Mr. Wolfgram per maintenance letter received by him. Kathy reported no response from Arlen Heupel thus far. (Both letters were sent via registered mail and proof of verification that letters were received was received by Kathy.) Kathy will check with Dan for report on pump and panel order.

Carrie presented financial report to Trustees. Reports were discussed. Don made motion and Pat seconded motion to accept reports. All Trustees voted aye. Carrie gave checks to Trustees or signatures on all checks approved for payment. Checks were signed and will be distributed. Carrie gave Kathy a current zip drive.

Minutes of previous meeting dated October 6, 2016 were read. Don made motion and Pat seconded motion to accept minutes. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

November 3, 2016

Present: Kathy Wahl, Pat Keatts, and Don Eimers

Also present: Andy VanSteenwyck, Dan Thayer, and Carrie Weisenburger

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Dan and Andy discussed district maintenance. Dan reported he ordered pumps and panels, changed 3 bulbs and did routine maintenance. Andy has been working on the valve at the lagoon. Currently, valve won't close, so his team is doing what is necessary to get the valve to close. Routine maintenance was discussed. Don made motion and Pat seconded motion for Andy to contact Perry Carlson to provide preventative maintenance for the South Shore Lift Station.

Lift stations were discussed. It was decided that any lift station deeper than twelve (12) feet must be at least 48" wide to provide adequate safety for maintenance of system. Andy will talk to Brandon at Helms Engineering to make this a new stipulation for anyone putting in a new or upgraded lift station. Those with lift stations 12 feet deep or less should install the next standard new size to provide for safe maintenance of system.

Discussion of financial matters with Carrie took place. Carrie presented time cards to Trustees for approval. Don made motion and Pat seconded motion to approve and accept time cards. All Trustees voted aye. Checks for wages were signed and distributed. Carrie presented bills received for payment. They were discussed. Pat made motion and Don seconded motion to approve all bills as presented for payment in full. All Trustees voted aye.

Kathy discussed a delinquent payment reported by Muth Electric. Carrie reported check was sent to Muth Electric October 7, 2016 but must be lost in mail. Check will be rewritten and sent and "lost payment" will be voided in the check book.

Minutes of previous meeting dated October 20, 2016 were read and discussed. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:10 p.m. All Trustees voted aye. Meeting was adjourned.

November 16, 2016

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Dan gave maintenance report. He reported pumps and panels have been received and placed in the shed. He performed regular maintenance to the district. Dan reported a hole in the fencing at SSLs (possibly made by an animal). He will repair the fencing and pitch some gravel into a "settled spot" within the SSLs station.

Carrie presented Trustees with timecards for employees. They were discussed. Don made motion and Pat seconded motion to accept time cards as presented. Checks for wages were signed and distributed. Bills presented for payment were discussed. Pat made motion and Don seconded motion to approve and pay in full all bills presented. All Trustees voted aye. Carrie presented Trustees with financial report which was discussed. Pat made motion and Don seconded motion to accept financial report. All Trustees voted aye. Carrie reported she has completed a zip drive for the 2017 payment booklets. Kathy will have booklets printed and will prepare booklets for distribution.

Minutes of the meeting dated November 3, 2016 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Don reported December 1, 2016 will be his last meeting with RLSD until he returns from Texas in the spring. Dan will be alternate Trustee until he returns.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

December 1, 2016

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk, Dan Thayer, and Carrie Weisenburger

Call to order: Kathy Wahl called meeting to order at 7:00 p.m.

Dan and Andy gave maintenance report. Dan performed routine maintenance. Andy discussed lift station sizes to maintain safety for workers who need to enter a lift station. If station is less than 12' (twelve feet) deep, lift station should be 36" (thirty-six inches) in diameter. If more than 12' (twelve feet) deep, station should be 42" (forty-two inches) in diameter. Don made motion and Pat seconded motion to follow Andy's recommendation. All Trustees voted aye. Andy will alert Helms & Associates engineer to the new spec adopted for all future installations. Andy brought Trustees' attention to non-compliant lift owners. Andy will make a list of all owners who have concrete lift stations. A letter will be sent by the District telling them they will have to have a fiberglass lift station in order to be in compliance and the District will not be liable to lifts that fail because they are non-compliant. Kathy asked Andy to update list of owners that have not yet had their septic tanks pumped because we have been unable to locate them. Andy agreed. A letter will also be sent to those residents releasing the District from any liabilities because of failure of septic tank.

Carrie presented the timecards to Trustees for their approval. Don made motion and Pat seconded motion to accept timecards as presented. Paychecks were signed and distributed to employees. Carrie presented bills received for payment to Trustees. Pat made motion and Don seconded motion to approve all bills as presented for payment in full. All Trustees voted aye.

Kathy reported the 2017 payment coupons have been completed for the District customers. Kathy will address coupon books and mail them. Kathy also reported to the Trustees that she and Carrie will be busy finalizing end-of-year 2016 reports and inventory. All hours worked in December will be reported for payment of wages January 2017.

Minutes of meeting dated November 16, 2016 were read. Don made motion and Pat seconded motion approving minutes as written. All Trustees voted aye.

Since no further business came before the Trustees for discussion, Don made motion and Pat seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

December 15, 2016

Present: Kathy Wahl, Pat Keatts, Dan Thayer (for Don Eimers), Don Eimers via phone call

Also present: Andy VanSteenwyck and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan discussed maintenance. He reported Dakota Pump fixed the East Shore lift station and normal maintenance was performed. Andy reported his team inspected all residential lift stations. Andy prepared a list of owners whose lift stations are not fiberglass and are decaying and/or have seepage. He presented the list to Trustees. Discussion yielded a letter to be written to all customers whose lift stations are now in violation of code. The customer will be held responsible to replace lift station to bring it back into specs at the customer's expense. Andy also presented a final list of 16 homeowners whose septic tanks cannot be found to be pumped. Further discussion concluded another letter will be sent to customers telling them the District performed our due diligence to locate their tank but was unsuccessful. Therefore, the homeowner will be liable to find their tank so the District can pump it to avoid any problems. Until tank has been located and pumped, the District will not be liable for any problems associated with the tank. Kathy will prepare the letter to be sent to customers.

Carrie discussed financial matters. Checks were given to Trustees to sign for bills that had been okayed for payment. All checks were signed and will be distributed. Carrie presented the cash flow statements to Trustees for discussion. All statements were reviewed and discussed. Pat made motion and Dan seconded motion to accept statements. All Trustees voted aye. Carrie gave Kathy an updated flash drive of the bookkeeping department. Kathy reported she and Carrie are working on all end-of-year reports, inventory, and depreciation to be finalized by December 31, 2016.

Kathy conducted election of officers for year 2017. Don Eimers voted via phone call. Don made motion and Pat seconded motion to elect Kathy Wahl as President. Dan made motion and Pat seconded motion to elect Don Vice President, and Pat made motion and Dan seconded motion to elect Kathy as Clerk. All Trustees voted aye. 2017 Officers are as follows:

President: Kathy Wahl

Vice President: Don Eimers

Clerk: Kathy Wahl

Due to absence of Carrie Weisenburger for first meeting in January 2017, it was decided to hold the next RLSD meeting on January 12, 2017. Meeting will be held at the home of Kathy Wahl at 7:00 p.m.

Minutes of meeting dated December 1, 2016 were read. Pat made motion and Dan seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Dan made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting adjourned.

January 1, 2017

Present: Kathy Wahl, Pat Keatts, and Dan Thayer

Also present: Andy VanSteenwyk, Carrie Weisenburger, and Dennis DeGroot

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Discussion of maintenance was held. Dan reported normal maintenance was performed. He also reported snow needs to be removed from the main lift stations. Dennis DeGroot advised the Trustees he has the ability to do so. After discussion by Trustees, Pat made motion and Dan seconded motion to hire DeGroot Concrete and Construction to clear the snow at the lift stations. All Trustees voted aye.

Andy continued with discussion of the replacement of the lift stations with the Trustees and Dennis DeGroot. Mr. DeGroot has an interest in working for the District for the purpose of the replacement of the stations. All questions were answered; Mr. DeGroot will continue to research strategies to provide replacement lift stations to the residents.

Discussion of final draft of letter to residents concerning their lift stations took place. Kathy will present final draft at next meeting.

Carrie led discussion concerning financials and bookkeeping. She presented timecards to Trustees for their approval. Pat made motion and Dan seconded motion to accept timecards and checks for wages for employees were approved and signed. Carrie presented bills received for payment to Trustees. After discussion, Dan made motion and Pat seconded motion to approve and pay all bills in full as requested. All Trustees voted aye. Kathy noted W4's have been received and were distributed to all who were present.

Reading of minutes dated December 15, 2016 was read. Pat made motion and Dan seconded motion to accept minutes as read. All Trustees voted aye.

Discussion of letter to residents whose tank cannot be located was tabled to next meeting.

Since no further business was brought before the Board for discussion, Pat made motion and Dan seconded motion to adjourn meeting at 8:30 p.m. All Trustees voted aye. Meeting was adjourned.

January 26, 2017

Present: Kathy Wahl, Pat Keatts, and Dan Thayer for Don Eimers

Also present: Andy VanSteenwyk

Call to order: Kathy Wahl called meeting to order at 7:00 p.m.

Dan and Andy discussed maintenance work. Dan reported the South Shore Station pump needs to be changed and reworked. He called Dakota Pump to do the service work. Normal maintenance was performed by Dan. Dan requested snow removal at the South Shore station so Dakota Pump employees can enter and perform necessary repairs. Pat made motion and Dan seconded motion to hire Dennis DeGroot to do the snow removal. Andy reported a sewer backflow into the Wahl household. Kathy and Lanny reported damages to their household insurance carrier who will cover repairs and replacements of damaged goods. Andy reported he installed a check valve at the Wahl's to eliminate or slow down a backflow if such should ever happen again. Kathy discussed the insurance deductible. Dan made motion and Pat seconded motion to cover the \$1,000.00 deductible for the Wahl's. All Trustees voted aye with Kathy abstaining from vote.

Due to Carrie's absence Kathy presented financial report. Checks previously okayed for payment were signed by Trustees and will be distributed. Financial report prepared by Carrie and bank statements received were discussed. Pat made motion and Dan seconded motion to accept financial reports and bank statements. All Trustees voted aye. Kathy reported to Trustees that CD for septic tank replacements will mature February 6, 2017. Discussion ensued with moving and combining that CD with account at First Bank. Further discussion of the present money market accounts will be investigated to turn them into CD's for a higher interest yield. Kathy will report findings to Trustees at next meeting.

Discussion of final letter to residents with non-spec. lift stations took place. Pat made motion and Dan seconded motion to send letters to appropriate customers. All Trustees voted aye. Kathy will send the letters certified mail.

Minutes of meeting dated January 12 were read. Pat made motion and Dan seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Dan made motion and Pat seconded motion to adjourn meeting at 8:10 p.m. All Trustees voted aye. Meeting was adjourned.

February 2, 2017

Present: Kathy Wahl, Pat Keatts, and Dan Thayer (for Don Eimers)

Also present: Andy VanSteenwyk and Carrie Weisenburger

Call to order: Kathy Wahl called meeting to order at 7:00 p.m.

Dan and Andy gave maintenance report. Don told Trustees that Dakota pump has fixed the South Shore lift station. They will bring a seal for the pump on their next trip to Aberdeen. All regular routine route maintenance was performed with no major malfunctions to report.

Andy discussed cameras for location information and prices. He will do further research and report back to the Trustees.

Carrie presented Trustees with timecards for employees. They were discussed. Pat made motion and Dan seconded motion to accept timecards and payment of wages. Dan seconded motion. All Trustees voted aye. Checks for wages were signed and dispersed. Carrie presented bills for payment to Trustees. All bills were discussed. Dan made motion and Pat seconded motion to pay bills in full as presented. All Trustees voted aye. Carrie gave Trustees statement of cash flows for month of January. Cash flow statements and bank statements were discussed. Dan made motion and Pat seconded motion to accept cash flow statements and bank account reconciliation statements. All Trustees voted aye.

Kathy discussed current amounts in money market accounts. Due to interest rates on money market accounts it was decided to put a portion of each account into a CD for better interest rates. \$50,000.00 from savings/depreciation account; \$75,000.00 from systems update account and \$150,000.00 from septic tank account will be put into a CD for two (2) years. Kathy made motion, Pat seconded motion for amounts and 2 year maturity per discussion. All Trustees voted aye.

