



Forest Township

Rice County
3625 Millersburg Boulevard
Faribault, Minnesota

Tuesday, July 21, 2026

6:30 PM

**Special Meeting: Subordinate Sewer Districts Service Contract
Meeting Minutes**

1. Call the meeting to order

Chairman Larry called the meeting to order at 6:00 pm.

Members Present: Larry Conrad, Dan Deutsch, Ashley Anderson, Lisa Trnka, Al Malecha

2. Approve meeting agenda

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

- 3. Purpose of Special Meeting:** To consider action regarding the Forest Township Subordinate Service District wastewater management services contract.
- 4. Review of Current Wastewater Management Services Contract**

The Board discussed ongoing concerns regarding the operation and maintenance of the Township's Subordinate Sewer Districts and the current service contract with Advanced Septic Solutions.

Board members and Circle Lake Estates residents discussed the condition of the existing control panel. The current panel, installed in 2003, is operational but no longer has telemetry capability. It needs to be replaced. The replacement of the panel is estimated to cost approximately \$50,000 and would provide modern cellular communication technology. This is the final panel remaining to be upgraded among the Township's four sewer systems.

It was noted that, while the main pumps are operating properly at Circle Lake Estates, maintenance work will be needed on the system filters. The Board discussed the need to keep system flows below the permitted threshold of 10,000 gallons per day and whether a future service provider could assist with flow monitoring and accountability.

Residents expressed concerns regarding communication and accountability under the current service contract. Specific concerns included:

- Lack of documentation of inspections, maintenance, and repairs.
- Required reports not being provided to either the Township or Rice County.
- Homeowners not being notified when service technicians are on-site.
- The need for a defined process to hold future service providers accountable for contract performance.
- Establishing checks and balances to prevent similar issues from occurring in the future.

Representatives from the Circle Lake Subordinate Sewer District also attended the meeting.

The Board discussed future options for homeowner alarm response, including maintaining a list of qualified service providers who could respond to homeowner alarm issues when appropriate.

The Board discussed the transition process following termination of the current contract, including the required 30-day notice period, procurement process to obtain a new vendor, transferring system information and records to a new service provider, and coordinating an onboarding meeting with the new contractor. It was noted that Rice County maintains system maps that can be provided to the new service provider.

Additional discussion included whether each Subordinate Sewer District should designate a representative to work with the Township, or whether the Township should establish a Sewer Committee to provide ongoing oversight and communication. A recommendation was also made that the Board consider retaining a homeowner with expertise as a technical advisor during the transition and future operations.

The Board also discussed long-term planning for capital improvements and whether the current user fee structure is adequately building reserves for future system replacement. It was noted that the Circle Lake Estates SSD currently has an account balance of approximately \$37,000.

The Township Clerk will compile a summary of the future requested service contract activities for review.

5. Determine next steps

Al made a motion to provide Advanced Septic with a 30-day termination notice. Dan seconded the motion. All voted in favor and the motion carried.

The clerk will mail letters to the SSD homeowners with information on the meeting where quotes will be reviewed and a new service provider will be chosen. That meeting will take place in August 2026.

6. Adjourn

Al made a motion to adjourn the meeting at 7:30. Dan seconded the motion. All voted in favor and the motion carried