



Forest Township

Rice County
3625 Millersburg Boulevard
Faribault, Minnesota

Circle Lake Subordinate Sewer District Bi-Annual Meeting

September 16, 2026

5:30 PM

Meeting minutes

1. Call the meeting to order

Chairman Larry called the meeting to order at 5:30 pm.

Forest Township: Larry Conrad, Dan Deutsch, Al Malecah, Ashley Anderson, Lisa Trnka,
Charlie Peters

Septic Check: Lucas Caldwell

Circle Lake SSD Members: John Benjamin, Mike & Beth Eaves, Brian Cherwinka, Matt &
Denise Boulay, Mike Ozmun, David Miller

2. Approve Agenda

Al made a motion to approve the agenda. Dan seconded the motion. All voted in favor and the motion carried.

3. Approve Circle Lake SSD minutes from August 14, 2025

John made a motion to approve the minutes as read. Brian seconded the motion. All voted in favor and the motion carried.

4. Financial review

The current SSD balance is \$9,355. The year-end balance is projected to be approximately negative \$15,249, representing an estimated net loss of \$25,700 for 2026.

John Benjamin made a motion to approve the financial review. Brian seconded the motion. All voted in favor and the motion carried.

5. System review

Lucas introduced himself as the new septic provider and reported that the system is generally in good condition. The panel and sand filter are new; the system needs cleaning and Septic Check recommends jetting the drain field if needed. Routine flushing of the drainfield is included in the annual maintenance contract. If jetting is needed, the estimated cost is \$5,000–\$15,000. The original tanks remain in good condition.

Septic Check will inspect each individual system annually, recommend pumping as needed, complete necessary repairs under the determined threshold amount, leave a door hanger on homes they were at, and provide reports to homeowners if requested, via the email address left on the door hanger. Inspections/repairs can be completed from outside and homeowners do not need to be present. Individual homeowner repairs are the responsibility of the homeowner and Septic Check. Unpaid bills will be assessed by the Township on the homeowner's property taxes.

The group discussed authorizing Septic Check to complete homeowner repairs up to \$1,000 without additional approval.

John Benjamin made a motion to establish a \$1,000 repair threshold. Mike Eaves seconded. All voted in favor; the motion carried.

Homeowners selling a property must obtain a septic assessment as required by county ordinance, to be coordinated through Septic Check. The Board will work with Septic Check on service agreements with local providers for pumping and time sensitive repairs/assessments.

6. Annual assessment amount

Lisa presented several annual assessment scenarios and projected balances through 2028. An annual assessment of at least \$1,200 is needed to break even.

John made a motion to increase the annual assessment for 2027 and 2028 from \$775 to \$1,300. Mike Ozman seconded. All voted in favor; the motion carried.

The assessment will likely appear as two line items on the county tax statement: the original \$775 assessment and an additional \$525 assessment.

7. Adjourn

John Benjamin made a motion to adjourn the meeting at 6:34 pm. Beth Eaves seconded the motion. All voted in favor and the motion carried.

Respectfully submitted by Ashley Anderson, Clerk, Forest Township