Meeting minutes from previous meeting dated January 26, 2017 were read and discussed. Pat made motion and Dan seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Dan seconded motion to adjourn meeting at 8:10 p.m. All Trustees voted aye. Meeting was adjourned.

February 16, 2017

Present: Kathy Wahl, Pat Keatts, and Dan Thayer (for Don Eimers)

Also present: Carrie Weisenburger

Call to order: Kathy called the meeting to order at 7:00 p.m.

Dan discussed maintenance with the Trustees. He performed routine maintenance for the District with no major tasks having to be performed.

Kathy reported for Andy regarding "pills" which could be flushed down the toilet and used for the purpose of location of septic tank. Cost was discussed and it was decided to have Andy purchase some trial pills to be used for a successful location of a tank.

Kathy also reported to the Board that Dennis DeGroot is awaiting results from testing to become a certified operator for sewer installation.

Carrie gave the financial report. She presented checks for signatures for approved payment of bills. Checks were signed and will be distributed. Carrie gave Kathy an updated flash drive.

Kathy reported she placed the following amounts from the respective accounts into CDs. CD amounts are as follows: \$50,000.00 CD for 2 years from savings/depreciation account; \$75,000.00 CD for 2 years from systems update account; and \$150,000.00 CD for 2 years from septic tank account. (All CDs are labeled from respective accounts they came from.)

Minutes from previous meeting dated February 2, 2017 were read. Pat made motion and Dan seconded motion to accept minutes as written. All Trustees voted aye.

March meeting dates were changed to first and third Wednesday of the month for March (March 1 and March 15) due to the absence of Carrie on the first and third Thursday of March. Trustees will meet at the home of Kathy Wahl. Dan made motion and Pat seconded motion. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Dan seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

March 1, 2017

Present: Kathy Wahl, Pat Keatts, and Dan Thayer (for Don Eimers)

Also present: Andy VanSteenwyk and Carrie Weisenburger

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Dan and Andy discussed the maintenance work that took place in the District. Dan performed routine route maintenance. He reported Dakota Pump returned and put a new seal in the South Shore lift station. Everything is performing well – no problems.

Andy reported he has ordered the “pills” to be used in locating septic tanks. He discussed the application procedures and will run some trial experiments with the pills to check for ease of use to locate tanks and to be able to recover them for multiple uses. (Pills were \$80.00/each and come in package of 2.) Dan made motion and Pat seconded motion to reimburse Andy for the expense. All Trustees voted aye.

Carrie discussed the District financials. She gave timecards for employees to Trustees for their approval of wages earned. Pat made motion and Dan seconded motion to accept timecards as presented. Checks for wages were signed and distributed to employees.

Carrie gave Trustees a statement of cash flows for the month of February 2017. Report was discussed. Pat made motion and Dan seconded motion to accept statement of cash flow. All Trustees voted aye.

Minutes of meeting dated February 16, 2017 were read. Pat made motion and Dan seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Dan made motion and Pat seconded motion to adjourn meeting at 8:07 p.m. All Trustees voted aye. Meeting was adjourned.

March 15, 2017

Present: Kathy Wahl and Dan Thayer

Also present: Carrie Weisenburger

Call to order of meeting: Kathy called meeting to order at 7:00 p.m.

Dan discussed routine maintenance work he performed. He is still waiting for Dakota Pump to get a 6" valve for maintenance on lift station on West Shore.

Kathy reported for Andy that he received the septic tank "pills" and is in a testing phase before he begins use.

Carrie presented financial report. Checks for previously approved bills were signed and will be distributed. Kathy discussed new rental rates for storage shed when new contract begins. Approval of bills presented for payment took place. Dan made motion and Kathy seconded motion to pay all bills as presented.

Reading of minutes dated March 1, 2017 took place. Dan made motion and Kathy seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Dan made motion and Kathy seconded motion to adjourn meeting at 8:00 p.m. Meeting was adjourned.

April 6, 2017

Present: Kathy Wahl, Don Eimers, and Dan Thayer for Pat Keatts

Also present: Carrie Weisenburger and Andy VanSteenwyk

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl.

Dan discussed maintenance chores he performed this week. He changed many light bulbs. He also stated he is still awaiting repairs to be made on the West Shore lift station. Routine maintenance is ongoing!

Andy discussed the Underground PV Pipe Detection hand-held device. There are many positive reasons to have one for the District purposes of locating tanks and other objects for maintenance purposes. Andy will check w/Hydro Clean in Watertown, SD for possible demonstration of device and purchase of same. (Sixteen customers' septic tanks cannot be located and hopefully this will be the answer to location of tanks.)

Andy reported Muth Electric will install the new pump at Cari Heupel residence and reported Annette Malliot may need a new panel. Will observe service and make a determination at a later date.

Carrie presented timecards to Trustees for approval and acceptance. All timecards were approved. Don made motion; Kathy seconded; all Trustees voted aye. Payment checks for wages were signed and distributed. Carrie presented bills for approval of payment to Trustees. All bills presented were discussed and approved for payment in full. Dan made motion to pay all bills and Don seconded motion. All Trustees voted aye.

Minutes of meeting dated April 6, 2017 were read. Dan made motion and Kathy seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Dan seconded motion to adjourn meeting at 8:17 p.m. All Trustees voted aye. Meeting was adjourned.

April 20, 2017

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Dan discussed extensive electricity usage at West Shore Station and reported K&P will be here Monday, April 24, 2017 to repair station. He performed routine maintenance for the District.

Andy reported he is in negotiations with a vendor in Watertown for the underground locator. He is waiting for a bid price and to set up a demonstration. Andy and crew also performed routine maintenance for the District concerning customer problems.

In absence of Carrie, Kathy presented bills to Trustees for approval. Pat made motion and Don seconded motion to accept all bills as presented to be paid in full. Trustees signed all previously approved bills. Checks will be distributed.

Meeting minutes dated April 6, 2017 were read. Don made motion and Pat seconded motion to approve minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn the meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

May 4, 2017

Present: Kathy Wahl, Pat Keatts, and Don Eimers

Also present: Dan Thayer

Call to order: Kathy Wahl called meeting to order at 7:00 p.m.

Review with Dan regarding maintenance for the District was discussed. Dan suggested getting 2 (two) 4" check valves and 2 links #80 pipes for inventory for lift stations so as not to have to wait for parts if they go down again. (Waiting for parts = excessive electricity used) Pat made motion and Don seconded motion to put parts in inventory. All Trustees voted aye.

Dan performed regular maintenance for the District in addition to helping Dakota Pump as needed at the West Shore Lift station.

In absence of Andy, Kathy reported he and his team performed their regular maintenance for the District and made quite a few residential calls since the "summer residents" are coming back to the lake. Discussion of underground PVC Pipe Detection tool was further discussed. Pat made motion and Don seconded motion to purchase tool. All Trustees voted aye. A demonstration of the tool from the company salesman was discussed. Andy was not able to get them to come to the lake to further demonstrate but the company will give us a 30-day return policy if it is not performing to our specs.

In an effort to make sure all septic tanks are locatable and equipment is in good running order it was decided to have Andy inspect and accept tank location and equipment before the sale of a home will be certified to Clark Title for closing. Don made motion; Pat seconded motion. All Trustees voted aye. Andy will compose certificate of acceptance of equipment to submit to Clark Title along with any fees due and owing.

In absence of Carrie, Kathy presented bills received for approval for payment. Discussion of all bills presented took place. Don made motion and Pat seconded motion to pay all bills in full as presented. All Trustees voted aye.

Kathy discussed purchase of a new laptop computer. Her laptop is quite old and does not want to accept updates and is running quite slow. Don made motion and Pat seconded motion to allow Kathy to purchase a new laptop.

Minutes of previous meeting dated May 4, 2017 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

May 18, 2017

Present: Kathy Wahl, Pat Keatts, and Don Eimers

Also present: Dan Thayer and Andy VanSteenwyk

Call to order: Kathy Wahl called meeting to order at 7:00 p.m.

Dan discussed maintenance work. He reported the manhole cover and collar at the NE corner on the North lagoon needs to be replaced. He and Andy will work on this. Regular monthly maintenance was performed in the District.

Andy reported his team has been doing their scheduled maintenance work. They have replaced some residential pumps as needed. Andy also reported he has ordered the locator and is expecting it ASAP.

Pat reported he talked to Perry. Perry agreed to do a maintenance check on the add-a-phase on the South Shore lift station.

Kathy discussed the hook-up for the Geyer residence on West Shore Drive. The residence has a WEB hook-up, lift station and septic tank but no residence pump or panel. Kathy has been unable to call the Geyers so a letter will be written to inform them hook-up is now needed.

Due to absence of Carrie, Kathy presented checks to be signed by Trustees that were approved to pay bills presented for payment. Checks were signed and will be distributed. Kathy reported she purchased a new laptop computer. Cost was \$417.00

Change in meeting dates was discussed. Beginning June 7, 2017, the District will meet on the first and third Wednesdays of each month for the summer. Pat made motion; Don seconded motion. All Trustees agreed.

Minutes of meeting dated May 4, 2017. Pat made motion to accept minutes with correction. Don seconded motion. Kathy will correct minutes. All Trustees voted aye.

Due to no further business to come before the Board, Don made motion and Pat seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned.

June 7, 2017

Present: Kathy Wahl, Pat Keatts, and Dan Thayer for Don Eimers

Also present: Andy VanSteenwyk, Carrie Weisenburger, and Lanny Wahl

Call to order: Kathy called meeting to order at 7:00 p.m.

Andy reported his team worked at Anchor's Away to determine a proper fix for their avalanche of problems. It was determined that a pipe was broke. Repair was made by Gordy Schmidt. All should work well now. Andy's team worked on contracted work for the District. The West Shore lift station floats were tangled which caused a problem. Floats were fixed – seems to have remedied the problem.

Dan reported he performed routine maintenance. No problems to report.

Carrie discussed a discrepancy of pumps per the inventory audit. Andy will check his reports to find the missing 3 pumps.

Carrie presented timecards and paychecks for employee wages. Trustees reviewed timecards; Pat made motion and Dan seconded motion to accept timecards for hours worked by employees. (He recused himself for his timecard which Kathy reviewed and accepted.) Carrie presented bills which were received for payment. All bills were reviewed and discussed. Pat made motion and Dan seconded motion to accept all bills for payment in full as presented. All Trustees voted aye.

Minutes of meeting dated May 18, 2017 were read. Pat made motion and Dan seconded motion to accept minutes as written.

Kathy reported the audit by Hunter at Eide Bailly has begun. She and Carrie will be working additional hours to provide the info needed for the audit.

Since no further business came before the Board for discussion, Pat made motion and Dan seconded motion to adjourn the meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

June 21, 2017

Present: Kathy Wahl, Don Eimers, and Dan Thayer for Pat Keatts

Also present: Carrie Weisenburger and Lanny Wahl

Call to order: Kathy Wahl called meeting to order at 7:00 p.m.

Due to Andy's absence, Kathy reported Andy's findings of the All-material locator. Andy advised to return the unit since it locates everything and no differential to septic tanks. During use to find tanks, locator found 1 out of 5 tanks. (Not good enough to warrant the price of the unit.) After discussion, Trustees agreed to return the product.

Dan reported he sprayed weeds around lift stations and replaced light bulbs at several residences.

Letter to residents whose tanks needs to be located was discussed. Letter will be re-vamped, approved and sent to residents.

Payment to Amy Johnson for scrubbing and transferring files to new computer was discussed. Don made motion and Dan seconded motion to pay \$150.00. All Trustees voted aye.

Carrie presented checks for signatures that were previously approved for payment in full. All checks were signed and will be distributed. Bank statements were reviewed. Dan made motion, Don seconded motion to accept statements. All Trustees voted aye.

Minutes of previous meeting dated June 7, 2017 were read. Dan made motion and Kathy seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board, Don made motion to adjourn meeting. Dan seconded motion. All Trustees voted aye. Meeting was adjourned.

July 5, 201.

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer, Carrie Weisenburger, and Lanny Wahl

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan's maintenance report explained he performed routine maintenance for the District and changed lightbulbs within District. He also sprayed weeds in and around lift stations.

In Andy's absence Kathy reported Andy tried to return the All-material locator but was told there would be a 15% re-stocking fee. Kathy will call vendor to get re-stock fee rescinded because return was within 30-day free return policy.

Kathy also discussed 4th of July population increase at the lake and approximately an 80% increase in the sewer usage. It was discovered some residents had as many as 30-80 or more people in attendance at home picnics and thus usage of sewer was in greater demand and in danger of overflow. Because of excessive use, maintenance calls for home maintenance were very heavy; maintenance team worked overtime at residential homes whose population exceeded the amount of a regular household load. It was discussed and Pat made motion and Don seconded motion to remind residents when having more than the standard household number of 4-6 people they will have to have port-a-pottys to handle increased guest load and will bear the cost of the additional maintenance if break-down occurs at their residence and they did not have port-a-pottys. All Trustees voted aye. Kathy will send a letter of reminder before 2017 4th of July celebration.

Kathy presented letter to Trustees for approval regarding certification for sale of home that septic system has been located and system must remain accessible. This letter will be included to Clark Title for closing on sale of property along with any charges that may be due. Don made motion to accept letter. Pat seconded motion. All Trustees voted aye.

Final letter to customers whose septic tank can't be located was discussed. Kathy will send a registered letter to those customers asking their attention to the matter by 07/21/17 so that camera can be used to locate tank.

Carrie presented Trustees with timecards for payroll. All timecards were reviewed. Don made motion and Pat seconded motion to accept timecards. Checks for wages were distributed. Carrie also presented bills received for payment. Trustees discussed bills. Don made motion and Pat seconded motion to pay all bills as presented.

Reading of minutes dated June 21, 2017 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

July 19, 2017

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk, Dan Thayer, and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Andy reported three (3) people have indicated they want him to use the camera to locate their septic tanks. (Annette Malliot, Robert Ciyak, and Paul Jacobs) As soon as camera is available Andy will make arrangements with those customers. Andy reported routine maintenance work is being performed.

Dan reported he also has been performing routine maintenance.

Carrie presented checks for signatures that had been previously approved for payment. All checks were signed and will be distributed. Since bank statements were not yet received, all end-of-month statements will be presented as soon as possible.

Kathy discussed incident which came up this week. When land adjacent to the District and not yet in the District is purchased, and buyer wishes to build a home and hook-up to the sewer district is the seller or buyer responsible for fees already assessed to land within the District? After intense discussion, it was determined the buyer will be responsible for any and all assessments after said land is admitted to the District. Don made motion and Pat seconded motion. All Trustees voted aye.

Minutes of previous meeting dated July 5, 2017 were read. Don made motion and Pat seconded motion to accept minutes with correction to 2018 date for letter to be sent to customers. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

August 2, 2017

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Dan reported the North Shore check valve will be replaced by Dakota Pump. Pat will now the top of the lagoon and Dan will spray for weeds.

Kathy discussed all material locator. USA Bluebook will check locator to make sure it's okay since Andy couldn't locate with it. Andy will go to Wisconsin for training with the unit. District will have further discussion regarding unit after training

Kathy reported in Andy's absence that he intends to have the camera ready for use on Friday to locate tanks in agreement with customers who will pay for camera. Andy will get back to us with the success in locating the tanks.

Carrie discussed bookkeeping realm. She presented the timecards to the Trustees for review. Don made motion and Pat seconded motion to accept timecards and pay wages as reported. All Trustees voted aye. Checks were signed to pay wages and previously approved bills. Checks were distributed.

Kathy discussed 1st reading of the 2018 Annual Appropriations ordinance. All entries on the ordinance were discussed. Pat made motion and Don seconded motion to give a 50 (fifty) cent an hour raise to all employees. All Trustees voted aye. Kathy Abstained from voting. Pat made motion and Don seconded motion to accept 1st reading of 2018 Annual Appropriations ordinance. All Trustees voted aye.

Reading of minutes dated July 19, 2017 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

August 16, 2017

Present: Kathy Wahl, Pat Keatts, and Don Eimers

Also present: Andy VanSteenwyk and Carrie Weisenburger

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Andy gave update on septic tank locations: Annette Malliot – possible find; Danny Wolfgram – pipe drops to deep angle, not yet located; Craig McFarland – found. Still waiting for contact from various customers to arrange time and date for camera.

Andy and team performed regular maintenance duties; Andy is still waiting for confirmation to go to “school” for locator device.

Carrie presented checks for Trustee signatures on all pre-approved bills. Checks were signed; they will be distributed.

Kathy discussed liens to be placed on customers for non-payment. Don made motion and Pat seconded motion to place liens against Don Kirchgesler \$660.00; Roland Erhardt \$385.00; and Jerad Dell \$684.00 plus late fees. All Trustees voted aye.

Carrie discussed collection of past due interest on SU fees for Ken Anglin, Justin Bahr, Gary Deibert and Craig Harrison. Kathy will send collection letters.

Don made motion and Pat seconded motion to accept minutes from meeting August 2, 2017 as is. All Trustees voted aye.

Kathy read and discussed Ordinance 17-02. Second reading took place. Pat made motion and Don seconded motion to accept 2nd reading of ordinance 17-02. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Don seconded the motion to adjourn the meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned

September 6, 2017

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan discussed maintenance work. He performed routine maintenance for the District, as did Andy and his crew. Changing lightbulbs, mowing and weed spraying is being done. Andy's crew were able to locate and pump 3 residents home sites and will continue to locate tanks with the aid of the camera when possible.

Carrie presented Trustees with timecards for employees. Timecards were reviewed by Trustees. Pat made motion and Don seconded motion to accept timecards. Paychecks were processed and distributed after Trustee signatures on same. Carrie then presented bills to Trustees which were received for payment. Trustees discussed all bills received. Don made motion and Pat seconded motion to pay all bills as received. All Trustees voted aye.

Kathy discussed fall meeting schedule. Don made motion to continue to meet on 1st and 3rd Wednesday night of each month at Anchor's Away at 7:00 p.m. Pat seconded motion. All Trustees voted aye. Meetings will be held on the 1st and 3rd Wednesdays of each month.

Kathy brought to Board's attention she is the Trustee up for election this year. She discussed proper dates for election selection and will post vacancy for Board when appropriate.

Minutes of last meeting dated August 16, 2017 were read. Don made motion and Pat seconded motion to accept minutes as read. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn the meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

September 20, 2017

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer, Andy VanSteenwyk, and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan discussed maintenance; everything has been routine work-no surprises.

Andy discussed need for more pumps – have 2 left in inventory. Don made motion to order 6 additional pumps. Pat seconded motion. All Trustees voted aye. Dan will order the pumps. Andy also discussed the finding of septic tanks - Is still waiting for contacts with camera to locate additional tanks. Heiser's tank has been found; Smith location is the cleanout not the tank. Will explore further.

Andy is still waiting to hear if he will go for training on 10/10 or 10/16. Will keep us informed.

Carrie presented checks to Trustees for signatures of all approved bills. Checks were signed and will be distributed. Carrie presented balance sheet to Trustees. Balances were discussed. Don made motion to accepted balance sheets. Pat seconded motion. All Trustees voted aye. Carrie gave Kathy a zip drive.

Minutes of meeting dated September 6, 2017 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye. Minutes are accepted.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn the meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

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October 4, 2017

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer, Carrie Weisenburger, and Lanny Wahl

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Dan reported Dakota Pump will be here on 10/05/17 to do maintenance on North Shore lift station. He performed routine maintenance on the route. 6 new pumps have been ordered for inventory. Pat reported Perry will check the South Shore lift station for routine maintenance.

Carrie presented timecards for employees to Trustees for their okay. Don made motion and Pat seconded motion to approve all timecards for employees. Checks were written to employees for wages, were signed by Trustees and distributed to employees. Carrie presented bills for payment to Trustees. Pat made motion and Don seconded motion to accept and pay in full all bills as presented. Profit and Loss statement for month of September was presented by Carrie and reviewed by Trustees. Pat made motion and Don seconded motion to accept Profit and Loss statement as written. All Trustees voted aye.

Kathy discussed electricity bill for the District. Electric bill for James and Carla Burns and William and Patricia Reed will be adjusted in January 2018 to accommodate for 5 households on their panel. Further discussion regarding electricity rates was tabled to the next meeting when the Trustees can look at the monthly bill.

Kathy reported Andy will be going to Michigan for training on the locator device week of October 16, 2017.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

October 18, 2017

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported he worked on ridding the cell of weeds. He also installed new bulbs where bulbs at locations had burned out. New pumps were picked up and put into shed into inventory. Routine maintenance was performed on route.

Andy is in Wisconsin for training with locator device – will report on progress next meeting.

Carrie presented checks to sign that were approved for bills presented for payment. Checks were signed and will be distributed.

Minutes of the meeting dated October 4, 2017 were read. Pat made motion and Don seconded motion to accept minutes as read. All Trustees voted aye.

Kathy led discussion of cost of electricity and a possible rate increase. Further discussion was tabled to next meeting for further information on Northern Electric's increase in cost of electricity. Kathy will research. Kathy will also talk to auditor regarding putting Northern Electric bill on ACH to avoid late payments when Board is meeting after or close to due date for payment.

Since no further business was brought before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

November 1, 2017

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported regular maintenance was performed on the route. He also stated he asked DeGroot Construction to fill in holes at West Shore lift station with gravel. A report from Andy will be given at the next meeting regarding locator device and his "schooling."

Carrie presented employee timecards to Trustees. Don made motion and Pat seconded motion to approve timecards. Checks for wages were written; Trustees signed checks and Carrie distributed checks to employees. Carrie also presented Trustees with bills received for payment for approval. Pat made motion and Don seconded motion to pay all bills as presented.

Kathy reported she was lone person to register a petition for vacancy on Board. Her petition was accepted by Auditor's office. No election need be held – Kathy will be given the 3-year term to fill the vacancy.

Minutes from previous meeting dated October 18, 2017 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Kathy reported after conversation with Mark Englehart at EideBailly, he agreed to allow the District to do an ACH for the electricity billing with Northern Electric as long as ACH is signed by two (2) Trustees. Kathy and Don Eimers signed paperwork. Kathy also reported Paul Sivertson will agree to have electricity for his cul-de-sac on his post. Kathy will talk to Northern Electric regarding hook-up.

Since no further business came before the Board, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

November 15, 2017

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk, Carrie Weisenburger, and Gary Deibert

Call to order: Kathy called meeting to order at 7:00 p.m.

Gary Deibert, real estate agent representing Adam Burgard presented request from Mr. Burgard. Due to the fact that Burgard and Joseph Moslander are sharing a septic tank, the request from the District to separate the tanks resulted in a bid from Dusty Usselman of \$6,122.46 for one (1) tank and a cost of \$12,755.13 to replace both tanks. Mr. Deibert requested \$4,500 from the District as opposed to the replacement reimbursement of \$3,500.00. Kathy stated that Ordinance allows for reimbursement of no more than \$3,500.00 and therefore no more would be allowed under any circumstances. Since both houses appear to be hooked up to one tank, and since that tank is mostly located on the Burgard property, Mr. Burgard would be allowed to claim the tank, Joseph Moslander will be given a temporary easement for use of the tank but when his property sells, a separate tank will have to be installed. This will be considered new construction; tank must be installed within six (6) months of sale of property at the cost of seller/buyer and no participation in cost will be burdened by the RLSD. Pat made motion, Don seconded motion, and all trustees voted aye.

Andy reported on trip to Wisconsin to learn how to operate the locator device. Trip was successful and Andy feels device will be beneficial to the District. Pat made motion and Don seconded motion to purchase the device. Kathy made motion to pay Andy mileage and food expenses. A total of \$576.00 will be reimbursed to Andy for expenses. (\$476 for mileage, \$100.00 for food) Pat seconded motion; all Trustees voted aye.

Carrie presented checks to Trustees for signatures on all approve invoices presented for payment. Checks were signed and will be distributed. Carrie presented bank statements. Trustees reviewed the statements. Pat made motion and Don seconded motion to accept bank statements. All Trustees voted aye. Carrie gave Kathy a current flash drive of all accounts.

Pat stated he will be absent for first meeting in December. Don stated he and Vicki will be leaving for their winter retreat December 12, 2017 and will return sometime in March 2018.

Since no further business came before the Board, Don made motion and Pat seconded motion to adjourn meeting at 8:30 p.m. All Trustees voted aye. Meeting was adjourned.

December 6, 2017

Present: Kathy Wahl, Don Eimers, and Dan Thayer for Pat Keatts

Also present: Carrie Weisenburger and Lanny Wahl

Call to order: Kathy called meeting to order at 7:00 p.m.

Don reported 2 tanks were found at the Moslander and Burgard homes. Tanks were tested and shown to be in working order so no new tanks needed to be installed. A new clean- out was installed on the south tank and an extension was installed on the north tank. No payments will be made to the homeowners as their tanks needed to be updated to be in compliance.

Dan reported regular maintenance was performed for the District. Craig Millett had problems as the result of tree roots. Problems were remedied.

Carrie presented timecards for the employees. Timecards were approved, checks for wages were written, signed, and distributed to the employees. Payments were made to the Trustees for their annual meeting fees. Carrie presented bills received for payment to the Trustees. All bills were discussed. Don made motion to accept bills for payment in full as presented. Dan seconded motion. All Trustees voted aye. Cash flow statements were received from Carrie. Trustees discussed statements; Dan made motion to accept statements, Don seconded motion. All Trustees voted aye.

Since no further questions or comments were received from the Trustees or customers, Don made motion to adjourn the meeting. Dan seconded motion. All Trustees voted aye and meeting was adjourned at 8:00 p.m.

December 20, 2017

Present: Kathy Wahl, Pat Keatts, and Dan Thayer for Don Eimers

Also present: Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported regular maintenance on the route was performed. Andy gave Kathy report that he and his team have been doing regular maintenance also. No major incidents to report.

Carrie presented checks to Trustees for signatures for bills that were approved for payment. Checks were signed. They will be distributed. Carrie and Kathy reported they will be working on end-of-year reports and yearly inventory reports to close out year 2017. Payment booklets for year 2018 have been sent to customers.

Kathy reported an annual meeting will be scheduled for February or March when more information will be forthcoming regarding the road construction and new bridge replacement at the West Bridge. Trustees are awaiting a meeting with Helms Engineering in January 2018 for information regarding RLSD responsibility to move utilities and cost.

Kathy reported nominations for RLSD offices must take place. Pat made the following nominations; Dan seconded the nominations. (Kathy abstained from President nomination.) 2018 positions are as follows: President: Kathy Wahl, Vice President: Don Eimers, Trustees: Pat Keatts and Dan Thayer All Trustees voted aye appropriately. All positions approved.

Minutes of previous meeting dated December 6, 2017 were read. Pat made motion and Dan seconded motion to accept minutes as read. All Trustees voted aye.

Kathy discussed letter from American Family insurance regarding sewer back-up claim reimbursement to Rustlin and Holly Merkel. All information has been given to Squire/Lussum Insurance Co. and Matt Perlinger, EMC Insurance Claims Adjuster. We await their decision as to the Merkel's \$10,000 claim and \$1,000 deductible.

Since no further business came before the Board for discussion, Pat made motion and Dan seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

January 3, 2018

Present: Kathy Wahl, Pat Keatts, and Dan Thayer for Don Eimers

Also present: Andy VanSteenwyk and Carrie Weisenburger

Call to order: Kathy called meeting to order at 6:00 p.m.

Andy reported problems at the Hardy, Dobberpuhl and Hier residences. Problems were resolved; normal maintenance was carried out at other residences throughout the District.

Carrie presented checks to Trustees for signatures on pre-approved bills. Checks were signed and will be distributed. Carrie presented timecards for approval. Pat made motion and Kathy seconded motion to accept timecards. Paychecks were presented for signatures. They will be distributed. Carrie gave budget statements which were read and discussed. Pat made motion and Kathy seconded motion to accept statements as prepared. Carrie notified Trustees of customers who are 90+ days late on their monthly payments. Red tag reminders will be hung on doors of these residents for payment due by 01/15/2018. Andy will deliver red tags to the following people with these amounts due:

John & Lindsay Peterson - \$315.00

Joe Huffman - \$171.00

Brandon Sigaty - \$380.00

Dillon Sippel - \$275.00

Minutes of previous meeting dated December 20, 2017 were read. Pat made motion and Kathy seconded motion to accept minutes as read.

Since no further business came before the Board for discussion, Kathy reminded board members next meeting will be at Anchor's Away, January 17, 2018 at 7:00 p.m. with members of Helms Engineering to discuss construction on road 13A to include new bridge and re-construction of road. Kathy made motion to adjourn meeting, Pat seconded. Meeting was adjourned at 7:00 p.m.

January 17, 2018

Present: Kathy Wahl, Pat Keatts, and Dan Thayer for Don Eimers

Also present: Andy VanSteenwyk, Carrie Weisenburger, Lanny Wahl, and Brandon Smid from Helms Engineering

Call to order: Kathy Wahl called meeting to order at 7:00 p.m.

Brandon Smid from Helms Engineering presented preliminary forcemain replacement plan and estimate. Discussion took place with all Trustees and Andy. Pat made motion, Kathy seconded motion to use Option 2 – Partial Boring Replacement with estimated project cost of \$63,900.00 and Option 4 – Boring full length with estimated cost of \$96,600.00 as alternative to Option 2 if Option 2 won't be feasible. All Trustees voted aye. Don Eimers will be informed by Kathy in a personal phone call from home as a conference call was unable to be completed because of inadequate service at the resort. Mr. Smid will inform Dirk Rogers of Brown County Highway of the Trustee's decision for replacement for their construction for a new bridge and road rework at the West Bridge.

Andy and Dan discussed the maintenance work performed for the District. Dan changed lightbulbs and he and Andy performed regular maintenance duties.

Carrie presented checks for signatures for bills previously okayed for payment. All Checks were signed and will be distributed. Carrie gave update of all accounts for further consideration in future decision to pay for replacement of forcemain. Further discussion of accounts was tabled to next meeting.

Kathy gave all employees their w4.

Previous meeting minutes dated January 3, 2018 were read. Dan made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Dan seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned.

February 7, 2018

Present: Kathy Wahl, Pat Keatts, and Dan Thayer for Don Eimers

Also present; Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Report from Dan described regular maintenance that was performed on the route. No particular problems were reported.

Carrie reported to Trustees: employee timecards were presented to Trustees for their approval. Timecards were discussed. Pat made motion to accept timecards; Dan and Kathy seconded motion. Checks for wages were signed and distributed. Carrie reported all customers receiving red tags have paid their bill and are now current.

Carrie gave Trustees profit & loss statement for January 2018. Statement was discussed. Pat made motion and Dan seconded motion to accept statement. All Trustees voted aye.

Kathy discussed Helms engineering letter of agreement for forcemain replacement fees to design, prepare contract documents and bidding & negotiation services. Dan made motion and Pat seconded motion to accept fees of \$8,100.00 lump sum fee for completion of this portion of the work project. All Trustees voted aye.

Previous meeting minutes dated January 17, 2018 were read. Pat made motion and Dan seconded motion to accept minutes with typo correction. All Trustees voted aye.

Since no further business came before the Board for discussion, Dan made motion to adjourn meeting at 8:00 p.m. Pat seconded motion. All Trustees voted aye. Meeting was adjourned.

February 21, 2018

Present: Kathy Wahl, Pat Keatts, and Dan Thayer for Don Eimers

Also present: Carrie Weisenburger

Call to order: Meeting was called to order by Kathy Wahl at 7:00 p.m.

Dan reported regular monthly maintenance was performed on route. Various lightbulbs were changed where they were out. Dan will call DeGroot Construction for snowblowing of lift stations if needed.

Carrie presented checks to Trustees for their signatures on all approved bills for payments. Checks were signed and will be distributed.

Carrie gave bank statements to Trustees for their approval. Statements were discussed. Pat made motion to accept statements, Dan seconded motion. All Trustees voted aye.

Kathy discussed Andy's annual contract with the Trustees. No changes in payments of wages and/or contract were made by Andy. Pat made motion to accept contract for Water District Maintenance; Dan seconded motion. All Trustees voted aye. Kathy and Pat will sign the contract.

Since no further business came before the Board for discussion, Dan made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

March 7, 2018

Present: Kathy Wahl, Pat Keatts, and Dan Thayer for Don Eimers

Also present: Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported regular maintenance to route. No significant maintenance to report. DeGroot Construction will do snow plow cleaning at lift stations.

Carrie presented Trustees with bills for approval. Bills were discussed. Pat made motion and Dan seconded motion to approve all bills submitted for payment. All Trustees voted aye. Financial statements were given to Trustees. Statement was discussed. Pat made motion and Dan seconded motion to accept financial statement. All Trustees voted aye.

Kathy discussed possible shut-off at Les Frohling farm. (Trailer has been moved, hook-up still in place) Frohlings will let RLSD know if they want pump and panel removed.

Minutes of previous meeting dated February 21, 2018 were read. Dan made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for consideration Pat made motion and Dan seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

March 23, 2018

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk

Call to order: Kathy called meeting to order at 7:00 p.m.

Andy reported regular maintenance was performed; no significant problems to report.

Due to Carrie's absence, Kathy presented checks for Trustee signatures which were approved for payment. Checks were signed; checks will be distributed. Bank statements were reviewed. Don made motion and Pat seconded motion to approve bank statements. All Trustees voted aye.

Minutes from previous meeting dated March 7, 2018 were read. Pat made motion and Kathy seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

April 4, 2018

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported everything okay with route-all numbers at lift stations are normal. Routine maintenance was performed. Dan will check the pump at the Frohlings to see if it is being used.

Carrie presented Trustees with employee timecards for their review. All timecards were reviewed, Pat made motion and Don seconded motion to accept timecards as received and pay employees. Checks were written and given to Trustees for their signatures. Checks were signed and distributed. Carrie presented Trustees all invoices received and to be paid. Invoices were discussed. Don made motion and Pat seconded motion to pay all invoices as received. All Trustees voted aye.

Annual customer meeting was discussed. It was decided an RLSD annual meeting will be held 04/25/18 at 7:00 p.m. at Anchor's Away Lodge and Resort. Subjects to be discussed will include state of the District and construction and expense at West Bridge Road.

Minutes dated March 23 2018 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Because Helms Engineering contributed a smoked turkey to the Trustees, a dinner was held at Kathy Wahl's home with all Trustees in attendance before the meeting. A hearty thank- you to all the cooks who contributed salads, veggies, dessert, and hors d'ovres to the meal. It was delicious and enjoyed by all!

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

April 18, 2018

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Carrie Weisenburger and Dan Thayer

Call to order: Kathy called meeting to order at 7:00 P.M.

Dan reported everything on RLSD route is running well. No problems occurred. Dan will check Les Frohling hook-up for possible disconnection and removal of pump and panel if not being used by 2 households. Pat made motion and Don seconded motion to refund balance of monthly fees paid on Les Frohling hook-up as they have moved their trailer house off farm. All Trustees voted aye.

Carrie presented Trustees with checks for their signature for bills previously approved for payment. All checks were signed and will be distributed. Balance sheet and bank reconciliation paperwork was presented to Trustees. Trustees discussed reports. Don made motion and Pat seconded motion to accept balance sheet and bank reconciliation reports. All Trustees voted aye.

Minutes of previous meeting dated April 4, 2018 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Kathy gave update on door prizes that have been donated for April 25, 2018 annual meeting. Pat made motion and Don seconded motion to accept door prizes. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

April 25, 2018

Present: Kathy Wahl, Pat Keatts, and Don Eimers, Carrie Weisenburger, Andy VanSteenwyk, and Brandon Smid from Helms & Assoc.

Also present: 66 customers of RLSD. (See sign-in sheets included with these minutes)

Call to order: Kathy Wahl called meeting to order at 7:10 p.m. at Anchor's Away Lodge & Resort and welcomed all in attendance and introduced Trustees to audience.

Kathy discussed importance of finding those septic tanks who have not yet been located. Reminded those customers who received letters in regards to locating their tanks, we will begin process again to locate their tanks now that land frost is coming out, but it is very important their tanks be found so they can be pumped.

Kathy also discussed with all in attendance the importance of maintaining their household sewers for maximum efficiency. Kathy informed all that in order to keep things running smoothly, whenever 10 or more guests will be visiting their homes, the homeowner must rent port-a-potties to service their guests. If maintenance is required and guests number more than 10 homeowner will be charged costs for repairs and/or tank pumping.

Kathy introduced Brandon Smid to audience. Discussion continued regarding road and bridge replacement at the West Bridge. Questions included boring of pipeline under the lake and cost of project. Kathy reported to audience that RLSD has enough money in account to cover cost of project if it stays at \$60,000 to \$100,000.00. Customers were in total agreement! Brandon answered all other questions regarding RLSD's responsibility to the construction as it relates to moving our lines.

Kathy and Don conducted the door prize giveaway. Prizes and winners are as follows:

Insulated cup from Helms & Assoc. – Paul and Rhonda Sigaty, Don Eimers, and Steve Heckenlaible

Hat from Helms & Assoc. – Marlys Brick, Donna Keatts, Vicki Eimers, Gary Sperle, Sally Swanson, Deb Mehlhaff, and Don Bonn

Insulated cup from Premiere Plastic – Jeff Heupel and Brad Herther

Drill from Campbell's Town & Country – Wayne Johnson

Hat from DSG – Laura Millett

Meat Thermometer from DSG – Twila Jacobson

Insulated cup from DSG – Neil Bellikka

Blanket from Helms Marine, Inc. – Christina Sigaty

\$25 Gift Certificate from Parkview Nursery – Lanny Wahl

\$50.00 gift certificate to Anchor's Away from Carlsen's Mortuary - Chris Allen

\$50.00 cash from DeGroot Concrete & Construction – Sandy Heupel and Brandon Sigaty

Picture of Richmond Lake from Amy Johnson – Nancy Johnson

Richmond Lake Sanitary Sewer
District

04/25/2018

1

Name
2 Don and Vickie Eimers
Denise Katts
Don Allen Becker
Dorey Myhre
Kendy Nutzel
Jeff Heupel
Steve + Sally Swanson
Chad + Benita Weber
Fredrica Kastner
Chris and Sara Allen
Marie + Dennis DeGroot
Jim Burby
Paul [unclear]
Sharon Erdmann
Julie Poppel
Craig + Laura Willett
Brad Kuba
Dob Melhoff
Don + Joanne Boms

Richmond Lake Sanitary Sewer
District

04/25/2018

1

Name
Melvin + Rowena Diers
Steven Hedden Dailed
Mike + Twila Jacobson
Sandy Heuzel
Craig + Audrey McFarland
Phil MITZEL
Joe Brewer
Carla + Jim Burns
Jay Bennett + Abby Sumption
Neil Bellikka
Brandon Smil
Joe Hodny
Craig Sternhagen
GENE ALLERY
Mark + Paul Henson
Rick + Teri Galbraith
Brandon + Kristina Sigaty
Ken Dulik
Wayne + Nancy Johnson

Richmond Lake Sanitary Sewer District

04/25/2018

1

Name	
Tom + Danielle Aman	
Travis Bradeen	
Jeff & Lisa Heiser	
Mary Anne Sperle	
Bailey Birch	
Dan Kalk	
Greg Lingner	
Guy Smith	
Guy Millett	
Jacob Millett	

Richmond Lake Sanitary Sewer
District

04/25/2018

1

Name	
NOVA	
CARY Sperle	

May 2, 2018

Present: Kathy Wahl, Don Eimers, and Dan Thayer for Pat Keatts

Also present: Carrie Weisenburger

Dan reported district is running smoothly – no maintenance problems to report. He checked Frohlings for possible disconnect. Can't – is hooked up to 2 hook-ups. He replaced burned-out lightbulbs and did regular maintenance.

Carrie presented employee timecards to Trustees for their approval. Don made motion to accept timecards; Dan seconded. All Trustees voted aye. Time cards for figured for wages and paychecks were issued to employees after Trustee signatures were obtained.

Carrie presented Trustees with financial reports. Reports were discussed. Dan made motion and Don seconded motion to accept reports. All Trustees voted aye.

Minutes of previous meeting dated April 25, 2018 were read. Don made motion and Dan seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Dan seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

May 16, 2018

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Dan gave maintenance report: Everything going well; no major maintenance performed. Dan changed bulbs at various panels. He will apply Round-up to lift stations.

Carrie gave financial report: presented Trustees with checks to sign for bills previously approved. Checks were signed and will be distributed. Carrie reported she and Kathy will begin to gather reports for the 2017 audit to begin in June.

Don made motion and Pat seconded motion to accept minutes of previous meeting dated May 2, 2018 as written. All Trustees voted aye.

Kathy discussed maintenance for upcoming holidays relating to last year's large maintenance costs. Because of major usage to system, Trustees agreed to advise customers to get port-O-pottys if having more than ten (10) guests. Don made motion and Pat seconded motion to charge homeowners for any maintenance costs if they misuse the system and it causes repair bills due to more than 10 guests. All Trustees voted aye. Kathy will write a reminder postcard to be sent to all the households. (Approval of postcard will be at next meeting.)

Since no further business came before the Board, Don made motion to adjourn meeting at 8:00 p.m and Pat seconded motion. All Trustees voted aye. Meeting was adjourned.

June 6, 2018

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenberger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported he has sprayed the lift stations for weeds. We need mowing and spraying at the cells. Pat agreed to do the mowing and spraying. A new panel was installed at the Ernst residence. Dan changed several bulbs that had burned out on the panels. He continues with regular maintenance to the District.

Carrie gave timecards for employees to Trustees for their approval. Pat made motion and Don seconded motion to approve timecards and pay employees. Paychecks were given to Trustees for their signature. All checks were signed and distributed to employees. Profit and Loss statements were distributed to Trustees. Statement was discussed. Don made motion and Pat seconded motion to accept profit and loss statement. All Trustees voted aye.

Kathy discussed meeting dates in July. Because first Wednesday in July is July 4th, it was decided that July meetings will be held on July 2 and July 16. All Trustees agreed.

Kathy presented Trustees with a postcard for their approval telling customers they must have port-o-pottys if having more than 10 guests because of high maintenance costs last summer due to too much flushing and overuse. Don made motion and Pat seconded motion to accept cards. All Trustees voted aye. Kathy will address and send cards.

Minutes of meeting dated May 16 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

June 20, 2018

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer, Carrie Weisenburger, and Gary Deibert

Call to order: Kathy called meeting to order at 7:00 p.m.

Gary Deibert informed Trustees of problem he's having with his sewer piping. Camera was brought in to see where problem is – it lies on both Gary's side of tank and RLSD's side of tank. There is a dip and bad connection on either side of the tank. Gary agreed to fix his side at his cost and Don made motion and Pat seconded motion to fix RLSD's side of tank. Tank will be fixed by Usselman and he will do both sides at the same time. Work will be done ASAP.

Dan reported the round-up he sprayed on weeds is working good. He performed normal maintenance work in the District. He called Dakota Pump and they promised to be here by July 4th to fix South Shore station.

Carrie presented Trustees with checks for their signature to pay approved bills. All checks were signed and will be distributed. Carrie gave financial report and presented Trustees with a balance sheet. Don made motion and Pat seconded motion after balance sheet was discussed to accept it. All Trustees voted aye.

Minutes of previous meeting dated June 6, 2018 were read. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Due to the busy schedule of Perry Carlson, it was decided to ask Eric Brenner if he knows about add-a-phase so he can check South Shore connections. Kathy will talk to him.

Since no further business was brought before the Board, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

July 2, 2018

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan informed Trustees Dakota Pump was here and examined South Shore and West Shore stations. Both stations need new rails. Will send bid for work to be done.

Dan performed regular maintenance on route. Dan reported work at Gary Deiberts has been completed. He needs a new light which will be replaced. (Dan will check for a possible short.) Dan reported having to cut off old locks. Don made motion; Pat seconded motion to purchase new locks to replace old ones cut off. All Trustees voted aye. New locks will be purchased and installed.

Carrie gave checks to Trustees for their signature on all approved bills. Gave Trustees timecards for review. Trustees reviewed information. Don made motion and Pat seconded motion to accept timecards. All Trustees voted aye. Checks were signed and distributed. Carrie gave Trustees balance sheet. Balance sheet was discussed. Don made motion and Pat seconded motion to accept balance sheet report.

Kathy discussed meeting dates in August 2018. Trustees will meet on the 8th and 22nd because of prior commitments. All Trustees agreed. Pat made motion and Don seconded motion.

Minutes of previous meeting dated June 20 were read. Pat made motion and Don seconded motion to accept the minutes as written.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn the meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

July 16, 2018

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Brandon Smid

Call to order: Brandon Smid called meeting to order at 2:00 p.m. at the office of Helms Engineering for purpose to open bids for sanitary forcemain improvement project.

Two (2) bids were received; low bid received from B & B Contracting, Inc. for \$158,446.00.

Discussion of amount of bid being much higher than engineer's estimate yielded a meeting with B&B to discuss amount and possible discount.

No further discussion continued in lieu of meeting with B&B. Meeting was adjourned. All Trustees voted aye.

July 17, 2018

Present: Kathy Wahl, Don Eimers, Pat Keatts

Also present: Brandon Smid and Neil Bellika

Trustees, Engineers, and Neil Bellika met at Helms Engineering office for purpose of discussing amount of bid. Mr. Bellika explained bid is on extreme time-crunch, boring company upped their bid because of difficult materials in the ground to bore through, and difficulty of working with Jacobs.

Trustees asked for change of plans to bore part of line and dig in balance of line. B&B agreed, but will only bring cost down to about \$126,000+. Engineer agreed and will change plans.

Kathy made motion to award bid. Award for Sanitary Forcemain Improvements Project, Base bid is made to B & B Contracting, Inc., Aberdeen, SD in the amount of \$158,446.00. Don seconded motion. All Trustees voted aye. Contract with proposed changes awarded to B&B Contracting, Inc.

Motion to adjourn meeting by Don, seconded by Pat. All Trustees voted aye.

August 6, 2018

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Carrie Weisenburger, Dan Thayer, and Andy VanSteenwyk

Kathy called meeting to order at 7:00 p.m.

Dan reported he applied Roundup to all four stations. He performed regular maintenance to the District. Inventory was discussed. We have four (4) pumps left. Don made motion and Pat seconded motion to order six (6) pumps and five (5) panels. All Trustees voted aye. Dan will order inventory.

Electricity hook-up for panels was discussed. Due to test of costs for hook-up, Karlen Electric was found to be cheapest. Pat made motion, Don seconded motion; District will use Karlen Electric for hook-ups. All Trustees voted aye.

Carrie presented Trustees with bookkeeping info. Checks for previously okayed bills were presented to Trustees for their signature. All checks were signed. They will be appropriately distributed. Bank account statements were discussed. Trustees canvassed accounts for total \$ to be used to pay for Sanitary forcemain Improvements. It was decided to use monies in the savings account and SU account. Kathy made motion and Don seconded motion to use the two named accounts. All Trustees voted aye.

First reading of Ordinance 18-01 took place. Trustees discussed expenses and receipts. Due to cost of Sanitary Forcemain Improvements, it was decided to hold employee wages for year 2019. No raises will be given. Because of cost of internet for Carrie, which is solely used for RLSD, Don made motion and Pat seconded motion to give Carrie a \$10.00/month raise for internet costs. All Trustees voted aye.

Previous minutes dated July 16, 2018 were read. Don made motion and Pat seconded motion to accept minutes with correction to minutes regarding bid of \$301,755.65 for Sanitary Forcemain Improvements from GM Contracting of Lake Crystal, MN which was turned down by Trustees. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:25 p.m. All Trustees voted aye. Meeting was adjourned. Next meeting will be 08/20/18 at Kathy Wahl's residence.

August 20, 2018

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Kathy called meeting to order at 7:00 p.m.

Dan reported regular maintenance on the route in the district; everything running smoothly. Pumps were ordered.

Carrie discussed bookkeeping; checks previously okayed for payment were given to the Trustees for their signatures. Checks were signed and will be distributed. Carrie presented current bills received for payment. Trustees discussed bills. Don made motion and Pat seconded motion to pay all bills as received. All trustees voted aye.

Kathy discussed audit received from EideBailly. Copies were given to each Trustee. Full discussion of audit was led by Kathy. Pat made motion and Don seconded motion to accept audit as is. All Trustees voted aye.

Kathy led discussion of second reading of Ordinance 18-01. Second reading was accepted. Don made motion and Pat seconded motion to accept Ordinance 18-01. All Trustees voted aye. Kathy also discussed list of customers she will be placing a lien against for non-payment of fees. Pat made motion and Don seconded motion to accept list and place liens. All Trustees voted aye. Kathy will give list to Brown County Auditor for processing.

Minutes of previous meeting dated August 6, 2018 were read. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Date for next meeting was discussed. It was decided to return to first (1st) and third (3rd) Thursdays of the month beginning September 6, 2018. Meetings will be held at Anchor's Away.

Since no further business came before the board for discussion Pat made motion and Don seconded motion to adjourn meeting at 8:15 p.m. All Trustees voted aye. Meeting was adjourned.

September 6, 2018

Present: Kathy Wahl, Don Eimers , and Pat Keatts

Also present: Dan Thayer, Carrie Weisenburger, and Mark Zimmerman

Call to order: Kathy called meeting to order at 7:00 p.m.

Kathy welcomed Mark Zimmerman to the meeting and asked for his comments for attending meeting. Mark thanked the Board for their diligence in running the District and asked for suggestions for "closing up his house" as he is going to be gone for six months. The Board gave him suggestions for his sewer and indoor toilets to prepare them for non-use.

Dan reported he will be changing burned-out bulbs on Saturday in his maintenance report to the Board. He also reported he has received six (6) pumps and has stocked them in the shed. We now have nine (9) pumps total. Routine work was performed on the route. Nothing major to report.

Carrie presented Trustees with timecards from employees for Boards' approval. Don made motion and Pat seconded motion to approve timecards as received. All Trustees voted aye. Checks for wages were signed and distributed. Carrie then presented checks to Trustees for signatures for all payments to vendors previously okayed. Checks were signed and will be distributed.

A financial report from Carrie was distributed to Trustees. Report was discussed. Don made motion and Pat seconded motion to accept financial report as received. All Trustees voted aye.

Minutes of meeting dated August 20, 2018 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no more business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

September 20, 2018

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer, Andy VanSteenwyk, and Carrie Weisenburger

Kathy called meeting to order at 7:00p.m. Dan gave details of work performed for regular maintenance on the route. He also will be picking up the panels which were ordered and now in. Andy reported on the maintenance work he and his team have been performing on the route.

Carrie presented checks for vendors for payment which were previously okayed. All checks were signed by the Trustees and will be distributed for payment.

Minutes of the previous meeting dated September 6, 2018 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Kathy reported to Trustees that new bridge for replacement at West Bridge will not be delivered this year. Road will be opened for traffic and bridge will be replaced next spring. More info to follow as it is received.

Since no further business came before the Board for discussion, Don made motion to adjourn the meeting. Pat seconded motion. All trustees voted aye and meeting was adjourned at 8:00 p.m.

October 1, 2018

Present: Kathy Wahl, Pat Keatts, and Don Eimers

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported that he replaced bulbs in District that had burned out while doing his regular maintenance rounds throughout the District. He also reported South shore air release has been fixed. All pumps are running smoothly. No problems to report.

Carrie presented timecards to Trustees for their approval. Don made motion; Pat seconded motion to accept timecards as presented. All Trustees voted aye. Kathy explained extra hours were needed to set up new ACH accounts with Bank North and new accounts regarding change-over from First State Bank of Warner were set up. Trustees signed paychecks and they were distributed to employees.

Kathy discussed upcoming Trustee vacancy. Pat is up for election. Petitions can be filled out beginning October 15.

Minutes of previous meeting dated September 20, 2018 were read. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

October 18, 2018

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported a power line was down. It took four (4) days before Northern Electric made repair. All Trustees agreed this was unreasonable repair time. Will be noted.

Dan gave Carrie serial numbers for panels and pumps.

Carrie gave checks already okayed for payment to Trustees to be signed. Checks were signed and will be distributed. Bank statements were reviewed. Don made motion and Pat seconded motion to accept statements.

Pat reported he is gathering signatures for his nominating petition. Kathy stated petition must be turned in by 5:00 p.m. November 6, 2018. No one else has made it known they are seeking nomination to date. Election will be held November 27 if two or more people are running.

Reading of previous meeting minutes dated October 1 took place. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business was brought before the Board, Don made motion and Pat seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned

November 19, 2018

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer

Dan reported all stations are running well. No problems noted. He performed regular maintenance to the District.

In Carrie's absence Kathy presented Trustees with checks for bills previously okayed for payment. Checks were signed by Trustees and will be distributed. Bank statements for all accounts were presented. Full discussion took place. Don made motion and Pat seconded motion to accept bank statements as is. Carrie will balance all accounts per bank statements. All Trustees voted aye.

Don reported he will be leaving December 12, 2018 for his winter home in Texas. He will return home sometime in March. Dan will assume his place as Trustee while he is absent.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

December 5, 2018

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported South Shore lift station has been repaired. Dakota Pump ~~did~~ repair using a 2" ^{nipple} galvanized PVC to replace nipple.

Carrie proceeded with bookkeeping reports. Carrie gave Trustees checks to sign to pay all previously approved bills. Checks were signed and will be distributed. All Trustees approved trustee attendance meeting reports. Checks for meeting fees were signed and distributed. Time sheets for employees were given to Trustees for their approval. All time sheets were approved; checks for wages were signed and distributed. Carrie gave Trustees summary balance sheets. Discussion regarding reports took place. Pat made motion and Don seconded motion to accept balance sheets. All Trustees voted aye.

Kathy reported she and Carrie worked on and completed end-of-year reports and monthly coupons for payments. All coupon books were mailed out and received by customers; year end reports completed.

Don reported he and wife Vickie will be leaving December 12 for their winter vacation home. Dan will fill in as Trustee in his absence.

Minutes of previous meeting dated November 19 were read. Pat made motion, Don seconded motion to approve minutes as written.

Kathy announced last meeting of year will be December 20, 2018.

Since no further business came before the Trustees for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

December 20, 2018²⁰¹⁸

Present: Kathy Wahl and Dan Thayer

Also present: Carrie Weisenburger

Kathy called meeting to order at 7:00 p.m.

Dan reported routine maintenance was performed. No major maintenance to report. Kathy gave Dan a copy of a letter from Roger Gray stating Andy's team left large ruts in his field when they drove over it to repair some equipment. A copy of the letter will be sent to Andy; Dan will check out the damages.

Carrie gave Trustees checks for signatures on previously okayed invoices. Checks were signed and will be distributed. Bank statements were presented to Trustees. Kathy and Dan discussed statements. Dan made motion to accept and Kathy seconded motion.

Minutes of previous meeting dated December 5, 2018 were read. Dan made correction that a 2" PVC nipple was used to replace a galvanized nipple. Kathy will correct minutes. Dan made motion to accept minutes with correction; Kathy seconded motion, minutes were accepted.

Since no further business came before the Board for discussion, everyone wished everyone a Merry Christmas and a Happy New Year. Dan made motion and Kathy seconded motion to adjourn meeting

TRUSTEE MEETING ATTENDANCE

DATE	KATHY	DON	PAT	DAN
01/03/18	X		X	X
01/17/18	X		X	X
02/07/18	X		X	X
02/21/18	X		X	X
03/07/18	X		X	X
03/23/18	X	X	X	
04/04/18	X	X	X	
04/18/18	X	X	X	
04/25/18	X	X	X	
05/02/18	X	X		X
05/16/18	X	X	X	
06/06/18	X	X	X	
06/20/18	X	X	X	
07/02/18	X	X	X	
07/16/18	X	X	X	
07/17/18	X	X	X	
08/06/18	X	X	X	
08/20/18	X	X	X	
09/06/18	X	X	X	
09/20/18	X	X	X	
10/01/18	X	X	X	
10/18/18	X	X	X	
11/01/18	X	X	X	
11/19/18	X	X	X	
12/06/18	X	X	X	
12/20/18	X		X	X
TOTAL MEETINGS	26	20	25	07

January 3, 2019

Present: Kathy Wahl, Dan Thayer, and Pat Keatts; Don Eimers via conference phone call

Also present: Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Kathy opened meeting with election of officers for 2019

President: Don nominated Kathy Wahl; Pat seconded nomination. Kathy Wahl was elected.

Vice President: Pat nominated Don Eimers; Dan seconded nomination. Don Eimers was elected.

Secretary/Clerk: Dan nominated Kathy; Pat seconded nomination. Kathy Wahl was elected.

Treasurer/Bookkeeper: Kathy nominated Carrie; Don seconded nomination. Carrie was elected.

Dan gave maintenance report. He is looking for 7.5 watt light bulbs. Has been unsuccessful so far in locating them. We may have to change out the base to medium or small to get light bulbs. Dan reported he called Wally for snow removal at the South shore and North shore stations. Regular routine maintenance was performed.

Carrie presented Trustees with bills to okay for payment. Trustees discussed bills presented. Dan made motion and Pat seconded motion to okay all bills as presented for payment in full. Carrie gave trial balance statement, cash flow statement, and profit & loss statement. Trustees discussed statements. Dan made motion and Pat seconded motion to accept all statements. All Trustees voted aye.

Meeting minutes dated December 20, 2018 were read. Pat made motion and Dan seconded motion to accept minutes as written. Pat will send minutes to Don.

Since no further business came before the Board for discussion, Pat made motion to adjourn meeting and Dan seconded motion. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

January 24, 2019

Present: Kathy Wahl, Pat Keatts, and Dan Thayer

Also present: Andy VanSteenwyk

Dan reported on maintenance. Pump times for lift stations is right on. Will call Wally to clear snow from East and West Shore lift stations.

Due to Carrie's absence, Kathy presented financial report. Checks were presented for Trustee signatures on bills previously approved for payment. All checks were signed-will be distributed appropriately.

Minutes of previous meeting dated January 3, 2019 were read. Pat made motion and Dan seconded motion to accept minutes as written.

Since no further business came before the Board for discussion, Dan made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

February 6, 2019

Present: Kathy Wahl, Pat Keatts, and Dan Thayer

Also present: Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Kathy discussed CD for septic tank account which has matured. New rates are 3.01% for 14 months. Kathy reported the District currently has an additional \$74,360.96 in septic tank account and \$69,278.24 in the savings/depreciation account. Kathy discussed adding \$50,000.00 to septic tank CD for a total of \$200,000.00 and buying a CD for \$50,000.00 for savings/depreciation account. Discussion took place regarding new CD's. Pat made motion and Dan seconded motion to add \$50,000.00 to septic tank CD and to purchase a CD for savings/depreciation account in the amount of \$50,000.00. All Trustees voted aye. Kathy gave new signature cards to Trustees and Carrie to update for BankNorth. Kathy will take info to BankNorth for purchase of CD's.

Kathy presented new Waste Management Contract to Trustees for discussion. Full discussion took place. Pat made motion after comparing last year's contract and finding little difference to accept and sign new contract. Dan seconded motion. All Trustees voted aye.

Dan gave maintenance update. All lift stations have had snow cleared – May need to call Wally again after this week's storms are through. Regular route maintenance was performed; still waiting for bulbs.

Carrie presented timesheets to Trustees for approval. Full discussion of employee timesheets took place. Pat made motion and Dan seconded motion to accept timesheets and pay employees. All Trustees voted aye. Paychecks were distributed. Carrie reported on delinquent customers. Collection letters will be sent. Statement of Cash Flows were presented to Trustees. Full discussion took place. Dan made motion and Pat seconded motion to accept statement of cash flows. All Trustees voted aye.

Minutes of previous meeting dated January 24, 2019 were read. Pat made motion and Dan seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion and Dan seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

February 21, 2019

Present: Kathy Wahl, Pat Keatts, and Dan Thayer

Absent: Carrie Weisenburger and Andy VanStenwyk

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan discussed pumps he is closely watching because of their run times. He will be keeping track of these pumps and do the appropriate maintenance protocol. Dan also discussed the buildup of snow in the lift stations. He will have Wally clean out the stations after next snowstorm.

In the absence of Carrie, Kathy presented bills to Trustees for discussion and payment.

All bills presented for payment were discussed. Pat made motion and Dan seconded motion to pay all bills discussed in full. All Trustees voted aye.

Kathy presented letter from EideBailly for discussion regarding 2018 audit engagement. Pat questioned having an audit done since we owe no debts. Kathy said more expense would be involved if current audits are not done because of time involved to catch-up years of non-audit when audit is needed. Pat then made motion to proceed with an audit. Dan seconded motion. All Trustees voted aye. Kathy signed engagement letter and will send engagement letter to Dept. of Legislative Audit in Pierre for their approval.

Minutes of meeting dated February 6, 2019 were read. Dan made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business was presented to the Trustees for discussion, Dan made motion and Pat seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:10 p.m.

March 7, 2019

Present: Kathy Wahl, Pat Keatts, and Dan Thayer

Also present: Andy VanSteenwyk and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Andy reported a few household lines have been freezing up; have been pumping the tanks to keep up so there is no back-up. Have been working on lines when it is on RLSD side of line to unfreeze line. Have had to have Sewer Duck jet one residential line. Andy reported unable to get into sewer cell to dump honeywagon because of snow blocking entry. Will have Pat go to cell and blow snow out.

Dan reported he has been doing minimal maintenance because of inability to get around because of all the snow. He is unable to read meters at the lift stations because of the snow blockage. Will have Wally clear snow as soon as we get a break with the snow storms. Still waiting for light bulbs.

Carrie presented Trustees with employee timesheets. Trustees discussed and approved all timesheets and mileage reports. Pat made motion; Dan seconded motion to approve timesheets. All Trustees voted aye. Checks for wages were signed and distributed to employees.

Carrie gave Trustees profit/loss statement. Statement was discussed. Pat made motion to accept statement. Dan seconded motion. All Trustees voted aye.

Minutes of meeting dated March 7, 2019 were read. Pat made motion and Dan seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business was brought before the Board Pat made motion to adjourn meeting at 8:00 p.m. Dan seconded motion. All Trustees voted aye. Meeting was adjourned.

~~no further business came before the Board~~ March 21, 2019

Present: Kathy Wahl, Pat Keatts, and Don Eimers

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan told Board he had Wally clean snow out of all 4 lift stations. Snow was 5' – 6' deep inside stations again. Dan performed regular maintenance to route. Still waiting for lightbulbs.

Carrie presented checks to Trustees for their signatures on payments that had been authorized on May 7, 2019. Trustees signed checks. They will be distributed to vendors. Trustees were given the bank statements. Statements were discussed. Don made motion to accept statements as given and balanced. Pat seconded motion. Carrie will reconcile all accounts.

Minutes of previous meeting dated March 7, 2019 were read. Pat made motion to accept minutes as written. Dan seconded motion. All Trustees voted aye.

Trustees discussed April 4, 2019 meeting. It will be a dinner meeting. Kathy received a smoked turkey from Helms Engineering which she will cook. Dinner will be potluck and begin at 6:00 p.m. Meeting will follow. Don made motion and Pat seconded motion. All Trustees voted aye.

Since no further business came before the Board for discussion, Pat made motion to adjourn meeting. Don seconded. All Trustees voted aye. Meeting was adjourned.

April 4, 2019

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Andy VanSteenwyk

Dan and Andy gave maintenance report – Dan will take inventory to see how many old stations with bulbs are left. He will change the bulb style when they are gone. He will use up all the bulbs he currently has in inventory. Fencing around sewer cell will need to be fixed as soon as all the snow melts so repairs can be made. Pat, Don, and Dan will fix fence. Dan made regular rounds in the District and conducted maintenance as needed.

Andy is gearing up to find balance of tanks and to perform maintenance to air release valves and household maintenance to those who were “froze up”. Discussion centered on having Wally dig up a sample portion of pipes to make sure it is buried deep enough. Will discuss further relief for frozen lines as soon as we can see depth of lines.

In Carrie’s absence Kathy presented Trustees with checks to sign for bills that had been okayed for payment. All checks were signed and will be distributed. Kathy presented cash flow to Trustees. Discussion took place. Don made motion and Pat seconded motion to accept cash flow. All Trustees voted aye.

Minutes of meeting dated March 21, 2019 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:15 p.m.

April 18, 2019

Present: Kathy Wahl, Pat Keatts, and Don Eimers

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported on district maintenance. Stations are running higher than normal because of snow melt; expects this to settle down soon. Will do inventory on bulbs on Tuesday. Will find out how many old style bulbs are left. Normal maintenance was performed – waiting for ground to dry up to work on fenceline.

Carrie presented checks for signatures of bills okayed for payment. All checks were signed. Checks will be distributed. Carrie gave Trustees the bank reconciliation statement. Bank statement was discussed. Pat made motion and Don seconded motion to accept bank reconciliation at stated.

Minutes from previous meeting dated April 4, 2019 were read. Don made motion and Pat seconded motion to accept minutes as written.

Since no new business came before the Board for discussion Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

May 2, 2019

Present: Kathy Wahl, Pat Keatts, and Don Eimers

Also present: Dan Thayer, Carrie Weisenburger, Chuck Muth, Mark & Gail Hanson, and Fredericka Kastner

Call to order: Kathy called meeting to order at 7:00 p.m.

Customers presented had discussion with Board regarding their freeze-up of pipes this winter and a possible remedy. They had heard we might add 1' of gravel to their road taking it up one foot. The Trustees assured them that is not going to happen. Our intentions are to have Wally dig a test spot to see how deep their lines were buried at construction and if lines are not six (6) feet deep, we will have B&B out to re-do the lines and bury them to the proper depth according to plan. (Re-do should correct problem of frozen lines.) Customers agreed with this plan. Told them we will do test as soon as ground dries out enough for Wally to work.

Dan discussed maintenance. Everything is working fine-numbers at main lift stations are back to normal. (High numbers probably due to runoff and household sump pumps running excessively.) He performed routine maintenance on route. Still using up old supply of bulbs.

Carrie presented financial report. Presented employee timecards to Trustees for their approval. Timecards were approved by Pat and Don (motion & second). Checks for payment of wages were signed and distributed. Bills were presented for approval. Discussion of bills took place. Pat made motion and Don seconded motion to approve all bills presented to be paid in full. All Trustees voted aye. Carrie presented cash flow report. Discussion took place. Pat made motion and Don seconded motion to accept cash flow report.

Minutes of meeting dated April 18, 2019 were read. Don made motion and Pat seconded motion to accept minutes as written.

Since no further business came before the Board for discussion, Pat made motion and Don seconded motion to adjourn meeting at 8:30 p.m. All Trustees voted aye. Meeting was adjourned.

May 16, 2019

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk, Todd Campbell, Kent Larson, and Lanny Wahl

Absent: Dan Thayer and Carrie Weisenburger

Todd Campbell and Kent Larson led discussion regarding land acquisition between Brown County and Bill Edwards. Further information and discussion between Brown County and Bill Edwards is forthcoming regarding the land swap. The Trustees of the Richmond Lake Sanitary District voted unanimously to support the proposal of the land swap contract between Brown County and Bill Edwards.

Andy reported he and his crew worked overtime this month to help ease the "freeze-up" on Richmond Lane. Hopefully warmer weather is due and will take care of this soon. Normal maintenance was performed on District lines.

Due to Carrie's absence, Kathy presented checks for Trustees to sign for bills approved for payment. All checks were signed and will be distributed.

Minutes of meeting dated May 2, 2019 were read. Don made motion and Pat seconded motion to accept minutes as written.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:30 p.m. All Trustees voted aye. Meeting was adjourned.

June 6, 2019

Present: Kathy Wahl, Don Eimers, Dan Thayer and Carrie Weisenburger

Dan gave maintenance report. He said Wet Shore lift station is now hooked up on other set of controls. Will fix when inspection is done. Dan took care of routine maintenance to the District.

Carrie presented Trustees with employee timecards. Trustees reviewed timecards. Don made motion to pay employees per their timecard; Dan seconded motion. Checks were cut and signed and distributed. Carrie presented bills for Trustees to okay for payment. All bills were discussed. Don made motion and Dan seconded motion to pay all bills in full as presented. All Trustees voted aye.

Minutes of meeting dated May 16, 2019 were read. Dan made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Next meeting date was discussed. Because of Don's absence and Pat's conflict it was decided to meet June 17, 7:00 p.m. at the resort. All Trustees agreed. District meetings will now be held on the first and third Wednesday of the month for the summer session.

Since no further business came before the Board for discussion, Don made motion and Dan seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

June 17, 2019

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk and Carrie Weisenburger

Call to order: Meeting was called to order at 7:00 p.m. by Kathy Wahl

Dan reported pump #1 is out for repair in South Shore station. Problem seems to be excessive amp overload. He performed the routine maintenance for balance of system.

Carrie presented checks for bills to Trustees for their signatures that had been previously okayed. Checks were signed and will be distributed.

Minutes of previous meeting dated June 6, 2019 were read. Pat made motion and Don seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the board for discussion Pat made motion and Don seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

July 3, 2019

Present: Kathy Wahl, Don Eimers, and Dan Thayer for Pat Keatts

Also present: Carrie Weisenburger

Dan reported #1 pump was installed at south shore station; #2 pump straightened out when #1 went in.

Dan performed routine maintenance to route – no surprises to report.

Carrie presented timesheets for employees for month of June to Trustees. Trustees discussed timesheets. Don made motion and Dan seconded motion to accept timesheets. All Trustees voted aye. Paychecks were signed and distributed to employees. Carrie then distributed profit/loss report to Trustees. Report was discussed. Don made motion; Dan seconded motion to accept report.

Kathy reported she and Carrie answered final questions to auditors regarding operations for the audit. Audit should be done soon; have to finish depreciation schedule.

Since no further questions/comments came before the Trustees, Don made motion and Dan seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

July 17, 2019

Present: Kathy Wahl, Pat Keatts, Dan Thayer for Don Eimers

Also present: Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported all pumps are working well. Quote from DPC to rebuild Hydromatic S4PX1000JC pump was discussed. Price quote is \$2,500.00. Pat made motion and Dan seconded motion to have pump rebuilt. All Trustees voted aye. Kathy will fax okay to rebuild pump. Dan discussed spraying weeds with Round-up this month. Dan performed routine maintenance to District.

Carrie presented checks to Trustees for their signatures on bills that were previously okayed for payment. All checks were signed. They will be distributed. Carrie discussed customers who are late with their payment. Collection invoice will be sent to these customers with late fees added.

Kathy discussed maintenance work at the Eisenbeisz residence. Underground services will do the work to repair their system.

Minutes of the meeting dated July 3, 2019 were read. Dan made motion and Kathy seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business was brought before the Board for discussion, Pat made motion and Dan seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

August 7, 2019

Present: Kathy Wahl, Pat Keatts and Dan Thayer for Don Eimers

Also present: Carrie Weisenburger

Call to order: Kathy Wahl called meeting to order at 7:00 p.m.

Dan reported he sprayed Round-up on main lift stations – will do lagoon soon for cattails. He performed regular maintenance in the District.

Carrie gave Trustees employee timecards. They were discussed. Pat made motion and Kathy seconded motion to accept timecards. All Trustees voted aye. Paychecks were signed and distributed to employees.

Checks were given to Trustees to sign for all invoices okayed for payment. Checks were signed and will be distributed. Carrie distributed Trial Balance report. Trustees discussed report. Pat made motion and Dan seconded it; all Trustees voted aye to accept report

Kathy discussed paying camera fees for Ron Eisenbeisz since it was used to find trouble spot at his residence. Pat made motion; Dan seconded motion – all Trustees voted aye.

Minutes from previous meeting dated July 17, 2019 were read. Dan made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Meeting dates for next meeting was changed to August 28, 2019 and September 5th, 2019

Kathy discussed and conducted 1st reading of Ordinance 19-01; 2020 Annual Appropriations. Pat made motion and Dan seconded motion for a 50 cent/hour raise for all employees and \$5.00 raise for meeting fees for Trustees. All Trustees voted aye; Kathy abstained for employee discussion of wage increase.

Since no further business came before the District for discussion Pat made motion and Dan seconded motion to adjourn meeting at 8:15 p.m. All Trustees voted aye. Meeting was adjourned.

August 28, 2019

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Carrie Weisenburger

Call to order of meeting: Kathy called meeting to order at 7:00 p.m.

Due to absence of Dan, no maintenance report was given.

Carrie presented checks to Trustees for their signature for invoices previously okayed for payment. Checks were signed and will be distributed. Carrie reported delinquent payers to Trustees. They include

Tim Hanigan - \$499.00

Don & Carol Kirchgessler - \$1,000.00

Jarod Dell - \$921.20

Roland Erhart - \$715.00

Trustees instructed the Clerk to file a lien against delinquent customers. (Liens will be filed on their real estate taxes.)

Kathy read letter of audit acceptance from the Dept. of Legislative audit.

2nd reading of Ordinance 19-01 was read and discussed. There were no new changes to ordinance from Trustees. Pat made motion and Don seconded motion to accept 2nd reading of Ordinance 19-01. All Trustees voted aye to accept ordinance.

Minutes from previous meeting dated August 7, 2019 were read. Pat made motion and Kathy seconded motion to accept minutes as written. All Trustees voted aye. Don abstained from voting due to his absence.

Kathy discussed Trustee vacancy. Nominating petitions begin August 30, 2019 and are due by 5:00 p.m. September 18, 2019.

Next meeting date will be September 4, 2019 so that Trustees may attend the Northern Electric meeting on September 5, 2019.

Since no further business was brought before the Board for discussion Don made motion and Pat seconded motion to adjourn meeting at 8:15 p.m. All Trustees voted aye. Meeting was adjourned.

September 4, 2019

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported South Shore pump #2 failed. Will call Dakota Pump for maintenance. He performed regular maintenance to District. Will have Andy locate portion of Richmond Lane where digging by Wally will commence to check depth of pipes.

Carrie presented Trustees with employee timesheets. Trustees reviewed timesheets. Pat made motion and Don seconded motion to accept timesheets. Checks were signed and distributed to employees for wages. Trustees signed checks to pay invoices previously okayed for payment. Checks will be distributed. Carrie presented financial reports to Trustees. Trustees reviewed financial reports. Pat made motion and Don seconded motion to accept financial reports with no questions.

Minutes of previous meeting dated August 28, 2019 were read. Don made motion and Pat seconded motion to accept minutes as written.

Kathy reminded Trustees of upcoming election and to talk to neighbors about Trustee position that will be open due to Don's decision not to run again.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:10 p.m. All Trustees voted aye. Meeting was adjourned.

September 19, 2019

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

In Dan's absence, Carrie read the following statement: Dakota Pump and Control are here today for the annual preventative maintenance at all lift stations. They returned our pump from the SS station after repairing same. It was put into the storage unit. Dan dug up the electrical line at SS station and found the conduit connection had rotted away between the line and the connector going through the pit wall. Dan used a stainless steel plumbing connector for repair.

Dan purchased a jug of Glycosphate (Roundup) and gave to Pat; he will be spraying the lagoon edges.

The day after the last meeting Dan called one call, Andy and Wally for digging between Dulik and Hansen. Andy has marked the location for Wally to dig. Locations are good through the 30th of the month, Wally was told to call Dan or Andy before he starts to dig.

Carrie presented Trustees with checks to sign for all approved bills for payment. Checks were signed and will be distributed. An adjusted trial balance report was given to Trustees. Discussion took place; Don made motion and Pat seconded motion to accept trial balance report.

Minutes of previous meeting dated September 4, 2019 were read. Don made motion and Pat seconded motion to accept minutes as written.

Kathy announced she received one (1) nominating petition for the position of Trustee. Petition received was from Steve Salwei. Petition was canvassed by Auditor's office; petition was accepted. Steve Salwei will be Trustee in January 2020 to take the place of Don Eimers who is retiring from the Board. Thank you Don for your years of service.

Since no further business came before the Board, Pat made motion and Don seconded motion to adjourn meeting at 8:15p.m. All Trustees voted aye. Meeting was adjourned.

October 3, 2019

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer and Steve Salwei

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan performed normal maintenance to district. He is trying a new light bulb in panels.

In absence of Carrie Kathy presented employee hours for payment to Trustees for their approval. Pat made motion and Don seconded motion to approve employee hours. Paychecks were signed and distributed.

Kathy presented checks to Trustees for their signatures on invoices previously approved for payment. All checks were signed and will be distributed appropriately.

Minutes of previous meeting dated September 19, 2019 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Kathy discussed septic tank and the Berry residence. Tank is possibly under garage floor – will have to be relocated before sale of home if it is necessary. Will have Andy check things out. If so, Trustees voted to give seller/buyer time until Oct. 1, 2020 to move tank.

Steve Salwei discussed pipe placement and freeze-up on Richmond Lane. Kathy and Dan said we are waiting for Wally Albrecht to start digging. Andy has everything marked.

Since no further business came before the Board for discussion Pat made motion and Don seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned at 8:00 p.m.

October 17, 2019

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer, Andy Van Steenwyk, and Steve Salwei

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported regular maintenance was performed to the District. We are still awaiting Wally Albrecht to dig on Richmond Lane for purpose of checking depth of pipes because of line freeze-up. Kathy will contact Wally for possible date he will start.

Andy reported the bulbs on the panels are not working very well. He will switch the sockets or buzzer; panel if it needs replacement. Andy and staff have been performing end-of-season work in the District.

In absence of Carrie, Kathy presented checks to Trustees for signatures for payment of bills previously approved. All checks were signed and will be distributed. Statements of bank accounts were discussed. All accounts were canvassed and accepted. Pat made motion and Don seconded motion to accept statements as presented. All Trustees voted aye.

Minutes of previous meeting dated October 3, 2019 were read. Don made motion and Pat seconded motion to accept minutes as written. All Trustees voted aye.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

November 7, 2019

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Andy VanSteenwyk, Carrie Weisenburger, and Steve Salwei

Call to order: Kathy called meeting to order at 7:00 p.m.

Don announced he will be resigning from the Board after the November 21st meeting. Pat made motion and Don seconded motion to install Steve Salwei upon his resignation. All Trustees voted aye. Kathy made motion and Pat seconded motion to reimburse Don for his Trustee fees at that time since he will be going out-of-state. All Trustees voted aye.

In absence of Dan, Kathy reported on maintenance by Wally Albrecht on Richmond Lane. Wally dug up sewer line – it was only 5 foot deep instead of normal 6 foot depth. He also found a leak in the line which could possibly be the reason the line froze up since there was quite a bit of water in a hole that the line ran through. Wally pumped the water out of the hole, repaired the line, re-buried the line to the proper depth and built an approach over the top of the line to allow for easier access for maintenance in that area.

In an e-mail to Carrie (along with his hours) Dan reported he performed normal maintenance to the District.

Carrie presented Trustees with employee time cards. Don and Pat canvassed timecards. Don made motion and Pat seconded motion to accept time cards. Checks for wages were written and signed by Trustees. Checks were distributed. Checks for bills previously okayed for payment were signed by Trustees and will be distributed appropriately.

Carrie presented Trustees with a profit/loss statement. Statement was discussed. Don made motion and Pat seconded motion to accept statement.

Minutes of previous meeting dated October 17, 2019 were read. Don made motion and Pat seconded motion to accept minutes as written.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.

November 21, 2019

Present: Kathy Wahl, Don Eimers, and Pat Keatts

Also present: Dan Thayer, Carrie Weisenburger, and Steve Salwei

Call to order: Kathy called meeting to order at 7:00 p.m.

Trustees were given paperwork from Banknorth to sign for new signature cards. Because of Don Eimer's resignation, Steve Salwei will begin duties as Trustee December 5, 2019. New signature cards must be signed for Banknorth to include Steve and delete Don Eimers. Pat made motion; Kathy seconded motion to do so. All Trustees voted aye.

Dan gave presentation of pictures of Wally Albrecht's work on Richmond Lane. Work was explained; let's hope this resolved the frozen line situation for the residents! Normal route work was performed by Dan. Dan will pick up air release valves in the Park and on North Shore Drive and take to Mardian's for salvage.

Carrie presented Trustees with bills to okay that have been presented for payment. Don made motion to pay all bills in full as presented; Pat seconded motion. All Trustees voted aye. Statement of bank accounts were presented for discussion and okay from Trustees. Discussion ensued – Don made motion to accept statement of accounts; Pat seconded motion. All Trustees voted aye.

Minutes of preceding meeting dated November 7, 2019 were read. Don made motion to accept minutes as written. Pat seconded motion. All Trustees voted aye.

Kathy, Pat, Dan and Carrie all thanked Don for his time as Trustee for the District and wished him luck in his future endeavors.

Since no further business came before the Board for discussion, Don made motion and Pat seconded motion to adjourn meeting. All Trustees voted aye. Meeting was adjourned.

TRUSTEE MEETING ATTENDANCE

DATE	KATHY	DON	PAT	DAN	STEVE
01/03/19	X		X	X	
01/24/19	X		X	X	
02/06/19	X		X	X	
02/21/19	X		X	X	
03/07/19	X		X	X	
03/21/19	X	X	X		
04/04/19	X	X	X		
04/18/19	X	X	X		
05/02/19	X	X	X		
05/16/19	X	X	X		
06/06/19	X	X		X	
06/17/19	X	X	X		
07/03/19	X	X		X	
07/17/19	X		X	X	
08/07/19	X		X	X	
08/28/19	X	X	X		
09/04/19	X	X	X		
09/19/19	X	X	X		
10/03/19	X	X	X		
10/17/19	X	X	X		
11/07/19	X	X	X		
11/21/19	X	X	X		
12/05/19	X		X		X
12/19/19	X		X		X
TOTAL	24	15	22	10	2

December 5, 2019

Present: Kathy Wahl, Pat Keatts, and Steve Salwei

Also present: Dan Thayer and Carrie Weisenburger

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported regular maintenance was performed to the District. He will have Wally remove the snow from the lift stations. Everything has been going well; no phone calls for maintenance have been received.

Carrie presented Trustees with meeting attendance listing for annual Trustee fee payment and hours for employees. Trustees discussed attendance and employee hours. Pat made motion to pay Trustees and employees. Checks were written and Trustees signed checks. All checks were distributed to Trustees and employees. Checks for bills previously okayed were signed by Trustees and will be distributed to proper invoices for payment.

Carrie gave Trustees the summary balance sheets of all accounts. Trustees discussed reports. Pat made motion to accept report. Steve seconded motion. All Trustees voted aye.

Minutes of previous meeting dated November 21, 2019 were read. Pat made motion and Steve seconded motion to accept minutes as written. All Trustees voted aye.

Kathy led discussion regarding meeting place for winter months. It was decided to meet at Kathy's house for meetings for the winter months since the Board members all live on the west side of the lake and travel is shorter in the cold weather months. (Kathy's house is the official office for the District therefore all Trustees agreed to hold meetings in the designated District office. Pat made motion, Steve seconded motion and all Trustees voted aye.

Since no further business came before the Board for discussion, Steve made motion to adjourn meeting at 8:00 p.m. Pat seconded motion. All Trustees voted aye. Meeting was adjourned.

December 19, 2019

Present: Kathy Wahl, Pat Keatts, and Steve Salwei

Also present: Dan Thayer and Andy VanSteenwyk

Call to order: Kathy called meeting to order at 7:00 p.m.

Dan reported routine maintenance was performed in the District – all pumps are running okay with the exception of the SS pump #1 – Andy will check it and advise. Andy reported routine checks were done on his route. He will remove the old air release valve at the park and various others located around the lake.

In absence of Carrie, Kathy presented Trustees with checks to sign for invoices previously okayed for payment. Checks were signed and will be distributed. Kathy gave Bank North account statements to Trustees for their review. Accounts were reviewed and discussed. Steve made motion and Pat seconded motion to accept accounts. All Trustees voted aye.

Minutes of previous meeting dated December 5, 2019 were read. Pat made motion and Steve seconded motion to accept minutes as written. All Trustees voted aye.

Kathy reported all year 2020 payment booklets have mailed to customers. Carrie and Kathy will be working on end-of-year reports this month to close out year 2019.

Since no further business came before the Board for discussion Pat made motion and Steve seconded motion to adjourn meeting at 8:00 p.m. All Trustees voted aye. Meeting was adjourned.